

Constitution of “Projects Abroad UofT Student Chapter”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Projects Abroad University of Toronto Student Chapter”
- 1.2. The official acronym or abbreviation of the group is “Projects Abroad UofT Student Chapter”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to enable University of Toronto students to engage in meaningful volunteer and internship experiences abroad, enhancing their educational, professional, and personal growth while contributing positively to global communities in need.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. There is no membership fee, but students will be required to cover the cost for their internship trip as outlined by projects abroad.

3. Article Three – Rights of Members

- 3.1. All members may apply for consideration to receive any of the club's available grants they are eligible for to help subsidize the cost of their internship trip.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referendums.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. All members may apply to attend any of the available internship trips offered by projects abroad through this Projects Abroad UofT student chapter.
- 3.8. All members participating in internship trips have the right to reasonable accommodation and safety considerations as outlined by the terms and conditions of Projects Abroad.
- 3.9. Projects Abroad UofT student chapter does not claim liability for any injuries, loss of property or damage, or hardship that may result from the members’ participation in Project Abroad organized internship trips. All members have the right to be made aware of this condition and to be provided information about what safety measures and precautions are in place to prevent negative occurrences during their trip as outlined by Projects abroad.
- 3.10. All members participating in an internship trip planned by Projects Abroad have the right to receive full support from the Projects Abroad UofT student chapter executive team in finding resources and answering their questions in preparation for their trip as needed.

4. **Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from September 1st to August 30th.
- 4.2. The Executive Committee shall be comprised of five to six (5-6) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. 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. **The President shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

5.2. **The Vice-President shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Coordinate organizational recruitment efforts.
- 5.2.4. Facilitate answering general member questions and concerns regarding their participation in the program
- 5.2.5. Develop plans for the further improvement and growth of Projects Abroad UofT's operations.

5.3. **The Outreach and Communications team shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Maintain the group website and member contact list,
- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Notify members of new updates and announcements regarding club events and opportunities.
- 5.3.6. Support the advertisement and promotion of the club by corresponding with existing UofT groups who may have students interested in learning about Projects Abroad UofT opportunities.

5.4. **The Treasurer shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,

- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group.
- 5.4.7. Actively seek out and apply to grants
- 5.4.8. Help designate portions of the club finances into grants to help subsidize Projects
Abroad internship trips for students in need.

5.5. The Social Media Manager shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Create promotional content for the club promoting internship trip opportunities and benefits of experiential learning.
- 5.5.3. Maintain and monitor club social media accounts and website to recruit more interested students to participate in Projects Abroad internship trips.
- 5.5.4. Create promotional material and club themed merchandise to be used at club fairs, club events, and club information booths.

5.6. The Program Specialist shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.6.2. Possess thorough knowledge of the programs offered by Projects Abroad, staying updated on any changes and new initiatives.
- 5.6.3. Provide general information about volunteer and internship programs to prospective applicants and interested students, ensuring they understand the opportunities and requirements.
- 5.6.4. Match applicants with programs that best fit their skills, interests, and professional goals.
- 5.6.5. Streamline the application package processing by coordinating with Projects Abroad to ensure smooth and timely handling of all application procedures.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.5. 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.
- 6.6. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.7. 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 Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer shall present the group's updates at the group's executive team 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 provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.6. The group will not pay salaries to any of its officers.
- 7.7. Any fees the organization asks students to pay will be solely used to cover costs related to the student's internship trip (ex. accommodations, flight tickets, guide etc.)
- 7.8. Any funds gained by the organization will be used solely for the benefit of the student body, including offering grants to help subsidize part of the cost of the internship trip for students in need.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. 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.
- 8.3. 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.

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.