

# **UTSC Project Sunshine Student Group Constitution 2022-2023**

## **Article I: Name of Organization**

- 1.1 The official name of the organization will be the University of Toronto Scarborough Project Sunshine Student Group.
- 1.2 The University of Toronto Scarborough Project Sunshine Student Group may be referred to by the acronym UTSC Project Sunshine Student Group.

## **Article II: Purpose**

- 2.1 The purpose of UTSC Project Sunshine Student Group shall be to abide by the objectives of the National Office.
  - 2.1.1 To provide free programming- recreational (arts) to children facing medical challenges and their families
  - 2.1.2 Volunteer members donate their time to create program materials and deliver programs.
  - 2.1.3 To restore a crucial sense of normalcy to the pediatric healthcare environment.
  - 2.1.4 To promote cooperation and contact between professional and pre-professional students and educators.
  - 2.1.5 To bind together students with interests in volunteerism.
  - 2.1.6 To Stimulate interest in preparation for a career in healthcare.
  - 2.1.7 To cooperate with other organizations that have similar goals and ideals to further the chapter's goals and mission of Project Sunshine.
- 2.2 UTSC Project Sunshine Student Group will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by creating a community of like-minded individuals who are united in the common goal of providing volunteer opportunities for expression, connection, socialization, and learning.
- 2.3 UTSC Project Sunshine Student Group fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
- 2.4 UTSC Project Sunshine Student Group operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.
- 2.5 The chapter acknowledges that the colours of Project Sunshine shall be Yellow and Black.

### Article III: Membership

- 3.1 Membership in UTSC Project Sunshine Student Group is open to all University of Toronto Scarborough students enrolled in undergraduate, graduate, or doctoral programs at the time of induction and who are in good standing with the school.
- 3.2 The term of membership for UTSC Project Sunshine Student Group will be from September 1 –August 31 each year.
- 3.3 Each member must remain in good standing to maintain membership. Members who do not adhere to the following criteria will be placed on probation and their position in the chapter will be re-evaluated. Criteria for “good standing” will be as follows:
  - 3.3.1 Maintain a GPA of 1.8 or higher
  - 3.3.2 Maintain the required attendance at meetings for a semester. If this attendance is not met for a 2nd semester, the volunteer can be removed from UTSC Project Sunshine by three-fourths ( $\frac{3}{4}$ ) vote of the Executive Board.
  - 3.3.3 Maintain the required involvement in activities for a semester. If this is not met for two consecutive semesters, members can be brought before the Executive Board for expulsion from the chapter. (Note: A Chapter cannot revoke National Volunteer Status).
  - 3.3.4 Behave accordingly as a representation of the University of Toronto Scarborough Campus.
  - 3.3.5 Criteria to be placed into probation include the following but are not limited to, and are under the discretion of the President, Vice-President, and Advisor
    - 3.3.5.1 Failure to attend mandatory events as specified by the President and Vice-President, unless being formally excused.
    - 3.3.5.2 Missing more than two (2) unexcused meetings, teleplay events, and/or in-person events
    - 3.3.5.3 Showing disrespect to fellow members
- 3.4 Each member in good standing shall be afforded the following rights through membership in UTSC Project Sunshine Student Group:
  - 3.4.1 The right to participate and vote in group elections and meetings
  - 3.4.2 The right to communicate and to discuss and explore all ideas
  - 3.4.3 The right to organize/engage in activities/events that are reasonable and lawful
  - 3.4.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation
  - 3.4.5 The right to be free from censorship, control, or interference by the University on the basis of 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

- 3.4.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful
- 3.5 Each member shall possess the following responsibilities relative to participation in UTSC Project Sunshine Student Group:
  - 3.5.1 Support the purpose of the organization
  - 3.5.2 Uphold the values of the organization
  - 3.5.3 Contribute constructively to the programs and activities offered by the organization;
  - 3.5.4 Attend general meetings;
  - 3.5.5 Abide by the constitution and subsequent official organizational documents;
  - 3.5.6 Respect the rights of peers and fellow members;
  - 3.5.7 Abide by University of Toronto policies, procedures, and guidelines;
  - 3.5.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.6 UTSC Project Sunshine Student Group will collect a mandatory membership fee from each member each year. This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting.
- 3.7 The process for becoming is member of UTSC Project Sunshine Student Group is as follows:
  - 3.7.1 Interested students must complete and submit an online Project Sunshine College Volunteer Application via the website upon request of joining the Chapter
  - 3.7.2 Attend New Volunteer training, read the volunteer training supplement (provided upon completion of the volunteer training) and complete the corresponding quiz.
  - 3.7.3 Attend TelePlay Training then teleplay practice sessions before participating in scheduled teleplay sessions via chapter or national TelePlay.
  - 3.7.4 Undergo a background check (to be done by the hospital partner or individually)
- 3.8 The Requirements for active Volunteers shall be:
  - 3.8.1 The student shall be engaged in courses leading to the study of their chosen health profession. Chosen health professions include careers in medicine (allopathic and osteopathic), dentistry, optometry, podiatry, veterinary medicine, and other health care professions requiring postbaccalaureate study leading to an advanced degree.
  - 3.8.2 Members are expected to maintain active participation in all activities sponsored by Project Sunshine at the University of Toronto Scarborough unless the activity interferes with either a class or job. Such activities constitute attending monthly meetings, volunteering for on-campus events

as well as direct service (in person or virtual) programming at medical facilities.

3.9 Any member may be removed by a three-fourths vote of the Executive Board.

#### **Article IV: Privacy of Members**

4.1 UTSC Project Sunshine Student Group values and respects the personal information of its members. UTSC Project Sunshine Student Group secures its member's information at all times and will not supply names or other confidential information to third parties.

4.2 UTSC Project Sunshine Student Group will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain

4.3 In the event the team is involved in a publicity event members of the performance team names may be given.

4.3.1 Permission from each member for the release of the individual's name, photo, or video is understood once they have signed the Media Release Form.

#### **Article V: Executive Board Members**

5.1 The executives of the organization shall include the President (Chapter Leader), Vice President (Chapter Leader), Secretary, Treasurer, Chapter Advisor, Chapter Programming Coordinator, Community Partnership Coordinator, Communications Coordinator, Members Engagement Coordinator, Information Technology Coordinator, Fundraising Coordinator, and Chapter Events Coordinator.

5.1.1 Executives must be an active members of the chapter during their term of office.

5.1.2 Executive Officers (Officers) shall be elected from the active volunteer members of the chapter and serve a two(2)-year term

5.1.2.1 "Executive Officers", defined as such due to their unique executive responsibilities in the chapter, include; President, Vice President, Secretary, and Treasurer

5.1.2.2 Executive Officers will have signing officer responsibilities

5.1.3 In no case shall any individual serve more than 4 years in the same office and no more than 6 total years on the Executive Board.

5.2 For the positions of President (Chapter Leader) and Vice President (Chapter Leader), the candidates must have been active volunteers of Project Sunshine for a minimum of two years prior to taking office.

5.3 For the positions of Secretary and Treasurer, the candidates must have been active Volunteer of Project Sunshine for a minimum of one year prior to taking office.

5.4 The broad responsibilities of each executive position are as follows:

##### **5.4.1 President**

5.4.1.1 The president serves as the presiding officer of the chapter who oversees chapter meetings, agendas, activities, and programming. This officer ensures the chapter is responsible for carrying out the mission of Project Sunshine

and ensures standards & goals set forth by Project Sunshine are being met by serving as a liaison between National Office and the chapter. The President shall not vote in the election of chapter officers except in the case of a tie.

- 5.4.1.2 Ensures the chapter is registered with the school's student affairs/student organizations office through ULife
- 5.4.1.3 Ensure that the chapter stays in good standing with the institution in which it resides and Project Sunshine National Office.
- 5.4.1.4 Initiation and development of chapter programming and activities.
- 5.6.1.5 Collaborate with your advisor and other officers, develop a written plan of action for the chapter's activities for the year.
- 5.4.1.6 Facilitate chapter goal setting.
- 5.4.1.7 Manage and mentor the executive board officers
- 5.4.1.8 Fulfilling the responsibilities of various positions as needed
- 5.4.1.9 Call chapter meetings and establish a meeting schedule.  
Assist with conducting chapter meetings
- 5.4.1.10 Maintain contact and correspondence with Project Sunshine National Office and District Chapter Leaders
- 5.4.1.11 Promote the functioning of the chapter in accordance with the Constitution. Be familiar with the chapter and National Bylaws and policies
- 5.4.1.12 Follow-up status of mandatory chapter reports to the National Office and keep Advisor informed
- 5.4.1.13 Ensure transition and orientation of new officers. Provide new officers with the necessary materials from their predecessor
- 5.4.1.14 Orient and turn over all materials to your successor

#### **5.4.2 Vice-President**

- 5.4.2.1 The Vice President (Chapter Leader) shall preside over all meetings in the event the President (Chapter Leader) is unable to serve and fulfill their duties. The Vice President (Chapter Leader) shall be responsible for communication and the promotion of Project Sunshine.
- 5.4.2.1 Functions in the absence of the President to Serve as acting president
- 5.4.2.2 Assist and support the president with all necessary responsibilities to run an effective and successful chapter.
- 5.4.2.3 Preside over meetings in the absence of the President.
- 5.4.2.4 Oversee committee chairs to ensure accountability to meet goals, expectations, and standards
- 5.4.2.5 Support committee chairs with resources and tools
- 5.4.2.6 Oversees chapter publicity, including preparation of

posters and notices for meetings, chapter activities, and news releases.

5.4.2.7 Maintain contact and correspondence with Project Sunshine National Office and District Chapter Leaders

5.4.2.8 Serves as the individual whom the President can delegate to function in special circumstances, i.e., formulate ad hoc committees, coordinate special projects, etc.

5.4.2.9 Orient and turn over all materials to your successor

### **5.4.3 Secretary**

5.4.3.1 The Secretary serves as a record keeper for the Chapter, ensuring that minutes from meetings are maintained and distributed to the Executive Board in a timely matter, a roster of members is maintained, and any file/document needed is provided.

5.4.3.2 Oversees all administrative tasks for the chapter.

5.4.3.3 Maintain the records of the chapter including all Minutes, correspondence, and paperwork.

5.4.3.4 Record minutes for all executive board meetings

5.4.3.5 Record and Maintain attendance for all chapter related events and ensure volunteers receive credit in salesforce

5.4.3.6 Communicate reminders about chapter training, events, and other important information

5.4.3.7 Maintain contact and correspondence with District Chapter Leaders, keep the contact information of the chapter officers up-to-date in salesforce

5.4.3.8 Notify new volunteers of their training date and time.

5.4.3.9 Notify officers and Volunteers of the place and time of meetings.

5.4.3.10 Distribute minutes for all officers and the advisor through campus mail &/or email and file electronically such that all officers may access them virtually.

5.4.3.11 Orient and turn over all materials to your successor.

### **5.4.4 Treasurer**

5.4.4.1 The Treasurer shall be responsible for keeping all financial records, including the preparation of the annual budget, and shall serve as a liaison between Project Sunshine National Office and the chapter.

5.4.4.2 Create a bank account for the chapter either on-campus or at a local bank with the President and Chapter Advisor

5.4.4.3 Create a Project Sunshine fundraising team page (arrange with head office)

5.4.4.4 Attend campus administration student club financial meetings

5.4.4.5 Manage and establish a chapter budget including providing

regular financial reports or updates to executive board officers and advisor

5.4.4.6 Maintains an accurate account of all financial transactions, collects all chapter dues, and pays all expenses.

5.4.4.7 Ensure all disbursements are for chapter related functions

5.4.4.8 Collaborate with the Fundraising Coordinator to plan fundraising initiatives to raise funds for Project Sunshine National Office and cover chapter related expenses

5.4.4.9 Clears signatures and title of chapter account with an appropriate bank or college/university officials as soon as a new Treasurer is elected and installed, so that checks can be processed without delay

5.4.4.10 Orient and turn over all materials to your successor.

#### **5.4.5 Information Technology Coordinator**

5.4.5.1 Responsible for acting as the official contact person for all IT issues within the chapter.

5.4.5.2 Train all Executive Board Members on Microsoft 365, Salesforce, and Zoom

5.4.5.3 Supply all events with proper IT equipment and make sure it all functions correctly by arriving at each event at least one hour prior to test equipment and internet connections

5.4.5.3 Create chapter social media accounts

5.4.5.4 Design and maintain content on the chapter social media accounts in collaboration with the Communications Chair

5.4.5.5 Work with IT and AV departments on campus, as well as the chapter, surrounding tech issues

#### **5.4.6 Communication Coordinator**

5.4.6.1 The officer is responsible for promoting the chapter and events throughout the academic year.

5.4.6.2 Collaborate with the Information Technology Chair to create and maintain content for the chapter social media accounts

5.4.6.3 Advertise the chapter and chapter events creatively to increase social media presence and chapter awareness on campus and to the public

5.4.6.4 Design flyers for chapter events

5.4.6.5 Create newsletter releases to highlight chapter activities to the university and campus community as well as to Project Sunshine National Office

5.4.6.6 Coordinate all public relations for the Chapter

#### **5.4.7 Chapter Programming Coordinator**

5.4.7.1 The officer is responsible for planning and executing Project Sunshine programming for the chapter.

5.4.7.2 Coordinate all programming for the chapter (Direct Service & TelePlay)

5.4.7.3 Develop ideas for existing programming and implement

with Project Sunshine National Office

5.4.7.4 Partner with Medical Facilities and community-based organizations point of contacts to schedule programs for the chapter and members

5.4.7.5 Collaborate with the President &/or Vice President to conduct teleplay training for chapter volunteers and host teleplay sessions &/or teleplay practice sessions

5.4.7.6 Update volunteer information with a completion date of training for each volunteer and attendance for each teleplay session

5.4.7.7 Submit program reports for direct service and program session reports for teleplay

5.4.7.8 Orient and turn over all materials to your successor.

#### **5.4.8 Fundraising Coordinator**

5.4.8.1 The officer is responsible for planning fundraising initiatives and to execute fundraising events for the chapter.

5.4.8.2 Develop and implement fundraisers for the chapter

5.4.8.3 Partner with community sponsors to fundraise for Project Sunshine National office and the chapter

5.4.8.4 Collaborate with the Treasurer to plan fundraising initiatives to raise funds for Project Sunshine National Office and cover chapter related expenses

5.4.8.5 Collaborate with the chapter events chair to execute fundraising events

5.4.8.6 Orient and turn over all materials to your successor.

#### **5.4.9 Chapter Events Coordinator**

5.4.9.1 The officer is responsible for coordinating all chapter events on or off-campus (in person or remotely), both official and social in nature.

5.4.9.2 Reserve space and coordinate set-up for Executive Board Meetings, New Volunteer Training, TelePlay Training and Sending Sunshine

5.4.9.3 Collaborate with all chairs to support and execute their events

5.4.9.4 Take the lead on ordering food if serving refreshments at events

5.4.9.5 Orient and turn over all materials to your successor.

#### **5.4.10 Community Partnerships Coordinator**

5.4.10.1 The officer is responsible for developing strategic partnerships on or off-campus with businesses and medical facilities.

5.4.10.2 Serve as liaison between the chapter and other campus organizations.

5.4.10.3 Establish partnerships with service organizations on campus to offer a variety of community service projects

5.4.10.4 Promote Project Sunshine programming to medical



facilities and children focused organizations in the local community to foster partnerships in collaboration with the National Office

5.4.10.5 Promote interaction and co-sponsorship with other campus organizations and local businesses

5.4.10.6 Record attendance for service events so members receive credit by the secretary

5.4.10.7 Orient and turn over all materials to your successor.

#### **5.4.11 Membership Engagement Coordinator**

5.4.11.1 The officer is responsible for member recruitment, engagement, and training to ensure all members feel involved, engaged, and part of a strong community at all chapter events.

5.4.11.2 Request table or booth at campus involvement fairs to promote the chapter, volunteer programming opportunities, and recruit members

5.4.11.3 Collaborate with the President &/or Vice President to conduct and provide ongoing New Volunteer trainings for incoming chapter volunteers

5.4.11.4 Update volunteer information with completion date of training for each member in salesforce

5.4.11.5 Develop & execute an outreach timeline with Committee to call, email, or meet with new and existing members after training and events to obtain feedback and provide info for questions that went unanswered

5.4.11.6 Divide member list among Committee so that each person has 10-20 members to establish and maintain a relationship

5.4.11.7 Plan and implement monthly social events for all chapter volunteers (e.g., Guest speakers, Game Night)

5.4.11.8 Incorporate volunteer alumni into the current chapter programs as speakers, workshop leaders, etc.

5.4.11.9 Reserve rooms and coordinate set-up for non-chapter related events

5.4.11.10 Orient and turn over all materials to your successor.

5.5 Only student members of the organization may hold executive positions with the exception of one non-student staff advisor who is not allowed voting rights.

5.6 The executive positions collectively will form a committee that acts as the primary steward of the organization.

5.7 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.

5.8 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

5.9 The term of each executive will last from May 1 following their election to April 30 of the following year.

- 5.10 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President and Vice-President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.
- 5.11 Any vacancy of executives shall be filled by the President and/or Vice-President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 5.12 If the President resigns, a 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.
- 5.13 Vacant Executive Board Positions
  - 5.13.1 Any vacancy of the President or Vice-President shall be filled by another executive committee member is appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
  - 5.13.2 For the vacancy of the positions of Secretary and Treasurer, a call for nominations will be made and the position appointed by the Executive Board.
- 5.14 Removal of Officers
  - 5.14.1 Any officer may be removed by a three-fourths vote of the active, registered Volunteer members, except the Chapter Advisors.
  - 5.14.2 A vacancy left in any position will be filled by an immediate election following the guidelines for election of officers.
- 5.15 Election of Officers
  - 5.15.1 Elections shall be held yearly by secret ballot.
  - 5.15.2 Officers shall be elected by a simple majority.
  - 5.15.3 Each chapter shall designate in its bylaws the duties of the officers, the duration of their office, and the manner of their election.

## **Article VI: Chapter Advisor**

- 6.1 The active volunteer members of the chapter shall authorize the Secretary to send a written invitation to a faculty member each year inviting her or him to serve as an advisor for the following year.
- 6.2 The faculty member shall notify the chapter in writing that she or he accepts or declines the position.
- 6.3 Functions of the Advisor
  - 6.3.1 The advisor shall serve as a member of the Chapter Executive Board.
  - 6.3.2 The advisor shall attend meetings regularly.
  - 6.3.3 The advisor shall act as a liaison between faculty and the Chapter.
  - 6.3.4 The advisor shall not have a vote.
  - 6.3.5 The advisor shall receive nominations for chapter officers.

## **Article VII: Executive Board Committees**

- 7.1 Chapter Programming committee
  - 7.1.1 A committee shall be appointed to develop and coordinate programming activities with the Chapter Programming Coordinator and other officers and members
- 7.2 Communications committee:
  - 7.2.1 A committee shall be appointed to develop and coordinate social media activities with the Communications Coordinator, Information Technology Coordinator, and other officers and members
- 7.3 Fundraising Committee:
  - 7.3.1 A committee shall be appointed to develop and coordinate fundraising activities with the Treasurer and Fundraising Coordinator and other officers and members
- 7.4 Members Engagement Committee:
  - 7.4.1 A committee shall be appointed to develop volunteer retention strategies and plan monthly social activities with the Members Engagement Coordinator and other officers and members

## **Article VIII: Removal of Members and Executives**

- 8.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:
  - 8.1.1 A member or executive has engaged in unlawful actions or activities;
  - 8.1.2 A member or executive has violated the constitution;
  - 8.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
  - 8.1.4 A member or executive has violated the rights of a fellow member;
  - 8.1.5 A member or executive has not fulfilled their organizational responsibilities;
  - 8.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 8.2 The process for removing a member or executive may also be initiated when:
  - 8.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
  - 8.2.2 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.
- 8.3 The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:
  - 8.3.1 First Tier:

8.3.1.1 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.

8.3.2 Second Tier:

8.3.2.1 Initiated because the member or executive has violated section 5.1 after receiving a first-tier warning relative to a particular action or behavior.

8.3.2.2 The Vice President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

8.3.2.3 The Vice President 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.

8.3.2.4 The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President's written response to demonstrate progress or correction of behavior.

8.3.3 Third tier:

8.3.3.1 Initiated because the member or executive has violated section 5.1 after receiving second-tier warning relative to a particular action or behavior.

8.3.3.2 The removal vote must take place at a valid general meeting of the membership. 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.

8.3.3.3 The removal of an executive or member requires a  $\frac{3}{4}$  majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

8.3.3.4 A vacancy left in any position will be filled by an immediate election following the guidelines for election of officers.

## **Article IX: Finances**

9.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.

- 9.2 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the general members at a valid general meeting.
- 9.3 All Budgets shall be prepared by the Treasurer in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
- 9.4 The Treasurer shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.
- 9.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 9.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
- 9.7 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.
- 9.8 The Treasurer, the Vice-President, and only in special circumstances the President shall be the sole signing authorities of banking instruments for the organization.
- 9.9 UTSC Project Sunshine will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 9.10 UTSC Project Sunshine will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

## **Article X: General Meetings**

- 10.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
- 10.2 General meetings will be facilitated by a Chairperson selected by the general membership from the executive committee. The Chairperson shall be responsible for:
  - 10.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
  - 10.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 10.2.3 Moderating the discussion at meetings according to the agenda;
  - 10.2.4 Suspending members from participating in meetings for constitutional or procedural violations

- 10.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.
- 10.4 The chapter shall have at least 9 regular meetings each academic year.
- 10.5 The time and place of the meeting shall be designated at least 14 days before the meeting date and communicated to chapter volunteer members by email, or telephonic transmission.
- 10.6 General meetings may be called to order by the President, through a petition by a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.
- 10.7 General meetings are open to registered members of the organization only. The number needed to constitute a quorum shall be 20 percent of the active volunteer members. A quorum is necessary when establishing or amending the functions of the chapter.
- 10.8 For a quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 10.9 All executives are expected to make brief progress reports on their activities at every general meeting.
- 10.10 Minutes of all general meetings must be recorded and maintained for reference purposes.
- 10.11 Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.
- 10.12 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.
- 10.13 Any question at a valid general meeting shall be decided by a show of hands.
- 10.14 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 10.15 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.
- 10.16 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.
- 10.17 Voting
  - 10.17.1 There are 3 basic motions for each item of business:
    - 10.17.1.1 A motion to adopt a specific action by the board.
    - 10.17.1.2 A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
    - 10.17.1.3 A motion to remove an item from consideration
  - 10.17.2 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.

10.17.3 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.

10.17.4 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.

## **Article XI: Executive Meetings**

- 11.1 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.
- 11.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
  - 11.2.1 Formulating and distributing an agenda for each meeting;
  - 11.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 11.2.3 Moderating the discussion at meetings according to the agenda;
- 11.3 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.
- 11.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 11.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 11.6 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.
- 11.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 11.8 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.
- 11.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 11.10 Any question at an Executive Meeting shall be decided by a show of hands
- 11.11 Whenever a vote by show of hands occurs, a declaration by the President that the vote

has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

- 11.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 11.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

## **Article XII: Emergency Meetings**

- 12.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 12.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.
- 12.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.
- 12.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

## **Article XIII: Elections**

- 13.1 Executive elections will be held prior to March 31 each year.
- 13.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
- 13.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.
- 13.4 All screening of candidates will be conducted by a committee comprised of a majority number of non-executive general members and a minority number of executives who will assess each candidate's qualifications against pre-established criteria for holding the positions.
- 13.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.
- 13.6 All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the election will be held. The application period must end a minimum of seven (7) days prior to the general meeting at which the election will be held.
- 13.7 Successful candidates will be permitted to give a short speech at the general meeting.



where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.

- 13.8 Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee described in section
- 13.9 This committee will be comprised of two (2) non-executive general members and one (1) executive
- 13.10 Successful candidates will be determined by the accrual of the most number of votes tallied from amongst the general membership.
- 13.11 Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 13.12 If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.
- 13.13 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

#### **Article XIV: Project Sunshine Chapters**

##### 14.1 Chartering a Chapter

- 14.1.1 A chapter of Project Sunshine may be established in a college or university in Canada. Chapters of Project Sunshine may be established at institutions when evidence of interest and eligibility is shown by four or more students.
- 14.1.2 A chapter may be reinstated following revocation of its charter by meeting all the requirements of a newly organizing chapter. If approved, the chapter shall receive a new charter.
- 14.1.3 A chapter may be reinstated following dissolution by meeting all the requirements of a newly organizing chapter. If approved, the chapter shall receive a new charter.

##### 14.2 Guidelines

- 14.2.1 Guidelines for chartering new Project Sunshine chapters shall be available from Project Sunshine National Office

##### 14.3 Sections

- 14.3.1 To accommodate groups of students enrolled in different programs at the same school (i.e. bachelors, masters, and doctoral students), chapters may establish several sections.

#### **Article XV: Chapter Governance**

- 15.1 Governance
  - 15.1.1 The Chapter shall be governed by this Constitution and a set of By-laws, which will abide by the Constitution of the Chapter and contain no laws in contravention of the By-Laws of the Project Sunshine National Office
- 15.2 Finance
  - 15.2.1 University of Toronto Scarborough, Chapter of Project Sunshine will finance the activities it engages in by the following means
    - 15.2.1.1 Project Sunshine at the University of Toronto Scarborough will fund events via efforts of fundraising, though we maintain that we will attempt to become self-sufficient due to our own fundraising and budget management efforts. The organization will also apply for funding from the student government or outside grants when necessary.
    - 15.2.1.2 Project Sunshine at the University of Toronto Scarborough will conduct all financial activities in accordance with university policy and place all funds in its university account.
- 15.3 Probation
  - 15.3.1 Chapters that do not discharge responsibilities as defined by the Constitution and By-Laws of the National Office may be placed on probation. Upon resolution of the problems, probation will be rescinded.
- 15.4 Suspension
  - 15.4.1 The activities of a chapter may be suspended by the National Office for failure to comply with these bylaws or policies and regulations. While the chapter is suspended, no persons may be elected or recruited into the Project Sunshine College Volunteer Program through this chapter.
  - 15.4.2 The National Office may declare inactive any Chapter that has held no election, volunteer programming, nor reported such activities to the National Office for a period of one year.
  - 15.4.3 A chapter may be reactivated following suspension by the action of the National Office.
- 15.5 Dissolution
  - 15.5.1 The Charter of this Chapter may be revoked by the Project Sunshine National Office.
  - 15.5.2 Upon dissolution of this Chapter for any reason whatsoever, after the discharge of its debts and settlements of its affairs, all assets and property of the chapter shall be conveyed to the National Office for use in the promotion of the objectives of the National Office.
  - 15.5.3 Any chapter may vote to dissolve itself, which requires a two-thirds (2/3)

vote of the active chapter. The National Office of Project Sunshine must be notified 2 weeks prior to the chapter meeting at which the vote will be held.

#### **Article XVI: Amendments**

- 16.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 16.2 Amendments to the constitution may be proposed in writing by any voting members of Project Sunshine Chapter at any meeting at which two-thirds (3/4) of the voting members are present.
- 16.3 These amendments will be placed on the agenda for the next regular meeting of the executive board.
- 16.4 Notice of a meeting called to consider such a resolution shall be given as follows:
  - 16.4.1 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;
  - 16.4.2 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.
- 16.5 Amendments to the constitution require the approval of three-fourths of the members present at a valid general meeting (a general meeting that has achieved quorum).
- 16.6 The general membership must have the final say on amendments to the constitution.

#### **Article XVII: Transition**

- 17.1 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.
- 17.2 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.
- 17.3 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 XVIII: Emergency Powers**

- 18.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 18.2 An extenuating circumstance is defined as any instance that may jeopardize the

## **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.

immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

7. Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
8. General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

### **Article XIX: Food Handling on Campus**

19.1 UTSC Project Sunshine Student Group 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 XX: Precedence of University Policies**

20.1 UTSC Project Sunshine Student Group will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of UTSC Project Sunshine, the University's policies, procedures, and guidelines will take precedence.

### **Article XXI: Legal Liability**

21.1 The University of Toronto Scarborough does not endorse the UTSC Project Sunshine Student Group's beliefs or philosophy nor does it assume legal liability for the group's activities on or off-campus.

### **Article XXII: Banking**

22.1 UTSC Project Sunshine Student Group 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 Office of Student Experience and Wellbeing at the University of Toronto Scarborough, should the university request it.

