

# CONSTITUTION OF THE FENTA<sup>N</sup>IL PROJECT

## **Mission Statement**

*The Fenta<sup>N</sup>IL Project* is a student-run outreach-initiative founded in 2018 at the University of Alberta. The University of Toronto branch of *The Fenta<sup>N</sup>IL Project* aims to mitigate the detrimental effects of the fentanyl epidemic in Toronto and other communities throughout Ontario by: raising awareness on fentanyl, unintentional drug overdose, and harm reduction through tabling booths, panel discussions and other related events; distributing test kits, and naloxone kits to at-risk individuals and students on campus; and by presenting free info-sessions on how to properly utilize naloxone kits.

## **ARTICLE I: Name and Purpose**

### **I.I Name**

The name of the student group shall be “*The Fenta<sup>N</sup>IL Project*”, and it may also be referred to as TFP. The word *Fenta<sup>N</sup>IL* is a play on the drug-name fentanyl, emphasizing the word “nil” which means zero; symbolizing our goal in reducing the harmful effects of fentanyl.

### **I.II Compliance**

The student group operates at the University of Toronto, subject to University of Toronto and Students’ Union policies and procedures. This group will also comply with all local, provincial, and federal laws and procedures.

### **I.III Objectives and Goals**

Overall, *The Fenta<sup>N</sup>IL Project* is expanding to the University of Toronto in response to the ever-growing fentanyl epidemic in Ontario. We aim to do our best as students to ameliorate the fentanyl epidemic in Toronto and surrounding communities. The group shall operate to:

- Raise awareness on the dangers of fentanyl and unintentional overdose on campus and the greater Toronto community through tabling booths, panel discussions and other related events.
- Educate students, faculty members, and community members on the utility of naloxone kits and how to properly utilize naloxone kits via free training sessions.
- Distribute free naloxone kits on campus.
- Distribute drug test kits across campus and the Toronto community.
- To raise funds for related charities.

## **ARTICLE II: Membership and Eligibility**

## II.I Membership

- A. Membership in *The FentaNIL Project* is open to students (in any program), faculty, and staff at the University of Toronto, subject to membership requirements outlined in the University of Toronto's student group policies. Eligible individuals who wish to become part of *The FentaNIL Project* must indicate this by signing up for our group mailing list available on our website or by emailing the group. There is no deadline to become a general member of the group.
- B. The classes of membership that exist in *The FentaNIL Project* are as follows:
  - a. **General Members:** A General Member is defined as any current University of Toronto student who has fulfilled membership recognition requirements as specified in II.I.a. General Members are able to vote in all group matters and are welcome to volunteer at events. General Members may apply for membership via a Google Form in September and may select a preferred committee to work on as outlined under section IV.I. General Members will then be appointed to a committee to work on for the remainder of the school year.
  - b. **Executive Members:** An Executive Member is defined as any General Member who is elected to an executive position or who is appointed to temporarily assume duties of a vacant executive position. Executive Members are able to vote in all group matters. Executives must be current University of Toronto students.
- C. The conditions of membership in *The FentaNIL Project* are as follows. For general members, membership will be upheld so long as the individual remains on the mailing list and doesn't provide any reason for membership to be revoked. Membership may be revoked at the discretion of the Executive Committee. Reasons grave enough for membership to be revoked include but are not limited to embezzlement of funds, discrimination, or severe misconduct at official TFP events. The member that has had their membership revoked may apply for an appeal. For executive members, membership will be upheld so long as the individual retains consistent attendance at meetings, is carrying out their respective duties, and does not provide any reason for impeachment (e.g., embezzlement of funds, discrimination, severe misconduct at TFP events).

If a general member or executive member does need to be expelled, they will be notified respectfully either in a private meeting on campus or via email. To ensure that the process is fair and clear, TFP will vote on the matter or utilize a third party moderator. This way members facing possible expulsion are also protected and provided an opportunity to defend their case before a final decision is reached.

## **II.II Membership Dues**

*The FentaNIL Project* may charge a fee for executive membership status depending on the financial status of the group and up to the discretion of the President. This fee is due by October 1<sup>st</sup> and is to be paid via cash, e-transfer, or cheque to VP Finance & Operations. VP Finance & Operations is to make sure this money is transferred into the club's bank account within a few days. General Members do not need to pay any membership dues. Executive Membership dues may be eradicated based on the status of the club's available funds.

## **ARTICLE III: Elections**

### **III.I Eligibility**

- a. In order to be eligible to run and hold office, a member must meet the following requirements:
  - Be a current, full-time student at the University of Toronto in any program.
  - Be a current, general member of *The FentaNIL Project*
- b. In order to be eligible to vote in an election, a member must be a General or Executive Member in good standing.

### **III.II Election Supervision**

Elections will be organized by the Vice President Internal and Vice President External under the supervision of the President. Information on the elections and associated procedures will be shared via social media and email. This information will contain available positions, the timeline for application, and the expectations of successful candidates. Vice President Internal and Vice President External will be responsible for designing the application form, reviewing the application, and contacting candidates about interview dates.

### **III.III Election Procedures**

- a. The election, in which all positions will be filled, will be held in March of the previous academic year. The executive members shall serve a term from April 1 to June 30. Elections will be held annually in March as a separate meeting.
- b. Members will declare their candidacy by completing an application form which will be open for a span of 2 - 4 weeks.
- c. Vice President Internal and Vice President External will review the submissions after the application period has closed and decide which candidates will be interviewed. If there are any disagreements or discrepancies, the President will resolve them as a third party. There is no minimum or maximum number of candidates that may be selected for interviews. Once selected, VP Internal and VP External will contact the candidates and arrange a date.

- d. Executive positions will be granted by a simple majority (50% + 1) vote. If a candidate runs unopposed for a position, a vote of confidence will be utilized in which a simple majority vote is still required.

### **III.IV Appeals and By-Elections**

- a. A candidate or General Member may appeal election results within one week of the announcement by the Elections Supervisor(s). Appeals must be sent to the current Vice President Internal and will be evaluated by the current Executive Committee.
- b. Should an executive position not be filled by a general election or become vacant partway through the year, the active President can either appoint a willing executive member to take on the vacant role, or make a call for abstracts via social media/email. In the case of making a call for abstracts, the new executive can be appointed after a simple majority vote amongst the current executive committee. If an executive position that involves signing authority becomes vacant partway through the year, signing authority must be transferred as soon as possible.

## **ARTICLE IV: Executive Committee**

### **IV.I Executive Committee Members & Duties**

The composition of the Executive Committee will be 100% U of T students. The Executive Committee of *The FentaNIL Project* must consist of at least the following positions: President, Vice-President (Internal), Vice-President (External), and Vice-President (Finance & Operations). In years when there are enough interested students, the following executive positions are recommended: Vice-President (Events & Fundraising), Director of Design, Director of Education, Director of Public Relations. Moreover, in years when there are enough interested students, two students can fill the positions with more duties (e.g., VP-Internal, VP-External, VP-Finance & Operations, VP- Events & Fundraising). The specific duties of each Executive Member are outlined below. Duties and responsibilities are subject to change at the discretion of the Executive Committee depending on number of Executive Members present for given year or specific need at said time. The Executive Committee will be composed of:

#### **President**

- Shall ensure the club remains actively involved in a variety of projects that promote the club and its vision.
- Responsible for planning bi-weekly meetings, preparing the agenda for each regular meeting, and acting as the chair for all meetings.
- Shall assign duties and responsibilities to Executive Members and shall exercise supervision to ensure that assigned tasks are satisfactorily completed.
- Shall have signing authority on the club's bank account.
- Responsible for completing annual training.

- Shall work alongside VP-Public Relations to send out monthly updates (by email or other medium) with respect to *The FentaNIL Project's* activities to the General Members.
- At the end of the term, shall compile a record of the TFP's activities for the year, in which must be kept copies of all records and documents pertaining to TFP operations. (Such documents include publications, agendas, minutes, event reports, etc.)
- Responsible for completing annual re-registration.
- Responsible for maintaining communication with the U of A parent branch of TFP.
- Coordinate naloxone kit training sessions and test kit distribution/training.

**Vice President Internal:**

- Shall carry out the duties of the President in the absence of the President.
- Responsible for taking minutes and recording attendance at regular meetings.
- Responsible for organizing and chairing elections (granted VP-Internal is not running in elections).
- Responsible for working alongside VP-External to organize and attend at least 2 tabling/poster sessions in order to promote *The FentaNIL Project*, recruit General Members via our mailing list, distribute care-packages and naloxone kits, and inform students of our activities and any upcoming events.
- Responsible for monitoring the main email account and responding to emails, alongside the President and VP External.
- Responsible for writing a summary of each general meeting and distributing it to all general members.

**Vice President External:**

- Shall be the official representative of the club in communications and negotiations with all external, faculty and departmental organizations.
- Responsible for working alongside VP-Internal to organize and attend at least 2 tabling/poster sessions in order to promote *The FentaNIL Project*, recruit General Members via our mailing list, distribute care-packages and naloxone kits, and inform students of our activities and any upcoming events.
- Responsible for monitoring the main email account and responding to emails, alongside the President and VP Internal.
- Responsible for maintaining communications with other TFP branches (i.e., U of A, UVic, UBC, Macewan, ULeth, Simon Fraser University).
- Responsible for leading continued TFP branch expansion across other universities and acting as the primary contact for all TFP branches.

Events and Fundraising Team:

The events and fundraising team is to be led by VP Finance/Operations and VP Events/Fundraising alongside 5-10 General Members. This team is tasked with organizing team bonding events, fundraising events, educational panel discussions, and any other pertinent events. Note that this team will need to collaborate with the Education & Outreach Team to facilitate social media advertisements.

**Vice President Finance & Operations:**

- Responsible for completing online treasurer training modules.
- Shall have signing authority with the club's bank account.
- Responsible for applying for grants and other funding sources.
- Shall monitor the club's bank account and shall maintain records of Financial Affairs, which must hold a record of all financial transactions, bank statements, receipts, budgets, grant reports, and other documents.
- Shall report on the financial situation of the club once a month.
- Shall prepare an annual budget and shall ensure that the club's financial activities adhere to this budget. The annual budget is to be approved at TFP's Annual General Meeting in October in the academic year for which it is prepared. The budget may be declined by a majority vote.

**Vice President Events & Fundraising:**

- Shall organize and promote at least two fundraising events per semester (i.e., bake-sale, BBQ fundraiser, etc.) depending on the financial need of the organization. Promotion shall include both print (i.e. posters) and social media (i.e. Facebook postings) advertisements — Director of Public Relations is expected to help with social media advertisements.
- Responsible for organizing at least one team bonding outing (preferably at the start of the year in September).
- Responsible for submitting all event requests to Student Group Services (SGS).
- Responsible for seeking risk management approval from the Dean of Students' Office for all events.

Education and Outreach Team:

The Education and Outreach Team will be led by the Director of Design, Director of Public Relations and Director of Education alongside 5-10 General Members. This team will be responsible for researching, designing, and sharing educational posts across all social media platforms and in the monthly newsletter. They will also be responsible for helping to make graphics for events and advertising these events to the general public. They must also maintain and update the website.

### **Director of Design**

- Responsible for designing logos for *The FentaNIL Project*.
- Responsible for designing posters for events (e.g., canva, photoshop, or other medium).
- Responsible for designing any necessary infographics.
- Responsible for designing banners if required.

### **Director of Public Relations**

- Responsible for maintaining website, social media (i.e., Facebook, Instagram, Twitter, Snapchat).
- Shall act as media coordinator to ensure that event announcements and updates are sent out to all General Members via email newsletters and/or social media.
- Responsible for organizing the monthly newsletter to be sent out on the first of every month.

### **Director of Education**

- Responsible for staying up-to-date with the latest news and research on the opioid crisis / fentanyl epidemic in Canada, relevant legislation, fentanyl testing strips, naloxone kits, harm reduction tactics, etc.
- Expected to report on any pertinent news or findings at executive committee meetings

### **Duties and expectations shared by all executive members:**

- Regular attendance at meetings.
- Complete individual duties to the best of one's abilities.
- Volunteering at official TFP events.
- Advocate for the wellbeing and sustainability of the organization.
- Run naloxone training sessions.
- Review General Member applications in September and appoint members onto the above teams.

### **IV.IV Impeachment/Removal and Replacement of Officers and Members**

- a. Members in bad standing will be removed from the group in compliance with Article II.
- b. If an Executive Member fails to fulfill the duties of their position, the President (preferably) or other Executive Member is responsible to speak with the Executive Member in private to address the problem, determine the reasons for failing to fulfill their duties, and explore remedies such that failure doesn't occur moving forward. In the event of repeated failure in fulfilling duties, the Executive Member may be subject to impeachment.

- c. To impeach an Executive Member, the rest of the Executive Committee must agree by a simple majority (50% + 1) vote. Following this, the President or other Executive Member must notify the Executive Member by email or in a private meeting of their termination. To ensure that the process is fair and clear, TFP will work alongside Discover Governance to include a third party moderator. This way members facing impeachment are also protected and provided an opportunity to defend their case. Refer to III.IV Appeals and By-Elections for information regarding how vacancies will be filled.

## **ARTICLE VI: Meetings**

### **VI.I Annual General Meeting**

In each academic year, two Annual General Meetings (AGM) will be held: the first in October and the second in February. All members will be notified by email two weeks prior. Quorum for AGM must be at least 10 General Members.

### **VI.II Meetings**

Standard meetings will be casual and take place every two weeks. Although casual, the meetings will be structured based on the meeting minutes and decisions will be made by consensus. General meetings may be called throughout the academic year by the President to make changes to the constitution, call a new election, inform General Members, or for any other purpose for which the Executive Committee sees fit. General Members will be notified via email and social media. Quorum for standard meetings must be 3/4 of the executive committee. Vice President Internal is responsible for chairing meetings and taking meeting minutes.

## **ARTICLE VII: EVENTS INVOLVING NALOXONE KITS**

### **VII.I Collaborations**

### **VII.II Qualifications**

### **VII.III Storage of Naloxone Kits on Campus**

## **ARTICLE VIII: FINANCIAL DETAILS**

### **VIII.I Fiscal Year**

The FentaNIL Projects fiscal calendar is to follow September 1, YR1 — August, 31, YR2.

### **VIII.II Budgetary Approvals**

VP Finance & Operations is responsible to prepare an annual budget and shall ensure that the club's financial activities adhere to this budget. The annual budget is to be approved at the clubs Annual General Meeting in October in the academic year for which it is prepared. The budget



may be declined by a simple majority vote (50% + 1) as voted by the executive committee. If declined, VP Finance & Operations must make the requisite modifications to the annual budget and present it at the following general meeting for approval.

### **VIII.III Responsible Executives**

Both the President and VP Finance & Operations will have signing authority with the clubs bank account. VP Finance & Operations is responsible for completing treasurer training before October 1<sup>st</sup>. VP Finance & Operations shall monitor the clubs bank account and maintain records of all financial affairs (i.e., financial transactions, bank statements, receipts, budgets, grant reports, etc). VP Finance & Operations is also responsible for applying for grants (and other funding sources), spending and making regular deposits. Lastly, VP Finance & Operations shall report on the financial situation of the club once a month and must prepare a year-end report on the financial statement of the club in March at a general meeting.

## **ARTICLE IX: AMENDMENTS TO THE CONSTITUTION**

### **IX.I Amendments**

This constitution should serve as a guideline for the organization. Executive members may use their discretion in handling situations not described above. Amendments to the constitution may be proposed at any Executive Meeting. The proposed change will be discussed and voted on given that quorum is met. Changes may be passed by a simple (50% + 1) majority.

### **ARTICLE X: Dissolution X.I Dissolution**

The FentaNIL Project may be dissolved by a 3/4 majority vote at a Special General Meeting convened for the purpose of dissolution. Notice must be given 30 days prior in writing. Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are donated to an organization with a role in addressing effects of the opioid crisis and the bank account is closed down. Any resources or group assets will also be donated to a related organization where appropriate and cannot be distributed to individual members. Quorum must be at least 10 General Members.