

Constitution of Scleroderma Canada Student Network (SCSN) 2025-2026

Updated as of July 17th, 2025

Article I: Name and Purpose

1.1 The official name of the Campus Group will be the Scleroderma Canada Student Network (SCSN).

1.2 The campus group may be referred to by the acronym SCSN.

1.3 The purpose, objectives, mission and/or mandate of the organization is to educate others on what the autoimmune disease Scleroderma is and to support the advocacy, research, fundraising and awareness towards the cause on campus. Further, students will gain more experience and exposure with how they can support the ongoing research in the field with the associated autoimmune disease by understanding current treatments and resources to present on associated social media accounts of SCSN to ensure accessibility.

Article II: Membership

2.1 The group shall maintain a list of group members and contacts of individuals affiliated.

2.2 Voting membership is open to all students of the University of Toronto.

2.3 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.

2.4 The term of membership for SCSN will be from Sept 1– Aug 31 each year.

2.5 The membership fee will be \$2 per year.

Article III: 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.

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.

The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article IV: Executive Committee

- 4.1 The term for all positions on the Executive Committee shall be from May 1st to April 30th of the current academic year, or once hiring is complete within the summer months by the President(s).
- 4.2 The Executive Committee shall be composed of 16 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 number 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.
- 4.8 The executive members may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

Article V: Elections

- 5.1 All voting positions on the Executive Committee shall be filled through an annual election.
- 5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 5.6 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.
- 5.7 The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 5.8 For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1).

Article VI: Termination of Membership

- 6.1 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.
- 6.2 A vote to revoke membership must be held at a meeting of the Executive Committee.
- 6.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 6.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 6.5 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.
- 6.6 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.
- 6.7 Executive Committee members are subject to the same termination of membership process as general members, as outlined in *Article Eight*.

Article VII – Amendments

- 7.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 7.2 All voting members may propose and vote on amendments to the constitution.
- 7.3 The Executive Committee shall submit the revised constitution to staff in the Student Life Programs office at the University of Toronto Scarborough within two (2) weeks of the passing of said amendment.
- 7.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life Programs office at the University of Toronto Scarborough.

Article VIII: Goals and Operations

- 8.1 SCSN will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by organizing events, workshops, and campaigns focused on the autoimmune disease Scleroderma.
- 8.2 SCSN operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.
- 8.3 SCSN will operate with guidance from “Scleroderma Canada” to ensure those living with Scleroderma across Canada are supported.

Article IX: Member Participation

- 9.1 Each member shall be afforded the further following rights through membership and in participations with SCSN:

9.1.1 The right to communicate and explore all ideas pertaining to the goals and mission of the student group;

9.1.2 The right to organize/engage in activities/events that are reasonable and lawful;

9.1.3 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;

9.1.4 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;

9.1.5 The right to distribute published material on campus, in a responsible way, provided that it is not unlawful

9.2 Each member shall participate with the following values and responsibilities in mind for SCSN:

9.2.1 Support the purpose of the organization;

9.2.2 Uphold the values of the organization;

9.2.3 Contribute constructively to the programs and activities offered by the organization;

9.2.4 Attend general meetings to stay up to date on initiatives in support of Scleroderma Canada;

9.2.5 Abide by the constitution and subsequent official organizational documents;

9.2.6 Respect the rights of peers and fellow members;

9.2.7 Abide by University of Toronto policies, procedures, and guidelines;

9.2.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

9.3 SCSN values and respects the personal information of its members. SCSN will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain. SCSN will not sell, distribute, dispense or share information of Scleroderma Canada to any other organization without explicit permission.

9.4 All members of SCSN can attend every event for free or at a discounted price.

Article X: Executive Member Responsibilities

10.1 The executives of SCSN shall include a President(s), Vice-President Events, Vice-President of Public Relations, Vice-President of Marketing, Vice-President of Media, Research Directors, Junior Event Coordinators, Social Media Representative and Fundraising Officers.

10.2 The broad responsibilities of each executive position are as follows:

10.2.1 Presidents elected will work together and be the official spokesperson of SCSN and provide direction for all components of the organization in a manner consistent with the organization's constitution and policies. They will act as the primary contact for SCSN, as well as manage all other teams and executives elected, to ensure smooth operations on a daily basis. They will also ensure all finances are properly documented and meeting minutes are provided.

10.2.2 Vice-President of Events oversees and schedules events organized by the group for the benefit of members and the campus community, with a focus on Scleroderma awareness and fundraising. They are also responsible for ensuring the Junior Event Coordinators have participation in all events.

10.2.3 Vice-President of Public Relations is responsible for the betterment of student life, promoting discussions and activities related to Scleroderma within the campus environment. They are also responsible for ensuring the Fundraising Officers are developing the best ways to promote fundraising efforts for Scleroderma on campus.

10.2.4 Vice-President of Marketing and Vice-President of Media will work alongside each other to oversee the social media accounts of SCSN, such as managing the Instagram account to ensure a responsible image for SCSN is created, as well as the appropriate promotion strategies, branding and image. They are also responsible for ensuring the Social Media Representative and Research Directors are creating the appropriate material for events, activities or acquired research to ensure the campus group is furthering Scleroderma support through an enhanced online presence. All social media content will be given final approval by the President(s) or a member of Scleroderma Canada before sharing on all social media accounts.

10.2.5 Junior Event Directors will work with the Vice President of Events and help organize events, activities and further advocacy related resources are available to students in support of Scleroderma.

10.2.6 Fundraising Officers act to ensure proper fundraising efforts are being created towards those living with Scleroderma, as well as taking into account the best ways to promote discussions of Scleroderma on campus. The money fundraised will go to Scleroderma Canada to be used in the best ways to promote Scleroderma advocacy and awareness.

10.2.7 Social Media Representative and Directors of Research will work alongside each other to create promotional material in support of all events, activities and further

advocacy related resources with the intention of enhancing SCSN's online presence. Directors of Research act as an advocate and resource for the academic aspects of Scleroderma awareness and education by summarizing/gathering information on the latest finds in the field. Social Media Representatives will then take this information and create engaging posts for students and the greater community of Scleroderma Canada to view.

10.3 The executive positions collectively will form a committee that acts as the primary steward of SCSN.

10.4 This Committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to administration and student government.

10.5 Any committee member of the organization may resign, provided that such resignation is made in writing and delivered to the President(s). Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

10.6 Any vacancy of committee members shall be filled by the President or designate of the organization until such a time as a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

10.7 If the President(s) resigns, a notice of such resignation must be submitted in writing and presented by the remaining senior executive team being the Vice Presidents at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

10.8 Any vacancy of the President shall be filled by a Vice President until such a time as a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article XI: Application Logistics

11.1 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.

11.2 All screening of candidates will be conducted by the current executive team and the President(s) will have final decision making power.

11.3 Notification of the acceptance of applications for executive positions and interview requests will be sent via email, where applicants can indicate if they would like to accept the position/request.

Article XII: Removal of Executives

12.1 The process for removing a executive from SCSN may be initiated under the following circumstances:

- Engagement in unlawful actions or activities;
- Violation of the constitution;
- Violation of University of Toronto policies, procedures, or guidelines;
- Violation of the rights of a fellow member;
- Failure to fulfil organizational responsibilities;
- Other criteria deemed appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

12.2 Removal can also be initiated via:

- A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the committee.
- A motion for a removal vote is put forward by any member of the committee and passed by a two-thirds majority vote of the committee members. The individual facing a potential removal vote is entitled to vote on the motion themselves if they are a committee member or be allowed to explain themselves if they are a non-executive general member.

12.3 Removal will follow a three-tier procedure:

1) First Tier:

- a) The committee member or members will be warned both verbally and in writing that their behaviour constitutes grounds for removal from the organization and that it should cease effective immediately.

2) Second Tier:

- a) Initiated because the member or committee member has violated section 6.1 after receiving a first tier warning relative to a particular action or behaviour.

- b) The President will be responsible for contacting the committee member or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- c) The President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
- d) The committee member or member accused of violating section 6.1 will be given fourteen (14) calendar days from receiving the President's written response to demonstrate progress or correction of behaviour.

3) **Third Tier:**

- a) Initiated because the member or executive has violated section 6.1 after receiving a second tier warning relative to a particular action or behaviour.
- b) The removal vote must take place at a valid General Meeting of the membership hosted by the Presidents. A representative supporting the motion for removal and the committee member or member facing removal (or an individual they designate), may speak for up to five minutes each.
- c) The removal of a committee member or member requires a 2/3 majority vote of all the members present at a valid general meeting (including committee members). The committee member or member facing removal is entitled to vote on the motion themselves if they are a committee member or be allowed to explain themselves if they are a non-executive general member.

Article XIII: Executive Meetings

13.1 Executive Meetings provide a forum for day-to-day decision-making, focused on advancing SCSN's mission related to Scleroderma awareness and support.

13.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:

13.2.1 Formulating and distributing an agenda for each meeting;

13.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

13.2.3 Moderating the discussion at meetings according to the agenda;

13.3 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.

13.4 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.

13.5 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

13.6 Minutes of all executive meetings must be recorded and maintained for reference purposes.

13.7 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss, but will have a week's notice to add anything to be spoken of. The President will then add the discussion item to the agenda.

13.8 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting which shall be decided by a show of hands.

Article XIV: Finances

14.1 Funds of SCSN shall be expended according to the operating budget approved by the general membership.

14.2 Unbudgeted expenditures above \$100.00 require approval at a valid executive meeting.

14.3 The President(s) shall prepare budgets reflecting the organization's priorities, focusing on Scleroderma awareness and support.

14.4 An operating budget for the next fiscal year will be presented by the President(s) at the final general meeting of the academic year.

14.5 The President(s) shall be the signing authorities for the organization's banking transactions. On occasion that one of the Presidents is unavailable, the Vice President(s) can serve as signing authorities as well.

14.6 SCSN will maintain accurate financial records, ensuring transparency and accountability, especially in fundraising activities for Scleroderma research and support.