

Constitution of “University of Toronto Buddha’s Light Club”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Buddha’s Light Club”
- 1.2. The official acronym or abbreviation of the group is “UTBLC”
- 1.3. The purpose of the organization is to provide students with the opportunity to meet regularly in a supportive group setting to practice meditation, discuss Humanistic Buddhism, and develop friendships. There is a profound need for students to maintain a balance between the mind and the body. We believe UTBLC can help students in the following ways:
 - Deal with stress and other negative states of mind in a productive manner
 - Learn about our positive and negative states of mind through the lens of Buddhist teachings and practices
 - Implement and foster compassion, loving joy, and equanimity in our daily lives.
- 1.4. The objectives mission and/or mandate of the organization is to:
 - Promote Humanistic Buddhism
 - Encourage students to Say Good Words, Thinking Good Thoughts, Do Good Deeds.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Membership to the group is open to all University of Toronto members (students, staff, faculty and alumni) and non-U of T members. However, the non-U of T members do not hold the rights to run, nominate, and vote in elections and constitutional amendments.
- 2.3. Members must register with a designated executive by submitting their full name and a valid email address.
- 2.4. Voting membership is open to all registered students of the University of Toronto.
- 2.5. Voting membership is open only to registered students of the University of Toronto.
- 2.6. 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.
- 2.7. 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 if membership fee applies.
- 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 at least five 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. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next,
- 5.1.7. Understand that they will be accountable for the group's actions and experiences
- 5.1.8. Reflect the characteristics that represent UTBLC (respect, dedication, kindness)
- 5.1.9. Understands the purpose and values of UTBLC
- 5.1.10. Be the facilitator and people in charge of all activities and events
- 5.1.11. Know the needs and goals of UTBLC, and actively tries to motivate the group to meet them
- 5.1.12. Be able to mentor the executive team to take on leadership roles
- 5.1.13. Challenges the group to take on new responsibilities and encourages team and self-development
- 5.1.14. Ensures that events and activities of the group are in line with the mission and values of UTBLC
- 5.1.15. Be present at all UTBLC meetings and should attend nearly all events,
- 5.1.16. Facilitate discussion and help the group make decisions,
- 5.1.17. Delegate tasks to team members,
- 5.1.18. Send welcome e-mail to new members
- 5.1.19. Work with vice president, secretary to come up with general meeting agenda at least one week before the meeting.

5.2. The Vice President 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,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts,
- 5.2.5. Fully support the Present of UTBLC,
- 5.2.6. Be familiar with members of the subdivision, and take initiative to interact and socialize with new members.

5.3. The Secretary General shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Maintain the group website and member contact list,
- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Notify all members of general meetings.

5.4. The Treasurer shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group.

5.5. The Administrative Team shall:

- 5.5.1. Be the “go to ” person for executives for questions about administrative information in UTBLC,
- 5.5.2. Be included in all executive communications,
- 5.5.3. Keep up schedule of UTBLC events,
- 5.5.4. Communicates upcoming events, meetings, new etc. (i.e. Email executives to remind them of meetings, upcoming deadlines and events, and email members about events),
- 5.5.5. Assist documenting meeting minutes and keep full records of it for all members and executives,
- 5.5.6. Maintenance and update all UTBLC-related news to all social platforms
- 5.5.7. Facilitate the execution of events and activities,
- 5.5.8. Ensure that supplies and facilities requested by event/activity organizers have been prepared and booked,
- 5.5.9. Be responsible for photo taking and video taking during the events,
- 5.5.10. Be responsible for designing posters for events and when needed,
- 5.5.11. Maintain a directory of members (including frequency of attendance, membership role etc.),
- 5.5.12. Ensure that each member receives a UTBLC pin,
- 5.5.13. Encourage executives to interact with and greet new members,
- 5.5.14. Main liaison person between different parties, if presence of other parties is requested.

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 a nonbiased manner and shall be required to disclose any and all conflicts of interest in the election. No individual who is seeking election may participate in planning or administering the election.
- 6.8. 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.
- 6.9. The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members for candidacy of executive positions from the general membership before the beginning of March.
- 6.10. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.
- 6.11. The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two weeks prior to elections dates and must fall on weekdays.
- 6.12. Term of executive positions shall be from May 1st to April 30th.

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 monthly. 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.