



HanVoice UofT (HVUT)

Student Chapter

CONSTITUTION

2023-24

1. Preamble
 - 1.1. The purpose of this document is to set out the rules and regulations that govern the operation of this University of Toronto club, which functions as a sub-division of “HanVoice Support Association”.
2. Name
 - 2.1. The official name of the recognized student group is “HanVoice UofT (Student Chapter)” (elsewhere, “the Club”).**
 - 2.2. The official acronym or abbreviation of the group is “HVUT”.**
3. Objectives and Mission Statement
 - 3.1. Our vision at HanVoice UofT is to assist the next generation of empowered, equipped, and engaged student leaders.
 - 3.2. This will be achieved through careful and thoughtful research and discussion with advocacy and awareness about humanitarian crises in North Korea on the University of Toronto campus.
4. Membership and Membership Fee
 - 4.1. The group shall maintain a list of group members.
 - 4.2. **Voting membership is open to all registered students of the University of Toronto**, regardless of sex, gender, and/or race, who support the objectives of HanVoice at UofT or the parent organization itself, and are willing to contribute to the achievement of its/their objectives.
 - 4.3. 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.**
 - 4.4. The membership fee is free for all members.**
5. Rights of Members
 - 5.1. All voting members have a right to attend all general meetings of members.
 - 5.2. All voting members have a right to cast votes at all general meetings of members.
 - 5.3. All voting members have a right to stand for election unless otherwise stated in this document.
 - 5.4. All voting members have a right to cast votes in all group elections and referenda.**
 - 5.5. All voting members have a right to propose and vote on amendments to this constitution.
 - 5.6. The rights prescribed in Article Five are not awarded to non-voting members as described in Article Four.

6. Meetings

- 6.1. Monthly executive council meetings shall be held at a time and place that is convenient to the council. It shall consist of:
 - 6.1.1. Team reports: Each team will come with a comprehensive progress report on what has been achieved and what is needed from the executive team. These reports are circulated within the executive team, but can be distributed to general members if asked.
 - 6.1.2. Events updates and planning.
- 6.2. Team meetings shall be held at times and locations whenever the Committee Chair sees fit. The Committee Chair is responsible for directing their respective committee meetings and is responsible for reporting absences to the presidents.
- 6.3. Annual General Meeting; shall be held at the handover meeting where incoming and outgoing executives convene to review the year and constitution.

7. Executive Council

7.1. Purpose

- 7.1.1. The executive council shall be the primary directors of the affairs of HanVoice at UofT. Its powers and responsibilities include the following:
 - 7.1.1.1. To manage and appropriate accurately the funds of the club
 - 7.1.1.2. To organize communication with its general membership and all on-campus affiliates
 - 7.1.1.3. To enact rules and regulations for the operation, administration, and management of the organization
 - 7.1.1.4. To uphold fiduciary duties to its parent organization, HanVoice Support Association
 - 7.1.1.5. To appoint executive positions at the academic year's end for the following academic year in a democratic fashion which adheres to the rules and regulations put forth by the University of Toronto Students Union

- 7.2. Executive council members must attend both executive council and general member meetings.

7.3. Membership

- 7.3.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 7.3.2. The Executive Committee shall be comprised of 8-10 voting members.

- 7.3.3. All voting members of the executive council must be currently registered students of the University of Toronto.**
- 7.3.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 7.3.5. The maximum amount 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.
- 7.3.6. The financial authority or signing authority will be designated to the President(s) and the Finance Director. 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.
- 7.3.7. In the case that an executive council member is acting against the objectives or will of the club and/or its parent organization, the individual in question may be asked to step down from their post contingent on a majority vote in favour, comprised of two-thirds of the total executive council membership.
- 7.3.8. Each executive member will be given one absence for executive meetings per semester. An absence of three executive meetings will result in the immediate termination of the member's membership to the executive team. However, they will be allowed to participate as a general member.
- 7.4. Composition and Duties
- 7.4.1. The make-up of the executive council is as listed below:
- 7.4.1.1. The President(s) shall preside at all meetings and act as the spokesperson for the Club unless he/she/they state(s) otherwise. He/She/They will also collaborate with other executive members to aid in the fulfillment of their duties. He/She/They shall be responsible as the primary point of communication between the parent organization as well as other affiliated chapters.
- 7.4.1.2. The External Secretary shall:
- Serve as a liaison between the Club and other organizations
 - Coordinate the Club's office space in Sussex Drive
 - Ensure CCR recognition for the academic year
 - Be responsible for booking rooms for large events

- Act as a representative of the Club to the community within and outside the University
 - Regularly check on the Club email and respond to any inquiries
- 7.4.1.3. The Internal Secretary shall:
- Maintain membership data
 - Coordinate social events
 - Record executive team meeting minutes and ensure proper distribution of minutes
 - Be responsible for booking and arranging meeting rooms, and organizing general meetings
- 7.4.1.4. The Finance Director shall:
- Handle the Club finances and manage annual budget
 - Work with the Fundraising Committee on budgeting plans and formulate fundraising goals
 - Record any challenges faced in the academic year to better update the upcoming year's finance team
 - Apply to grants – both on the university and national level
 - Regulate Club spending
- 7.4.1.5. The Fundraising Chair shall:
- Lead the Fundraising Committee
 - Design fundraising schedule
 - Conduct regular team meetings
 - Assign fundraisers fairly and equally to intern groups
 - Maintain relationships with local small businesses in Toronto
 - Provide regular fundraising reports and keep a thorough record of money raised at each fundraising
- 7.4.1.6. The Associate Chair of Fundraising shall:
- Support the Fundraising Chair and Committee
 - Facilitate intra-committee communication
 - Assist Chair on committee matter
 - Organize committee socials
 - Update fundraising schedule regularly
- 7.4.1.7. The Research and Education Chair shall:
- Lead the Research and Education Committee

- Design the research and education activity schedule
 - Facilitate and plan educational workshops about North Korean policy, immigration policy, and international law
 - Assign research tasks and portfolios fairly and equally to groups of interns
 - Conduct regular team meetings
 - Research and facilitate the Club's research and education activities, which will be based on the HanVoice Executive Committee's guidance and instruction
- 7.4.1.8. The Associate Chair of Research and Education shall:
- Support the Research and Education Chair and Committee
 - Facilitate intra-committee communication
 - Assist Chair on committee matter
 - Organize committee socials
 - Update research and education schedule regularly
 - Facilitate and plan educational workshops about North Korean policy, immigration policy, and international law
 - Research and facilitate the Club's research and education activities, which will be based on the HanVoice Executive Committee's guidance and instruction
- 7.4.1.9. The Outreach Chair shall:
- Lead the Outreach Committee
 - Head the media and communications arm of the Club
 - Design outreach schedule
 - Update and interact with the Club's social media regularly and as required
 - Assign media roles to interns fairly and equally
 - Ensure that promotional items for the Club's events
 - Communicate with other clubs on campus for promotional purposes
 - Ensure that all media productions follow HanVoice's official branding
 - Conduct regular team meetings
- 7.4.1.10. The Associate Chair of Outreach shall:

- Support the Outreach Chair and Committee
- Facilitate intra-committee communication
- Assist the Outreach Chair on committee matters
- Organize committee socials
- Update outreach schedule regularly
- Assist in facilitating regular media series
- Assist in facilitating the promotional requirements of the Outreach committee

8. Elections

8.1. All voting positions on the Executive Committee shall be filled through an annual election.

- 8.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 8.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 8.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 8.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 8.6. 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.
- 8.7. In the case that no candidate has run for the Secretarial, Finance, and/or Committee Chair roles, the incoming President(s) shall appoint one (1) person for each empty role, in consultation with the outgoing President(s).
- 8.8. In the case that no candidate is running for a Committee Associate Chair role, the incoming Chair shall appoint one (1) person for each empty role, in consultation with the incoming President(s).
- 8.9. In the case that there is a tie in a role during an election, the outgoing and incoming President(s) appoint one (1) person from the pool of candidates to the role.
 - 8.9.1. If the tie is for the role of President, then a re-vote shall be held.

8.10. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

9. Finances

- 9.1. The Finance Director shall keep an active record of income and expenses.

- 9.2. The Club may not engage in activities that are essentially commercial in nature.
- 9.3. The Club will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 9.4. The Club will not provide services and goods at a profit when that profit is used for purposes other than those of the Club.
- 9.5. The Club will not pay salaries to any of its members.

10. Termination of Membership

- 10.1. 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.
- 10.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 10.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 10.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 10.5. 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.
- 10.6. 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.
- 10.7. Executive Committee members are subject to the same termination of membership process as general members.

11. Amendments

- 11.1. Amendments may be made to the constitution of the Club contingent on the support of three-quarters of the total membership of the executive council.