

Constitution of “Relay For Life - University of Toronto Student Chapter”
Current as of November 15th, 2023

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Relay for Life - University of Toronto Student Chapter”
- 1.2. The official acronym or abbreviation of the group is “RFL U of T”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to outlined below:
 - 1.3.1. To raise awareness on all aspects of cancer, with the ultimate goal of educating students about cancer prevention, and how they can make an impact on those suffering from cancer.
 - 1.3.2. To raise funds that will directly contribute to the Canadian Cancer Society.
 - 1.3.3. To achieve these objectives, RFL U of T will do the following:
 - Through various on-campus and online awareness initiatives, inform the student body of many of the issues surrounding all types of cancer.
 - Through various fundraisers, raise money to support different programs implemented by the Canadian Cancer Society, and to support cancer research in Toronto.
 - 1.3.4. Plan an annual “Relay for Life” event as our main fundraiser to be held on the University of Toronto, St. George campus (or virtually if necessary, e.g., due to COVID-19)

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. 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.
- 2.5. The membership fee will be \$0.00 per year.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 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 referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. 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 May 1st to April 30th.
- 4.2. The Executive Committee shall be composed of sixteen (16) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. 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.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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.
- 4.8. 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.

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

- 5.1. The "Executive Committee" shall be composed of sixteen (16) chosen members. If needed, this number can be increased to include co-captains for each position. The executive prepositions include:
 - One (1) Chair/President
 - One (1) Vice President
 - Two (2) Entertainment Captains
 - One (1) Ceremonies Captain
 - Three (3) Sponsorship Captains
 - One (1) Finance Captain
 - One (1) Marketing Captain
 - Two (2) Recruitment Captains
 - Two (2) Logistics Captains
 - Two (2) Fundraising Captains
- 5.2. **The Chair/President shall:**
 - 5.2.1. Recruit, interview, and hire the Executive Committee
 - 5.2.2. Plan, organize, and head executive meetings
 - 5.2.3. Oversee and supervise all activity of the Executive Committee to ensure tasks are completed within scheduled time constraints
 - 5.2.4. Act as a main point of contact with the Canadian Cancer Society
 - 5.2.5. Aid any executive members, and provide guidance/support whenever possible
 - 5.2.6. Ensure transition of office to the future executives and chair
 - 5.2.7. Have signing and financial authority

5.3. The Vice-President shall:

- 5.3.1. Assist with recruiting, interviewing and hiring the Executive Committee
- 5.3.2. Assist the president in planning meetings and delegating tasks to executives
- 5.3.3. Create and distribute meeting agendas
- 5.3.4. Record and distribute meeting minutes
- 5.3.5. Aid any executive members, and provide guidance/support whenever possible
- 5.3.6. Have signing and financial authority

5.4. The Entertainment Captains shall:

- 5.4.1. Book entertainment at events
- 5.4.2. Organize activities that occur at events
- 5.4.3. Develop event schedules, and assign volunteers to tasks

5.5. The Ceremonies Captain shall:

- 5.5.1. Organize a reception for cancer survivors
- 5.5.2. Work with Canadian Cancer Society to recruit cancer survivors to attend and speak at events

5.6. The Sponsorship Captains shall:

- 5.6.1. Acquire external sponsorships and donations for raffle prizes and giveaways
- 5.6.2. Recruit large sponsors willing to provide heavily discounted food for large numbers of people
- 5.6.3. Organize delivery of food and drinks for event, and manage various dietary restrictions

5.7. The Finance Captain shall:

- 5.7.1. Track, count, and deposit all funds
- 5.7.2. Oversee spending of event budget
- 5.7.3. Attain funds and grants to contribute to event budget
- 5.7.4. Completing post-event reports
- 5.7.5. Have signing and financial authority

5.8. The Marketing Captain shall:

- 5.8.1. Run social media campaigns to raise cancer awareness and promote events
- 5.8.2. Create content for event promotion via social media

5.9. The Recruitment Captains shall:

- 5.9.1. Recruit, secure, and register participants, teams, and volunteers for events
- 5.9.2. Facilitate outreach among the university community through class talks, club fairs, etc.
- 5.9.3. Communicate with participants via RFL website
- 5.9.4. Organize and execute registration check in on event days

5.10. The Logistics Captains shall:

- 5.10.1. Be responsible for all technological logistics (e.g., scheduling meetings and making sure technology runs smoothly on Zoom)
- 5.10.2. Book the venue for the committee's main event
- 5.10.3. Keep the committee up to date with current social distancing restrictions and health measures

5.11. The Fundraising Captains shall:

- 5.11.1. Reach out to the registered participants and guide them through the fundraising process
- 5.11.2. Plan and implement small pop-ups and tables around campus during the year to

fundraise

5.11.3. Plan and implement virtual fundraising initiatives

6. **Article Six – Elections**

6.1. The following outlines elections for Executive positions on the Relay for Life Committee:

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March.

All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group (i.e., either the executive committee or general committee) for at least 3 months prior to the nomination period.

The CRO shall select one election date before March 30th for the voting period. This date will be announced in a minimum of two (2) weeks prior to the election date and must fall on a weekday.

The CRO and Scrutinizers shall provide each voting U of T registered student with a paper ballot on the voting dates and ask the student to place their ballot in an enclosed box, or a secure link to an anonymous form to complete the voting process virtually.

In preparation for a tie, the CRO shall select a U of T registered student executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Only registered U of T students who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

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

If the executive positions have not been filled (e.g., if the committee has just been initiated/established that year), application forms will be posted and made available to all U of T students in September in order to fill the remaining positions. These remaining positions will be filled during a by-election held at the committee's discretion subject to a prior vote. These new appointments must be ratified through a simple majority by-election open to all student members present at the time of the voting.

For general members, a similar process follows: application forms will be posted and made

available to all U of T students, and executive members will select successful applicants based on a $\frac{2}{3}$ majority vote. General members serve as a non-voting party on executive matters. Once all Executive and General Members have been selected, the committee will hold its first General Member Committee Meeting in October.

7. Article Seven – Finances

- 7.1. The Finance Captain shall keep an active record of all income and expenses.
- 7.2. The Executive Committee will vote on expenditures through a majority vote at a meeting of the Executive Committee.
- 7.3. The group may not engage in activities that are essentially commercial in nature.
- 7.4. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 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.

8. Article Eight – Meetings

- 8.1. General Member Committee Meetings:
 - 8.1.1. The General Member Committee shall meet monthly.
 - 8.1.2. The Executive Committee will announce and give notice of meeting dates at least two (2) weeks prior to the date of the meeting.
 - 8.1.3. These meetings are intended to review the group's activity plan, financial health, and propose or vote on constitutional amendments.
 - 8.1.4. Motions will require a $\frac{2}{3}$ majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.
 - 8.1.5. The first meeting will ratify the appointments of General Members (and Executive Members, in the case that there were any remaining unfilled positions)
- 8.2. Executive Committee Meetings:
 - 8.2.1. The Executive Committee shall meet on a monthly basis, minimum.
 - 8.2.2. The quorum of Executive Meetings shall be 50%+1 of Executive Members.

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 financial contribution, continuing conflict of interest, or conduct deemed inappropriate by the chairs.
- 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.
- 9.8. Executives may only miss three (3) meetings per academic year (September to April).

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a $\frac{2}{3}$ 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.