

## **Constitution of “OtherHalf Toronto – Chinese Stem Cell Initiative”**

### **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “OtherHalf Toronto – Chinese Stem Cell Initiative”
- 1.2. The official acronym or abbreviation of the group is “OtherHalf Toronto”
- 1.3. Purpose, objectives, mission and/or mandate of the organization:
  - 1.3.1. *Purpose Statement:* OtherHalf aims to close the gap of Chinese under representation in the global stem cell donor registry.
  - 1.3.2. *Mission Statement:* In partnership with Canadian Blood Services’ Stem Cell and Marrow Network Services, our mission is to recruit stem cell donors at the University of Toronto, with a focus on Chinese Canadian students, and raise awareness on the importance of diversity in the stem cell registry.
  - 1.3.3. *Objectives Statement:* The objectives of OtherHalf are to host regular stem cell drives with a focus on the Chinese Canadian population, educate students about stem cell donations, and raise awareness on the importance of diversity in the stem cell registry.

### **2. Article Two – Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting and non-voting membership is open to all registered students of the University of Toronto, 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.
- 2.3. The membership fee will be \$0 per year.

### **3. Article Three – Rights of Members**

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **4. Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from June 1st to May 30th.
- 4.2. The Executive Committee shall be comprised of at least four (4) voting members. These include the President, Vice-President Events, Vice-President Education, and Vice-President Promotions.

- 4.3. The executive committee can decide to elect one to three members for the position of Vice-President Events.
- 4.4. Candidates for executive positions must meet certain requirements for holding a particular position as described in Article Six.
- 4.5. 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.

## **5. Article Five - Executive Committee Composition and Duties**

- 5.1. All executive team members must be involved in leading stem cell drives and events, and actively recruit potential stem cell donors during events.

### **5.2. The President shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Oversee the operations, management, and success of the group,
- 5.2.3. Serve as spokesperson for the group,
- 5.2.4. Hold signing and financial authority,
- 5.2.5. Record all financial transactions of the group,
- 5.2.6. Maintain a budget of income and expenses,
- 5.2.7. Advise members on financial position of the group,
- 5.2.8. Prepare an annual budget for the group.
- 5.2.9. Preside over meetings of the Executive Committee and/or members,
- 5.2.10. Ensure a transition of office from one year to the next.

### **5.3. Broadly, all the Vice-Presidents shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Ensure activities of the club comply with policies of the University of Toronto,
- 5.3.3. Coordinate organizational recruitment efforts.
- 5.3.4. Organize and run stem cell donor recruitment drives and club events.
- 5.3.5. Record notes for their role during meetings.

#### **a) Events**

- a. Organize and run at least one stem cell drive per semester.
- b. Communicate with university representatives for room bookings
- c. Coordinate with Vice-President Promotions for creation of promotional material for stem cell drives.
- d. Order supplies from the Canadian Blood Services
- e. Build partnerships with other clubs and organizations for opportunities of collaboration.
- f. Attend executive team meetings and share updates on stem cell drive for feedback from the team
- g. Recruit and manage volunteers for stem cell drives.

#### **b) Education**

- a. Create educational materials (e.g., short videos, posters, infographics) to raise awareness about the need of stem cell donations in the Chinese Canadian community.

- b. Collaborate with Vice-President Promotions to ensure educational materials are visually appealing and accessible
- c. Volunteer at all OtherHalf stem cell drives.

**c) Promotions**

- a. Manage social media accounts for OtherHalf
- b. Ensure all materials align with the OtherHalf for events and educational posts.
- c. Work collaboratively with the executive team to create promotional material
- d. Ensure our social media is active and responsive
- e. Advertise our upcoming events
- f. Take pictures during events and post them on social media
- g. Attend executive team meetings and share promotion pieces for feedback from the team.

**6. Article Six – Elections**

- 6.1. Executive elections will be held prior to August 1<sup>st</sup> of each year.
- 6.2. No individual who is seeking election may participate in planning or administering the election.
- 6.3. All members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.4. Elections shall be conducted by secret ballot and overseen by an election oversight committee.
- 6.5. This committee will be comprised of two (2) non-executive general members and one (1) executive.
- 6.6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.7. 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.
- 6.8. Final results of the election must be presented to the membership for ratification of the process.
- 6.9. 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)

**7. Article Seven – Finances**

- 7.1. The President shall keep an active record of income and expenses.
- 7.2. The President shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its members.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet monthly where the date and time are set by the President. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.
- 8.3. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments. 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.

## **9. Article Nine - Termination of Membership**

- 9.1. 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. 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.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. 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.
- 10.4. 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.

## **11. Article Eleven – Transition**

- 11.1. All executives are required to transfer all organizational resources used for their role over the course of the preceding year to shared folders for new executives.
- 11.2. All outgoing executives are required to provide a detailed report to incoming executives on the status of ongoing projects and feedback for future projects.

## **12. Article Twelve – Emergency Powers**

- 12.1. In the case of extenuating circumstances, the President(s) shall be afforded the ability to act without direction from the organization's members.
- 12.2. An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 12.3. Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 12.4. General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.