

## **Constitution of “The Women’s Network (TWN) - Toronto”**

### **1. Article One - Name and Purpose**

- 1.1. The official name of the recognized student group is “The Women’s Network - Toronto”
- 1.2. The official acronym or abbreviation of the group is “TWN-Toronto”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to:
  - 1.3.1. Create a community of women that celebrates the desire to achieve, cultivating their ambition in order to prepare the next generation of leaders.
  - 1.3.2. Provide excellent resources and networking opportunities for young women. To encourage women to be supportive of one another and build each other up.
  - 1.3.3. Support young women in any endeavors they may pursue.
  - 1.3.3. Network with potent women in a wide array of different fields.

### **2. Article Two – Membership and Membership Fee**

- 2.1. TWN-Toronto 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..
- 2.5. The membership fee will be \$0.00 per year
- 2.6. There will be an Executive Board, Committee Members, , and a General Members Assembly.
  - (i.) All members will fill out a Google Form in order to become a member
  - (ii) Those who wish to be a part of the Executive Council must be elected with a majority

### **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.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this Constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **4. Article Four - Executive Board**

- 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 9 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. 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 President shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.1.2. Hold signing and financial authority along with VP of Finance
- 5.1.3. Oversee all club events and activities
- 5.1.4. Coordinate speakers & planning/leading meetings, including creating speaker sheets
- 5.1.5. Moderate discussions with speakers (can co-moderate, solo-moderate or choose moderators)
- 5.1.6. Work closely with club advisor and with University activities office to ensure TWN is a registered organization
- 5.1.7. Send event reminder emails
- 5.1.8. Coordinate semester schedule alongside Vice President on Google Calendar
- 5.1.9. Organize and lead weekly board meetings that align with everyone's schedules
- 5.1.10. Organize weekly check-ins with the Vice President
- 5.1.11. Work closely with the VP of Finance, VP of Marketing, VP of Events, and VP of Diversity and Inclusion to ensure chapter growth

### **5.2. The Vice-President (VP) shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.2.2. Oversee and follow up with board members weekly, ensuring tasks are completed on time
- 5.2.3. Work with the President to update the Google Calendar
- 5.2.4. Create attendance codes for meetings & track attendance
- 5.2.5. Analyze attendance and reach out to members who become inactive
- 5.2.6. Weekly check-ins with the VP of Finance, VP of Marketing, VP of Events, and VP of Diversity, Equity and Inclusion
- 5.2.7. Ensuring executive board knows each other well and is a tight-knit community

**5.3. The Vice President (VP) of Finance shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.3.2. Hold signing and financial authority along with President
- 5.3.3. Oversee all financial matters, including fundraising efforts, event budgets, sale of promotional items, and reimbursements
- 5.3.4. Obtain funds for the City Trip from fundraisers, university activities commissions, sponsorships, etc.
- 5.3.5. Work with the Trip Coordinator to plan the costs aspect of trip
- 5.3.5. Execute at least 2 fundraisers for the semester

**5.4. The Vice-President (VP) of Marketing shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.4.2. Create at least 3 social media posts a week for Instagram
- 5.4.3. Create Facebook event pages
- 5.4.4. Create Instagram stories for event reminders
- 5.4.5. Create Instagram highlight featuring all board members
- 5.4.6. Design promotional items
- 5.4.7. Keep a consistent, aesthetically pleasing feed on Instagram

**5.5. The Vice-President (VP) of Diversity, Equity and Inclusion shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.5.2. Foster and develop relationships with other organizations on campus, including but not limited to the multicultural community and other women-based clubs
- 5.5.3. Reach out to other organizations for partnerships and to advertise our organization on their social media and vice versa
- 5.5.4. Develop efforts to recruit new members from various backgrounds and make them feel welcomed into our community
- 5.5.5. Ensure TWN is a safe space for people of all backgrounds where they are represented
- 5.5.6. Stay up to date on other campus events aligning with our mission and values
- 5.5.7. Create a statement of position and work with VP and President to distribute it if controversial or sensitive events occur on campus that have relevance to our values and purpose

**5.6. The Vice-President (VP) of Events shall:**

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.6.2. Responsible for planning, organizing, and executing major club events including, but not limited to involvement fair recruitment, end-of-semester parties, "Mocktails," and volunteering efforts
- 5.6.3. If in the case of 2 VP of Events (Co-VP of Events), collaborate on all matters related to TWN-Toronto events
- 5.6.4. Coordinate all logistics of club events with a schedule to be shared with

VP and President

5.6.5. Work closely with Trip Coordinator to help facilitate trip to nearest city

**5.7. The Trip Coordinator shall:**

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.7.2. Poll student interest on companies or industries they would like the opportunity to network with
- 5.7.3. Choose a Friday to visit the nearest city and planning all logistics of the trip
- 5.7.4. Ensure members fill out and return liability waivers
- 5.7.5. Work closely with VP of Finance to obtain funds, sponsorship, or grants for the trip
- 5.7.6. Be responsible for booking companies, contacting chapter/university alumni, organizing networking opportunities
- 5.7.7. Coordinate transportation and organize meeting points

**5.8. The Lead Ambassador shall:**

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.8.2. Oversee recruitment and retention efforts
- 5.8.3. Organize weekly check-ins (via Slack, text, etc.), serving as a resource for ambassadors
- 5.8.4. Lead bi-weekly check-in meetings with ambassadors to track their progress, see if they are meeting goals, and offer guidance as needed
- 5.8.5. Boost team morale, communicating TWN updates to ambassadors
- 5.8.6. Form individual connections with Ambassadors and foster an inclusive, welcoming and motivating environment

**6. Article Six - Election Procedures**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

**7. Article Seven – Finances**

- 7.1. The VP of Finance shall keep an active record of income and expenses.

- 7.2. The VP of Finance presents the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet bi-weekly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **9. Article Nine - Termination of Membership**

- 9.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Impeachment**

### **10.1. Grounds for Removal:**

10.1.1. An executive board member can either step down from their position (for any reason they deem necessary to their physical or mental health), or under special circumstances, an executive board member may be impeached.

10.1.2. Whether impeachment is the necessary action to be taken will be up to the rest of the executive board. However, the executive board should not need to impeach another board member unless the board member consistently fails to show up to regular

meetings, executive board meetings, and committee meetings, takes financial actions without the approval from the President, or if the executive board member fails to complete the work expected of them as listed in their title description in Article I of this constitution.

10.1.3. Any executive board member may initiate the impeachment of another board member.

#### 10.2. Procedure for Impeachment:

10.2.1. Should an executive board decide that the impeachment of another board member is necessary for the overall well-being and success of the organization, they may charge a statement of impeachment at the executive board meeting.

10.2.2. This statement should include the member which would be impeached, and an outline and reasoning of why this member should be impeached. From there, the executive board will hold an additional meeting at a later date to begin the process of impeachment.

10.2.3. All executive board members must be present in order to hold this meeting, since voting will occur. Here, the executive member who stated the statement of impeachment will repeat her reasoning for wanting another executive board member impeached.

10.2.4. The individual defending themselves will then be given an opportunity to argue a defense and offer counter evidence. A vote will then be taken by the executive board. All members of the executive board must vote.

10.2.4.1. The vote will occur in the following way: The President will ask the executive board members to raise their hand if they are in favor of impeaching the defending executive board member.

10.2.4.2. Should the majority of the board raise their hands, the defending executive board member will be considered impeached.

#### 10.3. Procedure of Appeal of Impeachment

10.3.1. Should the defending executive board member feel like the decision was unfair, biased, or incorrect, that executive board member may call for an appeal.

10.3.2. From the time impeachment was called, the defendant will have one week to call for an appeal.

10.3.2. The defendant will have to notify the President that an appeal will be necessary, and the President must notify all other executive board members as well as the general members.

10.3.3. The President will oversee the appeal process, in which it will be sent to the general membership to cast the final vote of appeal.

10.3.3.1. Here, the executive member who stated the statement of impeachment will repeat her reasoning for wanting another executive board member impeached.

10.3.3.2. The individual defending herself will then be given a second opportunity to argue a defense and offer counter evidence.

10.3.3.3. A vote will then be taken by the general membership.

10.3.3.3.1. The vote will occur in the following way: The President will ask the general members to raise their hand if they are in favor of impeaching the defending executive board member.

10.3.3.3.2. Should the majority of the general members raise their hands, the defending executive board member will be considered impeached.

10.3.3.3.3. This will be the final decision, the defendant will not be able to call a second appeal.

## **11. Article Eleven - Amendments**

11.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

11.2. All voting members may propose and vote on amendments to the constitution.

11.3. 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.

11.4. 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.