

## **Constitution of “University of Toronto Student Prison Project”**

### **1. Article One- Name and Purpose**

1. 1.1. The official name of the recognized student group is “University of Toronto Student Prison Project.”
2. 1.2. The official acronym or abbreviation of the group is “UofTSPP”
3. 1.3. The purpose, objectives, mission and/or mandate of the organization is to :

UofT Student Prison Project is a club with a clear purpose: to raise awareness about the injustices faced by inmates in Canadian prisons and work towards reform in the criminal justice system. Our objective is to foster empathy, understanding, and support for prisoners through engaging events and initiatives. Our mission is to shed light on the systemic injustices within the prison system, provide spiritual guidance and support through donation drives, offer a platform for former inmates to share their experiences, invite guest speakers to educate about the need for reform, connect students with prisoners through a penpals program, and empower members with knowledge through informative sessions. Together, we strive for a more just and compassionate society for all.

### **2. Article Two- Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. 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.
- 2.5. The membership fee will be \$0 per year.

### **3. Article Three – Rights of Members**

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.

3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

#### **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. The Executive Committee shall be comprised of four 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(2):

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.

Additional responsibilities may include the following:

1. Organizing and scheduling team meetings, taking into account the availability and preferences of the members.

2. Making decisions regarding the selection of individuals for different positions, in case interviews are required.
3. Determining the necessary sub-committees for the club.

**5.2. The Vice-President shall(1):**

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 Secretary shall:**

5.3.1.Maintain a list of group members,

5.3.2.Maintain the group website and member contact list,

5.3.3.Record notes and motions for meetings,

5.3.4.Notify all members of general meetings.

**5.4. The Treasurer shall (1):**

5.4.1.Record all financial transactions of the group,

5.4.2.Hold signing and financial authority along with the President, for financial purposes

5.4.3.Maintain a budget of income and expenses, along with receipts

5.4.4.Advise members on financial position of the group,

5.4.5.Prepare an annual budget for the group as well as budgets for certain events

Additional responsibilities may include:

1. Participate in collaborative brainstorming sessions to generate ideas for cost-effective projects that we can undertake.

The group has the option to designate Directors or Coordinators for different sub-committees like the social media committee, publicity committee, and others. However, it's important to note that these positions do not have executive decision-making power.

## **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.

## **7. Article Seven – Finances**

7.1. The Treasurer shall keep an active record of income and expenses.

7.2. The Treasurer 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. This is not intended to stop organizations from collecting membership fees to pay expenditures, or from charging for specific activities, programs, or events, or to prevent groups from engaging in legitimate fundraising.

7.6. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

7.7. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.8. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

8.1. The executive committee will meet monthly, with the day and time established by an executive. The quorum for executive meetings shall be 50%+1 of executives.

8.2. The group shall hold general meetings at least twice per year (i.e once per academic term) 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 two (2) weeks 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.