

**Students for Shelters Club Constitution**  
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**Chapter Presidents: Frances Argento & Sara Durante**  
**University of Toronto: St. George Campus Chapter**

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## Section A

The club's official name will be "Students for Shelters UTSG", and may be referred to as "S4S UofT" or "S4S UTSG" [mainly on social media platforms]. "SFS" is used on the club's logo. No other names are to be used to advertise or represent the club.

## Section B

Purpose:

- (1) Objectives: Students for Shelters UTSG will be a student run group which serves to encourage the school community to take local action and donate smaller items to shelters that are not always thought of such as socks and feminine hygiene products.
- (2) Objectives: To donate items such as socks and undergarments to local organizations in support of the less fortunate.
- (3) Vision: Students for Shelters UTSG will also unite students from diverse backgrounds and bring them together under one common objective - helping others. In turn, we are hoping to create a lasting impact on students and others' lives in a positive way.
- (4) Strategy: Students for Shelters UTSG will hold meetings in a common space on campus or virtually. Meetings will be used to discuss current events, to plan events and to create a bond between all members. Meetings/events will be online due to COVID-19 until further notice from the University.

## Section C

Membership and Termination:

- (1) Membership
  - (a) Students for Shelters UTSG is open to all the University of Toronto members (students, staff, faculty and alumni) who demonstrate a desire to be involved.
    - (i) Voting membership is open to all registered students at the University of Toronto and nobody else. Non-students (including staff, faculty, and alumni) can hold only non-voting membership.
  - (b) Membership is not exclusive.
  - (c) There will be an Executive Council, Community Members, and a General Members Assembly.
    - (i) All members will fill out a Google Form in order to join the club
    - (ii) Those who wish to be a part of the Executive Council must be elected with a majority
      - (1) In the event of a tie an additional election (Bi-Election) will take place
- (2) Termination of Executives, Community Members, and General Members

- (a) 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, may be given notice of removal.
- (b) The member up for removal shall have the right to defend their actions.
- (c) A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the membership, and a majority vote of the membership will have the final say on the matter.
- (d) The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- (e) Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their Executive position along with their membership to the group.

## Section D

### Executive Council:

- (1) President(s)
  - (a) There is to be up to two President(s) of the club
  - (b) Members interested in running for President should have at least 1 year of experience in the club as an Executive Member.
  - (c) The President(s) will be elected into their position through majority vote.
  - (d) The President(s) responsibilities are:
    - (i) Have signing authority to the club
    - (ii) Manage ULife and UTSU profiles for the club
    - (iii) Manage and maintain club's Co-Curricular Record status through CLNX
    - (iv) Work along Vice-Presidents in creating a timeline at the beginning of each semester and ensuring the timeline is distributed to all Executive Members
    - (v) Be the initial contact for all members of the club for Executive, Community, and General assemblies
    - (vi) Oversee that the other members of the executive council are fulfilling their responsibilities
      - 1) Ensure executives have appropriate access to Google Drive and other relevant materials to fulfill their duties
    - (vii) Chair and lead all but one meeting (the other meeting will be carried out by the Vice Presidents)
    - (viii) President(s) are expected to attend 90% of executive meetings
    - (ix) Responsible for directing Social Media coverage
    - (x) Complete end of semester check-ins with Executive Council
    - (xi) Oversee Public Affairs Secretaries in creating external meeting agendas and attend external meetings if necessary
    - (xii) Hold monthly meetings with the Finance Officer to review monthly expenses and provide relevant updates on any funding applications, payouts, etc.

- (xiii) Create a Google Form for member sign up and recruit members
- (xiv) Keep track of and maintain a members list on Google Drive using a Google Sheet (Excel)
- (xv) Manage “contacts” on Google Drive (ie. adding new members to mail lists)
- (xvi) Manage, organize, and run elections
- (xvii) If absent, assign another executive (the Vice Presidents) with all the responsibilities of the President
- (xviii) Completing and leading any transitional materials between executive members at the end of serving term
- (xix) Engage with club members on club social platforms and group chats

## (2) Vice Presidents

- (a) There are to be two (2) Vice Presidents of the club
- (b) Vice Presidents should have at least 1 year of experience in the club as an Executive Member or Community Member prior to the elections period.
- (c) The Vice President(s) will be elected into their position through majority vote.
- (d) The Vice President's responsibilities are:
  - (i) Prepare meeting agendas for all meetings
  - (ii) Assist in carrying out meetings
  - (iii) Plan and chair one (1) meeting
  - (iv) Vice Presidents are expected to attend 90% of executive meetings
  - (v) Responsible for taking, and keeping track of attendance at meetings and events and reporting the results to the President(s) in a clear and consistent manner
  - (vi) Assisting the President(s) with the creation of tasks and duties timeline at the beginning of each semester for all Executive positions
    - 1) Assist the President(s) in ensuring deadlines are complied with
  - (vii) Providing a weekly update to club members
  - (viii) Taking part in assisting the Public Affairs Secretaries by carrying out internal and external communications (ie. email correspondence, attending meetings, etc.)
  - (ix) Shadowing the presidents and helping them in areas as directed
  - (x) Maintaining Google Calendar for the club
  - (xi) Engage with club members on club social platforms and group chats

## (3) Note Taking Secretary

- (a) There is to be one (1) Note Taking Secretary.
- (b) Members interested in running for Note Taking Secretary should have at least 1 year of experience in the club as an Executive Member or Community Member or General Member.
- (c) The Note Taking Secretary will be elected into their position through majority vote.
- (d) The Note Taking Secretary's responsibilities are:
  - (i) Note Taking Secretary is expected to attend 90% of executive meetings
  - (ii) Taking clear notes during meetings
    - 1) Keeping all notes organized via Google Note Taking Folder

- (iii) Sharing notes with relevant members no later than 48 hours after the meeting
  - 1) Executive meetings notes will be shared with Executive Council
  - 2) Community and General meeting notes will be shared with all members
- (iv) Create short summaries of past meeting with main points, important notices, and reminders to read over at the beginning of the following meeting
- (v) Engage with club members on club social platforms and group chats

\*Disclaimer: the secretaries may choose to write their notes however they like. We kindly ask that once sending the notes to the club members that the notes are typed and that there are no short forms, slang, or acronyms used - we want the notes to be accessible to all members of the club.

#### (4) The Public Affairs Secretaries:

- (a) There are to be two (2) Public Affairs Secretaries.
- (b) Members interested in running for Public Affairs Secretary should have at least 1 year of experience in the club as an Executive Member or Community Member.
- (c) The Public Affairs Secretaries will be elected into their positions through majority vote.
- (d) The Public Affairs Secretaries responsibilities are:
  - (i) Being a primary source of outreach for the club by contacting external organizations, people, and other campus groups for collaboration opportunities
  - (ii) Public Affairs Secretaries are expected to attend 85% of executive meetings
  - (iii) Responsible for hosting external meetings and creating meeting agendas for said meetings
    - 1) Keeping notes of these meetings in a clear and consecutive manner.
    - 2) Reporting back to President(s) and Vice Presidents following these meetings
  - (iv) Attending and keeping track of clubs collaboration events hosted by ULife and UTSU
  - (v) If the Note Taking Secretary is absent, they are responsible for covering their duties
  - (vi) Keeping all meeting notes from external meetings organized in order to share them with any outside organizations or other campus groups upon request
  - (vii) Engage with club members on club social platforms and group chats

#### (5) Finance Officer

- (a) There is to be one (1) Finance Officer
- (b) Members interested in running for Finance Officer should have at least 1 year of experience in the club as an Executive Member or Community Member.
- (c) The Finance Officer will be elected into their position through majority vote.
- (d) The Finance Officer's responsibilities are:
  - (i) Being a signing officer on the clubs bank account
  - (ii) Finance Officer is expected to attend 80% of executive meetings
  - (iii) Recording all transactions saving this information on a Google Sheets (Excel) in the Google Drive's Finance Folder

- (iv) Consistently checking and referencing the Finance Folder on the Google Drive to ensure consistency and accuracy when applying for funding opportunities, making payouts, etc.
- (v) Managing funds before and after any event
  - 1) i.e. Making payouts
- (vi) Searching for and applying to relevant funding opportunities for the club
  - 1) All funding applications will be approved by the President(s)
- (vii) The Finance Officer is required to acquire information regarding budget, and other financial happenings from the President(s)
- (viii) The Finance Officer is required to provide any information regarding budget, and other financial happenings to any members of Students for Shelters UTSG upon request
- (ix) Attending a monthly meeting with the President(s) and/or Vice Presidents to review monthly expenses and provide relevant updates on any funding applications, payouts, etc.
- (x) Engage with club members on club social platforms and group chats

#### (6) Marketing Team

\*The Marketing Team will be made up of different positions, all which will work together to achieve the greater marketing goals of the club.

##### (a) Marketing Director

- (i) There is to be one (1) Marketing Director
- (ii) Members interested in running for Marketing Director should have at least 1 year of experience in the club as an Executive Member or Community Member.
- (iii) The Marketing Director will be elected into their position through majority vote.
- (iv) The Marketing Director's responsibilities are:
  - 1) Overseeing the tasks of the entire Marketing Team to ensure that timeline set out by President(s) and Vice Presidents is met
  - 2) Creating Eventbrite event pages and/or Google Forms for event registration
  - 3) The Marketing Director is expected to attend 85% of Executive meetings
  - 4) Hosting bi-weekly meetings for Social Media Managers to review upcoming tasks/duties, provide direction based off timeline, and cover any other relevant topics which they see fit
    - a) Providing report-backs of said meetings to President(s) and Vice Presidents and/or during executive meetings upon request
    - b) Keeping track of said meetings by taking meeting minutes in the Google Drive
  - 5) Meeting with the Webmaster once a month to review upcoming tasks/duties, provide direction based off timeline, and cover any other relevant topics which they see fit

- a) Providing report-backs of said meetings to President(s) and Vice Presidents upon request
  - b) Keeping track of said meetings by taking meeting minutes in the Google Drive
- 6) Managing the club's Linktree to ensure it is up to date and accessible
  - 7) Assisting the Social Media Managers and Webmaster with responding to messages on platforms when necessary
  - 8) Assisting Social Media Managers and Webmaster with recruitment of members on given platforms through promoting the club, meetings, events, and projects
  - 9) Being responsible with the accounts: no password sharing or changing, no posting inappropriate content or following and advertising inappropriate accounts and their content, all posts must be polite, no post shall indirectly or directly harm any members of the club or anyone in general
  - 10) The Marketing Director will not remove any material on any platform from previous years. The Marketing Director will ensure that all members of the Marketing Team abide by this rule and do not delete any of the club's history from its online presence
  - 11) Engage with club members on club social platforms and group chats
- (b) Social Media Managers
- (i) There are to be two (2) Social Media Managers
  - (ii) Members interested in running for Social Media Manager should have at least 1 year of experience in the club as an Executive Member or Community Member or General Member.
  - (iii) The Social Media Managers will be elected into their positions through majority vote.
  - (iv) Each Social Media Manager will be responsible for maintaining two platforms. One Social Media Manager will be in charge of Instagram and Facebook while the other Social Media Manager will be in charge of LinkedIn and Twitter.
    - 1) The Social Media Managers will be given the opportunity to decide which platforms they would like to handle at the beginning of their term. The decision must be reported to the Marketing Director, President(s), and Vice Presidents.
  - (v) The Social Media Managers responsibilities are:
    - 1) Following the timeline set out by the President(s) and Vice Presidents
    - 2) Social Media Managers are expected to attend 80% of executive meetings
    - 3) Attending bi-weekly meetings hosted by the Marketing Director to review upcoming tasks/duties, receive direction based off timeline, and cover any other relevant topics



- 4) Create and update given platforms with relevant promotional material (ie. creating a Facebook event page or pinning an important tweet to Twitter profile)
- 5) Working together to create relevant graphics using the club's Canva account which are to be posted in order to promote the club, events, and engage with the community
- 6) Ensuring that the posts are accessible, mature, and appropriate
- 7) Addressing and responding to any messages on platforms from other student groups/unions, members, inquiries, etc.
  - a) If help needed, the Social Media Managers are to first address the Marketing Director for assistance
- 8) Recruiting members on given platforms through promoting the club, meetings, events, and projects
- 9) Being responsible with the accounts: no password sharing or changing, no posting inappropriate content or following and advertising inappropriate accounts and their content, all posts must be polite, no post shall indirectly or directly harm any members of the club or anyone in general
- 10) Social Media Managers will not remove any material on any platform from previous years
- 11) Engage with club members on club social platforms and group chats

(c) Webmaster

- (i) There is to be one (1) Webmaster
- (ii) Members interested in running for Webmaster should have at least 1 year of experience in the club as an Executive Member or Community Member or General Member.
- (iii) The Webmaster will be elected into their position through majority vote.
- (iv) The Webmaster's responsibilities are:
  - 1) Following the timeline set out by the President(s) and Vice Presidents
  - 2) The Webmaster is expected to attend 80% of executive meetings
  - 3) Attending monthly meetings hosted by the Marketing Director to review upcoming tasks/duties, receive direction based off timeline, and cover any other relevant topics
  - 4) Controlling and maintaining the Students for Shelters UTSG Wix website
  - 5) Ensure the website is kept up to date and features all upcoming relevant dates
  - 6) Upload event recordings with the consent of participants
  - 7) Connect social media platforms to the Wix website to optimize engagement
  - 8) Addressing and responding to any messages on the Wix website from other student groups/unions, members, inquiries, etc.

- a) If help needed, the Webmaster is to first address the Marketing Director for assistance
- 9) Recruiting members on Wix website through promoting the club, meetings, events, and projects
- 10) Webmaster will not remove any material on the Wixsite from previous years (ie. Executive Council profiles and event photos or recordings from previous years will remain available on the website at all times)
- 11) Engage with club members on club social platforms and group chats

#### Non-Executive Roles:

##### (1) Community Members:

- (a) There can be an unlimited amount of Community Members
- (b) Community Member positions are open to any and all members of the University of Toronto
- (c) Community Members do not need to be elected
- (d) Community Members will complete a Google Form to sign up as a Community Member
- (e) A Community Members responsibilities are:
  - (i) Attending 50% of meetings throughout the academic year
  - (ii) Attending 50% of club events throughout the academic year
  - (iii) Contributing to the organization and/or execution of 50% of events alongside/in direction of the Executive Council (ie. creating panel questions)
  - (iv) Participating in the organization and/or execution of one major project throughout the year alongside/in direction of the Executive Council (ie. joining Magazine team)
  - (v) Engage with club members on club social platforms and group chats to participate in discussions and contribute to the S4S community

##### (2) General Assembly Members:

- (a) There can be an unlimited amount of General Assembly Members
- (b) General Assembly Member positions are open to any and all members of the University of Toronto
- (c) General Assembly Members do not need to be elected
- (d) General Assembly Members will complete a Google Form to sign up as a General Assembly Member
- (e) A General Assembly Member's responsibilities are:
  - (i) Attending at least 25% of meetings throughout the academic year
  - (ii) Attending 25% of club events throughout the academic year
  - (iii) Participating in discussions at meetings and/or events by sharing opinions, thoughts, ideas, and beliefs to demonstrate interest
  - (iv) Engage with club members on club social platforms and group chats to participate in discussions and contribute to the S4S community

## Section E

### Co-Curricular Record Credit:

- (1) All Executive Council and Community Members will be eligible for Co-Curricular Record Credit if above position-related criteria is met
  - (a) Individuals are responsible for maintaining their own activity logs for contributions to the Chapter
  - (b) Individuals will have the opportunity to meet with the group's validator with any questions or concern
  - (c) Co-Curricular Credit related inquiries may be addressed to the Presidents, Vice Presidents, and the Chapters validator
- (2) General Members are not eligible to receive Co-Curricular Credit

### Attendance Expectations from Executives:

- (1) Executive Members are responsible for reporting their attendance to the Vice Presidents at least 24 hours prior to meetings or events. In the event of an emergency or if notice cannot be given 24 hours prior for legitimate reason, individuals are asked to follow up with the Vice Presidents once able after the meeting or event, upon their ability and wellness.
- (2) If they are unable to show up for a meeting three times without a legitimate reason for their absence, on the fourth occurrence their membership will be terminated and/or depreciated to General Member status
  - (a) Please reference Section C for further details
  - (b) Legitimate reasons include personal emergencies, scheduled appointments, illness and lectures/tests/exams or academic requirements coinciding with meetings

## Section F

### Elections:

- (1) Elections are only required for Executive Council positions
- (2) All members of Students for Shelters UTSG are eligible to apply for an Executive position which involves an electoral process
- (3) All those wishing to run in an election will be given the opportunity to run in a campaign to demonstrate their experiences and beliefs or any other appropriate information they find reasonable to share for their running of that position
- (4) All members of Students for Shelters UTSG are eligible to apply for an Executive position which prior to the election period, they will have the option of attending a meeting with the President(s) in order to be familiar with the club and expectations of the election process
- (5) All members of Students for Shelters UTSG are eligible to vote
- (6) All votes will take place over a Google Forms
- (7) A successful candidate in elections will be declared by a simple majority vote
- (8) If there is a tie, Bi-Elections will be held

## **Section G**

### Finances:

- (i) All financials are to be recorded, signed, and dated by the Finance Officer and the Presidents
- (ii) The Finance Officer is required to provide all information regarding budget, and other financial happenings to the Presidents in a clear and consecutive manner
- (iii) The Finance Officer is required to provide any information regarding budget, and other financial happenings to any members of Students for Shelters UTSG upon request
- (iv) The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

## **Section H**

### Meetings:

- (1) Meetings will be held at the University of Toronto St. George Campus or online.
- (2) Meetings will begin 10 minutes after the hour (ie. 1:10pm)
- (3) Meetings are open to all members of the university community, even those not in the club
- (4) Attendance will be taken at meetings
- (5) There will be an annual general meeting once every year
- (6) There will be an annual general meeting recap in the winter term
- (7) During a meeting, everyone must be appropriate and respectful to one another. If members are unable to do so, they will be asked to leave for the duration of the meeting. Further implications for conflict resolution are available in Section I
- (8) All meetings will be confirmed at least 24 hours in advance by the President(s) in case of emergency, otherwise the schedule will go as follows
- (9) There will be a meeting agenda available, and meeting minutes will be read by the Note Taking Secretary at the beginning of each new meeting

## **Section I**

### Amendments:

- (a) The authority to amend the constitution ultimately lies with the group's membership
- (b) Amendments can possibly be made when members feel necessary
- (c) Amendments can only be made if there is a simple majority vote by Executive Council members

- (d) If any member suggests an amendment be made they must write an accurate report (one page maximum) explaining their reasoning and any comments or suggestions they have in regards to the amendment.
- (e) Amendment reports shall be sent to the President(s) directly, the President(s) will review the report and hold a private meeting with other Executive Council members to discuss and take the vote
  - (i) All that has been discussed in the private meeting will also be recorded by the Note Taking Secretary and will be sent out to executive and general assembly members
- (f) The results will be reported to the rest of Students for Shelters UTSG once a decision has been made via email or during a meeting (whichever is the quicker point of contact)

## **Section J**

Connection to External Not-for-Profit:

- (a) Intent to establish non-profit with the external connection Students for Shelters
- (b) The external non-profit application is currently processing
- (c) University of Toronto will be verified whenever the application is processed

## **Section K**

Main Points of Contact: Co-Presidents

- (a) Frances Argento, 587-227-3633, [frances.argento@mail.utoronto.ca](mailto:frances.argento@mail.utoronto.ca)
- (b) Sara Durante, 289-338-7737, [sara.durante@mail.utoronto.ca](mailto:sara.durante@mail.utoronto.ca)