

# Constitution of “Islamic Relief at UTM”

## 1. Name

The official name of this recognized campus group is “Islamic Relief at UTM”.

The acronym or abbreviation of this group is: IR UTM

## 2. Purpose and Objectives

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

This club will act as an affiliate of Islamic Relief Canada (IRC) at UTM. The purpose of this club is to organize events within the student population to raise awareness and fundraise for various projects supported by Islamic Relief Canada. This club will increase awareness of global humanitarian issues and actively fundraise for IRC campaigns through diverse events on campus. This club will also support IRC’s Orphan Sponsorship Program (OSP) by fundraising to sponsor at least one orphan each year, ensuring continuous care and support. The fundraising will happen through events, having stalls where different kinds of items can be sold and through collaborating with other clubs at UTM.

## 3. Membership

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 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.

The membership fee will be \$0 per year.

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 Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure election qualifications are met.

## 4. Executive List and Duties

The executive committee shall be comprised of seven (7) elected officers. These include Co-Presidents, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Events, Vice President of Marketing, Vice President of Finance, and Senior Advisor.

*The Co-Presidents shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes

- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

Additional responsibilities may include:

- Maintain regular communication in the IR Support group chat
- Attend monthly national club meetings to provide updates on club activities

*The Vice-President of Internal Affairs shall:*

- Serve as the second in command to the Co-Presidents, support with decision-making, and assume their responsibilities in their absence.
- Act as the liaison between the club and the Student Union/Association.
- Keep the minutes of all official meetings.
- Book any rooms or facilities needed for internal meetings.
- Efficiently archive all club-related documents.
- Support with Clubs Newsletter, if applicable.
- Maintain the Club's email account
- Maintain an up-to-date inventory count of the club's merchandise

*The Vice-President of External Affairs shall:*

- Take care of all external relations:
  - Promptly respond to inquiries from external parties, such as emails and direct messages
  - Establish and maintain relationships with external stakeholders, including sponsors, businesses, partners, community groups, university clubs, and other organizations.
- Work closely with the Events team to:
  - Identify potential sponsors and secure financial support for club events and activities.
  - Create sponsorship proposals and packages.
  - Foster collaborations with other university clubs, aiming to organize joint events or initiatives.
- Work closely with the Finance team to:
  - Ensure effective financial management of sponsorships and donations.
- Assign External Relations Coordinator(s) respective tasks to assist in the goals of this committee.

*The Vice-President of Events shall:*

- Plan, organize, and oversee all club events:
  - Develop a comprehensive event plan, including timelines, schedules, and task assignments.
  - Coordinate with the Co-Presidents, VP Finance, VP External and Event Coordinators to determine event requirements.
  - Ensure that events align with the club's goals and objectives.
- Collaborate with VP Marketing to align event planning with marketing efforts.
- Collaborate with VP Finance to manage event budget and expenses.
- Collaborate with VP External Relations to identify sponsorship opportunities and collaborations.
- Ensure all safety forms are accurately completed and submitted as soon as possible.
- Assign Events Coordinator(s) respective tasks to assist in the goals of this committee.

*The Vice-President of Marketing shall:*

- Ensure brand consistency and adherence to guidelines in all marketing materials.
- Manage the club's social media presence by creating and scheduling posts, responding to comments and messages, and analyzing engagement metrics.
- Collaborate with the VP Events to develop the marketing schedule for upcoming events.
- Plan and execute innovative marketing campaigns to attract new members and increase participation in club activities (e.g. podcast).
- Assist with curating content for the club's newsletter, if applicable.
- Assign tasks to the Marketing Coordinator(s) to support the committee's goals.

*The Vice-President of Finance shall:*

- Act as Signing Officer #2 for the club's financial transactions, ensuring compliance with financial policies and procedures.
- Develop and manage the club's budget, including:
  - Allocating funds for activities and events.
  - Maintaining accurate financial records and tracking income and expenses through monthly reports.
- Review and approve purchase requests before they are made to ensure compliance with financial policies and budgetary constraints.
- Manage the reimbursement process for executive members and coordinators, including:
  - Verifying receipts and reasons for purchases.
  - Maintaining detailed records of all reimbursements for proper record-keeping.
  - Ensuring prompt reimbursement of expenses incurred by the executive members and coordinators.
- Work closely with the VP External Affairs to develop financial sponsorship goals.
- Liaise with IRC's Volunteer Management Team on financial matters when necessary.

*The Vice-President of Advocacy shall:*

- Stay informed about current injustices, both globally and locally, and identify causes that align with Islamic Relief Canada's mission and the club's interests.
- Work closely with the Marketing Committee to:
  - Create educational content on current humanitarian affairs, raising awareness among club members and the wider community.
- Work closely with the Events Team to:
  - Develop educational content focusing on current humanitarian affairs that are relevant to the fundraising causes of upcoming events.
- Work closely with IRC's Volunteer Management Team to remain informed about any urgent emergencies or appeals that the organization is actively addressing.
- Keep the Executive members informed about current world affairs and humanitarian crises during executive meetings, facilitating informed decision-making.
- Assign Advocacy Coordinator(s) respective tasks to assist in the goals of this committee

*The Senior Advisor shall:*

- Assist Co-Presidents with strategic guidance and leadership to ensure the success of the club.
- Be a former Executive member.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity 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.

#### **5. Elections**

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) 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 SEO Election 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 SEO shall select **three (3) election dates before March 30<sup>th</sup> 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 SEO 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 SEO 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 SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO 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 paid any applicable membership fees and 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**

The Treasurer shall keep records of all income and expenses. The Treasurer 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 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. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.