

Constitution of “RefugeAid UofT”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “RefugeAid UofT”.
- 1.2. RefugeAid UofT does not have an official acronym or abbreviation of the group.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to provide humanitarian aid in collaboration with organizations, local and global, (e.g: Médecins Sans Frontières/Doctors without Borders, United Nations High Commissioner for Refugees (UNHCR), The Matthew House, etc...) while raising awareness about current and emerging trends affecting refugees and asylum seekers. RefugeAid UofT’s vision is to unite communities of diverse faiths, ethnicities and ideologies to work towards aiding communities put at risk by ongoing conflict. Our goals will be to educate the university and international community on different refugee situations around the world, to mobilize like-minded students, staff and faculty in working towards raising money and awareness for refugees, and to encourage young people to broaden their mindsets and perspectives on refugees. To achieve these goals, we will host various in person and virtual events on and off campus like movie nights, discussion panels, and bake sales. In addition, RefugeAid U of T must organize an annual fundraiser for a project in support of refugees, in collaboration with local and international 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. 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 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,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Ensure banking details are correct and up to date,
- 5.1.6. Ensure the safe and correct transfer of banking details and bank cards from the outgoing to the incoming executive,
- 5.1.7. Preside over meetings of the Executive Committee and/or members,
- 5.1.8. Ensure a transition of office from one year to the next,
- 5.1.9. Use their discretion to divide the executive into two segments as they see fit, with each segment reporting to the Vice Presidents of Operations or Communications,
- 5.1.10. Make goals in accordance with the opinions of the executive at the beginning of the year. These opinions shall then inform the general structure of the year. The minimum general structure shall include one event/fundraiser per semester, one and a Refugee to Refugee mentorship program.

5.2. The Vice President of Operations 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 and assist President in all club activities,
- 5.2.3. Oversee one of the segments and set out expectations for segment members,
- 5.2.4. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.5. Coordinate organizational recruitment efforts,
- 5.2.6. Organise the RefugeeAid UofT Volunteer Program: recruit volunteers off the volunteer sign up list, maintain the communications between the volunteer team and the executive and ensure that volunteers are kept up to date on initiatives and activities.

5.3. The Vice President of Communications shall:

- 5.3.1. Assume duties of the President in their absence and assist President in all club activities,
- 5.3.2. Oversee one of the segments and set out expectations for segment members,
- 5.3.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.3.4. Coordinate organizational recruitment efforts,
- 5.3.5. Create a timeline for yearly events and activities,
- 5.3.6. Coordinate with social media and outreach officers to ensure effective communication,
- 5.3.7. Oversee the creation and publishing of the biannual newsletter.

5.4. The Secretary shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Maintain a list of all registered members,
- 5.4.3. Maintain the mailing list and member contact list,
- 5.4.4. Record minutes and motions for meetings,
- 5.4.5. Organise and notify all members of meetings and keep records of attendance,
- 5.4.6. Record monthly accomplishments and the activity of the club in preparation for the biannual newsletter,
- 5.4.7. Submit the up-to-date constitution to the UTSU and Student Organization Portal as necessary.

5.5. The Treasurer shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Record all financial transactions of the group and ensure banking information is correct and up to date,
- 5.5.3. Hold signing and financial authority along with the President for financial purposes,
- 5.5.4. Maintain a budget of income and expenses along with receipts,
- 5.5.5. Advise members on financial position of the group,
- 5.5.6. Prepare an annual budget for the group as well as budgets for specific events,
- 5.5.7. Apply for necessary funding, sponsorship and potential grants,
- 5.5.8. Be responsible for arranging the logistics of fundraising,
- 5.5.9. Maintain the club's bank account and ensure the safe and correct transfer of banking details and cards to the incoming executive.

5.6. The Media Coordinator: Content and Research shall:

- 5.6.1. Maintain the social media post calendar,
- 5.6.2. Ensure the posting of events/posts in a timely manner,
- 5.6.3. Coordinate with the graphic design representative and other members of the executive as needed,
- 5.6.4. Maintain all social media (Facebook, Linked-In, and Instagram): write captions and any other relevant content, post content as needed and update the history of content folder in the google drive,
- 5.6.5. Maintain the website as needed,
- 5.6.6. Contribute content to the website "News" series.

5.7. The Media Coordinators (2): Graphic Design and Photography shall:

- 5.7.1. Create and design all necessary media including but not limited to; social media posts, powerpoints, newsletter, handbooks, posters for the club,
- 5.7.2. Maintain all social media; Facebook, Linked-In and Instagram: create graphic content for social media and post content as needed,
- 5.7.3. Maintain the website as needed,
- 5.7.4. Be responsible for marketing of the club,
- 5.7.5. Photograph events and maintain an album on google drive.

5.8. The Events Officer shall:

- 5.8.1.** Be responsible for intensive planning of all events, including: selecting venues, communicating with guests, etc.,
- 5.8.2.** Coordinate with other members of the club for the necessary marketing and organisation of events,
- 5.8.3.** Create and organise team social events,
- 5.8.4.** Help with other club initiatives as needed.

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 an unbiased 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 biweekly. 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.