

# **Constitution of Green Leading Club U of T**

**October 2024**

## **ARTICLE I – Name and Purpose**

### *Section 1*

The official name of the recognized student group is “Green Leading Club U of T”.

### *Section 2*

The purpose, objectives, mission and/or mandate of the organization is to promote sustainability, climate action, and environmental leadership among U of T students through the creation and implementation of yearly student-led campaigns that tackle various issues related to climate change and environmental degradation across the University of Toronto St George Campus, or seek to incorporate the Sustainable Development Goals (SDGs) into certain areas of student life.

## **ARTICLE II – Membership and Membership Fee**

### *Section 1*

All members shall be entered into the club member list. This member list shall serve as the official club document in all club matters.

### *Section 2*

The club member list shall serve as the official document for determining voting privileges.

### *Section 3*

Voting membership is open to all registered students members of the University of Toronto.

### *Section 4*

Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

### *Section 5*

The membership fee will be \$10 per year for all registered students on the club member list.

### *Section 6*

Membership is subject to the member being in good standing with Green Leading University of Toronto and the University, and all organizations with which the club is involved.

### **ARTICLE III – Rights of Members**

#### *Section 1*

All members may apply for a full refund of their membership fee within one (1) month of becoming a member.

#### *Section 2*

All voting members have a right to attend all general meetings of members.

#### *Section 3*

All voting members have a right to cast votes at all general meetings of members.

#### *Section 4*

All voting members have a right to stand for election unless otherwise stated in this document.

#### *Section 5*

All voting members have a right to cast votes in all group elections and referenda.

#### *Section 6*

All voting members have a right to propose and vote on amendments to this constitution.

#### *Section 7*

The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **ARTICLE IV - Executive Committee**

#### *Section 1*

The term for all positions on the Executive Committee shall be from May 1st to April 30th.

#### *Section 2*

The Executive Committee shall be comprised of 7 voting members, as designated in Article 5.

#### *Section 3*

Non-voting members may hold only non-voting positions on the Executive Committee.

#### *Section 4*

The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

#### *Section 5*

Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

#### *Section 6*

No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

#### *Section 7*

The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

### **ARTICLE V - Executive Committee Composition and Duties**

#### *Section 1*

List of Executives of Green Leading UofT:

President, Vice-President, Director of Campaigns, Director of Operations, Director of Finance, Director of Communications, Director of Outreach.

#### *Section 2*

Each member of the executive committee is responsible for the following rights & duties:

##### A) President

- 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 members
- Ensure a transition of office from one year to the next.

- B) Vice-President
  - Assume duties of the President in their absence
  - Enforce the constitution
  - Maintain the constitution
  - Ensure activities of the club comply with the policies of the University of Toronto
  - Coordinate recruitment efforts for the Executive committee with the Director of Operations and Director of Outreach and Events
  - Maintain the club member list
  - Maintain the group website and member contact list
- C) Director of Operations
  - Manage logistics for club activities and events.
  - Coordinating with team members, planning logistics, and attending meetings.
  - Oversee the planning of the wrap-up conference at the end of the year.
  - Coordinate recruitment efforts for the Executive committee with the Vice-President and Director of Outreach and Events
  - Record notes and motions for meetings
  - Notify all members of general meetings
- D) Director of Campaigns
  - Support all campaigns by providing guidance, resources, and strategic direction, with the support of the President
  - Recruit and train team leaders and members for each campaign
  - Monitor the progress of campaigns and ensure they meet their designated objectives
  - Facilitate collaboration and communication between campaign teams.
- E) Director of Finance
  - Record all financial transactions of the group
  - Hold co-signing and financial authority along with the President
  - Maintain a budget of income and expenses
  - Report the financial position of the group to the Executives every first day of the month.
  - Prepare an annual budget for the group
  - Responsible for collecting membership fees
  - Develop and implement strategies to secure funding and sponsorships
- F) Director of Communications
  - Develop and execute the club's communication strategy, including social media, newsletters, and the club website.
  - Create and distribute promotional materials for club events and campaigns, within a deadline agreed upon by the 2/3 (rounded up) of the Executives.
  - Maintain weekly and engaging communication with club members and the broader university community.
  - Monitor and respond to inquiries through various communication channels.
- G) Director of Outreach and Events
  - Build and maintain relationships with other student organizations, university departments, and external partners.
  - Organize events and activities to engage the university community and promote the club's initiatives.

- Coordinate outreach efforts to recruit new members and volunteers.
- Coordinate recruitment efforts for the Executive committee with the Director of Operations and Vice-President.
- Plan and execute collaborative projects with partner organizations.

## **ARTICLE VI – Meetings**

### *Section 1*

Regular club meetings shall be held during the Fall/Winter school period, at the discretion of the Executive committee

### *Section 2*

Special meeting may be called by the President, by majority of the Executive committee, or by majority of the club members (as listed on the club member list).

### *Section 3*

Attendance at regular club meetings shall be mandatory. A member missing a meeting requiring their attendance shall be responsible for all material covered in that meeting.

## **ARTICLE VII – Elections**

### *Section 1*

All voting positions on the Executive Committee shall be filled through an annual election, except for the year of club creation, in which positions will be filled at the discretion of the President and Vice-President.

### *Section 2*

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

### *Section 3*

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

### *Section 4*

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

### *Section 5*

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

#### *Section 6*

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.

#### *Section 7*

The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election. Accordingly, elections are organised by the Vice-President.

#### *Section 8*

For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

#### *Section 9*

The President must break all tie votes, but does not have to declare whether a vote was tied.

### **ARTICLE VIII- Proxy voting**

#### *Section 1*

Proxy voting shall be allowed in all matters requiring a vote from the club members.

#### *Section 2*

Proxy votes shall only be admissible when approved by the President and Vice-President and submitted to the Vice-President.

#### *Section 3*

Proxy votes shall only be valid if it carries the details of the specific vote verbatim, the date of the meeting and is properly signed and dated.

#### *Section 4*

All proxy votes must be submitted before the regular club meeting where the resolution reached.

#### *Section 5*

Proxy votes count as one vote.

## **ARTICLE IX – Constitution amendments**

### *Section 1*

A constitution section may be adopted, amended, or annulled by a two-thirds majority vote of the entire club members.

### *Section 2*

A motion for constitutional changes must be expressed in writing.

### *Section 3*

A motion for constitutional changes must be presented at one regular club meeting, where it will automatically be tabled to the next regular club meeting without exception.

### *Section 4*

Unless specified otherwise, all members who fail to submit a proxy vote and is absent from the meeting, shall abstain from the vote.

### *Section 5*

The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.

### *Section 6*

Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.

## **ARTICLE X – Finances**

### *Section 1*

The Treasurer shall keep an active record of income and expenses.

### *Section 2*

The Treasurer shall present the group's updates on the group's financial position at annual general meetings.

### *Section 3*

A proposed budget must first be approved by the entire Executive committee.  
The budget then requires approval by a 2/3 majority vote of the entire club, however this rule does not apply until May 1<sup>st</sup> 2025 onwards.

#### *Section 4*

The group may not engage in activities that are essentially commercial in nature.

#### *Section 5*

The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

#### *Section 6*

The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

#### *Section 7*

The group will not pay salaries to any of its officers.

### **ARTICLE XI - Termination of Membership**

#### *Section 1*

The Executive Committee may revoke the membership of 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.

#### *Section 2*

A vote to revoke membership must be held at a meeting of the Executive Committee.  
A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

#### *Section 3*

Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

#### *Section 4*

In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

#### *Section 5*



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

*Section 6*

Executive Committee members are subject to the same termination of membership process as general members.