

1. Name of Organization

- 1.1. The official name of the organization will be Student Chapter for Partners in Health Canada at the University of Toronto
- 1.2. The organization may be referred to by the acronym “SCPIHC at UofT” or “SCPIHC”

2. Purpose

- 2.1. The purpose will be to educate, advocate and fundraise for global health equity within Partners in Health Canada, founded under the larger Partners in Health organization.
- 2.2. The organization fundamentally serves a non-profit function within the University of Toronto St. George and will not engage in activities that are essentially commercial in nature.
- 2.3. The organization operates as an extension of Partners in health working within the University of Toronto St George community subject to the values and policies of the University.

3. Membership

- 3.1. Membership is open to all students, staff, faculty and alumni of the University of Toronto St George.
- 3.2. The term of membership for the will be from September 1 – August 31 each year.
- 3.3. Each member shall be afforded the following rights through membership in:
 - 3.3.1. The right to participate and vote in group elections and meetings.
 - 3.3.2. The right to communicate and to discuss and explore all ideas.
 - 3.3.3. The right to organize/engage in activities/events organized by SPIHC that are reasonable and lawful.
 - 3.3.4. The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation.
 - 3.3.5. The right to distribute on campus, in a responsible way, published material from SPIHC provided that it is not unlawful.
- 3.4. Each member shall possess the following responsibilities relative to participation:
 - 3.4.1. in help to promote the organization, attend meeting and advocate for people in need

- 3.4.2. Support the purpose of the organization.
 - 3.4.3. Uphold the values of the organization.
 - 3.4.4. Contribute constructively to the programs and activities offered by the organization.
 - 3.4.5. Attend general meetings.
 - 3.4.6. Abide by the Constitution and subsequent official organizational documents.
 - 3.4.7. Respect the rights of peers and fellow members;
 - 3.4.8. Abide by University of Toronto policies, procedures, and guidelines;
 - 3.4.9. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5. The organization values and respects the personal information of its members. The site secures its members' information at all times and will not supply names or other confidential information to third-parties.
 - 3.6. The will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.
 - 3.7. No membership fee will be charged.
4. Executive Board
 - 4.1. The Executive Board of the organization shall include at least five (5) students from the University of Toronto
 - 4.2. The broad responsibilities of each executive position are as follows: President(s), Education Lead(s), Advocacy Lead(s), Fundraising Lead(s), and Outreach Lead(s).
 - 4.2.1. President(s) is/are the official spokesperson(s) of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies.
 - 4.2.2. Education Lead(s) are responsible for conducting events to raise awareness for SPIHC causes while keeping with the values and policies of both Partners in Health and University of Toronto.
 - 4.2.3. Advocacy Lead is responsible for promoting SPIHC causes through means such as op-eds and ensuring our commitment to activism while keeping

with the values and policies of both Partners in Health and University of Toronto.

- 4.2.4. Fundraising Lead is responsible for fundraising events to support SPIHC causes while keeping with the values and policies of both Partners in Health and University of Toronto.
- 4.2.5. Outreach lead is responsible for promoting SPIHC events through social media while keeping with the values and policies of both Partners in Health and University of Toronto.
- 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 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 September 1 following their election to August 31 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(s). Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President(s), 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(s) or designation 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 Board 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 Board, and no ratification by the organization shall be required to make the resignation official.

- 4.11. Any vacancy of the President(s) shall be filled by another Executive Board member appointed by a simple and clear majority of the Executive Board until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

5. 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 Board in consultation with and approved by a majority of the general membership.
- 5.2. The removal of members and executives will be facilitated by a three tier procedure which operates as follows:
 - 5.2.1. 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.
 - 5.2.2. 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.
 - 5.2.2.1. The President(s) will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern. The President(s) must address

all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

- 5.2.2.2. The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the President(s)'s written response to demonstrate progress or correction of behavior.
- 5.2.3. Third Tier: Initiated because the member or executive has violated section 5.1 after receiving a First Tier and Second Tier warning relative to a particular action or behavior and failed to show correction:
 - 5.2.3.1. A vote to revoke membership will be held at an Executive Meeting. A two-thirds majority is required to approve any motion to revoke membership
 - 5.2.3.2. Following a termination of membership, the member will be removed from the club's membership and lose any privileges associated with being a member of the club.
- 5.2.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership. 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.
- 5.2.5. Executive Committee members are subject to the same termination of membership process as general members.

6. 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 Board 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 President(s) in accordance with the organization's priorities as determined by the Executive Board in consultation with general members at a valid general meeting.

- 6.4. The President(s) 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 Leads or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 6.8. The President(s) and only in special circumstances one or more of the Leads shall be the sole signing authorities of banking instruments for the organization.
- 6.9. The President(s) will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.10. The President(s) will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

7. General Meetings

- 7.1. The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
- 7.2. General meetings will be facilitated by the President(s). The President(s) shall be responsible for:
 - 7.2.1. Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
 - 7.2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 7.2.3. Moderating the discussion at meetings according to the agenda;

- 7.2.4. Suspending members from participating in meetings for constitutional or procedural violations.
- 7.3. The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.
- 7.4. There shall be a minimum of one (1) general meeting held each month. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.
- 7.5. General meetings may be called to order by the President(s), through a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.
- 7.6. General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives. 7.7 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 7.7. All executives are expected to make brief progress reports on their activities at every general meeting.
- 7.8. Minutes of all general meetings must be recorded and maintained for reference purposes.
- 7.9. Members must contact the President(s) a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The President(s) will then add the discussion item to the agenda.
- 7.10. Each member of the organization shall be entitled to one (1) vote at a general meeting except the President(s) who shall only vote in the event of a tie.
Co-Presidents get one vote
- 7.11. Any vote at a valid general meeting shall be decided by a show of hands.
- 7.12. Whenever a vote by show of hands occurs, a declaration by the President(s) that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

- 7.13. In case of an equality of votes at a valid general meeting, the President(s) of the meeting shall have the deciding vote.
 - 7.14. The President(s) presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.
8. 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 President(s) of the organization. The President(s) 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 Board.
 - 8.5. Executive meetings may be called to order by the President 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 President 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 decision at an Executive Meeting shall be made by a show of hands.
 - 8.11. Whenever a vote by show of hands occurs, a declaration by the President 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 President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.
9. 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 by 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. Shorter notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.
10. Elections
 - 10.1. Executive elections will be held prior to March 31 each year.
 - 10.2. Candidates for open executive positions shall be selected through an application process with a set of recommended qualifications for holding a particular position. These recommended qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
 - 10.3. All student members, regardless of qualifications, shall be permitted to participate in an election and hold executive positions.
 - 10.4. Notification of the candidates for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.

- 10.5. All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the election will be held. The application period must end a minimum of seven (7) days prior to the general meeting at which the election will be held.
- 10.6. Candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the President(s).
- 10.7. Elections shall be conducted by secret ballot, and overseen by an Election Oversight Committee (“EOC”).
- 10.8. This committee will be composed of two (2) non-executive general members and one (1) executive. No individual standing as a candidate in the elections can be part of this committee.
- 10.9. Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.
- 10.10. Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 10.11. If an error in the process is found, the election should be re-held at the final general meeting with a new EOC.
- 10.12. Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

11. 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.
12. 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.
13. Emergency Powers
 - 13.1. In the case of extenuating circumstances, the Executive Board 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.
14. Food Handling on Campus

- 14.1. The organization will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on any University of Toronto campus.
15. Precedence of University Policies
 - 15.1. The organization will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the organization, the University's policies, procedures, and guidelines will take precedence.
16. Legal Liability
 - 16.1. The University of Toronto does not endorse the organizations's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.
17. Banking
 - 17.1. The organization 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.

Appendix A: General Meeting Rules of Order

1. Call to Order
 - 1.1. The President(s) 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.
 - 1.2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with the constitution.
2. Review of the Agenda
 - 2.1. The first draft of the agenda is prepared by the President(s) prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.

- 2.2. 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.
 - 2.3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
 - 2.4. 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.
3. Approval of Previous Minutes
 - 3.1. 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.
 - 3.2. The minutes are prepared by either the Outreach Lead 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.
 - 3.3. 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.
 - 3.4. 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 President(s) that there is a disagreement.
 4. Executive Reports
 - 4.1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
 - 4.2. 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.

- 4.3. This time should also be used for any presentations to be made to the general membership.
5. Open Forum
 - 5.1. 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.
 - 5.2. Strict time limitations should be imposed by the President(s) and these limitations must be enforced. Each general member should address the President(s) regarding an issue and must speak courteously and to the point.
6. Old and New Business
 - 6.1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
 - 6.2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
 - 6.3. 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.
 - 6.4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.
7. Motions and Deliberations
 - 7.1. When an item of business is to be discussed, the President(s) announce(s) the item to be discussed and opens the floor to discussion.
 - 7.2. No general member may speak until recognized by the President(s). No general member may interrupt the speaker who has the floor.
 - 7.3. The President(s) 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.
 - 7.4. The President(s) is/are to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the President(s) shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.

- 7.5. 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.
- 7.6. When it appears to the President(s) that all general members have had the opportunity to fully discuss the matter at hand, the President(s) should announce that the item of business is ready for a vote.
8. Voting
 - 8.1. There are 3 basic motions for each item of business:
 - 8.1.1. A motion to adopt a specific action by the board.
 - 8.1.2. A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - 8.1.3. A motion to remove an item from consideration
 - 8.2. The general members are 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 process that item of business.
 - 8.3. After the general members have had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
 - 8.4. 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 members.