

Constitution of “The University of Toronto Global Brigades Student Chapter”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “The University of Toronto Global Brigades Student Chapter”
- 1.2. The official acronym or abbreviation of the group is “UTGB”.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to:
Address global poverty by eliminating health and economic disparities in the world’s most under- resourced communities. It is achieved through a holistic programming approach consisting Sustainable Health System, Economic Development, and Water and sanitation Infrastructure, which aims to empower communities to lead their development projects and rise out of poverty. The University of Toronto is a Chapter of Global Brigades, composed of students from many disciplines who share a passion for sustainable development and social responsibility. Each year, UTGB offers the following three (3) Brigade Programs: Medical Brigade, Public Health Brigade, and Dental Brigade Programs, in which student volunteers collaborate with local community members and experts to carry out development projects in their respective programming areas in rural communities in Guatemala, Belize, Honduras, Nicaragua, Panama, Ghana and Greece. To implement these Brigades, we recruit volunteers, gather supplies, and fundraise to support the long-term sustainability of our projects. As well, we provide education on topics including sustainable development, ethical volunteering, language learning, cultural preparation, and more to enhance volunteers’ experiences and ensure ethical conduct while on Brigade. Our ultimate goal as a Chapter is to not only empower locally led health and economic development in partner communities but also cultivate our volunteers to become responsible global citizens.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. General Membership/Volunteer position is open to all registered students of the University of Toronto.
- 2.3. General Membership/Volunteer position is responsible of applying which will supply as part of registering for a volunteer position with Global Brigades Inc.
- 2.4. General membership can only hold non-voting membership, and non-voting members do not hold any rights awarded to voting members.
 - 2.4.1. The executive members outside of the core 4 (Campus Chairperson, Medical President, Dental President, Public Health President) hold non-voting membership, and are appointed through an interview process held by the predecessor and campus chairperson.
 - 2.4.2. Non-voting membership is also open to University of Toronto staff, faculty, alumni, and to persons from outside the University.
- 2.5. The core executive members hold a voting membership process open to tri-campus.
- 2.6. The membership fee will be \$0 per year for all members of this chapter. UTGB does not charge a membership fee for participation.
 - 2.6.1. If a fee is required to attend a particular event, the executive team will establish a fee scale for Voting Executive Members, Non-Voting Executive Members, Volunteers, and others as appropriate.
 - 2.5.2. All members wishing to participate in a Brigade Program must be individually responsible for fundraising towards their donation requirement (plus airfare, if applicable)

and meeting all donation deadlines set out by Global Brigades Inc., our parent organization, for the Brigade Program that they have signed up for.

3. Article Three – Rights of Members

- 3.1. All non-voting/voting members have a right to attend all general meetings of members.
- 3.2. All non-voting/voting members have a right to cast votes for minutes appropriate to the level of general member meetings.
- 3.3. All non-voting/voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All non-voting/voting members have a right to cast votes in election for those running in (1) Chairperson, (1) Medical President, (1) Dental President, (1) Public Health President.
- 3.5. Only the voting members have a right in processes that involves executive decisions such as terminating members.
 - 3.5.1. Voting members can cast votes in all group referenda
 - 3.5.2. Voting members have a right to propose and vote on amendments to this constitution

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. All voting members of the Executive Committee must be currently registered students at the University of Toronto.
- 4.3. The Executive Committee shall be comprised of 4 voting members: Campus Chairperson, Medical President, Dental President, Public Health President.
- 4.4. When there is a tie in decision making processes, upon agreement of all voting-members, the chapter can open up the election to non-voting members.
- 4.5. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.6. 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 Campus Chairperson (1) shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.
- 5.1.7. Facilitate collaboration between all executive members in areas of recruitment, fundraising, brigade preparation, and education.
- 5.1.8. Attend monthly Campus Chairperson (CC) calls with the other Chairpersons and the Global Brigades leadership team to share the respective university members' perspectives, assist with research projects and tasks within the organization, and participate in important decision-making processes at the international level.
- 5.1.9. Carry out goal setting in collaboration with other execs to create a common vision for UTGBSC and strategies, actions, and pathways to get there.

- 5.1.10. Collaborate with other organizations for humanitarian projects, events and educational purposes.
- 5.1.11. Communicate important decision items to all executive members promptly and facilitate discussion to reach a consensus.
- 5.1.12. Assist Chapter Presidents in establishing strong leadership teams to help manage end-of-year leadership transitions.
- 5.1.13. Represent UTGBSC's voice in important decisions of the wider organization (GB Canada)
- 5.1.14. Discuss best practices with fellow GB chapters around the world.
- 5.1.15. Record notes and motions for meetings.

5.2. The Brigade President(s) (3) shall:

- 5.2.1. Demonstrate a keen interest in developing the chapter, contributing to the development of GB programming and empowering students towards positive change.
- 5.2.2. Demonstrate sound knowledge of Global Brigades' holistic model and programs, and represent GB's mission, vision, and values on campus.
- 5.2.3. Work closely with the Campus Chairperson(s) and other Executive Members to set goals for the chapter, make important decisions, and organize chapter-wide activities.
- 5.2.4. Expected to be present at pre-brigade education sessions, team-bonding events, fundraisers and other events related to the chapter.
- 5.2.5. Be "fundraising-focused", and participate actively in the Fundraising Committee to fundraise in support of volunteers' donation goals, CHW conference, and other GB initiatives.
- 5.2.6. Be "education focused", and participate actively in the Education Committee to create education plans, do research, and conduct education sessions to ensure that volunteers are adequately prepared for their brigade experience.
- 5.2.7. Identify successor(s) and ensure sustainable transition of roles at the end of their Term of Office (see Article III Section G Part 1).
- 5.2.8. Mobilize at least one Brigade Program per year, either as an in-person Brigade or an online TeleBrigade.
- 5.2.9. Be the main point of contact for all questions and inquiries made about their Brigade Program. This includes being available to meet with faculty, professionals and students to discuss the program, initiatives and brigade planning.
- 5.2.10. Oversee the operations, management, and success of their Brigade Program
- 5.2.11. Recruit volunteers for their in-person Brigade or TeleBrigade to minimum 14 individuals
- 5.2.12. Keep volunteers engaged through meetings and team-bonding activities.
- 5.2.13. Be present in the brigade
- 5.2.14. Work with the Donations Directors to oversee procurement of supplies.

5.3. The Director of Donations (2) shall:

- 5.3.1. Oversee the pharmaceutical procurement process with the Brigade President(s) and Global Brigades staff.
- 5.3.2. Contact all relevant personnel (i.e. pharmacies, clinics, medical companies, businesses) for sponsorship or donations of medical, dental, and hygiene supplies (includes filling out applications to request donations).
- 5.3.3. Maintain inventory of all supplies and donations for the brigades.

- 5.3.4. Complete Global Brigades' final inventory before the Inventory Deadline each year as set by Global Brigades, Inc.
- 5.3.5. Respond promptly to all emails from sponsors or donors
- 5.3.6. Acquire all suitcases and organize packing sessions prior to brigade departure.
- 5.3.7. Ensure that suitcase inventory lists are created, updated and given to the suitcase carrier.
- 5.3.8. Ensure that all suitcases are labeled and within the weight and size restriction.

5.4. The Marketing Directors (2) shall:

- 5.4.1. Build, maintain, and update the chapter's website and social media accounts, which includes dates and pictures for all events, deadlines and any other information about the chapter.
- 5.4.2. Promote Global Brigades via social media, list-servs, newsletters, and other platforms.
- 5.4.3. Design posters and flyers for all events and social media posts.
- 5.4.4. Execute all marketing duties required by the club's sponsors, if any.
- 5.4.5. Meet all Global Brigades logo, brand, and name use standards.
- 5.4.6. Design clothing and accessories with the chapter's logo.

5.5. The Director of Finance (1 per brigade) shall:

- 5.5.1. Keep track of the club's finances by maintaining a budget of income and expenses.
- 5.5.2. Assist Brigade Presidents in planning and carrying out fundraisers throughout the school year (aim to achieve 1 fundraiser every month).
- 5.5.3. Reach out to businesses for monetary donations.
- 5.5.4. Reach out to local businesses for goods donations that can be used in fundraisers like raffle sales or as prizes to give out for events/other fundraisers.
- 5.5.5. Apply to UTSU and other grants as they become available.

5.6. The Director of Events (1 per brigade) shall:

- 5.6.1. Assist Brigade Presidents in planning and carrying out fundraisers throughout the school year (aim to achieve 1 fundraiser every month)
- 5.6.2. Facilitate in contacting vendors, sponsors and collaborations
- 5.6.3. Create and present a logistics document upon the approval of Brigade President

6. Article Six – Elections/Recruitment

- 6.1. The core executives are elected based on election open to all voting members and students registered with University of Toronto.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot.
- 6.3. The nominee winning the plurality of votes cast in the election shall be deemed the winner.
- 6.4. 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.
- 6.5. The election must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.6. All other members on the executive committee shall be selected by an interview committee comprised of 1) corresponding predecessor(s) 2) previous Campus

Chairperson. At least the Campus Chairperson should be present to conduct interview, and the interview response will be recorded to be shared with the predecessor to formulate a unified response.

6.7. Appointments to all titled positions are made by the current Campus Chairperson.

7. Article Seven – Finances

7.1. The Finance Director(s) shall keep an active record of income and expenses.

7.2. The Finance Director(s) 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.

8.2. Each brigade president is responsible to hold general meetings at least twice per month to provide the general membership an opportunity to review the group's annual activity plan, objectives, and propose or vote on constitutional amendments.

8.3. There will be a minimum of two (2) General Membership meetings each year.

8.4. 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.

8.5. Additional meetings may be proposed by any executive member. The executive member must provide at least one (1) weeks' notice of the meeting. The Campus Chairperson will directly respond and provide notice of the additional meeting to the Executive/General Membership.

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 – 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.