

Constitution of “EmpowART UofT - Student Chapter”

1. Name

The official name of this recognized student group is “**EmpowART UofT**”

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

We aim to increase the use of visual art media and crafts as a healing and therapeutic tool in hospitals and senior homes while empowering students to be leaders and take control of their volunteering experience. Students will lead various art workshops from painting to clay modelling to origami to jewelry making and more. We hope to cater towards patients that are recovering from traumatic injuries and to help alleviate loneliness in hospitals and long term care facilities. Our goal is to also serve as a reflective space where students can share their experiences.

3. Membership

Executive members with voting privileges shall be currently registered students of the University of Toronto.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be **\$0 per year**.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be comprised of at least three (3) elected officers.

The President (Primary Contact) shall:

Be eligible to cast votes at meetings of the Executive Committee,
Oversee the operations, management, and success of the group,
Serve as spokesperson for the group,
Hold signing and financial authority along with the Treasurer,
Preside over meetings of the Executive Committee and/or general members,
Ensure a transition of office from one year to the next.
Ensure activities of the club comply with policies of the University of Toronto
Coordinate organizational recruitment efforts
Serve as the primary contact person for the club

The Vice President shall:

Be eligible to cast votes at meetings of the Executive Committee,
Assume duties of the President in their absence
Ensure activities of the club comply with policies of the University of Toronto,
Coordinate organizational recruitment efforts
Serve as the secondary contact person for the club
Consult with the president on important decisions regarding operation of the club

The Outreach Coordinator shall:

Be eligible to cast votes at meetings of the Executive Committee,
Make a list of all registered members
Make member contact list
Record notes and motions for meetings
Notify all members of meetings
Handle official correspondence of the organization
Liaise with local hospitals and long-term care homes

Secretary shall:

Be eligible to cast votes at meetings of the Executive Committee,
Maintain a list of group members,
Maintain the group website and member contact list,
Record notes and motions for meetings

Notify all members of general meetings
Assist with the organization of administrative items
Schedule workshops with partners

Literary Representative shall:

Be eligible to cast votes at meetings of the Executive Committee,
Write articles about the club's initiative and any special events
Interview club members and participants
Find new outlets to publish club related articles

Social Media Manager shall:

Be eligible to cast votes at meetings of the Executive Committee,
Maintain and update the web site and social media platforms
Take photos during workshops for post content
Reply to any inquiries or messages in a timely manner
Create & post content regularly on all platforms

Artistic Director shall:

Be eligible to cast votes at meetings of the Executive Committee,
Finalize art/craft activities for workshops
Make a list of materials needed
Make pamphlet/brochure with the overview process and timeline of the art workshops

The Treasurer shall:

Be eligible to cast votes at meetings of the Executive Committee,
Record all financial transactions of the group
Hold signing officer authority along with the President for financial purposes
Maintain a budget of income and expenses along with receipts
Advise members on financial position of the group
Prepare an annual budget for the group as well as budgets for specific events
Present financial records to the group members annually
Additional responsibilities may include: coordinate fundraising events

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

If any executive or general member reach three strikes for unreported absences, they will be removed from the club's membership

5. Elections

All voting positions on the Executive Committee shall be filled through an annual election.

All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

Non-voting group members shall not be eligible to cast a ballot for any elected position.

The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$500.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit

groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

a) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T students may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.