

## **Constitution of “Women’s Advocacy and Outreach”**

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

1. The official name of the recognized student group is “UofT Women's Advocacy and Outreach”
2. The official acronym or abbreviation of the group is “WAO”
3. The purpose, objectives, mission, and/or mandate of the organization is to provide the women of the University of Toronto with a space to advocate, educate and fundraise for prominent women’s issues around the world, creating a community of like-minded, dedicated, women passionate about making a difference.

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

1. The group shall maintain a list of group members.
2. Voting membership is open to all registered students of the University of Toronto.
3. Voting membership is open only to registered students of the University of Toronto.
4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
5. The membership fee will be \$5 per year.
6. *Voting members and non-voting members will hereon be referred to as general members*

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

1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
2. All voting members have a right to attend all general meetings of members.
3. All voting members have a right to cast votes at all general meetings of members.
4. All voting members have a right to stand for election unless otherwise stated in this document.
5. All voting members have a right to cast votes in all group elections and referenda.
6. All voting members have a right to propose and vote on amendments to this constitution.
7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **1. Article Four - Executive Committee**

1. The term for all positions on the Executive Committee shall be from June 1st to May 31st.
2. The Executive Committee shall be comprised of Seven (7) voting members.
3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
4. Non-voting members may hold only non-voting positions on the Executive Committee.

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

## **1. Article Five - Executive Committee Composition and Duties**

### **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,
- 5.1.3. Serve as a spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Financial Officer,
- 5.1.5. Preside over meetings of the Executive Committee and/or general members,
- 5.1.6. Ensure a transition of office from one year to the next
- 5.1.7. Assist and approve of any position appointments within respective councils.

### **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
- 5.2.5. Assist and approve of any position appointments within respective councils

### **3. The Equity, Diversity, and Inclusion Director shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members and contact list
- 5.3.3. Oversee any concerns or issues by, or from and members
- 5.3.4. Oversee any cases where members need be removed
- 5.3.5. Advise on matters concerning member relations.
- 5.3.6. Ensure all members feel heard, respected and safe at all times,
- 5.3.7. Ensure all members act in accordance with University Policies.

### **4. The Financial Director shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on the financial position of the group,
- 5.4.6. Prepare an annual budget for the group.
- 5.4.7. Liaise with the Head of Advocacy and Head of Outreach when allocating budget
- 5.4.8. Oversee fundraising efforts and manage financial records between WAO and external organizations

**5. The Marketing and Communications Director shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Oversee all marketing, social media, and communication efforts by the group,
- 5.5.3. Manage and oversee the Communications managers of both councils; Advocacy and Outreach
- 5.5.4. Ensure all communications, social media, and marketing portray the values of WAO and are appropriate and professional
- 5.5.5. Advise department heads on marketing and social media,
- 5.5.6. Manage and be responsible for the social media accounts of the society.

**6. The Head of Advocacy shall:**

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Preside over the Advocacy Council,
- 5.6.3. Manage and organize the two fundraising events,
- 5.6.4. present proposed fundraisers to the general members, to vote on which to support at each respective fundraiser,
- 5.6.5. preside over by-weekly advocacy council meetings,
- 5.6.6. appoint positions within the council along with the president and vice president.

**7. The Head of Outreach shall:**

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,

- 5.7.2. Preside over the Outreach Council (see article ,
- 5.7.3. Oversee educational initiatives,
- 5.7.4. Prepare for the women's convention - outreach to speakers, liaise with other UofT clubs, manage an educational portion of the event,
- 5.7.5. Preside over bi-weekly outreach council meetings,
- 5.7.6. Appoint positions within the council along with the president and vice president.

**8. The Mentorship Program and Internal Relations Director shall:**

- 5.8.1 Be eligible to cast votes at meetings of the Executive Committee,
- 5.8.2 Oversee, manage, and organize a Mentorship program among general members, and outreach mentorship initiatives to high schools
- 5.8.3. Maintain mentorship programs throughout the year ensuring their success,
- 5.8.3 Oversee internal events and initiatives for general members,

**1. Article Six - Councils**

1. All general members are eligible to apply for positions within the two councils; Advocacy Council and Outreach Council
  - a. Each respective council is responsible for planning and executing events and initiatives that align with their respective goals
2. Applications will be submitted to the elected Head of Advocacy and Head of Outreach respectively, and will be selected at the discretion of the council head, with oversight from the elected President and Vice-president
3. Applications will be evaluated fairly, and have an overarching goal to include as many members as possible to each council. Any concerns about the application process will be brought to the Director of Diversity, Equity and Inclusion for a full review to ensure the process is aligned with our constitution, and university policies, and is conducted in a fair and professional manner.
4. Each council is comprised of select positions (ie communications manager, events director etc.) which the elected head of the council will select before the start of the application process
5. Additionally, each council will consist of general council members, for those who are not successful applicants for the aforementioned select positions
6. A council member may be removed if they act negatively affecting the interests of the club and its members.
  - a. This decision must be brought to the executive committee for a vote, where a two-thirds majority of the Executive Committee is required to approve any motion to remove a council member

- b. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- c. 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.
- d. Removal from a council does not result in a revoked membership, and that member is free to apply to other positions within the organization

**1. Article Seven – Elections**

1. All voting positions on the Executive Committee shall be filled through an annual election.
2. All voting group members, who have received and maintained membership status for a minimum of 2 months prior to the election, shall be eligible to seek nomination for the executive committee
3. All voting group members shall be eligible to cast a ballot for each voting position.
4. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
5. Non-voting group members shall not be eligible to cast a ballot for any elected position.
6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
8. The individual(s) responsible for the planning and administering of the election must be approved by the executive committee by a majority (50% + 1) vote.

**1. Article Eight – Finances**

1. The Financial Officer shall keep an active record of income and expenses.
2. The Financial Officer shall present the group's updates on the group's financial position at annual general meetings.
3. The Executive Committee must approve all expenditures over \$200.00 through a majority vote at a meeting of the Executive Committee.
4. The group may not engage in activities that are essentially commercial in nature.
5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
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. The group will not pay salaries to any of its officers.

**1. Article Nine – Meetings**

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

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, and financial health, and propose or vote on constitutional amendments.
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.

**1. Article Ten - Termination of Membership**

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

**1. Article Eleven – Amendments**

1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
2. All voting members may propose and vote on amendments to the constitution.
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.
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.