



# Sending Sunshine UTM Chapter Constitution 2023-2024

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## 1. Name:

The official name of this recognized campus group is “Sending Sunshine UTM Chapter” (SSM).

## 2. Purpose:

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

The primary objective of the Sending Sunshine UTM Chapter is to provide support and companionship to seniors residing in senior homes, effectively combating the prevalent issues of loneliness and isolation they face. Our mission revolves around the distribution of crafted, hand-made cards, each carrying heartfelt messages that resonate with the recipients. Particularly in light of the COVID-19 pandemic, seniors have become more susceptible to a range of psychological and medical challenges arising from their isolation, including:

- Stress
- Anxiety
- Depression
- Related conditions

It is within this context that our organization seeks to make a meaningful difference.

The dedicated students of UTM actively engage in the creation of physical cards, meticulously designing them and penning heartfelt messages. These cards are then collected by our executives, who oversee the process of shipping them to the official Sending Sunshine organization. Our overarching objective is to gather a substantial number of cards, thereby maximizing the impact of our efforts and spreading happiness to as many senior citizens as possible.

Throughout the year, we organize a diverse array of events to further our charitable goals and contribute to our community. These initiatives include group card-making sessions, fundraising sales, and collaborations with other UTM clubs. By partnering with various organizations on campus, we strive to expand our reach and make a tangible difference in the lives of seniors. To augment our outreach efforts and showcase the creative talents of our students, we established an Instagram account. This platform serves as a catalyst for raising awareness about our club's mission and provides a visual representation of the artistry and

dedication exhibited by our members.

In summary, the Sending Sunshine UTM Chapter is devoted to enriching the lives of seniors in senior homes by offering them solace, companionship, and a tangible reminder that they are valued and cherished. Through our carefully crafted cards, engaging events, and collaborative endeavors, we aspire to bring joy and connection to as many senior citizens as possible while fostering a sense of community within UTM and beyond.

### **3. Membership:**

Membership to SSM is open to all the University of Toronto Mississauga members (students, staff, faculty, and alumni). Current students at the University of Toronto Mississauga 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 through a Google Forms application, which includes their full name, student number, and UofT email address.

*The membership fee will be \$0 per year.*

For recognition by the University of Toronto Mississauga's Student Union (UTMSU), the club must maintain a minimum of 25 UTM student members. The group also must maintain recognition from the Centre for Student Engagement (CSE). These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

### **4. Executives List and Responsibilities:**

The executive committee shall be composed of six (6) officers. These include President, Vice-President of Internal Affairs, Events Manager, Social Media Manager, Treasurer, and 2 Sunshine Messengers.

#### **The President shall:**

- Assume responsibility for overseeing the seamless execution of club operations, demonstrating effective management skills that contribute to the overall success of the group
- Preside over both board meetings and general meetings, demonstrating strong leadership and facilitating productive discussions that drive the club's progress and cohesion.
- Establish and maintain a comprehensive paper trail document/folder/drive that encompasses all relevant information and resources, providing valuable guidance and insights for the incoming executive team through a comprehensive transition report.

- Engaging in collaborative discussions with executives to strategize and explore innovative ideas for social media outreach and fundraising, increasing card counts, and ensuring a comprehensive approach to maximize the club's visibility and financial support.

**The Vice President of Internal Affairs shall:**

- Employing the use of technological tools to effectively oversee club card drop-off dates, meticulously coordinating member availability, verifying adherence to card guidelines, and providing a secure and designated drop-off location in partnership with the Sending Sunshine Messengers
- Methodically documenting and archiving meeting minutes and key decisions to maintain an accurate record of discussions, ensuring the preservation of valuable information and facilitating efficient follow-up actions.
- Diligently maintaining an up-to-date database of contact details for Engagement Associates (student volunteers) and Executives, enabling effective tracking and ensuring compliance with CCR (Co-Curricular Record) requirements, thereby promoting accountability and accurate record-keeping.

**The Social Media Executive shall:**

- Nurturing and cultivating relationships with other UTM clubs, fostering a collaborative environment that promotes mutual support, shared initiatives, and a sense of community within the university.
- Maintaining a cohesive online presence that resonates with the intended audience, from answering private DM's to commenting on others posts when deemed appropriate.
- Collaborating closely with executives and the President to develop comprehensive marketing strategies and engaging graphic designs for fundraising events, employing a creative and data-driven approach to maximize promotional efforts and generate favorable outcomes.

**The Events Manager shall:**

- Lead the strategic development and implementation of fundraising events, utilizing a variety of delivery modes to maximize their impact and ensure successful execution
- Worked closely with the President to jointly lead and supervise event operations, capitalizing on our combined expertise to optimize events
- Create safe and accepting workspaces, allowing for members and non-members to contribute cards

**The Treasurer shall:**

- Assumed responsibility for overseeing the UTMSU audit and the preparation of financial statements, exhibiting a meticulous approach to financial integrity and compliance with organizational standards and regulations.

#### **Sending Sunshine Messengers shall:**

- Facilitate the achievement of club objectives and uphold its core values by diligently monitoring and verifying the submission of a reasonable number of valid, guideline-compliant cards each month, with a minimum requirement of one card per Engagement Associate
- Ensure the efficient and timely delivery of cards to the designated PO Box of the official Sending Sunshine organization, thereby maintaining a seamless flow of contributions and fostering a strong partnership.

#### **5. Meetings:**

##### A) Executive meetings:

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

##### B) Volunteers:

- The volunteers (engagement associates) are to be contacted and kept up to date through a main Whatsapp group chat, monitored and managed by the Secretary and President.

##### C) General Meetings:

- The group shall hold general meetings at least twice per year, i.e. once per academic term.
- The Executive Committee shall announce the dates of the general meetings two (2) weeks prior to the meeting date. The purpose of the annual meetings are to go over the group's annual activity plan 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.*

#### **6. Elections:**

The President went through a hiring process to hold the position of Founder of the Sending

Sunshine UTM Chapter from the official Sending Sunshine organization. All executive members were to submit an application for their respective roles and interests, in which the President approved successful applications. For executive role renewals, excluding the President, executives in good standing who have completed their tasks and gained CCR recognition would express their interest in continuing in their respective positions in the upcoming year.

In the case of executives graduating from UTM or not expressing interest in continuing in their roles, another hiring process would take place, in which prospective applicants would use the same application to apply for their position and the President would approve successful applicants that align with the clubs' values and missions.

### **7. Removal from Office:**

Any member of the club who commits and acts negatively affecting the interests of the club, including aggressive behavior, will be given a notice of removal. Other examples of negative acts that could lead to a member's removal are inappropriate acts, including but not limited to discriminatory comments, using inappropriate language, and creating a hostile environment. The member up for removal shall have the right to defend their actions. A two thirds majority vote of executive members in favor of the removal is required, in which the member would have the right to appeal such a matter. The majority vote of the general membership will have the final say. The member will be removed from the club's membership and lose club-associated privileges.

Executive members are also subject to the same removal process and, according to the voting process, may lose their executive and general membership positions.

In other circumstances, the UTMSU also has the power and responsibility of removing an executive member if there is clear proof of harassment and/or discrimination of others.

### **8. Amendments to Constitution:**

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

Amendments to the constitution shall require a two-thirds majority vote to be passed at Executive Meetings by current, registered University of Toronto Mississauga executive members.

The Executive Committee will formally adopt new constitution and submit the revised

constitution to the respective University offices (i.e. The University of Toronto Mississauga Students' Union, etc.) within two weeks of its approval by the Executive board.