

Constitution of “University of Toronto Stem Cell Club Student Chapter”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Stem Cell Club Student Chapter”
- 1.2. The official acronym or abbreviation of the group is “UTSCC”
- 1.3. Purpose, mission, objectives and/or mandate of the organization:
 - *Purpose Statement:* The purpose of the UTSCC is to build Canada's Stem Cell Donor-Database and make it easier for patients in need of transplant to find the one match they need to save their lives, through our stem cell drives.
 - *Mission Statement:* The mission of the UTSCC is to actively engage members of the University of Toronto to register as stem cell donors. We also aim to use a transplantation lens to educate students about health advocacy, informed consent, quality control, interprofessional collaboration, and leadership in healthcare.
 - *Objectives Statement:* The objectives of the UTSCC are to: -Host regular stem cell drives -Recruit the most-needed stem cell donors according to the literature through targeted outreach -Educate students about stem cell donation at our stem cell drives, and through social media promotion

2. Article Two – Membership and Membership Fee

- 2.1. Membership to the group is open to all the University of Toronto members (students, staff, faculty, and alumni)
- 2.2. UTSCC student members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights.
- 2.3. Members must register with a designated executive by successfully submitting the materials said to be required by the current executive team.
- 2.4. The membership fee will be \$0 per year.
- 2.5. For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

3. Article Three - Executive Committee

- 3.1. The term for all positions on the Executive Committee shall be from when elected to when re-elected or when another member is elected in their position.
- 3.2. The executive committee shall be composed of at least seven (7) elected officers. These include the President, Vice-President Operations, Vice-President Promotions, Vice-President Outreach, Club Leader, Volunteer Coordinator, and Vice-President Finance.
- 3.3. The executive team can decide to elect one to two members for each of the positions in article four.

- 3.4. Candidates for executive positions are recommended to meet specific qualifications for holding a particular position. These qualifications will be established by the executive team each year prior to the commencement of the application submission period.
- 3.5. All members of the Executive Committee must be currently registered students of the University of Toronto.

4. Article Four - Executive Committee Composition and Duties

- 4.1. All executive team members must take initiative to train new volunteers at the stem cell drives, actively recruit passersby as potential stem cell donors, and lead stem cell drives and events,

4.2. The President shall:

- 4.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 4.2.2. Oversee the operations, management, and success of the group,
- 4.2.3. Serve as the spokesperson for the group,
- 4.2.4. Hold signing and financial authority along with the Vice-President Finance,
- 4.2.5. Preside over meetings of the Executive Committee and/or members,
- 4.2.6. Ensure a transition of office from one year to the next.

4.3. Broadly, all the Vice-Presidents shall:

- 4.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 4.3.2. Ensure activities of the club comply with policies of the University of Toronto,
- 4.3.3. Coordinate organizational recruitment efforts.
- 4.3.4. Plan and run stem cell donor recruitment drives and club events.
- 4.3.5. Record notes for their role during meetings.

a) Operations

- Maintain and manage an up-to-date inventory of club and office supplies for stem cell drives and events
- Order supplies from Canadian Blood Services
- Book space for stem cell drives and events
- Provide access to storage space on/near-campus before and after stem cell drives
- Assume duties of the President in his/her absence

b) Outreach

- Maintain relations with other stem cell club chapters across Canada and donor-related organizations
- Build partnerships with other campus clubs to recruit volunteers, promote our recruitment drives, or collaborate on recruitment drives
- Discover, plan, and organize ways to run drives in partnership with First Nation's or other targeted donor groups.
- Collaboratively work with other outreach team juniors
- Plan at least one stem cell drive collaboration during the year

c) Promotions

- Manage UTSCC social media platforms:
 - Instagram, Facebook, Twitter, TikTok
- Collaboratively work with other promotion team juniors to create informative posts for our social media to educate individuals about the process and importance of stem cell donation

- Ensure our social media is active and responsive
- Advertise our upcoming events
- Take pictures during events and post them on social media

d) Finance:

- Be eligible to cast votes at meetings of the Executive Committee,
- Record all financial transactions of the group in the UTSU Excel sheet,
- Hold signing and financial authority along with the President,
- Maintain a budget of income and expenses,
- Advise members on financial position of the group,
- Prepare an annual budget for the group.
- Purchase club supplies (i.e. buttons, business cards, food, etc) needed for events
- Apply and respond to grant applications to secure funding for the club.
- Record notes for their role during meetings.

4.4. The Volunteer Coordinators shall:

- 4.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 4.4.2. Maintain a list of group members,
- 4.4.3. Maintain the member contact list with relevant information,
- 4.4.4. Keep track of the club's active volunteers and their hours,
- 4.4.5. Maintain a contact list with volunteer name/program/year/email,
- 4.4.6. Record notes for their role during meetings,
- 4.4.7. Notify all members of general meetings and events.
- 4.4.8. Create a volunteer shift schedule for stem cell donor registration events

4.5. The Club Leaders shall:

- 4.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 4.5.2. Work closely with the Co-Presidents, VP Promotions, VP Finance, VP Outreach, Volunteer Coordinator, and VP Operations to plan stem cell donor recruitment drives,
- 4.5.3. Will receive training to serve as an on-site leader for stem cell donor recruitment drives.
- 4.5.4. Record notes during the meetings for their role.

5. Article Five – Junior Executives and Duties

- 5.1. One to three juniors can be elected for each of the VP positions discussed in *Article Four*.
- 5.2. Junior Executives of Operations, Outreach, and/or Promotions shall work closely with the Vice-Presidents and President(s).
 - 5.2.1. The Vice-Presidents will take on the main workload of promotions, operations, or outreach duties, while the Junior Executives will assist the Vice-Presidents with the tasks when needed.
- 5.3. Junior Executive of Operations will help with tasks related to Operations.
 - 5.3.1. For example, VP Operations are the main individuals responsible for ensuring enough supplies are available for stem cell drives and events. Junior Operations are responsible for assisting in taking supplies to and from stem cell drives and events.

- 5.4. Junior Executives of Outreach will help with tasks related to Outreach.
- 5.5. Junior Executives of Promotions will help with tasks related to Promotions.
- 5.6. The Vice-Presidents are responsible for managing the allocation of tasks to the juniors.
- 5.7. U of T student members who meet certain requirements decided by the executive team can apply to join the Outreach, Operations, or Promotions team as a junior.
- 5.8. All screening and selection of candidates will be conducted by the Vice-Presidents.

6. Article Six – Elections

- 6.1. The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) who can be president or co-president from the previous or current academic year and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March or April. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.
 - 6.1.1. Co-President Vacancy and Re-Election: In the event of a vacancy in the Co-President position due to voluntary resignation or termination in accordance with *Article Nine*, the club shall hold a re-election. The new Co-President shall be elected by a majority vote of the club's eligible voting members. The election process and timeline shall be determined by the club's governing body to ensure a fair and transparent selection.
- 6.2. The CRO Returning Officer shall accept nominations only from group members who are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates must be members in good standing and be part of the group for at least one month prior to the nomination period.
- 6.3. The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to election dates and must fall on weekdays.
- 6.4. The CRO and Scrutinizers shall provide each U of T member with an electronic ballot on the voting dates and ask the member to submit their ballot.
- 6.5. In preparation for a tie, the CRO shall select an executive amongst the executive committee to cast their ballot online. In the event of a tie for an executive position, one of the two Scrutinizers shall count the ballot to break the tie.
- 6.6. After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.
- 6.7. Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.
- 6.8. Only U of T members who have attended at least 3 events or meetings prior to election dates are eligible for voting.
- 6.9. The term of executive positions shall be from May 1st to April 30th.

7. Article Seven – Finances

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

- 7.2. The VP Finance 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 the UTSCC members.

8. Article Eight – Meetings

- 8.1. Annual General Meetings (AGMs): The group shall hold general meetings at least twice per year, i.e. once per academic term. The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require two-thirds majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.
- 8.2. Executive Meetings: The executive committee shall meet on a monthly basis, where dates and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.
- 8.3. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

9. Article Nine - Termination of Executives or General Members

- 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.
 - 9.1.1. Reasons for termination:
 - 9.1.1.1. Not fulfilling duties for more than 1 month
 - 9.1.1.2. Ignoring 3 subsequent notices from an Executive Committee member.
 - 9.1.1.3. Not respecting fellow team members
 - 9.1.1.4. Verbal (in person or virtual through text, email, or online meetings), behavioural, and physical abuse or harassment would result in immediate termination
 - 9.1.1.4.1. Example of verbal abuse - use of slurs or hate speech, discrimination, bullying
- 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.
 - 9.3.1. In the situation of a poorly-performing executive member, the President(s) shall speak with the rest of the team and provide rationale regarding consideration to remove the member who is under scrutiny.
 - 9.3.1.1. The person will be given an email notice
 - 9.3.1.2. A meeting can be held with the person to try to resolve the issue

- 9.3.1.3. If the issue is not resolved, a meeting with the rest of the team must be held. After discussing the issues with the rest of the team, if the team agrees, the person will be terminated regardless of the month of the year.
- 9.3.1.4. If the team is biased due to personal reasons, the leader can hold meetings with club admins and the team to discuss the issue, and provide sufficient rationale to the person under scrutiny for termination.
- 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 – Amendments

- 10.1. All constitutional amendments shall require a two-thirds 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.

11. Article Eleven – Transition

- 11.1. All executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to shared folders for new executives.
- 11.2. 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 led.

12. Article Twelve – Emergency Powers

- 12.1. In the case of extenuating circumstances, the President(s) shall be afforded the ability to act without direction from the organization's members.
- 12.2. 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.
- 12.3. Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 12.4. 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.