

Constitution of “U of T Stem Cell Club Student Chapter”

1. Name

The official name of this recognized campus group is “U of T Stem Cell Club Student Chapter”

The acronym or abbreviation of this group is: UTSCC

2. Purpose and Objectives

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

Vision Statement

The vision of the UTSCC is to build Canada's Stem Cell Donor-Database, and make it easier for patients in need of transplant to find the one match they need to save their lives, through our stem cell drives.

Mission Statement

The mission of the UTSCC is to actively engage members of the University of Toronto to register as stem cell donors. We also aim to use a transplantation lens to educate students about health advocacy, informed consent, quality control, interprofessional collaboration, and leadership in healthcare.

Objectives

The objectives of the UTSCC are to:

- Host regular stem cell drives
- Recruit the most-needed stem cell donors according to the literature through targeted outreach
- Educate students about stem cell donation at our stem cell drives, and through social media promotion

3. 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.

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.

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.

4. Executive List and Duties

The executive committee shall be comprised of at least seven (7) elected officers. These include the President, VP Operations, VP Finance, VP Promotions, Volunteer Coordinator, VP Outreach, and VP Communications.

The President shall:

- Oversee the operations, management and success of the group
- Set the objective for the club
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
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- Up to two (2) presidents may be elected per student union (University of Toronto Graduate Student Union, University of Toronto Student Union, Medical Sciences Student Union)

The VP Operations shall:

- Maintain an up-to-date inventory of club supplies
- Order supplies from Canadian Blood Services

- Purchase office supplies needed for stem cell donor registration events
- Provide access to storage space on/near-campus before and after stem cell donor registration events
- Assume duties of the President in his/her absence
- Book space for stem cell donor registration events

The VP Finance shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President 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 group as well as budgets for specific events
- Response for grant applications to secure funding for the club

The VP Promotions Shall:

- Create flyers and multimedia for upcoming stem cell donor registration events
- Promote upcoming stem cell donor registration events via social media accounts (Twitter, Instagram, Facebook)
- Up to two (2) VP Promotions may be elected

The Volunteer Coordinator Shall:

- Keep track of the club's active volunteers
- Maintain a contact list with volunteer name/number/faculty/year/email
- Ensure that volunteer's complete the relevant online training
- Track volunteer hours
- Create a volunteer schedule for stem cell donor registration events

The VP Outreach Shall:

- Build partnerships with other clubs on campus with the purpose of recruiting volunteers, promoting stem cell donor registration events, or collaborating on a stem cell donor registration event
- Discover, plan, and organize ways to run stem cell drives in partnership with First Nation's or other targeted donor groups.
- Plan stem cell donor registration events in the Greater Toronto Area including, but not limited to, Pride Street Fair
- Up to two (2) VP Outreach may be elected

The VP Communications Shall:

- Write press releases for relevant media outlets, including The Varsity
- Run promotions campaigns in the community
- Contribute to the Why We Swab campaign

Club Leaders (Executives-at-large)

- Work closely with the club president, VP Promotions, VP Finance, Volunteer Coordinator, VP Operations, and VP Communications to plan stem cell donor registration events
- Will receive training to serve as an on-site leader for stem cell donor registration events
- There is no limit to the number of active club leaders

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 his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required.

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) 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.

6. Finances

The VP Finance shall keep records of all income and expenses. The VP Finance 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 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, 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. Elections for new executives will be held in the Winter semester.

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

