



THE CONSTITUTION

Hemoglobal University of Toronto Student Chapter

1. ARTICLE ONE - Name

- 1.1. The official name of this recognized student group is: “Hemoglobal University of Toronto Student Chapter”.
- 1.2. The acronyms or abbreviations of this group are: “U of T Hemoglobal” and “UofT Hemoglobal”.

2. ARTICLE TWO - Purpose and Objectives

- 2.1. The purpose, objectives, mission and/or mandate of the organization are: Hemoglobal, is a Canadian charity, co-founded by Dr. Nancy Olivieri (Professor at the University of Toronto and senior scientist at Toronto General Hospital), which works to improve the medical care of children with fatal blood diseases in emerging Asian countries. The Hemoglobal University of Toronto Student Chapter is part of the charity’s Hemoglobal Connect program and aims to involve interested and enthusiastic students to help support the efforts of Hemoglobal, the charity, and improve the lives of some of the most vulnerable children in Asia through advocacy events, fundraisers, and seeking sponsorships. Please check out the Hemoglobal website to learn more about the charity (<https://hemoglobal.org/>).

3. ARTICLE THREE - Membership

- 3.1. A list of members will be maintained.
- 3.2. Voting membership is open to all registered students at the University of Toronto.
- 3.3. Non-voting membership is open to University of Toronto students, staff, faculty, alumni, and individuals from outside the University of Toronto without restriction on the grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. However, these members do not hold the rights of voting members.
- 3.4. Members must register with a designated executive by submitting their full name and a valid email address and may undergo an election process outlined by the executive team.
- 3.5. The membership fee will be \$0 per year.
- 3.6. All members have a right to attend all general and subgroup meetings of members.
- 3.7. All members have a right to propose amendments to this constitution.
- 3.8. All voting members have a right to cast votes at all general and subgroup meetings of members.
- 3.9. All voting members have a right to stand and cast votes in elections.
- 3.10. For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 20 members, a total of 51% of membership are UTSU members.
- 3.11. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to

ensure qualifications are met.

4. ARTICLE FOUR – Executive Committee

- 4.1. The term for all positions on the Executive Committee will be from June 1st to May 31st.
- 4.2. Hemoglobal University of Toronto Student Chapter is overseen by the Co-Presidents, and subdivided into four (4) subgroups: Finance & Sponsorships, Education & Outreach, Communications & PR and Event Planning & Management. Each subgroup has a Vice President position and a general member position titled as Coordinator.
- 4.3. The Executive committee shall be composed of at least six (6) hired officers. These include the Co-Presidents, Finance & Sponsorships Vice President(s), Education & Outreach Vice President(s), Communications & PR Vice President(s) and Event Planning & Management Vice President(s).
- 4.4. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 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 greater.
- 4.6. 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 student group recognized at the University of Toronto.

5. ARTICLE FIVE – Executive Committee List and Duties

- 5.1. The Co-President shall:
 - 5.1.1. Be eligible to cast votes at Executive Committee meetings.
 - 5.1.2. Oversee the operations, management, and success of the group.
 - 5.1.3. Ensure that all the activities of the club meet regulations and policies of the University of Toronto.
 - 5.1.4. Handle official correspondence of the organization and serve as the official spokesperson for the group.
 - 5.1.5. Provide support and guidance to all Vice President(s) and Coordinators.
 - 5.1.6. Lead monthly Executive Committee meetings, as well as training sessions.
 - 5.1.7. Work closely with the Associate Director of Hemoglobal and the Hemoglobal Connect Advisory Team, in different outreach and fundraising initiatives.
 - 5.1.8. Hold signing officer authority along with the Finance & Sponsorships Vice President(s) for financial purposes.
 - 5.1.9. Maintain a list of all registered members.
 - 5.1.10. Notify all members of general meetings.
 - 5.1.11. Record notes and motions for general meetings.
 - 5.1.12. Ensure transition of office to the incoming Executive Committee.
- 5.2. The Finance & Sponsorships Vice President(s) shall:
 - 5.2.1. Actively contact and find sponsors throughout the term.

- 5.2.2. Apply for grant opportunities.
- 5.2.3. Plan fundraising events (ie. raffle).
- 5.2.4. Hold signing officer authority along with the Co-Presidents for financial purposes.
- 5.2.5. Communicate and maintain relationships with all members.
- 5.2.6. Organize banking information and details while maintaining overall finances (budgets and reimbursements).
- 5.2.7. Hold bi-weekly meetings with Finance & Sponsorships subgroup.
- 5.2.8. Notify all members of subgroup meetings.
- 5.2.9. Record notes and motions for subgroup meetings.

5.3. The Education & Outreach Vice President(s) shall:

- 5.3.1. Form partnerships with students and schools of all grade levels (elementary, middle, secondary).
- 5.3.2. Spread awareness of Hemoglobal's mission of Making Care Fair through presentations and fundraising events.
- 5.3.3. Execute curriculum for the Hemoglobal Outreach Program.
- 5.3.4. Hold bi-weekly meetings with the Education & Outreach subgroup.
- 5.3.5. Notify all members of subgroup meetings.
- 5.3.6. Record notes and motions for subgroup meetings.

5.4. The Communications & PR Vice President(s) shall:

- 5.4.1. Summarize scientific papers and articles on healthcare ethics that reflect Hemoglobal's mission of Making Care Fair and create infographics of the content to upload to social media.
- 5.4.2. Post weekly on Instagram, Facebook, LinkedIn, TikTok, and retweet weekly on Twitter.
- 5.4.3. Promote donation links, raffles, and events throughout the year by working with other subgroups.
- 5.4.4. Tag sponsorships and promote top contributing sponsors by creating and sharing summaries of their brands.
- 5.4.5. Implement strategies to increase followers on all social media platforms.
- 5.4.6. Hold bi-weekly meetings with the Communications & PR subgroup.
- 5.4.7. Notify all members of subgroup meetings.
- 5.4.8. Record notes and motions for subgroup meetings.

5.5. The Event Planning & Management Vice President(s) shall:

- 5.5.1. Develop, plan and execute a variety of fundraisers as well as educational and social events in a manner consistent with Hemoglobal's objectives.
- 5.5.2. Carry out administrative tasks such as booking venues and recording the number of event attendees in an organized fashion.
- 5.5.3. Ensure a smooth planning process and execution of event schedules.
- 5.5.4. Work within a budget for events and manage spending accordingly.
- 5.5.5. Provide the Co-Presidents with updates and feedback regarding each event's

performance.

5.5.6. Promote donation links, raffles and events throughout the year alongside all other subgroups.

5.5.7. Hold bi-weekly meetings with Event Planning & Management coordinators.

5.5.8. Notify all members of subgroup meetings.

5.5.9. Record notes and motions for subgroup meetings.

5.6. Additional Positions:

5.6.1. The group may appoint Coordinators for the various subgroups: Finance & Sponsorships, Education & Outreach, Communications & PR and Event Planning & Management, however, such positions do not hold executive decision-making authority.

5.7. Coordinators shall:

5.7.1. Provide fundamental support in planning, organizing, and execution of the initiatives undertaken by their subgroup.

5.7.2. Attend subgroup and general meetings and actively participate in discussion.

5.7.3. Help advertise and support all Hemoglobal efforts.

5.7.4. Contribute ideas to further Hemoglobal mission and goals.

6. ARTICLE SIX - Termination of Executives or General Members:

6.1. Any member of the group who commits an act negatively affecting the interests of the group and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

6.2. The member up for removal shall have the right to defend his/her actions.

6.3. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required.

6.4. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

6.5. Following a termination, the member will be removed from the group's membership and will lose any privileges associated with being a member of the group.

6.6. Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

7. ARTICLE SEVEN - Elections

7.1. All voting positions on the Executive Committee shall be filled through an annual election.

7.2. All voting group members shall be eligible to seek nomination to and cast a vote for each voting position.

7.3. Non-voting group members shall not be eligible to cast a vote for any elected positions.

- 7.4. The current Co-Presidents shall open executive membership nominations in May.
- 7.5. The nominee with the plurality of votes cast in the election for each available position shall be the incoming position title holder.
- 7.6. On the condition that multiple candidates are to be elected for a single position, the nominees with the largest share of votes shall be the incoming title holder until all available positions are filled.
- 7.7. All election procedures for the Executive Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.
- 7.8. The term of executive positions shall be from June 1st to May 31st.

8. ARTICLE EIGHT - Finances

- 8.1. The Finance and Sponsorships Vice President(s) shall keep records of all income and expenses.
- 8.2. The Finance and Sponsorships Vice President(s) shall present the group's financial health at the annual general meetings.
- 8.3. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.
- 8.4. The group's executive or general members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.
- 8.5. At the end of the executive position term (May 31), the Finance and Sponsorships Vice President(s) shall transfer all fundraised money to Dr. Nancy Oliveri, the Executive Director of Hemoglobal.
- 8.6. **\$200.00** will remain in UofT Hemoglobal's account as a budget for the next term.

9. ARTICLE NINE - Meetings

- 9.1. Annual General Meetings:
 - 9.1.1. The group shall hold general meetings at least twice per year, i.e. once per academic term.
 - 9.1.2. The Executive Committee will announce these dates two (2) weeks prior to holding the meetings.
 - 9.1.3. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. 9.1.4. Motions will require 2/3 majority of registered members in attendance for a vote to be cast.
 - 9.1.5. The motion with the most votes will be passed.
 - 9.1.6. Meetings will be open to executive members, general members, and the general community.

9.2. Executive Meetings:

- 9.2.1. The Executive Committee shall meet on a bi-weekly basis where date and times are to be set by the Co-Presidents.
- 9.2.2. The quorum of executive meetings shall be 50%+1 of executive members.
- 9.2.3. These meetings are intended to go over each subgroup's initiative for the upcoming month and discuss short term goals for the team.

9.3. Subgroup Meetings:

- 9.3.1. Each subgroup (Finance & Sponsorships, Education & Outreach, Communications & PR and Event Planning & Management) shall meet on a bi-weekly basis where date and times are to be set by respective subgroup Vice President(s).
- 9.3.2. The quorum of executive meetings shall be 50%+1 of subgroup members.
- 9.3.3. These meetings are intended to plan and organize the subgroup's upcoming initiative(s).

10. ARTICLE TEN - Amendments

- 10.1. All members may propose and vote on amendments to this constitution.
- 10.2. The Executive Committee will administer the process of having amendments discussed at general meetings.
- 10.3. Constitutional amendments shall require a 2/3 majority to be passed at annual general meetings by voting members.
- 10.4. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc.) within two (2) weeks of its approval by general members.
- 10.5. 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.