

UofT Lifeline Student Chapter

1. Name

The official name of this recognized campus group is “UofT Lifeline”

The acronym or abbreviation of this group is: UTL

2. Purpose and Objectives

Mission: The UofT Lifeline Student Chapter team’s purpose is to raise awareness on the growing need of healthy blood donors in the Toronto area and encourage the UofT campus community to donate blood.

Strategy: UTL will work hard to educate the campus community with recent guidelines and research on blood donation. We will do this through booths and events where we will educate and encourage people to donate blood.

Vision: The UTL team will reduce the stigma associated with blood donation on campus by educating the campus community about blood donations.

3. Membership

- UTL shall maintain a list of group members.
- Voting membership is open to all registered students of the University of Toronto.
- Voting membership is open only to registered students of the University of Toronto.
- 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.
- There is no membership fee required for members to join the club.

4. Rights of Members

- All voting members have a right to attend all general meetings of members.
- All voting members have a right to cast votes at all general meetings of members.
- All voting members have a right to stand for election unless otherwise stated in this document.
- All voting members have a right to cast votes in all group elections and referenda.
- All voting members have a right to propose and vote on amendments to this constitution.
- The rights prescribed in Article four are not awarded to non-voting members as described in Article three.

5. Executive Committee

- The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- The Executive Committee shall be composed of five voting members.
- All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- Non-voting members may hold only non-voting positions on the Executive Committee.
- 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.

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- Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 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

6. Executive List and Duties

The executive committee shall be comprised of 5 elected officers. These include a president, vice-president, secretary/treasurer, promotions manager and two event coordinators.

The President (signing officer) shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

The Vice President (signing officer) shall:

- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Prepare an annual budget for the group as well as budgets for specific events

The head of Communications shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Notify all members of meetings
- Handle official correspondence of the organization
- Hold signing officer authority along with the VP of admin for financial purposes

The head of Outreach shall:

- Creates posters and other promotional material
- Distributes promotional material
- Contacts locations/people to recruit support for the club
- Posts regularly on club social media

The head of Events shall:

- Schedule event dates and manage room bookings with the Student Union/Ulife
- Ensure all event forms are submitted to the Student Union/Ulife in a timely manner
- Ensures that supplies are available at events

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- Supervise and directs general members with event setup and take down.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Termination of Executives or General Members:

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

7. Elections

- All voting positions on the Executive Committee shall be filled through an annual election.
- All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- Non-voting group members shall not be eligible to cast a ballot for any elected position.
- The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 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.
- The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

8. Finances

- The Vice-President shall keep an active record of income and expenses.
- The Vice-President shall present the group's updates on the group's financial position at annual general meetings.

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- The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- The group may not engage in activities that are essentially commercial in nature.
- The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- The group will not pay salaries to any of its officers.

9. Meetings

- The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 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.
- 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.

Events:

General members must be aware of how each event functions and must be present for the club training day before they begin volunteering. If a general member is unable to participate in the event or they join after the training day has happened, it is their responsibility to ensure that they have read the appropriate documents and signed off that they have completed it. Failure to do so will result in club participation being delayed.

Members should understand that their attendance for scheduled shifts is crucial to the success of the event and must inform an executive member of their absence. A general member should provide 48-hour notice to allow the executive team time to fill in the shift.

We intend to use a specialized link provided by Canadian Blood Services to track our rates of donor registration and to monitor our impact as a club.

10. Amendments

- All voting members may propose and vote on amendments to the constitution.
- 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.
- Amendments to the constitution shall take effect only once the revised constitution has been