

# Constitution of “Friends of MSF - University of Toronto Mississauga Chapter”

## 1. Name

The official name of this recognized campus group is “Friends of Médecins Sans Frontières (Doctors without Borders) – UTM Chapter”

The acronym or abbreviation of this group is: FoMSF-UTM

## 2. Purpose and Objectives

“Friends of MSF” chapters are student organizations affiliated with Médecins Sans Frontières (Doctors without Borders), an international charity which aims to provide humanitarian medical care in conflict zones, epidemics, disasters or cannot readily access healthcare services. The Friends of MSF - University of Toronto Mississauga Chapter is officially affiliated with the Canadian division of the charity (MSF Canada, Charity Registration Number: 13527 5857 RR0001).

As FoMSF-UTM, represents Médecins Sans Frontières (Doctors without Borders), all planned club activities require prior approval from MSF Canada. The official name will be amended in the event that MSF Canada no longer recognizes the campus group, to ensure that it makes no reference to Médecins Sans Frontières (Doctors without Borders) and its activities aren’t affiliated with or recognized by MSF Canada.

The primary objectives of “Friends of Médecins Sans Frontières (Doctors without Borders) – UTM Chapter”:

1. Increase awareness about Médecins Sans Frontières (Doctors Without Borders) and their global campaigns through workshops, petitions, informational posts and social media outreach.
2. Conduct fundraising activities to generate financial support for Médecins Sans Frontières (Doctors Without Borders) campaigns on an international scale through activities such as paint nights, and bake sales, contests, and charity tournaments.
3. Encourage and engage UTM students to actively support Médecins Sans Frontières (Doctors Without Borders) in medical humanitarian projects abroad. Additionally, promote awareness of both medical and non-medical humanitarian projects taking place internationally by hosting speaker nights with previous and current MSF staff.

## 3. Membership

Membership in the group is open to all the University of Toronto members (students, staff, faculty and alumni). Applications to be recognized as a member are through Google forms, which can be found throughout campus and on the “Friends of MSF Instagram” Instagram page “FoMSF-UTM”. General members must register on the Google forms by submitting their full name and a valid email address.

**General Member Link:**

[https://docs.google.com/forms/d/e/1FAIpQLSf13fh5Auk-\\_pWnZOpxAE4PpGYghWDsdTqDt0KSILYaeBlrKg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSf13fh5Auk-_pWnZOpxAE4PpGYghWDsdTqDt0KSILYaeBlrKg/viewform?usp=sf_link)

U of T Mississauga members 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. Member benefits include access to club-run charity events and exciting gatherings.

There will be no membership fee.

**4. Executive List and Duties**

The executive committee shall be composed of four (4) elected officers. These include a President, Chairman, Treasurer, and Secretary.

*The President shall:*

- Oversee the operations, management and other group initiatives.
- Be the primary spokesperson for the group
- Ensuring Activities align with MSF's goals and social mission
- 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

Additional responsibilities may include:

- Representing the association at inter-university meetings, representatives' meetings and MSF meetings as needed
- Communicate and cooperate with the liaison appointed by MSF-Canada.
- Formulating the group's annual plan twice per year
- Organizing and supervising any sub-committees as needed

*Chairman:*

Assume the duties of the President in his/her absence

- Directly assist the President in carrying out their tasks
- Oversee the various committees
- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto Mississauga
- Coordinate organizational recruitment efforts
- Provide support and help to the Secretary and Treasurer

*The Secretary shall:*

- Make a list of all registered members
- Maintain the websites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Organizing space and materials required for meetings
- Handling Email correspondences to members
- Managing and updating all official documents as needed

- Handle official correspondence of the organization

Additional responsibilities may include:

- Ensuring the MSF representative is kept up to date by sending copies of meeting minutes as appropriate
- Translating documents for other members if required

*The Treasurer 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 the financial position of the group.
- Prepare an annual budget for the group as well as budgets for specific events.
- Preparing the group's financial statements for MSF Canada.
- Presenting financial reports at the end of each session in Executive meetings.
- Preparing and approving the budget each session.

*Communications Coordinator shall:*

- Coordinating and formulating messages sent to the UTM community (creating relevant and informative content related to MSF's social mission and the group's activities, managing the distribution channels, making connections with academic publication to submit an article (YEARLY), obtaining the appropriate authorizations, etc.);
- Managing social media and ensuring they are updated (e.g. content calendars, social media plans, updating key performance indicators (KPIs) as it relates to social media);
- Working with the Special Events Coordinator to create and ensure the distribution of the appropriate material in order to promote activities;
- Managing the Association's Gmail account and flagging important emails to the executive;

*Special Events Coordinator:*

- Identifying, acquiring and managing material resources needed for the activities (e.g. booths, audiovisual media material, chairs, tables);
- Coordinating with the President, Chairman over Event Goals
- Establishing relationships with people involved in the activities in order to get the appropriate authorizations;
- Working with the Communications Coordinator to create and distribute the materials needed to promote the activities;
- Managing logistics of event planning and ensuring, in collaboration with the Treasurer, that activities undertaken are successful, and requisite items purchased.

FoMSF-UTM may appoint additional Coordinators for various committees; 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 a strike.

Strikes may be issued by the President or Chairman. Strikes can be disputed through a full executive committee meeting, in which the member up for removal will have the right to defend his/her actions. A unanimous vote must occur for the strike to be removed.

An accumulation of three strikes will lead to their removal, losing the club's membership and will lose any privileges associated with being a member of the club.

- **Strike 1: Warning**
  - The first instance of misconduct or violation of club rules results in a formal warning.
  - The executive member is notified in writing, detailing the nature of the violation and the expectation for improvement.
  - The warning serves as a notice and a chance for the member to rectify their behaviour.
- **Strike 2: Probation**
  - If the executive member commits a second offence, they enter a probationary period.
  - During probation, the member is closely monitored, and additional support or guidance may be provided to help them adhere to the club's standards.
  - A probationary contract may be established, clearly outlining the expected changes in behaviour and consequences for further violations.
- **Strike 3: Removal**
  - A third offence results in the immediate removal of the executive member from their position.
  - The removal decision is made by a predefined governing body within the club: the President.
  - The decision is communicated to the individual in writing, and they are no longer eligible to hold any executive position within the club.

Special circumstances for immediate termination involve using the club's image to promote political, religious or any other positions that are against MSF's principles of impartiality and neutrality.

## **5. Elections**

The executive committee shall appoint one (1) Senior Election Officer (SEO) from the general members of the committee to conduct and hold elections in March. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The SEO Election Officer shall accept nominations only from group members who are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before February 28th. 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 SEO shall have a single election date deadline before March 15<sup>th</sup> period. The date will be announced in a minimum of two (2) weeks prior to the election date.

The SEO shall provide each U of T member with an electronic ballot, usually a Google Forms link, prior to the election deadline date and require all members to register with all their credentials before voting. In the event of a tie for an executive position, the previous executive committee may deliberate and conduct an additional ballot as a form of tiebreaker.

After the election is over, the SEO shall submit a report of the results of the elections to the Executive Committee and general members. The candidate with the most votes shall be elected to their respective positions.

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

Only U of T Mississauga members who have been a member in good standing for 30 days prior to election dates are eligible to vote.

The 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 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 (Fall and Winter Terms).

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, budgeting and propose or vote on constitutional amendments, if any. Motions will require a 60% majority of the registered members in attendance for a vote to be cast and the motion with the most votes will be passed.

### **b) Executive Meetings:**

The executive committee shall meet on a monthly basis where dates and times are to be set by an executive. Additional meetings may be requested as required. All Meetings require the attendance of the President or the Chairman as well as two other executive members.

## **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 60% 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.