

Constitution of “The HOPE Initiative Foundation - University of Toronto Student Chapter”

1. Name Humanitarian Organization For providing empowerment

The official name of this club is “The HOPE Initiative Foundation - University of Toronto Student Chapter”

The acronym or abbreviation of this group is “UofT HOPE”

2. Purpose and Objectives

The UofT student chapter of the HOPE Initiative Foundation is a unique youth empowerment organization comprising a dual focus on high school-post-secondary integration and community involvement through volunteering. HOPE is a student-run charity that focuses on three pillars:

- 1) student empowerment
- 2) outreach within schools
- 3) marginalized community groups.

Our philosophy resonates around the concept of mutual aid, where a common established goal guides our actions to ensure our events benefit all parties involved. Our initiatives help us learn more about the challenges different marginalized groups face and allows us to tailor events to aid and empower them. Our goal is to aid in the empowerment of student leaders, creation of support networks within schools and local outreach to vulnerable sectors in the Toronto area. UofT HOPE will achieve this through establishing mentorship programs to empower emerging students at both university and high school levels.

3. Membership

The group shall maintain a list of group members.

Voting membership to the group is open to all registered University of Toronto students. Members must register for a designated executive by submitting their full name and a valid UofT email address.

Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. However, these members do not hold the same rights to voting members.

The membership fee is \$0 per year

4. Rights of Members

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

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

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

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

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

5. Executive Committee

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

The Executive Committee shall be composed of seven (7) voting members.

All voting members of the Executive Committee must be currently registered students of the University of Toronto.

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

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.

6. Executive List and Duties

The executive committee shall be composed of seven (7) elected officers.

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

The Corporate Relations Director shall:

This individual works to expand HOPE's influence, be it through new school branches or partnerships with external organizations, namely other clubs, non-profit organizations, or private companies. They are in charge of obtaining sponsorship for various aspects of organization events, namely food, clothing, or monetary donations. The Corporate Relations Director also applies for and secures grant money to help fund our events

- Be eligible to cast votes at meetings of the Executive Committee
- Create connections with external organizations, non-profits, and other school clubs for partnerships and sponsorships
- Obtain sponsors and maintain these relationships
- Apply for grants for funding for events
- Arranging hiring and recruitment of new members

The Events and Outreach Director shall:

This individual is in charge of a portfolio of select HOPE events throughout the year. The Director jointly manages a team of committee members. HOPE's Warmth of Winter events are coordinated under the external head, while any interorganizational events are coordinated by the internal head with the support of the Corporate Relations Director. In addition, they also assist other committees in the planning of events to ensure efficient logistics (ie. booking rooms, arranging guest speakers, recruiting volunteers), managing collaborations, partnerships, and sponsorships, and building working relationships with shelters and organizations.

- Be eligible to cast votes at meetings of the Executive Committee
- Manage and run the external events committee to plan and run events
- Manage external event collaborations
- Build relationships with shelters and organizations
- Recruit volunteers and/or other club members to volunteer at events

The Marketing and Graphics Director shall:

The Marketing and Social Media Strategies Director is responsible for the beginning stages of the marketing committee to ensure a strong foundation is set and social media platforms are efficiently organized for incoming marketing team members. As a strategist, understanding social media, HOPE branching, and thinking of creative ways to engage the social media following are important. This includes setting up social media accounts when a branch is first established, growing the following, understanding social media analytics. As the director, completing the logistical work of hiring and supporting a committee, attending all meetings, delegating tasks, and ensuring the charity is updated with the committee is also important.

- Be eligible to cast votes at meetings of the Executive Committee
- Manage and run the marketing committee
- Oversee the promotion of events through social media

- Update statuses, promote events, and answer messages on Instagram and Twitter
- Think of new strategies to engage the online audience

The HOPE to Inspire Director shall:

- Be eligible to cast votes at meetings of the Executive Committee
- Manage the HOPE to Inspire committee
- Organize events under the HOPE to Inspire platform and host workshops for students grades 8-10 at secondary schools
- Initiate and maintain relationships with high schools and post-secondary institutions
- Gain information about different post-secondary options available and career opportunities for grade 8 – 10 students

The Treasurer shall:

- Be eligible to cast votes at meetings of the Executive Committee
- Create a yearly budget for all events and distribution of funds
- Manage club deposits, reimbursements, invoices, and other finances
- Prepare finance documents
- Manage all membership, internal, and external payments

The Internal Director shall:

- Be eligible to cast votes at meetings of the Executive Committee
- This individual acts as a liaison between the Director, the Executive team and all HOPE members
- Create weekly agendas, take attendance, create minutes for general meetings, and organize club documents
- Manage administrative documents and account information
- Organizing club hiring activities and elections
- Manage a committee and plan intra-organizational activities with them

The Mentorship Director shall:

- Be eligible to cast votes at meetings of the Executive Committee
- Organize and promotes all events under the HOPE for Success platform
- Conduct recruitment, hiring, training, and coordination of mentors
- Recruit high school ambassadors and maintaining connections with them
- Manage their committee to run the HOPE for Success events and mentorship

7. 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 their actions.

A two-thirds majority vote of the current members present in favor of removal is required.

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.

8. Finances

The Treasurer shall keep an active record of income and expenses. The Treasurer shall present the group's updates on the group's financial position at annual general meetings. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

The group may not engage in activities that are essentially commercial in nature. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group. The group will not pay salaries to any of its officers.

9. 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 an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

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

Term of executive positions shall be from June 1st to April 30th.

10. Meetings

i. 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.

ii. Executive Meetings:

The executive committee shall meet on a weekly basis where date and times are to be set by the club president or any of the executives. The quorum of executive meetings shall be 50%+1 of executives.

11. Amendments

All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting. All voting members may propose and vote on amendments to the constitution. 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. 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.