



Unwind

Unwind Constitution

15th Oct 2022

TABLE OF CONTENTS

ARTICLE I - Title and Articles of Association	2
ARTICLE II - Purpose, Mission and Vision	2
ARTICLE III - Membership	2
ARTICLE IV - Executive Rights and Functions	3
ARTICLE V - Removal of Members and Executives	4
ARTICLE VI - Finances	5
ARTICLE VII - Executive Meetings	6
ARTICLE VIII - Emergency Meetings	7
ARTICLE XI - Executive Hiring	7
ARTICLE X - Amendments	8
ARTICLE XI - Transition	8
ARTICLE XII - Emergency Powers	8
ARTICLE XIII - Food Handling On Campus	9
ARTICLE XIV - Precedence of University Policies	9
ARTICLE XV - Legal Liability	9
ARTICLE XVI - Banking	9
APPENDIX	10

Article I: Title and Articles of Association

1. The official name of the organization will be “**Unwind**” at the University of Toronto Scarborough.
2. This organization will fall under the umbrella of the **University of Toronto Scarborough**.
3. The Unwind operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the university.

Article II: Purpose, Mission, and Vision

1. The purpose of Unwind will be to **strengthen the community, provide students with the opportunity to destress and connect with their peers**.
2. Unwind will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by **encouraging social interactions, hosting events, helping students explore new hobbies, and creating connections**.
3. The Unwind fundamentally serves a **non-profit function** within the University of Toronto Scarborough, and **will not engage in activities that are essentially commercial in nature**.

Article III: Membership

1. Membership to Unwind is **open to all students, staff, faculty and alumni of the University of Toronto Scarborough**.
2. Each member **must be appointed** for an active role within the organization as a General Member or a member of the Executive Body (including Presidents).
3. The **term of membership** for Unwind will be from **September 1 – August 31** each year.
4. Each member shall be afforded the following rights through membership in Unwind:
 - 4.1. **The right to participate in meetings, communicate and discuss and explore all ideas.**
 - 4.2. **The right to organize/engage in activities/events that are reasonable and lawful.**
 - 4.3. **The right to freedom from discrimination based on sex, race, religion, or sexual orientation.**
 - 4.4. **The right to be free from censorship, control, or interference by the University based on the organization’s philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above.**

- 4.5. **The right to distribute on campus, in a responsible way, published material provided that it is not unlawful.**
5. Each member shall possess the following **responsibilities** relative to participation in Unwind:
 - 5.1. **Support the purpose and values of the organization.**
 - 5.2. **Contribute constructively to the programs and activities offered by the organization.**
 - 5.3. **Attend general meetings.**
 - 5.4. **Abide by the constitution and subsequent official organizational documents.**
 - 5.5. **Respect the rights of peers and fellow members.**
 - 5.6. **Abide by University of Toronto policies, procedures, and guidelines.**
 - 5.7. **Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.**
6. Unwind **values and respects the personal information of its members**. Unwind secures its member's information at all times and **will not** supply names or other confidential information to third parties.
7. Unwind will **protect the privacy** of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Executive's Rights and Functions

1. The executives of the organization shall include
 - 1.1. **Co-Presidents (x2)**
 - 1.2. **Vice Presidents**
 - 1.3. **Directors**
 - 1.4. **Associates**
2. For the complete list of roles & responsibilities, please [click here](#).
3. Only **student members** of the organization may hold executive positions.
4. The **executive positions** collectively **will form a committee** that acts as the **primary steward of the organization**.
5. This **committee is collectively responsible for the day-to-day decision-making** of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to administration and student government.
6. This committee can make amendments to the constitution without the approval of the general membership.
7. The term of each executive will last from **May 1** following their appointment to **April 30** of the following year.

8. Any executive of the organization may resign, provided that such resignation is made in **writing and delivered to the Presidents**. Unless any such resignation is, by its terms, effective on a later date, it **shall be effective on delivery to the Presidents** , and no ratification by the organization shall be required to make the resignation official.
9. Any vacancy of executives **shall be filled by the Presidents or designate of the organization until** such a time where a permanent appointment occurs, or a hiring process is conducted.
10. If any of the Presidents resign, notice of such resignation must be submitted in writing and **delivered to the executive committee** at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it **shall be effective on delivery to the executive committee**, and no ratification by the organization shall be required to make the resignation official.
11. Any **vacancy of the Presidents shall be filled by another executive committee member** appointed by a simple and clear majority of the executive committee **until such a time where a permanent appointment occurs**, or a hiring process is conducted.

Article V: Removal of Members and Executives

1. The **process for removing a member or executive** may be initiated when a committee of **two (2)** executives appointed by the Presidents investigate a complaint which determines that:
 - 1.1. **A member or executive has engaged in unlawful actions or activities;**
 - 1.2. **A member or executive has violated the constitution;**
 - 1.3. **A member or executive has violated University of Toronto policies, procedures, or guidelines**
 - 1.4. **A member or executive has violated the rights of a fellow member**
 - 1.5. **A member or executive has not fulfilled their organizational responsibilities**
 - 1.6. **Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.**
2. The process for removing a member or executive may also be initiated when.
 - 2.1. **A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.**
3. The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows.
 - 3.1. **First Tier:**

- 3.1.1. The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
- 3.2. **Second Tier:**
 - 3.2.1. Initiated because the member or executive has violated **Article V, section 1** after receiving a first tier warning relative to a particular action or behavior.
 - 3.2.2. The supervising Vice Presidents or the Presidents will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
 - 3.2.3. The supervising Vice Presidents or the Presidents must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within **fourteen (14)** calendar days.
 - 3.2.4. The executive or member accused of violating **Article V, section 1** will be given **fourteen (14)** calendar days from receiving the supervising Vice Presidents' or Presidents' written response to demonstrate progress or correction of behavior.
- 3.3. **Third tier:**
 - 3.3.1. Initiated because the member or executive has violated **Article V, section 1** after receiving second tier warning relative to a particular action or behavior.
 - 3.3.2. The **removal vote** must take place at a valid executive meeting. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
 - 3.3.3. The removal of an executive or member requires a **2/3 majority vote** of all of the members present at a valid executive meeting. The executive or member facing removal is entitled to vote on the motion.

Article VI: Finances

1. The funds of the organization shall be expended pursuant to the operating budget approved by the executives at a valid executive meeting.
2. Notwithstanding **Article VI, section 1**, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$200.00 without the approval of the Executive members at a valid meeting.
3. All Budgets shall be **prepared by the Vice-President of Finance** in accordance with the organization's priorities as determined by the executive committee.

4. The **operating budget shall be the major budget for the fiscal year** and provide for all expenditures of the organization for the subsequent year.
5. The **operating budget shall be approved by the Presidents** and presented at an executive meeting.
6. The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
7. **The Presidents, the Vice-President Finance**, and only in special circumstances the **Vice-Presidents of Events and Logistics** shall be the sole signing authorities of banking instruments for the organization.
8. Unwind will ensure that **proper and accurate financial records** are maintained and passed on to incoming executives following each year's elections.
9. Unwind will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: Executive Meetings

1. The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
2. Executive meetings will be facilitated by the **Presidents of the organization**. The **Presidents shall be responsible for:**
 - 2.1. Formulating and distributing an agenda for each meeting;
 - 2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 2.3. Moderating the discussion at meetings according to the agenda;
3. There shall be a minimum of **one (1)** executive meeting held every **two (2) weeks** during the period **September 1 to April 30**. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of **two (2)** calendar days prior to the meeting.
4. The frequency of executive meetings occurring between **May 1 and August 31** will be left to the discretion of the executive committee.
5. Executive meetings may be called to order by the Presidents or through executive members.
6. Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

7. Minutes of all executive meetings must be recorded and maintained for reference purposes.
8. Executives must notify the Presidents a **minimum of six (6) hours** before an executive meeting to inform them of new business they wish to discuss. The Presidents will then add the discussion item to the agenda.
9. Each executive member of the organization shall be entitled to **one (1) vote** at a valid executive meeting.
10. Any question at an Executive Meeting shall be decided by a show of hands.
11. Whenever a vote by show of hands occurs, a declaration by the Presidents that the vote has been carried, carried by a particular majority, or failed shall be recorded in the **minutes of the meeting**.
12. In case of an **equality of votes at an Executive Meeting**, the **motion will be recorded as having failed**.
13. The **Presidents** may, with the consent of the majority of executives, decide to **adjourn these meetings from time to time**.

Article VIII: Emergency Meetings

1. Emergency meetings can be called for **extenuating or unforeseen circumstances** that may arise from time to time.
2. These meetings must abide by the **respective rules** outlined in **Article VII** depending on the nature of the meeting.
3. Notice of these meetings must be **provided a minimum of 24 hours** in advance **through email**.
4. Less notice for emergency meetings may be provided at the discretion of the Presidents.

Article IX: Executive Hiring

1. Presidential hiring will be held **prior to March 31 each year**. The Co-Presidents will be selected by the previous Co-Presidents following a hiring process.
2. Candidates for all remaining executive positions shall be selected through a **formal hiring process**. These processes will be established by the outgoing executive team **each year**.
3. Only student members who meet the **minimum qualifications** to hold an executive position shall be permitted to hold executive positions.
4. All screening of candidates will be conducted by the Presidents and selected minority executives, who will assess each candidate's qualifications against pre-established criteria for holding the positions.

5. Notification of the acceptance of applications for executive positions will be sent via email to all general members in accordance with Unwind's deadlines.

Article X: Amendments

1. The organization **may make, amend or repeal** the constitution or certain sections therein.
2. Notice of a meeting called to consider such a resolution shall be given as follows:
 - 2.1. Notice of the full text of the proposed constitutional amendment shall be given to each member at least **fourteen (14) days** prior to the date of the meeting called to consider the change;
 - 2.2. A summary of the rationale for the proposed amendment shall be given to each member at least **fourteen (14) days** prior to the date of the meeting called to consider the change.
3. Amendments to the constitution require the approval of two-thirds of the members present at a valid executive meeting (an executive meeting that has achieved quorum).

Article XI: Transition

1. All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
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 lead.
3. All outgoing and incoming executives will participate in a joint training session occurring no later than the **end of May each year** to assist with the transition between new executive teams.

Article XII: Emergency Powers

1. In the case of extenuating circumstances, the executives shall be afforded the **ability to act** without direction from the organization's members.
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.
3. **Emergency powers** may only be used for such a period of time as is needed to address an extenuating circumstance.

4. Executive members have the ability to remove emergency powers.

Article XII: Food Handling on Campus

1. **Unwind** will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article XIV: Precedence of University Policies

1. **Unwind** will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of **Unwind**, the University's policies, procedures, and guidelines will take precedence.

Article XV: Legal Liability

1. The University of Toronto Scarborough does not endorse **Unwind's** beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article XVI: Banking

1. **Unwind** agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.

2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute

warning before time runs out. By vote of a majority of the general membership, time limits may be extended.

4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.

5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.

6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

VIII. Voting

1. There are 3 basic motions for each item of business:

- A motion to adopt a specific action by the board.
- A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
- A motion to remove an item from consideration

2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.

3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.

4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.