



## **The Constitution of Amnesty International University of Toronto Chapter**

### ***Article 1 – Name***

1. The name of the organization shall be “Amnesty International, University of Toronto Chapter,” hereafter referred to as “Amnesty UofT” or “AI UofT.”

### ***Article 2 – Purpose and Mandate***

1. Amnesty International at the University of Toronto is a student-based chapter, and is an expansion of the Amnesty International organization, a worldwide movement of people dedicated to the protection and promotion of human rights around the globe.
2. We intend to educate students, staff, faculty, and alumni about the full range of human rights. We also work with social-justice oriented groups to ensure broad support and respect for human rights.
3. Amnesty International is governed by its members and elected executives. We are independent of all governments and corporate or political persuasion and no outside funding is sought, with the exception of the Amnesty International Toronto office.

### ***Article 3 – Core Values***

1. Accountability- consistently striving to reach their goals in a thorough, timely way that they can be proud of, and re-empowering others to do the same,
2. Considerateness – supporting their colleagues and trying to find out what motivates them to do their best, and care about co-workers,
3. Creativity - continuously looking for new and creative solutions and encouraging others’ ideas so that AI UofT can adapt and succeed in an ever-changing and uncertain global environment.
4. Decisive – making sound judgements within their work so that a project or activity can progress with pace and confidence.
5. Respectfulness – treating their colleagues with equality and dignity, and assume they have integrity. Valuing the different perspectives of their colleagues as well as their own and showing them that their contributions and expertise matter.
6. Equality and Diversity – All of our employees work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of all is valued and respected.
7. Solidarity – sharing ideas to AI UofT which includes;
  - a. Protection from physical and mental violence;
  - b. Freedom of conscience and expression
  - c. Freedom from discrimination
  - d. Justice for all: end impunity;
  - e. Free prisoners of conscience;
  - f. Safety for refugees;
  - g. Stop the death penalty and torture;
  - h. End political killings and disappearances.

### ***Article 4 – Membership***

1. Membership in Amnesty International shall be open to all registered University of Toronto students.
2. No membership fee is required to become a member of Amnesty International. Rather, members are defined as individuals who participate in the maintenance and preservation of human rights through the work of Amnesty International.



3. All registered students at the University of Toronto have the right to attend any function or meeting hosted by the University of Toronto.
4. All registered students at the University of Toronto have voting membership rights.
5. Structure of the executive committee may change annually, but should always consist of: a President, at least one Vice President, at least one Events Coordinator, and at least one Media Director.
6. All executive positions must be elected on an annual basis, in May.
7. All other mandates and by-law procedures can be exercised by elected executive members, in accordance with Amnesty International's core values.

#### **Article 5 – Duties of Executive Members**

1. All elected executive members are expected to:
  - a. Attend all meetings, or share their availability at least three (3) hours before the set meetings,
  - b. Help with special events including orientation recruitment, movie nights, letter-writing campaigns, and other endeavors to which the group commits itself,
  - c. Possess a general knowledge of human rights and social justice issues, international relations, political science, or current events.
2. The President (1) shall:
  - a. act as a spokesperson for the Chapter;
  - b. maintain contact with outside organizations;
  - c. be responsible for the organization, administration, and continuity of the Chapter;
  - d. prepare an agenda for executive and general meetings hosted by the Chapter;
  - e. organizes recruitment efforts;
  - f. join the monthly Amnesty International Canada/Toronto meetings;
  - g. shares signing authority over funds with the Vice-President of Internal Affairs;
  - h. maintain the Chapter's email account;
  - i. be chosen from the executive members from the previous year.
3. The Vice-President of Operations (1) shall:
  - a. assist the President in carrying out their duties
  - b. be delegated duties by the President;
  - c. confirm the agenda created by the president before meetings;
  - d. assists in the organization of all events, with the aid of all other Executive members;
  - e. maintain the Chapter's email account;
  - f. Have signing authority along with the President and Vice-President of Internal Affairs
  - g. assist the Vice-President Internal and Co-Events coordinators with all fundraising efforts;
4. The Vice-President of Internal Affairs (1) shall:
  - a. maintain all relevant documentation such as CCR, Contracts, and distribution of materials;
  - b. organize and maintain Ulife, Ulead and CCR credentials along with the Secretary;
  - c. deposit all funds, in the name of the Chapter, into the Chapter's bank account;
  - d. maintain a uniform system of accounting regarding Chapter expenditures;
  - e. coordinate all Chapter fundraising efforts with the Co-Events Coordinators;
  - f. actively search for funding opportunities for the Chapter;
  - g. share signing authority over funds with the President.
5. The Secretary (1) shall;



- a. take the minutes of all meetings;
  - b. share an electronic copy of the minutes with all the executives;
  - c. organize and maintain Ulife, Ulead and CCR credentials along with the Vice President of Internal Affairs;
  - d. maintain all relevant documentation such as minutes and CCR.
6. The Co-Events Director (2) shall:
- a. assist with the development and organization of events;
  - b. be responsible for the creative direction of the Chapter;
  - c. ensure that accommodations are made for each event;
  - d. relay information about events to the Media Coordinator for the development of posters and social media advertisements.
7. The Co-Media Directors (2) shall: (Formerly Communication directors)
- a. maintain the Chapter's social media accounts;
  - b. raise the profile of the Chapter;
  - c. design, photocopy, organize, and post advertisements for the Chapter and its events;
  - d. generate digital content to engage our social media audience, which include,
    - i. Instagram,
    - ii. LinkedIn,
    - iii. Facebook,
    - iv. Twitter;
  - e. generate digital content to advertise for events;
  - f. develop creative ways to draw students' attention to the existence of the Chapter on campus;
  - g. photograph all the Chapter's events.
8. The Co-Outreach Directors (2) shall:
- a. lead and organize the Chapter's member network in monthly volunteering events;
  - b. coordinate collaboration with UofT advocacy clubs and AI chapters worldwide;
  - c. table at Sidney Smith hall at least once a month in order to generate awareness about the Chapter and Amnesty International campaigns (if possible);
  - d. facilitate opportunities for promotion with other groups by keeping in touch with them.
9. The Publication Directors (2) shall: (formerly Candlelight Directors)
- a. Ensure Amnesty International UofT's blog, Candlelight, is active by organizing writers and editors
  - b. organize AI UofT's human rights journal ready to be published by June;
  - c. arrange for articles about the Chapter and its activities to appear in campus newspapers such as Varsity or HerCampus.
  - d. Writes and edits letters and announcements (such as 'solidarity letters') as a response to world events

## ***Article 6 – Finances***

1. Treasury account signing officers will consist of the President, Vice President of Operations, and Vice President of Internal Affairs.
2. All expenditures must be limited to Amnesty International-related items and must be approved by a majority vote of the executive.
3. Members shall be reimbursed in full from Amnesty International accounts if they make purchases on behalf of Amnesty International and approved by the majority of executive members.
4. An annual budget must be passed by the executive and ratified by the majority of Amnesty



- International executive members prior to October 1 of the academic year.
5. Any Amnesty International fundraiser shall gain moneys only for Amnesty International unless otherwise advertised; moneys must be raised only for non-profit or charitable organizations.
  6. The account signing officers must deposit any funds, in the name Amnesty International, within seven days of begetting the funds; if the funds exceed fifty dollars, the amount must be deposited within one business day.

#### ***Article 7 – Meetings***

1. Amnesty International shall hold at least three meetings open to the general membership per semester.
2. The election of executive members for the upcoming academic year shall be held at the meeting in April.
  - a. Amnesty International shall hold a by-election at the meeting in September to fill any vacant seats on the Executive from the previous year. Impeachment proceedings, if necessary, shall occur at the meeting in January unless another date is deemed necessary by a majority vote of the executive members.
3. Executive meetings shall occur weekly.
4. The President, Vice President of Operations, and Vice President of Internal Affairs can call general or executive meetings at any time.

#### ***Article 8 – Executive Appointment Process***

1. By no later than April 1st of each year, the current President will call an election to appoint the following year's administration.
2. Candidates must be nominated from and elected by Amnesty International members at a general meeting in April, and in September for positions not filled in April.
3. The Chair shall administer elections, unless the Chair is a candidate in the election, in which case the second most senior member who is not up for election may chair the election.
4. The Chair will be the President or the President's designate.
5. The Chair can only vote in the case of a tie.
6. Nominations shall be made prior to the day of the election, with submissions closing 24 hours before the beginning of the election.
7. Votes shall:
  - a. Be conducted by secret ballot;
  - b. Be counted by the Chair and second most senior member who is not a candidate;
  - c. Be subject to a scrutineer appointed by any candidate in the election.
8. Positions where a candidate is running unopposed is subject to "yes"/ "no" vote. Such candidates shall be declared if they receive a fifty percent "yes" plus one vote.
9. The winner in the election of any given position is the candidate with the largest number of votes.
10. Should an elected executive position become vacant, by resignation or removal from office, a by-election shall be held in accordance with the rules in Article 7 and Article 8, at any time during the academic year.

#### ***Article 9 – Impeachment***

1. Any member can be impeached.
2. An impeachment of a member shall be considered by Amnesty International:
  - a. On receipt of written request of seventy-five percent of Amnesty International members that the member be impeached;
  - b. Should the member engage in activities degrading to the name of the Amnesty International;
  - c. Should the member not perform his/her duties, as listed in the Constitution;



- d. Should the member not meet membership requirements.
3. The most senior executive member not being impeached shall be responsible for the impeachment proceedings.
4. A member shall be impeached if two-thirds of the executive vote in favour of the impeachment.