

Constitution of “Champions of Change UTM”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Champions of Change UTM”
- 1.2. The official acronym or abbreviation of the group is “COCUTM”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to highlight the social and economic barriers that affect women and children globally. We, as an organization, will strive to tackle the root causes of gender inequality, with a focus on factors such as climate change, inclusivity, and lacking resources through advocacy; workshops, panels, and other educational pieces. Organizing fundraisers and events for the UTM community will be an integral part of Champions of Change UTM; these will be based on Plan International Canada’s five areas of expertise. The organization’s vision is to ultimately collaborate with supporters and partners, in order to discuss innovative approaches that will help alleviate these barriers locally and globally. The organization’s goals are not limited to local communities but will also strive to advocate about issues impacting youths in developing countries. The participation from the Executives and Members of Champions of Change UTM, will bring us one step closer to our goal of advancing children and women’s rights, echoing Plan International Canada’s campaigns.

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 15 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:

- Responsible for overseeing the group's practice and chief of decision-making; primary contact for the group
- Be the spokesperson for the group and handle any grievances
- Hold signing officer authority along with the Vice President for financial purposes
- Record all financial transactions of the group
- Preside overboard meetings as well as general meetings
- Ensure transition of office to the future Executives
- Direct organizational recruitment efforts

5.2 The Vice President shall:

- Assume duties of the President in his/her absence
- Oversee the various committees
- Hold signing officer authority along with the President and Treasurer for financial purposes
- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- May be required to assume duties of the Treasurer, should the need arise

5.3 The Secretary shall:

- Make a list of all registered members and their details
- Monitor all emails and any other methods of online communications as needed
- Complete all application forms for grant funding, recognition, and other documentation as needed
- Record and distribute notes and motions for meetings
- Connect with and work alongside team members if needed to complete specific tasks
- Work alongside the President to arrange meetings; notify all members of meetings

5.4 The Treasurer shall:

- Complete all audits, budgeting, and other financial tasks
- Design budgets in collaboration with the President and other executives
- Handle official correspondence of the organization
- Hold signing officer authority along with the President and Vice President for financial purposes
- Record all financial transactions of the group (receipts, invoices) and monitor cash flow
- Submit the bi-annual audit report to UTMSU

5.5 The VP of Events shall:

- Brainstorm, pitch, and execute event ideas in detail to the team
- Create organized timelines for event planning and execution
- Ensure the VP of Design is able to create creative social media launches (i.e., posters, videos) that will promote member engagement
- Encourage and guide members in the event planning and execution of work

5.6 The VP of Advocacy shall:

- Conduct research on current events, highlight important areas of information to convey to the organization's audience(s), and provide the required sources; provide relevant information to Executives as needed
- Write blog posts for the organization's website, podcast, and/or social media platforms
- Connect with VP of Social Media and Marketing to strategize and run ideas
- Arrange regular meetings pertaining to issues of concern with the other executives

5.7 The VP of Design shall:

- Create engaging digital content, consisting of graphics and videos to promote our club and future events in a timely manner
- Design team merchandise and other potential items
- Ensure the designs align with the club's mission, vision, and overall aesthetic (colour palette, style)
- Work alongside the VP of Social Media and Marketing to meet team goals

5.8 The VP of Web Development shall:

- Construct engaging digital content, consisting of graphics and videos to promote our club and future events, on the club website
- Adhere with the needs of the team per initiative, be it dated or ongoing

5.9 The VP of Photography/Videography shall:

- Capture and edit photos and videos of the team's endeavors, including the podcast, team photos, events
- Present new creative projects where possible
- Work alongside the VP of Social Media and Marketing to evaluate the team's needs

5.10 The VP of Community Engagement shall:

- Oversee the general membership program; run projects, hold meetings, and all other logistical tasks
- Present the team with updates and new ideas regarding general membership engagement

5.11 The VP of Social Media & Marketing shall:

- Work with the different team committees of VPs to schedule social media content and pitch marketing strategies
- Create social media content (Instagram, TikTok, LinkedIn) and post all social media content with suitable captions
- Present new marketing strategies to the team

5.12 The VP of External Communication shall:

- Attend all meetings related to their assigned initiative
- Act as an intermediary between external parties and the team members; contact the appropriate personnel to build community relationships and honour the team members' needs

5.13 The VP of Scriptwriting shall:

- Write and refine the podcast script according to Podcast Team's topic, content of choice with appropriate dialogue, and hosts' needs
- Cooperate with the Podcast Host(s), Videographer, and other team members when generating content

5.14 The VP Podcast Host shall:

- Present Podcast content in-person and virtually according to standards
- Maintain a personable image of the team and act as a representative of Champions of Change UTM's mission, where deemed appropriate
- Cooperate with the Podcast Scriptwriter(s), Videographer, and other team members when generating content

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. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. 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, 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.