

## **Constitution of “Canadian Courage Project UTSG Student Chapter”**

### **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “Canadian Courage Project UTSG Student Chapter”
- 1.2. The purpose, objectives, mission and/or mandate of the organization is to support the Canadian Courage Project (parent organization) in helping youth experiencing homelessness and their animal companions.

### **2. Article Two – Membership**

- 2.1. The group shall maintain a list of group members.
- 2.2. Membership is open to all registered students of the University of Toronto.
- 2.3. Membership is open only to registered students of the University of Toronto.

### **3. Article Three – Rights of Members**

- 3.1. All members have a right to attend all general meetings.
- 3.2. All members have a right to cast votes at all general meetings of members.
- 3.3. All members have a right to stand for executive team election unless otherwise stated in this document.
- 3.4. All executive members have a right to propose and vote on amendments to this constitution.

### **4. Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of fifteen members.
- 4.3. All members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. 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.

### **5. Article Five - Executive Committee Composition and Duties**

#### **5.1. The President shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Remain in contact with the parent organization (Canadian Courage Project),
- 5.1.3. Oversee the operations, management, and success of the group,
- 5.1.4. Serve as spokesperson for the group,
- 5.1.5. Hold signing and financial authority,
- 5.1.6. Preside over meetings of the Executive Committee and/or members,
- 5.1.7. Ensure a transition of office from one year to the next.

**5.2. The Vice-President shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Work with the President to handle club logistics,
- 5.2.3. Assist Event Coordinators in event planning and other club activities,
- 5.2.4. Act as a point of contact for other executive members.

**5.3. The Finance Coordinator shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Work with President and Vice President to develop and approve event budgets,
- 5.3.3. Keep record of chapter's fundraising and spending costs,
- 5.3.4. Ensure chapter's financial records are transparent,
- 5.3.5. Ensure funds raised are sent to the Canadian Courage Project in a timely manner.

**5.4. The Event Coordinator shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Work with the President and Vice President to lead event planning and organization,
- 5.4.3. Act as point of contact for events,
- 5.4.4. Keep records of spending and fundraising, and communicate these figures to the Finance Coordinator

**5.5. The Communications Coordinator shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Manage email and other communication channels,
- 5.5.3. Be responsible for sending reminders about upcoming events/activities,
- 5.5.4. Develop promotional materials for events/activities,
- 5.5.5. Engage with social media content.

**5.6. The Educational Outreach Specialist shall:**

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Reach out to local schools and organizations to promote educational workshops,
- 5.6.3. Manage workshop materials and presentations,
- 5.6.4. Maintain contact with the Canadian Courage Project for workshop logistics and promotions.

**5.7. The Student Representative shall:**

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Promote club events and fundraisers on campus,
- 5.7.3. Attend club meetings and actively engage in club events.

**6. Article Six – Elections**

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

- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.4. 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.
- 6.5. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

## **7. Article Seven – Finances**

- 7.1. The Finance Coordinator shall keep an active record of income and expenses.
- 7.2. The Finance Coordinator shall present updates on the group's financial position at general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet biweekly or more frequently as needed.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan and financial health.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least one (1) week prior to the date of the meeting.

## **9. Article Nine - Termination of Membership**

- 9.1. 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. 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.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All executive members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.