

Constitution of “Cam’s Kids: University of Toronto Student Chapter”

1. Name

The official name of this recognized student group is “Cam’s Kids: University of Toronto Student Chapter”

The acronym or abbreviation of this group is: “CKUofT”

2. Purpose and Objectives

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

At the University of Toronto, we never underestimate the power and impact of student groups who want to see change. Cam’s Kids is a national not-for-profit organization that is committed to supporting young people struggling with anxiety and promoting mental health awareness. Started in 2016, the foundation now has chapters of student ambassadors at 21 different Canadian universities and colleges. According to the Centre for Addiction and Mental Health (CAMH), anxiety is the most common mental illness that impacts young adults. Cam’s Kids aims to help lessen this burden on adults by providing the resources to help students support and empower one another. By running events and fundraisers to raise awareness and provide support, we strive to create a web of interdependence to lessen the burden of everyday anxieties on children and young adults.

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.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

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 composed of nine (9) elected officers. These include two (2) Co-Team Leads, one (1) Secretary, two (2) Social Media Coordinators, one (1) External Affairs Coordinator, two (2) Event Coordinators, and one (1) Treasurer.

The Co-Team Leads shall:

- Oversee the operations, management and success of the group
- Be the primary person of contact between the group and the University and the Cam's Kids Foundation
- 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

Additional responsibilities may include:

- Training and assisting other Executive members when applicable

The Secretary shall:

- Attend all meetings and take detailed notes during the meetings
- Share the meeting minutes with the group following the meeting
- Keep track of important dates such as events, meetings, etc.
- Send reminders to the group about upcoming events and meetings

The Social Media Coordinators shall:

- Manage the Cam's Kids UofT Facebook page and Cam's Kids Foundation Instagram UofT Highlights
- Write descriptions about and advertise Cam's Kids Foundation events across all available social media platforms
- Promote on- and off-campus mental health resources with the help of the External Affairs Coordinator

Additional responsibilities may include:

- Working alongside the Event Coordinators to stay up-to-date on event information

The External Affairs Coordinator shall:

- Assist the Co-Team Leads throughout the club certification process

- Work alongside the Social Media Coordinators to promote and connect students with on- and off-campus mental health resources
- Organize Ambassador Year Reps
- Promote engagement between Ambassadors and the National Team by sharing information with the groups

Additional responsibilities may include:

- Reaching out to and connecting with other Cam's Kids University Student Chapters to discover what other clubs are doing and share this information with the group

The Event Coordinators shall:

- Lead event brainstorming
- Organize, plan, and coordinate event operations, including supplies, materials, and facilities if necessary
- Organize socials with ambassadors

Additional responsibilities may include:

- Working alongside the Social Media Coordinators to keep them up-to-date with event information for promotion

The Treasurer shall:

- Record all financial transactions of the club
- Maintain a budget of income and expenses along with receipts
- Advise members on the financial position of the group
- Maintain communication with the National Cam's Kids Coordinator regarding funding for events

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 vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

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 unbiased 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.

There shall be an executive membership election every year, on a date between March 15th and April 1st. The election date shall be announced in a minimum of two (2) weeks prior to the date. Nominations can be given from March 10th up until 24 hours before the election. All eligible nominations shall become candidates.

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.

In the event that an existing executive wishes to step down during their term, all members will be notified of the available position. An election will take place shortly after at a general meeting.

Registered U of T students may not vote by proxy. Non-registered students may not nominate, run, 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 Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

No salary shall be paid to any club member.

Money will be used for event supplies, marketing purposes, and any other area deemed important by the organization. No money shall be used for purposes other than for the organization.

7. Meetings

a) Ambassador Meetings:

The group shall hold Ambassador at least three times per academic term (about once a month)

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 activity plans, 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. Ambassadors are free to discuss any opinions/suggestions/concerns they may have.

b) Executive Meetings:

The executive committee shall meet on a weekly or biweekly basis. The date and time of these meetings will be discussed at the beginning of the academic term by the executives. The quorum of executive meetings shall be 50%+1 of executives.

Executive meetings will consist of plans for upcoming events and projects, financial updates by the Treasurer, and any other discussion matter related to the organization.

8. Amendments

Any registered U of T students 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.