

# Constitution of “Cancer Awareness Student Organization”

## 1. Name

The official name of this recognized campus group is “Cancer Awareness Student Organization”

The acronym or abbreviation of this group is: CASO

## 2. Purpose and Objectives

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

*The Cancer Awareness Student Organization (CASO) is a group of passionate UTM students striving to create an informed community on various types of cancers. CASO aims to educate and spread awareness through fundraising, research, and community building and outreach events. We hope to provide a nurturing and supportive space for those affected by cancer, while educating the rest on the struggles and triumphs of the disease. We aspire to foster a holistic approach to cancer awareness that will leave a positive impact in our community.*

## 3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni). Only UTM students are voting members. Staff, faculty and alumni can participate in club affairs but not vote in elections and general meetings.

Only UTM students 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 per year.

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 **nine (9)** elected officers. These include 2 co-presidents, VP external, VP finance, secretary, marketing director, media director, volunteer coordinator, events coordinator

*The Co-President shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group

- Hold signing officer authority along with the VP Finance for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future executives
- Report club activities and incidents to the UTMSU and ULife
- Resolve any conflicting internal/external issues
- Ensure a proper flow and clear communication between executives and club members

*The VP External:*

- Research different cancer organizations and medical institutions that are willing to provide the club with guidance to appropriately educate the UTM community
- Be the main contact with external organizations through various platforms including email, phone, social media, etc.
- Work closely with the executive members to seek new opportunities, advertise and promote third party events/workshops
- Be responsible for the biannual UTMSU audit (fall and winter)

*The VP Finance shall:*

- Record all financial transactions of the club's activities
- Hold signing officer authority along with the co-presidents for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the club as well as budgets for specific initiatives
- Report any financial related issues to the UTMSU and Ulife
- In charge of any required funding request

*The Secretary shall:*

- Make a list of all registered members and their contact information
- Record notes and motions for meetings
- Take attendance of all executive members and associates during meetings
- Send emails about upcoming events and volunteer opportunities to general members and UTM community
- Maintain an organized drive containing all club documents

*Media Director shall:*

- Be actively engaged on various social media platforms
- Create aesthetics graphics for various necessary platforms
- Responsible for maintaining the social media platforms organized and appealing
- Work closely with the marketing director to advertise upcoming events and come up with consistent engaging content

*Marketing Director shall:*

- Overlook all marketing strategies and planning
- Find new ways to actively promote the club and find new members
- Work closely with the media director to implement promotional material

*Events Director shall:*

- Brainstorm new event ideas that would contribute to the club's mission/purpose
- Be the primary source for all event information

- Plan, organize, and create events
- Administer and collect event feedback surveys after each event and seek new ways to enhance future events
- Work closely with the volunteer coordinator

*Volunteer Coordinator shall:*

- Brainstorm and create new volunteer opportunities
- Administer and collect volunteer sign-up sheets
- Be the main contact with volunteers and provide appropriate training if necessary
- Administer and collect volunteer feedback surveys after each event and seek new ways to enhance future events
- Work closely with the event coordinator

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 their 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) Chief Returning Officer (CRO) 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 CRO Election Officer shall accept nominations only from group members that are also registered UTM students and CASO members 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 CRO shall follow the UTMSU's election timeline. These dates will be announced in a **minimum of two (2) weeks prior to elections dates** and must fall on weekdays.

The CRO shall provide each CASO member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box. Or the CRO shall create a safe online voting platform, and share it with all membership.

In preparation for a tie, the CRO 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 CRO shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the elections to the Executive Committee, the UTMSU, and general members.

Registered CASO members may not vote by proxy. Non-CASO members may not nominate or vote in elections.

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 once 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 monthly 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 CASO 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.

The constitution must always uphold the standard of inclusion and Equity dictated by the University of Toronto, Centre for Student Engagement and the UTMSU. If not compliment with such, the constitution shall not be amended and/or accepted.