



The Citizens Foundation – UTM Constitution

A. Name

- a. The club shall be known as: The Citizens Foundation- University of Toronto Mississauga (TCF), a University of Toronto Mississauga Student Union (UTMSU)/ Student Organization Portal (SOP) ratified club.

B. Purpose

The purpose of The Citizens Foundation will be to:

- Host social events for students, with the intention of raising funds to support education related projects and emergency crisis situations in Pakistan.
- Raise awareness and highlight current issues impacting Pakistan, through a series of engaging lectures and debates.
- Showcase documentary screenings and host seminars held by intellectual guest speakers to encourage dialogue on the development of Pakistan.
- Create a platform and community atmosphere for students concerned with the state of education in Pakistan.

C. Membership

- a. Membership in the club shall be open to all registered UTM students who support the purpose of the club.
- b. Members must show active participation in events, and support various causes.
- c. There is no required membership fee.
- d. Members have the right to run, nominate, and vote in elections and constitutional amendments.
- e. Members have the right to share ideas and opinions about any club related activities.

D. Executive Positions and Duties

- a. The Club executive will consist of (25) elected officials: President (2), Vice-President (2), Financial Directors (3), Communications Directors (3), Marketing Directors (2), Events Directors (4), Financial Associates (2), Communications Associates (2), Marketing Associates (2), Events Associates (2), and a Photographer (1).
- b. The **President (s)** shall:
 - i. Preside over all meetings of the club and shall be an ex-officio member of all committees within the club.
 - ii. Call all executive meetings and general meetings.
 - iii. Handle the day-to-day operations of the club.
 - iv. Ensure the club's adherence to UTMSU and the Student Organization Portal's (SOP) policies.
- c. The **Vice-President (s)** shall:
 - i. Perform the duties of the President in the latter's absence and shall assist the President where required.
 - ii. Perform such other duties that are from time to time assigned by the President, executive or general membership.

- iii. Establish relationships with other on-campus and off-campus groups.
- iv. Assist in organizing logistics for all TCF's events.
- d. The **Financial Director (s)** shall:
 - i. Keep the account books of the club, shall arrange for the custody and distribution of funds pursuant to the executive and general membership's direction.
 - ii. Give a report about the finances of the club at each executive meeting and have the books available upon the request of any member of the club.
 - iii. Perform such other duties that are from time to time assigned by the President, executive or general membership.
 - iv. Apply for funding from various sources on behalf of the club.
 - v. Train and mentor new events associates, ensuring they understand their roles and responsibilities
 - vi. Implement and oversee internal controls to safeguard the club's assets.
- e. The **Communications Director (s)** shall:
 - i. Keep the minutes of all official meetings and be responsible for all correspondence of the association.
 - ii. Maintain the club's membership list and archival documents.
 - iii. Perform such other duties that are from time to time assigned by the President, executive or general membership.
 - iv. Coordinate all room bookings, table bookings, and event approval forms with UTMSU and Centre for Student Engagement.
 - v. Responsible for maintaining TCF's email and all social media accounts correspondence.
 - vi. Train and mentor new events associates, ensuring they understand their roles and responsibilities
- f. The **Events Director (s)** shall:
 - i. Conduct and direct all the events hosted by TCF
 - ii. Take responsibility for recruiting and overseeing the Events Committee and assigning tasks to events associates.
 - iii. Train and mentor new events associates, ensuring they understand their roles and responsibilities
 - iv. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- g. The **Marketing Director (s)** shall:
 - i. Take responsibility for promoting TCF and all of its events.
 - ii. Manage the clubs social media accounts; Facebook, Instagram, and Twitter.
 - iii. Train and mentor new events associates, ensuring they understand their roles and responsibilities
 - iv. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- h. The **Photographer** shall:
 - i. Attend all events and initiatives hosted by TCF.
 - ii. Take responsibility for photographing and recording all events and initiatives.
 - iii. Edit and enhance photos and videos using appropriate software to ensure they meet the organization's standards.
 - iv. Compile and organize media files for easy access and use by the club's marketing and communications teams.
 - v. Work closely with the Marketing and Communications team to create visual content for social media, newsletters, and other promotional materials.
 - vi. Assist in the development of photo and video content for special campaigns and initiatives.

- vii. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- i. The **Events Associate (s)** shall:
 - i. Conduct and direct all events hosted by TCF.
 - ii. Develop detailed plans for each event, including timelines, budgets, and resource allocation.
 - iii. Identify and secure venues, catering, equipment, and other necessary supplies for events.
 - iv. Liaise with vendors, partners, and sponsors to negotiate contracts, secure services, and ensure timely delivery of goods and services.
 - v. Maintain positive relationships with all external parties involved in events.
 - vi. Collaborate with the Marketing Associate to promote events through social media, newsletters, and other marketing channels.
 - vii. Communicate event details and updates to members, volunteers, and participants in a timely and effective manner.
 - viii. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- j. The **Marketing Associate (s)** shall:
 - i. Take responsibility for promoting TCF and all of its events.
 - ii. Develop and implement marketing strategies to increase attendance and engagement at events
 - iii. Manage the club's social media accounts, including Facebook, Instagram, and Twitter.
 - iv. Create, curate, and schedule engaging content to maintain an active and dynamic online presence.
 - v. Respond to comments, messages, and interactions on social media platforms in a timely and professional manner.
 - vi. Design and produce marketing materials such as flyers, posters, banners, and online graphics.
 - vii. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- k. The **Financial Associate (s)** shall:
 - i. Keep the account books of the club, ensuring accurate and up-to-date financial records.
 - ii. Arrange for the custody and distribution of funds pursuant to the executive and general membership's direction.
 - iii. Provide a detailed report on the finances of the club at each executive meeting.
 - iv. Apply for funding from various sources on behalf of the club.
 - v. Identify and pursue grant opportunities, sponsorships, and other funding sources to support the club's activities.
 - vi. Create and maintain a budget for the club as well as monitor the club's financial activities.
 - vii. Prepare and coordinate financial audits, ensuring all financial records are accurate and up-to-date.
 - viii. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- l. The **Communication (s) Associate** shall:
 - i. Assist the Communications Director in keeping the minutes of all official meetings.
 - ii. Ensure that meeting minutes are accurately recorded, organized, and distributed to relevant members.

- iii. Support the Communications Director in handling all correspondence of the association.
- iv. Draft, review, and send emails and other communications as directed.
- v. Help maintain the club's membership list, ensuring it is up-to-date and accurate.
- vi. Assist in organizing and preserving archival documents and records of the club.
- vii. Assist in coordinating all room bookings, table bookings, and event approval forms with UTMSU and Centre for Student Engagement.
- viii. Assist in coordinating all room bookings, table bookings, and event approval forms with UTMSU and Centre for Student Engagement.
- ix. Help manage TCF's email account, ensuring timely responses to inquiries and correspondence.
- x. Assist in maintaining the club's social media accounts, including posting updates, responding to messages, and monitoring engagement.
- xi. Support the creation and distribution of newsletters, announcements, and other communications to members and stakeholders.
- xii. Help develop engaging content for social media platforms and the club's website.
- xiii. Assist in the promotion and communication efforts for club events

E. Executive Impeachment Procedures

- a. Any active member may submit a written statement of impeachment against an executive member. The statement must be signed by at least three other members. All active members must be informed of the written statement, and is to be followed with an impeachment vote, requiring a 2/3 majority of all active members. The person being impeached will have the right to defend and justify their actions.

F. Meeting Requirements and Procedures

- a. General Meetings
 - i. General meetings shall be open to all club members.
 - ii. At least one general meeting shall be called by the President per academic term.
 - iii. Upon the receipt of five signatures by the President from club members requesting a general meeting, a meeting shall be called by the President at the earliest possible date.
 - iv. Voting procedure for regular business at a general meeting shall be by simple majority.
 - v. Notice of a general meeting must be sent to the Clubs Administrator no less than one (1) week prior.
- b. Executive Meetings
 - i. At least two executive meetings shall be called by the President per month.
 - ii. Voting procedure for regular business at an executive meeting shall be by simple majority.
 - iii. Important points discussed at each meeting will be summarized by the Communications Director and placed in a Google Drive that is shared with all Executive Members.
- c. Quorum
 - i. A quorum of 2/3 of the total membership is required for a general meeting.
 - ii. A quorum of 1/3 of the executive is required for an executive meeting.

G. Election Procedures

- a. All Officers shall be UofT members.

- b. All members a part of the group have the right to vote in elections (must be a general or executive member to vote in club elections).
- c. Election of officers shall be by secret ballot and require a simple majority vote. In case of a tie, the President shall cast the deciding vote except when they themselves are seeking re-election to office, in which case the Vice President shall cast the deciding vote.
- d. Elections shall occur at a general meeting held in early March each year.
- e. Term of office shall be one year commencing from the day after the elections; ending on the day the next the new officer's term begins.
- f. Notice will be given to all club members and the Clubs Administrator of all executive changes.
- g. The procedure of removing an executive member will be evaluated by other executive members on the team and a collaborative decision must be made.
- h. To fill the position of a vacant spot, the decision will be made by the executive team to elect a suitable member for the position from all general members of the club.

H. Amendments

- a. Passage of amendments to the constitution shall be 2/3 affirmative votes at a quorum meeting.
- b. Each amendment shall be referred to the UTMSU and SOP Clubs Administrator and Speaker for approval, then to the SRA for its acceptance.
- c. The club President and Vice President are responsible for overseeing the final amendments to the constitution.

I. Finances

- a. The club may be eligible to solicit financing from the UTMSU and SOP
- b. Monies received shall not involve any obligation of the UTMSU, meaning that the money received from the activities of the club does not go to UTMSU but goes to the Tcfyouthcan office where it is donated to the appropriate party.
- c. The club may use any means consonant with the constitutional purpose and in its membership to raise funds for its program upon advice of the Clubs Administrator.
- d. The club's books may be subject to an annual audit by the UTMSU and shall be filed with the UTMSU auditor or Clubs Administrator within five business days of the request for audit.
- e. All cheques shall be signed by the Financial Director and one of the President or Vice President.
- f. The Financial Director is required to keep track of all club finances, including amounts spent at events and all other expenses, and donations collections.
- g. The Financial Director is responsible for presenting the club's financial health and situation at annual general meetings.

J. Disclaimer

- a. The views and actions of this club in no way reflect the views of all the members of the UTMSU or University of Toronto as a whole.