

Constitution of “UNICEF UTM”

1. Name

The official name of this recognized campus group is “UNICEF UTM”

The acronym or abbreviation of this group is: UNICEF UTM

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

UNICEF UTM identifies as

“... a group of student advocates and volunteers fundraising for UNICEF Canada to build and engage leaders within our communities to empower and protect children around the world”

-UNICEF

Our purpose as a UNICEF affiliated club is to be a gateway for students, staff and local sponsors to be able to help children in need around the world. Our mission is to spread awareness about many growing crisis along with collecting funds to provide resources for disadvantaged children around the world. Through this awareness, we visualize ourselves as an influence for students to make a difference in the world by advocating and donating for various causes, and volunteering for our club. Our overall goal is to help as many children as we can. We are determined to move into a direction that makes UTM students more knowledgeable on the crises children face in today's world. As well as provide a means for students to take initiative and make a difference in the world. UNICEF UTM will achieve these objectives through awareness campaigns, fundraisers, as well as National UNICEF Day on which UNICEF UTM will contact classes and professors to encourage students to raise money for resources for children in need. To ensure the success of our club, strong interaction with and amongst students on the UTM campus is necessary. Our relationship with students will be strengthened by these events as well as general meetings.

3. Membership

No membership fee is required to be a member of UNICEF UTM. Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group membership is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

4. Executive and Responsibilities

The executive committee shall be comprised of six (6) elected officers. These include a President, a Secretary, an Events Coordinator, a Vice President of Finance, a Vice President of Sponsorship, and a Vice President of Advocacy

The President shall:

- Oversee and leading the operations, management and success of the group
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Be the spokesperson for the group
- Hold signing officer authority along with the VP Finance for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
- Serving as a direct liaison to UNICEF Canada

The Secretary shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization
- External affairs
- Responsible for leading and dividing work effectively amongst Secretary associates and volunteers

Vice-President Finance shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts and conduct UTMSU audit when applicable
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Overseeing monetary relations including remitting funds to UNICEF Canada as well as calculating revenue and expenses.
- Coordinate with Events Coordinator in managing budgets for events.
- Responsible for leading and dividing work effectively amongsts VP Finance associates and volunteers

Vice-President Advocacy Social Media shall:

- Manages the club's presence on various social media outlets – Instagram, LinkTree, and LinkedIn by creating and posting content:
 - Informing/updating followers about UNICEF UTM's teams, events, initiatives' results, open postings, volunteer opportunities, awareness campaigns, etcetera.
- Spreads awareness to students about the club's ambitions and goals
 - Reaches out to other campus groups and campuses via social media accounts for promotion of UNICEF UTM and its events, general member sign up forms, etcetera.

- o Works mainly on supporting Sustainable development goal # 17 (Partnerships for the Goals) by asking other campus groups and campuses for collaboration to raise awareness about Sustainable development goal number #1 to 6 (takes advice from President, VP Advocacy Education, Events Coordinator to do this)
- o Reaches out to other campus groups and campuses for collaboration for certain events via social media accounts and emails (after consulting with the President and Secretary)
- o Every Friday promotes other recognized UTM campus groups' (and UTSG + UTSCs' only if they request) events if requested .
- Takes note of any inquires sent to UNICEF UTM's social media accounts and responds to them
- Attends board and general meetings and stays informed about what's happening within the club
 - Responsible for leading and dividing work effectively amongsts VP Advocacy Social Media associates and volunteers

Vice-President Advocacy Education shall:

- Researches and develops strategies to organize/work on UNICEF UTM's awareness campaigns to support Sustainable Development Goal # 1 - 6 and 17 on campus
 - o Using these knowledge advices and suggests fundraisers events suggestions to President and Events Coordinator
 - o Advises ideas for and organizes awareness campaigns working with the President
- Advises and informs VP Advocacy Social Media what content to post regarding Awareness Campaigns
- Develops effective strategies to share UNICEF's message on campus and online
 - o Comes up with strategies to collaborate with different clubs for fundraisers and awareness campaigns
 - o Advises Events Coordinator and President with these Strategies
 - o Informs VP Advocacy Social Media to reach out to the clubs to collaborate
- Spreads awareness to students about the club's ambitions and goals
 - o During General Meetings and large and small events, educates/presents/informs audience about the awareness campaigns UNICEF UTM is working toward, why it's important, and impact its having to the audiences
- Responsible for leading and dividing work effectively amongst VP Advocacy Education associates and volunteers

Vice-President Sponsorship shall:

- Reach out to businesses and organizations
- Promote the club for sponsorships
- Manages external relations with community sponsors who are looking to invest in social change
- Point of contact for sponsors and partners of the club.
- Maintains relationships with community sponsors
- Coordinate with Events Coordinator to determine appropriate sponsorships for events
- Responsible for leading and dividing work effectively amongsts VP Sponsorship associates and volunteers

Events Coordinator shall:

- Proposes ideas for events and coordinates with Presidents to set up events.
- Execute events, take pictures of events, and post pictures on social media during the event.

- Coordinate with VP Sponsorship to get sponsorships relevant to the events being hosted or to partner with relevant clubs in running events.
- Coordinate with VP Finance in managing a budget for events.
- Responsible for leading and dividing work effectively amongst the Events Coordinator associates and volunteers
- Advices and informs VP Advocacy Social Media what content to post regarding fundraising events

The group may appoint Directors or Coordinators for various committees such as finance committee, advocacy committee, events committee, and so on; however, such positions do not hold executive decision-making authority.

Termination of Executives or General Members:

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, may be given notice of removal.

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

A two-thirds majority vote of the current members present in favor of removal is required. 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.

The member will be removed from the club’s membership and will lose any privileges associated with being a member of the club.

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.

Removal from UNICEF UTM can occur after a member of the University of Toronto Mississauga Students’ Union Clubs Committee.

For example, VP Campus Life, has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club’s Committee. The results of the vote should be two-thirds of the executives in favour of removal. In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter.

The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office. Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied: A request is submitted to the VP Campus Life which should: Be signed by at least 30% of the Club membership or two thirds (2/3) of the club executive membership Specify the alleged incidents of neglect of duty. Upon receipt of the request, the council shall be required to hold a referendum within twenty (20) days. In case of a council member being

removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

5. **Elections**

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

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.

The CRO shall select three (3) election dates within the UTMSU's election timeline 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.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members who have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

6. **Finances**

Vice-President Finance shall keep records of all income and expenses. Vice-President Finance shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of 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.

7. **Meetings**

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis online where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. **Amendments**

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

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.