

Constitution of “University of Toronto Environmental Action Student Association (UTEA)”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Environmental Action Student Association”
- 1.2. The official acronym or abbreviation of the group is “UTEA”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to
 - 1.3.1. The purpose of this group is to raise awareness about pressing environmental issues (e.g Indigenous water rights, sustainable energy, climate change, etc) and to advocate for more effective government policies to address these issues at the federal, provincial, and municipal levels. The organization also works towards advocating for more sustainable campus policies at the University of Toronto.
 - 1.3.2. The group will continue to carry out its mission each year by organizing at least three (3) awareness-raising events and two (2) advocacy projects (e.g advocacy documents, letter-writing campaigns, etc.)

2. Article Two – Membership and Membership Fee

- 2.1. UTEA shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. Membership to UTEA is open and free to all University of Toronto members (students, staff, faculty, and alumni) and non U of T members.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. 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 Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of nineteen (19) 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 Executive committee of UTEA shall be comprised of the following eleven (19) elected executive officers:

- Co-Presidents (2)
- Internal Outreach Director (2)
- External Outreach Director (2)
- Finance Director (2)
- Communications and Marketing Director (2)
- External Advocacy Director (2)
- Internal Advocacy Director (2)
- First-Year Representatives (2)
- Second-Year Representatives (2)
- Webmaster (1)

5.2 Any University of Toronto student eligible to be an Executive Officer shall not be permitted to hold more than one office in UTEA at any one time

The Co-Presidents shall:

- Be responsible for the overall operations, management, and success of UTEA
- Present a yearly plan for the organization with long and short-term goals at the Annual General Meeting (AGM)
- Chair all Executive meetings and the AGM
- Be responsible for recording the name and email information of new and non-UofT members of UTEA
- Hold signing officer authority along with the one of the Financial Directors for financial purposes
- Coordinate the addition of elected and appointed members to the Executive during Spring Elections and Autumn Appointments

- Be a liaison with the Office of Student Life and the University of Toronto Students Union (UTSU)

The External Advocacy Directors shall:

- Be responsible for spearheading broader environmental advocacy initiatives which extend beyond campus (local, provincial, national, or international)
- Conduct and release research on pertinent environmental policies and issues
- Reach out to NGOs, businesses, and government officials in order to collaborate on initiatives and events
- Take the lead in organizing at least one (1) external advocacy project per year (ex: policy/legal research document, advocacy event, social media campaign, etc)

The Internal Advocacy Director shall:

- Be responsible for spearheading advocacy initiatives for environmental issues on campus.
- Research environmental issues on campus
- Conduct Year-In-Reviews on both the overall performance of environmental clubs and sustainability of the University Administration
- Reach out to other clubs in order to collaborate on initiatives and events on campus environmental issues
- Take the lead in organizing at least one (1) on-campus advocacy project per year (ex: an event, policy/legal research document, social media campaign, etc)

The External Outreach Director shall:

- Create a list of external potential collaborators with their contact information
- Create, schedule, and organize at least one external outreach event/project a year
- Work with the Financial Director to create a list of off-campus sponsors
- Work with the Communications and Marketing Directors to recruit more members
- Arrange for interviews to promote partnerships, UTEA events, and the organization itself with print media
- Attend bi-weekly meetings with Can-Rac and screen updates to share relevant news with the team and Communications and Marketing Co-Directors

The Internal Outreach Director shall:

- Network with other environmental clubs on campus to develop strategic relationships for potential collaborations
- Create, schedule, and organize at least one internal outreach event/project a year and at least one social event per year.
- Work with the Financial Director to create a list of on-campus sponsors
- Work with the Social Media Director to recruit more members
- Schedule interviews to promote partnerships, UTEA events, and the organization itself with print media and campus radio
- Attend monthly EWG (UTERN's Environmental Working Group) meetings and screen updates to share relevant news with the team and Communications and Marketing Co-Directors.

- Assist the Co-Presidents in overseeing general member registration, and monitor channels on UTEA's Discord server.

The Finance Director shall:

- Create and update a running list of sponsors and grant opportunities, in collaboration with the outreach directors
- Create an annual budget at the beginning of the year, and run cost estimates for all events and initiatives
- Keep records of all financial transactions of UTEA in an accounts payable/accounts receivable system
- Serve as Signing Officer on the organization's bank account
- Hand over all bank account information to the newly-elected Finance Director when leaving office.

The Communications and Marketing Director shall:

- Maintain UTEA's social media presence regularly on Facebook and Instagram
- Make digital posters and marketing materials for UTEA's events and initiatives
- Promote UTEA events and initiatives through email lists and social media accounts
- Respond to email and message inquiries to UTEA within 48 hours or pass relevant messages on to the Co-Presidents
- Conduct research on various environmental themes to create original content posts
- Organize and coordinate a team of general members to assist with weekly tasks

The Webmaster shall:

- Maintain the UTEA website with regular updates on events and initiatives
- Ensure the layout of the UTEA website is as user-friendly as possible
- Be responsible for coordinating design and functionality changes to the website

The First Year Representatives shall:

- Build UTEA's visibility through engagement with U of T's first year community in effort to build a larger long-term membership base
- Promote UTEA events on personal social media, and among peers and classmates
- Assist with all events and initiatives hosted by UTEA
- Work closely with other Executive members where help is needed *or in portfolios that pertain to their individual interest.*
- Host a minimum one (1) collaborative event with the Second-Year Representatives

The Second- Year Representatives shall:

- *Build UTEA's visibility through engagement with U of T's second year community in effort to build a larger long-term membership base*
- *Promote UTEA events on personal social media, and among peers and classmates*
- *Assist with all events and initiatives hosted by UTEA*
- *Work closely with other Executive members where help is needed or in portfolios that pertain to their individual interest.*
- *Host a minimum one (1) collaborative event with the First-Year Representatives*

6. Article Six – Elections

- 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. Voting members may not vote by proxy.
- 6.7. 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.
- 6.8. 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 Finance Co-Directors shall keep an active record of income and expenses.
- 7.2. The Finance Co-Directors shall present 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 monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. UTEA shall hold general meetings at least twice per semester to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments. Motions will require a 50%+1 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.
- 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.
- 8.4. Any of the Executive Team can assemble meetings with relevant members if notice is given a week in advance and Co-Presidents are notified.

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. The following actions may result in removal of the club:
 - 9.7.1. Harassment of any form towards members during in-person events and online platforms used by UTEA towards UTEA members and its partners that violate the University of Toronto's Student Code of Conduct *section B*.
 - 9.7.2. Discriminatory and hateful actions of all forms in-person and on online platforms used by the UTEA towards UTEA members and its partners that violate the University of Toronto's Student Code of Conduct *section B*.
 - 9.7.3. Actions that compromise the safety and security of UTEA members and its partners, that are non-consensual in nature.
 - 9.7.4. Other actions deemed harmful and unacceptable by the executive committee.
- 9.8. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1.** All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2.** All voting members may propose and vote on amendments to the constitution.
- 10.3.** The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4.** Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.