

Constitution of UTSG Project Sunshine Student Chapter

The constitution was last revised 02/09/2024.

Name

The official name of this recognized student group is UTSG Project Sunshine Student Chapter.

Purpose and Objectives

The purpose of the UTSG Project Sunshine Student Chapter is to bring passionate student volunteers together to spark joy and deliver smiles in pediatric patients facing various medical challenges. Our student volunteers will help restore a sense of normalcy to the pediatric healthcare environment. UTSG Project Sunshine Student Chapter offers Sending Sunshine, Hospital Programming, and Remote Programming. Sending Sunshine involves delivering surgi dolls (to help children understand their medical procedures and serve as their companions throughout their medical journey), therapeutic activity kits, toys, and much more. Hospital Programming includes caregiver wellness events, arts & crafts, and many activities and special events. The Remote Programming is done on an online platform providing various educational and recreational games appropriate for specific age groups. All of our offerings promote creativity, self-expression, socialization, and learning. Most importantly, we ensure that the pediatric patient's childhood remains a time of wonder, especially during emotionally and physically challenging times, while providing caregivers the resources to de-stress.

Membership

Voting membership is open to all registered students of the University of Toronto. All voting members of the Executive Committee must be currently registered students of the University of Toronto. All voting positions on the Executive Committee shall be filled through an annual election.

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.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. 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.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

Executive Positions and Responsibilities

All executive members shall fulfill all of his or her responsibilities to the best of their abilities. Executive meetings will be biweekly and attendance is mandatory. If a member is unable to attend a meeting, he or she must contact utsg@projectsunshine.ca 24 hours in advance, review the meeting minutes, and report back with a summary of all the information related to his or her position in a timely fashion. All executive members must undergo an orientation training session with the Co-Presidents or with our Project Sunshine Canada contact. All executive members must also complete hospital training and agree to hospital policies.

President/Chapter Leader

- Oversee the operations, management and success of the group
- Be the spokespersons for the group and provide official statements and documentation when requested
- Hold signing officer authority for financial purposes
- Preside over executive meetings as well as general meetings
- Ensure transition of office to the future Executives
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto

Vice President/Chapter Leader

- Assume duties of the President in his/her absence
- Oversee the operations, management and success of the group
- Be the spokespersons for the group and provide official statements and documentation when requested
- Hold signing officer authority for financial purposes
- Preside over executive meetings as well as general meetings
- Ensure transition of office to the future Executives
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto

Secretary

- Provide detailed and accurate minutes for executive and general meetings
- Maintain updated contact information of executive and general members
- Coordinate organizational recruitment efforts
- Keep track of documentation for photo release forms and for completion of background checks

Chapter Programming Coordinator

- Attend and facilitate all hospital or virtual activities with patients
- Ensure all the necessary materials are available for any programming activities
- Train volunteers on programming and hospital policies
- Ensure enough volunteers are scheduled for each hospital program session
- Maintain a detailed record of each volunteer's hours, comments on their performance, and a record of the programs for future improvement
- Report to the Presidents if any incidents occur during a program
- Responsible for Chapter Programming Committee Members

Fundraising Coordinator

- Record all financial transactions of the group
- Maintain a budget of income and expenses along with receipts
- Assist presidents with applying for funding from UTSU and other sources
- Organize fundraisers and sponsorships
- Manage and monitor fundraising/donations page
- Prepare an annual budget for the group as well as budgets for specific events
- Responsible for directing the Fundraising Committee Members

Communications Coordinator

- Create all promotional material for the club
- Ensure that all photos released on social media only contain photos of people who have approved their picture being posted and have signed photo release forms
- Create captions for social media posts
- Responsible for directing the Communications Committee Members

Community Partnership Coordinator

- Develop strategic partnerships on or off campus with businesses and medical facilities.
- Serve as liaison between the chapter and other campus organizations
- Establish partnerships with service organizations on campus to offer a variety of community service projects

- Promote Project Sunshine programming to medical facilities and children focused organizations in the local community to foster partnerships in collaboration with the National Office
- Promote interaction and co-sponsorship with other campus organizations and local businesses
- Record attendance for service events so members receive credit by the secretary

Termination of Executives or General Members:

Any member of the club who violates the Project Sunshine partner hospital agreement, shares confidential information, or conducts themselves in an inappropriate manner will be removed. Members shall not commit any act that negatively affects the interests of the club and its members, neglect executive duties or have a conflict of interest when completing tasks. Termination will include members losing their membership as well as privileges to partake in any club activities or volunteering with Project Sunshine. Executive members are subject to the same termination or impeachment process and may lose their executive position along with their membership to the group.

Elections

5. Elections

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. 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 Returning Officer shall accept nominations only from group members that are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting 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 select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each voting U of T registered student with a paper ballot on the voting dates and ask the student to place their ballot in an enclosed box.

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

Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Only registered U of T students who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

Finances

The Director of Finance shall keep records of all income and expenses. The Director of Finance shall present the group's finances at the annual general meetings.

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.

Meetings

a) Annual General Meetings (AGMs):

The group shall hold general meetings/information sessions 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, mission, goals, and finances.

b) Executive Meetings:

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

Amendments

Any active club member may propose amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings. All present members may voice any objections and vote on the proposed changes, constitutional amendments shall require a 2/3 majority to be passed.

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.