

## **Relay For Life Constitution**

### **Article I: Name of Organization**

- 1.1 The official name of the organization will be Relay For Life UTSC Student Chapter at the University of Toronto Scarborough.
- 1.2 The Relay For Life UTSC may be referred to by the acronym R4L UTSC Student Chapter

### **Article II: Purpose**

- 2.1 The purpose of Relay For Life UTSC will be to raise money for the Canadian Cancer Society
- 2.2 The Relay For Life UTSC will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by advocating for cancer, encouraging students to give back to the Canadian Cancer Society, have students remember all the lives lost due to cancer, and have students celebrate cancer survivors.
- 2.3 The Relay For Life UTSC fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
- 2.4 The Relay For Life UTSC operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

### **Article III: Membership**

- 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.

### **Article IV: Executive**

- 4.1 The executives of the organization shall include Co-chairs, Entertainment Officers, Marketing Captains, Sponsorship Captains, Fundraising Captains, Logistics Captains, Ceremonies Captains, Recruitment Coaches, Finance Captains
- 4.2 The broad responsibilities of each executive position are as follows:
  - 4.2.1 Co-Chairs:
    - The official spokesperson of the organization
    - Oversee all the committees
    - Do room and sound/av bookings for the relay for life event
    - Actively communicate with a representative from Canadian Cancer Society regarding the club's progress, the Relay for Life event date, etc.
    - Responsible for hiring the executive positions for all the committees
    - Responsible for hiring the next co-chairs and conducting a transition meeting
  - 4.2.2 Entertainment Officers:
    - Plans out the full day activities that participants will do on the day of Relay

- Writes the instructions for activities that volunteers will follow
  - Responsible for materials of the activities being present on the day of
  - Creating and keeping track of the point system on the day of
  - Assist any other committee when needed
- 4.2.3 Marketing Officers:
- Manage social media account
  - In charge of posts and stories and small interactions with our audience
  - Actively search for other ways to spread the word of Relay including communicating with school about marketing opportunities
  - Create the needed visuals for marketing, including posters, visuals for Instagram posts, banners, videos
  - Assist any other committee when needed
- 4.2.4 Sponsorship Officers:
- Actively search for and communicate with sponsors, including but not limited to sending emails and in person visits
  - Create a list of sponsors + what they are offering on google docs
  - Assist any other committee when needed
- 4.2.5 Fundraising Captains:
- Plan mini fundraising events before the relay for life
  - Come up with ideas to encourage students to donate and raise money for the Canadian Cancer Society
  - Assist any other committee when needed
- 4.2.6 Logistics Officer:
- Work with co-chairs to ensure logistics surrounding room booking, participant list, food and beverages, any equipment needed, and financial matters for the relay for life event
  - Take meeting minutes during all weekly meetings
  - Assist any other committee when needed
- 4.2.7 Ceremonies Officers:
- Fully in charge of the opening and closing ceremonies
  - Create written plan, schedule, and scripts for events
  - Reach out to survivors
  - Plan the luminaries ceremony
  - Create and edit relay for life video to play during the opening ceremonies
  - Assist any other committee when needed
- 4.2.8 Recruitment Officers:
- Actively recruit students
  - Do tabling bi-weekly with the help of other exec members to spread awareness about relay for life and encourage recruitment
  - Keep track of number of students that sign up for relay for life event
  - Assist any other committee when needed
- 4.2.9 Finance Captain:
- Work with co-chairs on financial matters for the Relay For Life event
  - Apply for SCSU funding and UTSC Clubs funding
  - Assist any other committee when needed

4.3 Only student members of the organization may hold executive positions.

- 4.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.5 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.6 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
- 4.7 The term of each executive will last from May 1 following their election to April 30 of the following year.
- 4.8 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.
- 4.9 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 4.10 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.11 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

#### **Article V: Removal of Members and Executives**

- 5.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:
  - 5.1.1 A member or executive has engaged in unlawful actions or activities;
  - 5.1.2 A member or executive has violated the constitution;
  - 5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
  - 5.1.4 A member or executive has violated the rights of a fellow member;
  - 5.1.5 A member or executive has not fulfilled their organizational responsibilities;
  - 5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 5.2 The process for removing a member or executive may also be initiated when:
  - 5.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
  - 5.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
- 5.3 The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows:
  - 5.3.1 First Tier:

- The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
- 5.3.2 Second Tier:
- Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
  - The Co-chairs will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- 5.3.3 Third tier:
- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
  - The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
  - The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

#### **Article VI: Finances**

- 6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.
- 6.2 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the general members at a valid general meeting.
- 6.3 All Budgets shall be prepared by the Co-chairs and Logistics Officer in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
- 6.4 The Vice-President Operations shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.
- 6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
- 6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 6.8 The Co-chairs and only in special circumstances the Logistics Officer shall be the sole signing authorities of banking instruments for the organization.
- 6.9 Relay For Life UTSC will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.10 Relay For Life UTSC will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

#### **Article VII: General Meetings**

- 7.1 The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 7.2 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.
- 7.3 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.

#### **Article VIII: Executive Meetings**

- 8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 8.2 Executive meetings will be facilitated by the Co-chairs of Relay For Life UTSC. The Co-chairs shall be responsible for:
  - 8.2.1 Formulating and distributing an agenda for each meeting;
  - 8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 8.2.3 Moderating the discussion at meetings according to the agenda;
- 8.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.
- 8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 8.5 Executive meetings may be called to order by the co-chairs or through a petition signed by three (3) executive members.
- 8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 8.8 Executives must notify the Co-chairs a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.
- 8.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 8.10 Any question at an Executive Meeting shall be decided by a show of hands.
- 8.11 Whenever a vote by show of hands occurs, a declaration by the Co-chairs that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 8.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 8.13 The Co-chairs may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

#### **Article IX: Emergency Meetings**

- 9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 9.2 These meetings must abide the respective rules outlined in sections VII and VIII depending on the nature of the meeting.
- 9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.
- 9.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

#### **Article X: Elections**

- 10.1 All voting positions on the Executive Committee shall be filled through an annual election.
- 10.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 10.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 10.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 10.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 10.6 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.
- 10.7 The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

#### **Article XI: Amendments**

- 11.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 11.2 Notice of a meeting called to consider such a resolution shall be given as follows:
  - 11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
  - 11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.
- 11.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).
- 11.4 The general membership must have the final say on amendments to the constitution.

#### **Article XII: Transition**

- 12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

- 12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

#### **Article XIII: Emergency Powers**

- 13.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 13.2 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.
- 13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 13.4 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.

#### **Article XIV: Food Handling on Campus**

- 14.1 Relay For Life UTSC will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

#### **Article XV: Precedence of University Policies**

- 15.1 Relay For Life UTSC will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of Relay For Life UTSC the University's policies, procedures, and guidelines will take precedent.

#### **Article XVI: Legal Liability**

- 16.1 The University of Toronto Scarborough does not endorse the Relay For Life UTSC beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

#### **Article XVII: Banking**

- 17.1 Relay For Life UTSC agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

## **Appendix A: General Meeting Rules of Order**

### **I. Call to Order**

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with, the constitution.

### **II. Review of the Agenda**

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

### **III. Approval of Previous Minutes**

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

### **IV. Executive Reports**

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.



3. This time should also be used for any presentations to be made to the general membership.

**V. Open Forum**

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

**VI. Old and New Business**

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

**VII. Motions and Deliberations**

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

## VIII. Voting

1. There are 3 basic motions for each item of business:
  - A motion to adopt a specific action by the board.
  - A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
  - A motion to remove an item from consideration
2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.