

# Constitution of “UTM NextGen Lifeline”

## 1. Name

The official name of this recognized campus group is “UTM NextGen Lifeline”

## 2. Purpose and Objectives

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

NextGen Lifeline hopes to educate and recruit potential blood donors to help fuel the growing need for blood across Canada. We will operate both on and off-campus to maximize our impact. Our main goal is to inform the general population on ways in which they can donate, what they can expect, and why the need for blood is so great at this very moment. We will achieve all this through a strong social media presence, in-person recruitment events, fundraisers, partnerships, etc. NextGen Lifeline will work alongside Canadian Blood Services to get as many people as possible to join #CanadasLifeline.

## 3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty, and alumni).

U of T members who have at least a year’s worth of experience with UTM NextGen Lifeline 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. Members must register with a designated executive by submitting their full name and a valid utoronto email address.

There will be no annual membership fee whatsoever. The group is completely free of charge for anyone to participate.

For recognition by the University of Toronto Mississauga Students’ Union (UTMSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement (CSE). These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

## 4. Executive List and Duties

The executive committee shall be comprised of fifteen (15) elected officers. These include two co-presidents, a secretary, a vice-president of internal affairs, two event coordinators, a finance coordinator, a vice-president of external affairs, two outreach coordinators, and a marketing director, two graphic designers, and two research coordinators.

*The Co-President shall:*

- Provide strong leadership and guidance to the executive and general members and volunteers, ensuring they have the support and resources needed to fulfill their respective roles effectively.
- Facilitate effective communication and collaboration between team members, promoting a cohesive and cooperative team dynamic.

- Oversee executive decisions for approval. Make informed decisions in the best interest of the club, considering the input from team members and considering the club's long-term vision. (ex. budget oversight, events oversight, club development, financial decision making)
- Set clear goals for the club's growth, events, and outreach efforts. Regularly track progress and assess outcomes to drive continuous improvement.
- Address any conflicts or challenges that arise within the teams, fostering a positive and harmonious working environment.
- Conduct executive team meetings and ensure all members can contribute and voice their opinions.

*The Secretary shall:*

- Assist the executive officers in managing the club's affairs and undertake their duties when they are absent.
- Maintain an up-to-date list of all registered members, including contact information and any other relevant details.
- Record accurate and comprehensive notes during meetings, including minutes, decisions, and any actions that need to be taken.
- Notify all members of upcoming meetings, events, and important announcements via email or other communication channels.
- Coordinate and oversee the club's email account, relaying messages to the appropriate authorities and responding to general inquiries.

*The Vice-President of Internal Affairs*

- Manage the club's internal operations, including supervising event planning and controlling finances.
- Coordinate with the *Event* and *Finance Coordinators*, aiding in planning and budgeting for events, and ensuring their roles are executed efficiently.
- Foster effective communication and cooperation between the Event and Finance Coordinators, organizing regular team meetings and encouraging open dialogue.
- Validate that all internal decisions, from event planning to financial expenditures, are in line with the club's strategic goals and long-term vision.
- Regularly report to the *Co-Presidents* on the status of internal affairs, providing detailed updates on event planning progress, financial status, and any issues or challenges that need to be addressed.

*The Event Coordinator shall:*

- Plan, organize, and oversee both on-campus and off-campus events for the club.
- Collaborate closely with the *Vice-President of Internal Affairs* and other team members to ensure that all members are well-informed about upcoming events and meetings.
- Coordinate event logistics, including venue booking, equipment, catering, and any required permits.
- Ensure that all events comply with the regulations and policies of the club, the university, and any relevant external bodies.
- Work in conjunction with the finance coordinators to plan and manage event budgets efficiently.
- Ensure that all events comply with the regulations and policies of the University of Toronto, as well as Canadian Blood Services.

*The Finance Coordinator shall:*

- Maintain a detailed budget that includes both income and expenses, supported by proper receipts and documentation.
- Work with the *Co-Presidents* and *Vice-President of Internal Affairs* for financial purposes, ensuring that all expenditures follow the club's financial policies and guidelines.
- Offer insights into the group's financial position and suggesting budgetary adjustments if needed.
- Prepare an annual budget for the group as well as budgets for specific events.
- Manage and organize all financial documents related to governing bodies like UTMSU and CSE, including preparing financial statements as required.

*The Vice-President of External Affairs shall:*

- Directly oversee the club's external relations, such as public relations, partnerships, and collaborations with other organizations.
- Act as the lead coordinator for the *Outreach Coordinators* and *Marketing Director*, ensuring all team members are aligned and communication flows effectively.
- Provide tailored support and guidance to the *Outreach Coordinators* and *Marketing Director*, assisting them in accomplishing their specific role objectives.
- Act as the club's representative in external meetings, events, and conferences, actively seeking and fostering beneficial connections and partnerships.
- Ensure all external decisions, including marketing strategies and partnership agreements, align with the club's strategic goals and vision.

*The Marketing Director shall:*

- Oversee the club's marketing strategies and ensure their effectiveness in promoting the club's initiatives and events.
- Manage the *Graphic Designers* and *Research Coordinators*, ensuring they effectively perform their roles in line with the club's marketing needs.
- Collaborate with the *Graphic Designers* to develop engaging visual content that adheres to the club's brand guidelines and aesthetic.
- Work with the *Research Coordinators* to conduct market research that informs the club's growth strategies, outreach efforts, and event planning.
- Regularly consult with the *Vice-President of External Affairs* on the club's marketing strategies and provide updates on the progress and performance of the marketing team.
- Ensure all marketing decisions align with the club's strategic goals and long-term vision.

*The Graphic Designer shall:*

- Design and create engaging visual content for club promotions, events, and social media under the guidance of the *Marketing Director*.
- Collaborate with the *Marketing Director* and *Outreach Coordinators* to develop visuals that effectively communicate the club's activities and initiatives.
- Participate in regular team meetings to understand the design needs of the club.
- Provide feedback and suggestions to improve the visual representation of the club's brand.
- Work closely with the marketing team to ensure the designs fit into the overall marketing strategy.
- Ensure all designs adhere to the club's brand guidelines and aesthetic.

*The Research Coordinator shall:*

- Conduct research on blood and plasma donations as well as other science-related topics, to inform the club's growth, outreach strategies, and event planning.
- Collaborate with the *Marketing Director* to understand the research needs and provide insights based on the findings.
- Collaborate with other team members to implement research findings in club activities and events.

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. All executive decisions must run through the *Co-Presidents* for approval.

#### **Termination of Executives or General Members:**

Any member/executive 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/executive up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the executive members present in favor of removal is required. The member/executive must have the right to an appeal before the executive membership.

The member/executive 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. They will be prohibited from re-joining the club for the next two academic years.

#### **5. Elections**

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) from the general members of the committee to conduct and hold elections in the winter semester. 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 shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the election period. Candidates have to be members in good standing and be part of the group for at least one academic year prior to the nomination period.

The CRO shall select three (3) election dates before in the winter semester 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 shall provide each U of T member with a ballot on the voting dates.

In preparation for a tie, the CRO will hold another vote, this time just among the ones who tied, for the tied position. The other members shall then vote between them two.

After the election is over, the CRO shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the elections to the Executive Committee and general members.

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

Only UTM NextGen Lifeline members who 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 Finance Coordinators shall keep records of all income and expenses. The Finance Coordinators 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 any its executives.

## **7. Meetings**

### **a) Executive Meetings:**

The executive committee shall meet on a biweekly basis where date and times are to be set between executive members.

### **b) External Meetings (ex. with Canadian Blood Services)**

External meetings, if needed, shall occur on a monthly basis where date and times are to be set between executive members and the corresponding external representative. The quorum of executive meetings shall be with the co-presidents. If the presence/participation of other executive members is required, they must attend as well.

## **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 Executive 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 executive members.