

Constitution of "Peace by PEACE"

1. Purpose and Objectives

The purpose, objectives, and mission of Peace by PEACE is outlined below:

Peace by PEACE is a not-for-profit organization run entirely by university student volunteers. We are dedicated to delivering an innovative 9-week peaceful conflict resolution program to elementary students in the Greater Toronto Area to equip them with the tools necessary to prevent violent situations and to deal with conflict. We challenge these students to evaluate their lives and social interactions through interactive activities and games, as well as facilitate discussion groups. They learn to identify and de-escalate conflicts using powerful 'I-Statements', exude radiant superstar Inner Power when faced with bullying behaviour and embrace the similarities and differences of their peers with compassion and empathy. Through their participation in games, role-playing and arts and crafts activities, the students develop critical thinking skills to evaluate media messages and brainstorm ways to foster community in a classroom, school, neighbourhood and global context. These skills and concepts are not only taught to the elementary students but are instilled in our University of Toronto volunteers. They learn with the students how to handle conflict within their daily lives. Peace by PEACE is made possible by University of Toronto volunteers who deliver our curriculum to elementary students. Year after year, our executive team works tirelessly to implement innovative strategies to market, fundraise, event plan, and recruit members to our cause. Peace by PEACE's ultimate goal is a world without violence. Our vision is to eliminate youth violence by empowering young people to resolve conflict peacefully through recognizing the choices and consequences associated with conflict at a personal and community level. Peace by PEACE differs from other organizations because we teach our students through cooperative and interactive activities and discussion. Peace by PEACE has a diverse reach; we are a student volunteer group, advocates of non-violent conflict resolution, a fundraising body, a social club, proponents of interactive education for children, and community changers.

Peace by PEACE primarily recruits volunteers in September during Orientation Week. We have booths at all the various college club fairs and UTSU club fair. Every year, our executive team is made up of passionate former or present volunteers who care deeply about the program and its values, and are always eager to spread the word about the cause. Our executive team proudly represents Peace by PEACE at any event, and is always ready to take time out of their day to enthusiastically spread the word to encourage volunteer enrolment. We actively recruit volunteers through various media outlets, including our website, Facebook and Twitter. Each year we also have a large member population that returns to volunteer and are able to recruit new members through word of mouth. Peace by PEACE fosters many new friendships in a comfortable environment, and many of our volunteers are keen to return the following years, telling their friends about the experience and encouraging them to join too. At the University of Toronto, we consistently maintain an active body of volunteers, as many

as 100 students in previous years. From the time that they sign up in September, our volunteers attend training sessions to familiarize themselves with our curriculum, socials to network and get to know each other, fundraising events, and in second semester, visit a classroom (virtually, unless public health guidelines permit in-person) with their teaching mates every week for 45 minutes until April when our school year is through. This level of dedication and the community environment it fosters is the reason why Peace by PEACE is truly one of a kind. We hold office hours throughout the year to allow interested students the opportunity to speak with our dedicated executive team about joining our program and give them the opportunity to see the materials we use in our classrooms.

2. Membership

Executive members with voting privileges shall be currently registered students of the University of Toronto.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Elections

All voting positions on the Peace by PEACE Executive Committee shall be filled via an annual election. Elections processes should allow members to participate easily as both voters and contenders.

All non-voting group members will be qualified to pursue nomination only for non-voting positions on the Executive Committee. Non-voting members shall not be eligible to cast a vote for any elected position.

The contender winning the majority of votes in the election for each position shall be deemed the winner. On the condition that multiple contenders are elected for one position, the nominees winning the largest share of the votes cast shall be considered the winners until all positions are filled.

The elections must be held in a nonbiased and fair manner. No individual who is seeking election may participate in planning or administering the election.

3. Executive List and Duties

The executive committee shall be comprised of at least two (2) members. These include two Campus Co-Directors.

The Peace by PEACE executive team maintains current initiatives and works to improve the program through innovative methods, new projects and ideas. Individual executive members are in charge of specific areas of the program but all executive members must work together to implement our projects. As a group, we meet to discuss each other's projects and provide feedback. We also provide support and assistance to each other when the need arises.

In addition to individual position responsibilities, ALL executive members are expected to:

- Attend **mandatory** bi-weekly meetings in the summer and weekly meetings in the academic year (usually 1-2 hours each)
- Hold scheduled office hours in the academic year (2 hours per week)
- Regularly check Peace by PEACE e-mail account (at least once per day)
- Attend ALL mandatory events including:
 - Tri-campus retreat (usually in early summer)
 - Lead 3 Training Sessions (usually in October)
 - First all-volunteer meeting (usually in November)
 - Second all-volunteer meeting (usually in March)
 - Attend 75% of Peace by PEACE events
 - Any other executive retreat or event (scheduled with availability in mind)

Campus Director (2 positions)

- Oversee operations of the club and the executive team
- Liaise between the Board and the executive team

Senior Executive Assistant (1 position)

- Oversees the finances of Peace by PEACE – both at UofT and on a tri-campus level
- Works with the board of directors to ensure a well-documented, balanced budget
- Solicits budget proposals
- Accepts or rejects budget proposals
- Processes reimbursement requests
- Maintains the Peace by PEACE website, both technically and stylistically
- Maintaining our Social Media presence (Facebook, Instagram, Twitter)
- Assisting in orchestrating the promotional campaigns for all Peace by PEACE events
- Provide technical and graphics support for all executive members

Executive Assistant (1 position)

- Organizes the purchasing or ordering of all materials throughout the year in collaboration with other exec members
- Takes minutes at all executive meetings and distributes them to the executive members

- Books meeting rooms
- Maintains office supplies
- Checks in with all exec members periodically to ensure all tasks are being done in a timely manner

The executive assistant is the backbone of the executive team. They makes sure that everyone is kept up to date with what happens at the meetings, that the office is properly supplied, and that all executive members receive the materials that are required for their respective position. Important skills for an executive assistant are organization and time management. This year we might be making some strategic changes to Peace by PEACE and would like the executive assistant to help structure our new initiatives.

Volunteer Director (2 positions)

- Organizes volunteer recruitment opportunities
- Recruits the necessary amount of volunteers
- Organizes volunteer training and executive trainer training (to prepare executive members to train volunteers)
- Places volunteers in classrooms (with School Directors)
- Responds to all volunteer enquiries
- Deals with volunteer concerns
- Oversees classroom check-ins
- Plans and executes all-volunteer meetings

The volunteer team deals with every matter concerning Peace by PEACE's volunteers, including their recruitment, training, placement, and any problems they may have. Volunteer Directors are often busy and must be accessible. A volunteer director must have excellent communication and social skills, as well as very strong organization and problem-solving skills. Volunteer Directors may be faced with any number of unusual and surprising volunteer problems that they must be able to deal with effectively.

Curriculum Director (1 position)

- Works with other campus's Curriculum Directors to review, edit and add to the curriculum
- Publishes supporting content and supplementary materials for the program such as teacher handbooks and student place mats (work with executive assistant/school liaison/graphic designer)
- Organizes materials for each teaching team well in advance (with Executive Assistant)
- Add new activities and modify curriculum format in accordance with the changing structure of Peace by PEACE

The Curriculum Director works with the heart of Peace by PEACE: our curriculum. The Curriculum Director should be primarily concerned with keeping the content relevant and up-to-date to ensure that we are still competitive as a conflict resolution program. Curriculum

Directors will also edit and publish supporting content such as the student handbook or place mat. They will also work with volunteer directors to provide relevant training on the activities and how to best execute the curriculum, as well as assist in organizing weekly check ins. Curriculum Directors should be insightful, strong communicators who work very well in a team, as this is a Tri Campus position. They should be passionate about the core content of Peace by PEACE.

School Director (1 positions)

- Recruits all schools for Peace by PEACE
- Markets Peace by PEACE to schools in Toronto
- Develops the growth of the program by researching new location opportunities for schools
- Keeps in constant communication with recruited schools (provides professional customer service)
- Ensures all enrolled schools understand the program and commitment it involves
- Follows up with schools after the program has begun
- Places volunteers in classrooms (with Volunteer Directors)
- Creates and manages program evaluations from Teachers

The School Directors establish a list of potential schools and reach out to each and every principal or teacher. The school liaisons serve as Peace by PEACE's primary contact with its partner schools. School Directors should be excellent communicators and be professional as program ambassadors in order to recruit schools. They need to be proactive in establishing a strong connection with schools in order to successfully schedule our volunteers in classrooms. An important aspect they will focus on this year is ensuring all schools, principals and teachers, are well aware of what our program involves.

Events Director (3 positions)

The three Events Directors are responsible for working together to plan and execute Peace by PEACE events, such as the Peace Ball, social events and fundraisers, and the Festival. Events Directors will work together to provide support for these events. One person will serve as the lead for each event and will be required to communicate progress and updates to the executive team during team meetings.

Fundraising Lead (1 position)

- Brainstorms, plans, and executes fundraisers throughout the year (Scared to PEACEs, Club Nights, Summer Event)
- Maintains relationships with other clubs on the U of T campus, looks for collaborations
- Applies for grants
- Supports Tri Campus fundraisers

The Fundraising Director works to ensure the continuation of Peace by PEACE by

raising money to cover its costs. The Fundraising Director will be responsible for planning the annual fundraising events. The Fundraising Director must be creative and practical, must be professional and confident in grant writing, and may have an interest in event planning.

Peace Ball Lead (1 position)

- Plans the largest annual fundraiser “Peace Ball”
- Works with Peace Ball Directors at other campuses
- Contacts local businesses for monetary and in-kind donations
- Applies for grants (with the help of the Fundraising Director)

Funds raised from Peace Ball ensure the continuation of our program. As the organizers of our largest fundraising initiative of the year, Peace Ball directors must be resourceful team players, and must be able to be efficient in their timeline to plan and execute a successful event. A successful Peace Ball Director will raise majority of our revenue through acquiring monetary and in-kind donations to auction off at Peace Ball. They will also plan a successful half-day themed event at a bowling venue.

Festival Lead (1 position)

- Plans the annual festival activities with executives from other campuses
- Plans and distributes festival materials (With the Executive Assistant)

The festival is the final event for our Peace by PEACE classrooms. Although the festival takes a different shape each year, it always requires a strong team of planners. The festival director plans the theme, games and activities for the festival with their counterparts from Keele and Glendon. Because the festival may be different from one year to the next, a good festival director should be cost effective, flexible, organized, creative, and an excellent team player.

Finance Director (1 position)

The Finance Director will keep meticulous records of its expenditures. The Finance Director will coordinate with the Board of Directors to ensure a well-documented and balanced budget. The Finance Director will provide updates on the group’s financial health during the necessary group meetings. The Executive Committee will vote on expenditures over \$100.00 and seek Board Approval on expenditures over \$500.00.

Marketing Directors (2 positions)

- Plans and designs digital and physical marketing posters
- Works with the three Events Directors to promote club initiatives
- Engage with audiences(primarily students) on various social media platforms
- Creates executive introduction posts at the beginning of the semester

The two Marketing Directors lead the development and execution of marketing strategies to recruit and engage with UofT student volunteers. They oversee the organization's online presence through platforms like the website, Facebook, and Twitter. Additionally, they engage with students at college club fairs, and through word of mouth, to promote the program, foster community, and drive volunteer enrollment. A good Marketing Director should be strategic, creative, and skilled in leveraging various marketing channels to effectively promote a cause, engage with the target audience, and ensure a clear awareness of delivery timeline.

4. Finances

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5. Meetings

a) All-Volunteer Meetings (All-Vols):

Peace by PEACE shall hold general meetings or "All-Volunteer" 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, provide updates on the organization, and 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 in the summer and a weekly basis during the academic year where dates and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

6. Amendments

Any registered U of T students 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. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.