

Constitution of Right to Play UTM

1. Name

The official name of this recognized campus group is Right to Play UTM

The acronym or abbreviation of this group is: RTP UTM

2. Purpose and Objectives

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

Right to Play UTM is an official chapter of Right to Play Canada, a global organization that protects, educates, and empowers children to rise above adversity using the power of play. RTP UTM aspires to aid this non-profit organization in harnessing play to teach children the critical skills they need to dismantle barriers and embrace opportunities in both learning and life. Through advocacy and outreach, we intend to educate others on the plight of children in some of the most dangerous places on earth and how play has the ability to transform their lives. Through fundraising initiatives, we aim to support Right to Play Canada in helping children stay in school, resist exploitation, overcome prejudice, prevent disease and heal from the trauma of war. We are dedicated to fostering a community at UTM that is passionate about playing for change and eager to positively impact the lives of children around the world.

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 \$0.00 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

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 qualifications are met.

4. Executive List and Duties

The executive committee shall be comprised of six (6) elected officers. These include a President, Vice President, Vice President Finance, Vice President Internal, Vice President Events, and Vice President Marketing.

The President shall:

- Oversee the success, management and operation of the club
- Be the official spokesperson for the group
- Lead executive member meetings as well as general member meetings
- Ensure clear outlines and expectations are set for executive and general member meetings
- Hold signing officer authority along with the VP Finance for financial purposes
- Ensure UTMSU/Ulife renewal is initiated annually
- Ensure constitution is updated annually/as need basis
- Oversee Co-Curricular Record renewal process annually; Coordinate with club Validator
- Attend UTMSU mandatory executive and elections training
- Ensure smooth transition of office to the future Executives
- Establish and clearly articulate club goals and vision to executive and general members
- Ensure that the club environment is welcoming for students

The Co-Vice-Presidents shall:

- Assume duties of the President in his/her absence at club meetings and UTMSU trainings
- Lead Right to Play UTM events in absence of President
- Oversee and work closely with Right to Play UTM Vice Presidents (VP Finance, VP Internal, VP Events & VP Marketing)
- Ensure clear tasks and deadlines are articulated to executive members
- Oversee student club recognition and renewal processes (UTMSU, Ulife, CCR)
- Seek and select club validator
- Ensure successful completion of Co-Curricular Record recognition process
- Work closely with the President to complete and update club documents such as the constitution
- Conduct applicant interviews and provide input throughout hiring processes
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto

The Vice-President Finance shall:

- Oversee and delegate responsibilities to Finance Directors (RTP UTM Finance Team)
- Oversee all financial aspects of Right to Play UTM
- Complete financial statements and record financial transactions of Right to Play UTM
- Ensure thorough budget management
- Attend UTMSU Audit training
- Complete UTMSU Audits and records in a timely manner
- Clearly articulate income and expenses to executive team; advise team on club financial position
- Prepare a budget for the group for specific events as needed
- Ensure necessary financial information is reported to Right to Play Canada (official partner of Right to Play UTM)
- Manage total money fundraised throughout the year to be donated to Right to Play Canada
- Hold signing officer authority along with the President for financial purposes

The Vice-President Internal shall:

- Oversee and delegate responsibilities to Administration and Communication Directors (RTP UTM Internal Team)

- Manage all internal organization and record keeping for RTP UTM; Primarily manage the Google Drive account
- Manage important RTP UTM internal accounts; Ex. mailing list account, linktree
- Act as the primary contact for RTP UTM email accounts
- Maintain a list of all registered club members
- Regularly add new club members to mailing list
- Ensure thorough note-taking during club meetings and events
- Navigate and complete the Co-Curricular Record recognition application process (Writing the application, completing edits, keeping track of club documents, distributing CCR Individual Tracking Templates etc.)
- Research and apply for awards on behalf of RTP UTM
- Ensure that executive member and board of director availabilities are taken into consideration and club meetings are scheduled regularly

The Vice-President Events shall:

- Oversee and delegate responsibilities to Events and Sponsorship Directors (RTP UTM Events Team)
- Plan, organize and facilitate RTP UTM events throughout the year
- Ensure smooth execution of all RTP UTM events throughout the year
- Create post-event reports consisting of participant information, event information as well as reflection
- Generate and present unique and creative event ideas to executive team and board of directors
- Create sign-up forms for events and tracking attendance
- Create Zoom links for virtual events
- Research, as well as pursue venues/event spaces, speakers and vendors
- Coordinate logistics with external partners relevant to specific events throughout the year
- Develop event budgets with the VP Finance

The Vice-President Marketing shall:

- Oversee and delegate responsibilities to Research, Creative Design, and Social Media Directors (RTP UTM Marketing Team)
- Manage all in-person and online marketing for Right to Play UTM
- Oversee and make critical decisions related to marketing content of Right to Play UTM
- Review content that has been researched and created by marketing team
- Ensure tasks, guidelines and deadlines are clearly articulated to marketing team
- Ensure content is regularly posted on all Right to Play UTM social media platforms
- Generate and execute ideas to receive high engagement on club social media platforms

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 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.

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 bi-weekly 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.