

Constitution of “University of Toronto Melius Mentorship Network Student Chapter”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Melius Mentorship Network Student Chapter”
- 1.2. The official acronym or abbreviation of the group is “UofT Melius”
- 1.3. The purpose of the organization is to empower youth from newcomer, Indigenous, refugee, and low-income backgrounds by providing access to free mentorship and support. This program connects high school students with university mentors to guide them in navigating post-secondary education pathways and exploring career opportunities.
- 1.4. The objectives of the organization are to:
 - 1.4.1. To offer personalized guidance on post-secondary education options, applications, scholarships, and career planning
 - 1.4.2. To foster a supportive community where mentors and mentees can build meaningful relationships that encourage personal and academic growth.
 - 1.4.3. To create equitable opportunities for youth from marginalized backgrounds by reducing barriers to education
 - 1.4.4. To promote inclusivity, leadership, and peer engagement among high school and university students through collaborative mentorship initiatives.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open only to registered students of the University of Toronto.
- 2.3. 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.
- 2.4. The membership term for Melius Mentorship will run from September 1 to August 31 of each year
- 2.5. To become a volunteer mentor with UofT Melius, an individual must:
 - 2.5.1. Be a current student, staff, faculty or alumnus of the University of Toronto
 - 2.5.2. Sign up through the form available on the Melius Mentorship website or social media platforms

3. Article Three – Rights of Members

- 3.1. All voting member of UofT Melius are entitled to the following rights:
 - 3.1.1. The right to participate and vote in group elections, meetings, and events
 - 3.1.2. The right to vote on amendments to this constitution.
- 3.2. All members of UofT Melius are entitled the right to organize or engage in activities/events that align with the organization’s purpose and values, provided they are lawful and reasonable

4. **Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to August 30th of the following year
- 4.2. The Executive Committee shall be comprised of four (4) 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. Oversee the operations, management, and success of the group in a manner that is consistency with the organization's constitution and policies,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Preside over meetings of the Executive Committee and/or members,
- 5.1.5. Ensure a transition of office from one year to the next.

5.2. **The Vice-President shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts.

5.3. **The Vice-President of Communications shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain clear and timely communication between the organization and its general members
- 5.3.3. Notify all members of general meetings and important organizational updates
- 5.3.4. Create promotional material for events/activities
- 5.3.5. Assist with organizational recruitment efforts through promotional campaigns

5.4. **The Vice-President of Outreach shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Establish and maintain partnerships with external organizations to recruit mentees and strengthen community ties
- 5.4.3. Apply for community grants and funding opportunities to support the organization's programs and initiatives
- 5.4.4. Oversee a research team responsible for collecting and organizing educational, career, and mentorship resources to be shared with mentees

5.5. The Vice-President of Events shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Organize events and workshops for partner organizations to support mentees and promote community engagement
- 5.5.3. Request and secure place for team meetings and organizational events as needed
- 5.5.4. Organize events and activities for mentors to foster team spirit, collaboration and cohesion

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. 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.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

7. Article Seven – Finances

- 7.1. The group may not engage in activities that are essentially commercial in nature.
- 7.2. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.3. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.4. The group will not pay salaries to any of its members.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet biweekly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 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 one (1) week 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 – 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.