

Constitution of “Covering Soles Student Chapter”

Article One – Name and Purpose

1. The official name of the recognized student group is “Covering Soles Student Chapter”
2. The official acronym or abbreviation of the group is “UTCS”
3. The organization's purpose, objectives, mission, and/or mandate is to give students the opportunity to mentor youth—particularly from underserved communities—by connecting them with nonprofits and encouraging their involvement in service initiatives. Covering Soles works toward this goal by hosting service events both on campus and at K-12 schools across the GTA, providing students with meaningful opportunities to give back to their communities.

Article Two – Membership and Membership Fee

1. The group shall maintain a list of group members.
2. Voting membership is open to all registered students of the University of Toronto.
3. Voting membership is open only to registered students of the University of Toronto.
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.
5. The membership fee will be **\$0 Fee per year.**
6. General members includes those who hold voting and non-voting membership

Article Three – Rights of Members

1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
2. All voting members have a right to attend all general meetings of members.
3. All voting members have a right to cast votes at all general meetings of members.
4. All voting members have a right to stand for election unless otherwise stated in this document.
5. All voting members have a right to cast votes in all group elections and referenda.
6. All voting members have a right to propose and vote on amendments to this constitution.
7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article Four - Executive Committee

1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
2. The Executive Committee shall be composed of **seven (7) voting members**.
3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
4. Non-voting members may hold only non-voting positions on the Executive Committee.
5. The maximum number of non-voting positions on the Executive Committee shall be one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greater.
6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
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.
8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at Executive Committee meetings.

Article Five - Executive Committee Composition and Duties

The Co-Presidents shall:

1. There may be a maximum of two (2) Presidents,
2. Be eligible to cast votes at meetings of the Executive Committee,
3. Oversee the operations, management, and success of the group,
4. Serve as spokesperson for the group,
5. Hold signing and financial authority along with the Treasurer,
6. Preside over meetings of the Executive Committee and/or members,
7. Ensure a smooth transition of office from one year to the next.
8. Create yearly objectives for the group & its members

The Vice-President shall:

1. Be eligible to cast votes at meetings of the Executive Committee,
2. Assume duties of the Co-Presidents in their absence,

3. Ensure activities of the club comply with policies of the University of Toronto,
4. Assists in overseeing the execution of events, outreach efforts, and marketing strategies,
5. Coordinate organizational recruitment efforts.

The Secretary shall:

1. Be eligible to cast votes at meetings of the Executive Committee,
2. Maintain a list of group members,
3. Record notes and motions for meetings,
4. Schedule executive meetings,
5. Send a meeting summary to all executive members after every executive meeting,
6. Maintain the group website and member contact list,
7. Record notes and motions for meetings,
8. Notify all members of general meetings and send out any other communication to general members

The Treasurer shall:

1. Be eligible to cast votes at meetings of the Executive Committee,
2. Record all financial transactions of the group,
3. Hold signing and financial authority along with the President,
4. Maintain a budget of income and expenses,
5. Advise members on the financial position of the group,
6. Find and apply for additional funds
7. Prepare an annual budget for the group.

The Director of Outreach shall:

1. Be eligible to cast votes at meetings of the Executive Committee,
2. Maintain a list of all interns that are part of the Outreach Committee,
3. Manage and assign tasks to all interns that are part of the Outreach Committee,
4. Build partnerships with on-campus & local community service organisations to collaborate on events,
5. Reach out to other universities to establish new Covering Soles chapters and provide support in their setup based upon predetermined guidelines,
6. Coordinate with middle and high schools to schedule and host community service events,

7. Act as the organisation's representative in networking opportunities to expand our mission and partnerships,
8. Maintain an outreach database of schools, organisations, and universities.

The Director of Marketing & Social Media shall:

1. Be eligible to cast votes at meetings of the Executive Committee,
2. Maintain a list of all interns that are part of the Marketing Committee,
3. Manage and assign tasks to all interns that are part of the Marketing Committee,
4. Lead the Marketing Committee in promoting Covering Soles initiatives across campus and on social media platforms,
5. Develop and execute marketing campaigns to increase engagement and participation in events,
6. Oversee the creation of promotional materials (flyers, posters, graphics) and manage content calendars for social media.

The Director of Events shall:

1. Be eligible to cast votes at meetings of the Executive Committee,
2. Maintain a list of all interns that are part of the Events Committee,
3. Manage and assign tasks to all interns that are part of the Events Committee,
4. Plan, organize, and execute all events with the assistance of interns,
5. Develop and oversee event timelines, logistics, and volunteer assignments.

Article Six – Elections

1. All voting positions on the Executive Committee shall be filled through an annual election.
2. All voting group members shall be eligible to seek nomination and cast a ballot for each voting position.
3. Non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

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.
7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s)

Article Seven – Finances

1. The Treasurer shall keep an active record of income and expenses.
2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
3. The Executive Committee must approve all expenditures over \$150.00 through a majority vote at a meeting of the Executive Committee.
4. The group may not engage in activities that are essentially commercial in nature.
5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
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. The group will not pay salaries to any of its officers.

Article Eight – Meetings

1. The Executive Committee shall meet biweekly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
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.
3. The Executive Committee must announce the date of a general meeting to the general membership at least one (1) week prior to the date of the meeting.

Article Nine - Termination of Membership

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.
2. A vote to revoke membership must be held at a meeting of the Executive Committee.
3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
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.
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.
7. Executive Committee members are subject to the same termination of membership process as general members.

Article Ten – Amendments

1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
2. All voting members may propose and vote on amendments to the constitution.
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.
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.