

Constitution of “College Diabetes Network at the University of Toronto”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “College Diabetes Network at the University of Toronto”
- 1.2. The official acronym or abbreviation of the group is “CDN U of T”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to create a supportive space with educational, academic, and volunteer opportunities for those with diabetes and their peers.

We wish to:

- Empower young adults with diabetes through
 - o Emotional and physical support
 - o Education on skills for grappling with diabetes
 - o Extension of volunteer and involvement with opportunities with local diabetes organizations

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 (for example, interested community members with Type One Diabetes, Type Two Diabetes, friends and family of people with diabetes, people with an interest in learning about diabetes, and people with no connection to diabetes). Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. 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.
- 2.6. There will be no membership fee for the 2022-2023 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 and nominate other members who are eligible 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 nine (9) 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:

- 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 spokesperson for the group and point of connection with the University of Toronto governance,
- 5.1.4. Hold signing and financial authority along with the VP Finance for financial purposes,
- 5.1.5. Liaise with the College Diabetes Network,
- 5.1.6. Preside over meetings of the Executive Committee as well as general meetings,
- 5.1.7. Notify all members of all meetings,
- 5.1.8. Handle official correspondence of the organization,
- 5.1.9. Ensure a transition of office from one year to the next.

5.2. The Vice-President Communications 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. Maintain social media activity,
- 5.2.4. Coordinate organizational recruitment efforts.

5.3. The Vice-President Finance shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Hold signing authority along with the President for financial purposes,
- 5.3.3. Maintain a budget of income and expenses along with receipts,
- 5.3.4. Advise members on the financial position of the group,
- 5.3.5. Prepare an annual budget for the group as well as budgets for specific events,
- 5.3.6. Organize any fundraising events deemed necessary for operation.

5.4. The Vice-President Programming shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Organize educational and peer support events,
- 5.4.3. Collaborate with local organizations and educational events,
- 5.4.4. Keep a list of attendees at club meetings and events,
- 5.4.5. Keep accurate records of all costs associated with these events for cooperation with the VP Finance.

5.5. The Vice-President Outreach shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Seek out opportunities for membership recruitment (e.g., UTSU Club Fairs, Diabetes Canada Symposium),
- 5.5.3. Reach out to other UofT clubs to arrange collaborative endeavours for events,
- 5.5.4. Reach out to potential new members on Facebook and Instagram,
- 5.5.5. Maintain relationships with organizations related to diabetes within the GTA,
- 5.5.6. Curate volunteer opportunities to present to members within the community,
- 5.5.7. Liaise with sponsoring organizations.

5.6. The Vice-President Membership shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Arrange executive meetings and record notes at meetings,
- 5.6.3. Maintain the membership contact list,
- 5.6.4. Update the membership form annually,
- 5.6.5. Ensure the membership form is sent out at the start of each year,
- 5.6.6. Keep an attendee list for events and send the aforementioned list to VP Promotions,
- 5.6.7. Renew club status with the UTSU and Ulife.

5.7. The Vice-President Graduate Affairs shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Liaise with graduate students,
- 5.7.3. Reach out to graduate students and encourage them to join UofT CDN,
- 5.7.4. Maintain relationship with UTSGU and graduate clubs,
- 5.7.5. Seek out promotional and collaborative opportunities with UTSGU and graduate clubs.

5.8. The Vice-President Promotions shall:

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.8.2. Ensure that UofT CDN Facebook page content & events are shared in external groups (e.g., UofT affiliated groups and diabetes affiliated groups),
- 5.8.3. Reach out to other UofT clubs and diabetes community organizations to share UofT CDN content,
- 5.8.4. Maintain a relationship with the UTSU for promotional & collaboration purposes,
- 5.8.5. Ensure the membership form, Facebook page, and Instagram page, are sent out to new attendees following each event.

5.9. The Vice-President Advocacy shall:

- 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.9.2. Advocate for the interests of students with diabetes at UofT,
- 5.9.3. Maintain a relationship with Accessibility Services,
- 5.9.4. Maintain a relationship with Students for Barrier Free Access,
- 5.9.5. Liaise with the UTSU regarding concerns of students with diabetes (e.g., insurance, accommodations).

5.10. Non-Executive Decision-Making Authority:

- 5.10.1. The organization may appoint Directors or Coordinators for various committees such as the social committee, publicity committee, and so on.

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 (as defined in article 2) 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.
- 6.8. All executive position terms shall be from May 1st to April 30th.
- 6.9. Executive Appointment Process:
 - 6.9.1. By no later than May 1st of each year, the current President must proceed to call an election or open applications to appoint the following year's administration.
 - 6.9.2. When an election is called, the executive committee shall appoint one (1) Chief Returning Officer (CRO) to conduct and hold elections in March. The CRO shall adhere to section 6.7. and additionally, shall be required to disclose any and all conflicts of interest in the election.
 - 6.9.3. The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.
 - 6.9.4. The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

- 6.9.5. The CRO shall provide each U of T member with a convenient and reliable method of casting their vote, which may be by a sealed paper ballot or electronic submission. The election will be promoted on all UofT CDN platforms prior to the voting deadline.
- 6.9.6. In preparation for a tie, the CRO shall cast their ballot and seal it in an envelope. In the event of a tie for an executive position, the CRO shall break the seal and count the ballot in order to break the tie.
- 6.9.7. After the election is over, the CRO shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the elections to the Executive Committee and general members.

7. Article Seven – Finances

- 7.1. The VP Finance shall keep an active record of income and expenses.
- 7.2. The VP Finance shall present the group's updates on the group's financial position at the annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$500.00 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. Executive Meetings:
 - 8.1.1. 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. Annual General Meetings (AGMs):
 - 8.2.1. The group shall hold general meetings at least once 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.
 - 8.2.2. Motions will require a 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.
- 8.3. The Executive Committee must announce the date of an annual 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.