

Students for Campfire Circle Constitution (UTMSU)

ARTICLE 1: Name

The official name of this recognized campus group is “Students for Campfire Circle”. The abbreviation of this group is “SFCC”; the club is referred to as SFCC throughout the document.

ARTICLE II: Purpose

The campus group's purpose is to raise awareness and support childhood cancer victims through various initiatives and events. Our goals include providing emotional and financial assistance to affected families, advocating for better treatment options and research funding, and fostering a supportive community for those impacted by pediatric cancer. We strive to create an inclusive and equitable environment where all individuals, regardless of background or identity, feel welcome to participate and contribute towards our shared mission of alleviating the burden of childhood cancer. Through collaboration and compassion, we aim to make a meaningful difference in the lives of young patients and their families, while promoting a culture of empathy and solidarity within our campus and broader community.

ARTICLE III: Membership

All members of the University of Toronto, including staff, faculty, students, and alumni, are welcome to join the club. Only UTMSU students can run, vote in elections and propose constitution revisions. High school students and other non-UofT members are welcome to register as volunteers. Any volunteer hours contributed to SFCC events will be awarded. Non-UofT members need to register (as a volunteer) by providing their full name and a working email address to a designated executive.

Executive members will be elected through yearly elections. The Co-Presidents and the Executive team may appoint coordinators, associates and senior advisor as appropriate via interview process.

There is no membership fee for the SFCC.

Article IV: Executives

1. Co-Presidents:
 - Provide overall leadership and direction to the club, ensuring that all activities align with the organization's mission and goals.

- Conduct regular club meetings, set agendas, and ensure that discussions are productive and inclusive.
- Serve as the primary point of contact for external communications with the non-profit organization, campus administration, and other stakeholders.
- Regularly evaluate the club's activities and initiatives, seeking feedback from members and stakeholders to identify areas for improvement.

2. Secretary:

- Manage club communications and report to the co-presidents.
- Support the co-presidents in their duties and responsibilities, stepping in when necessary and acting as a backup.
- Handle official correspondence of the organization.
- Taking meeting notes
- Develop and execute a strategic plan for the club, setting short-term and long-term objectives.
- Provide support and guidance to club events and members, encouraging their involvement and professional development.

3. VP Internal:

- Create alliance with other clubs for club events
- Oversee membership recruitment (general member list), retention, and engagement efforts, working to build a strong and inclusive club community.
- Assist in planning and organizing club meetings, including setting agendas, scheduling speakers, and ensuring that all necessary resources are available.
- Supporting the Executive Committee with their projects (eg, ensuring the event meets club goals, ensuring it is within budget, ensuring it is well advertised, etc.)
- Supporting the Communications and Networking Team with outreach, overseeing club advertisements and communications with general members.

4. VP Finance

- Manage the club's budget, including fundraising efforts, expenses, and financial reporting.
- Submit biannual audits to the UTMSU
- Keep track of expenses and financial transactions of the club.
- Prepare an annual budget as well as budgets for specific club events.
- Prepare audits (budget vs actual, bank statements, financial statements, original receipts of purchases).

5. VP Social Media

- Creates posts that follow current social media trends and relate to educational and advertisement purposes.

- Records student interactions, cover events (e.g, making TikTok) etc.
- Lead the promotions of all club events
- Grow social media traction for SFCC
- Maintain the club's newsletter - Curate content (such as videos and images) and articles for the newsletter

6. VP external:

- Find and reach out to potential guest speakers, sponsors, etc.
- Work with the Finance team to create budget friendly events.
- Reaching out and creating alliance with other clubs and companies.
- Develop and implement strategies to engage with the local community to raise awareness about the organization's mission and activities related to cancer prevention, treatment, and support.
- Work closely with other members of the executive team to ensure alignment between external-facing activities and the organization's overall goals and objectives.

7. VP Events:

- Plan, organize, and execute club events, workshops, and activities.
- Coordinate logistics for events including venue bookings, equipment, and materials
- Recruit, train, and supervise volunteers to support various aspects of the organization's work, including event staffing and community outreach.
- Work within the Events Team to brainstorm event ideas in-line with club goals.

Article V: Meetings

Annual general meetings (AGMs):

Will happen twice a year, once per term.

The general members will be informed about the club, it's goals and what has been planned for the semester. Any questions/comments the general members may have will be answered.

Executive Meetings (EMs):

EMs will be held at least once every two weeks.

A majority vote at the start of the academic semester will determine the days and times on which the club meetings will take place. The group's annual activity plan, financial situation, and any proposed or approved constitutional revisions will all be discussed and decided upon during these sessions.

Other Meetings:

When necessary, the group will meet in smaller groups. During these meetings, all planned

events, talks, and unfinished or underutilized work will be discussed. These meetings require the presence of at least one of the presidents.

Article VI: Elections

The executive committee will dissolve the Elections Committee and designate a single Chief Returning Officer (CRO) from among the committee's general members to oversee and hold elections in March. Every member of the Elections Committee must be impartial towards the vote's outcome and declare all conflicts of interest.

The CRO will be approved by the outgoing executives and the Campus Groups Coordinator, and the CRO must not run for the incoming executive team.

Elections will be held in the winter semester following the timeline set by the UTMSU, the CRO Election Officer will only accept nominations for executive posts from the general members of the club who are also registered UTM students. Before the nomination period, candidates must be in good standing and have been an organization member for at least one month.

The CRO must choose three election dates for the voting period. These dates, which must fall on weekdays, will be revealed at least two weeks before the elections. On the day of voting, the CRO will give a paper ballot to every U of T member and request that they deposit it in an enclosed box.

- Election Timeline
- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.

Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

The CRO will choose an executive from the previous executive committee to cast their vote and seal it in an envelope in case of a tie. One of the two scrutinizers will break the seal and tally the votes to break a tie in the case of a tie for an executive post.

The CRO will count the ballots after the election. The candidate who receives the most votes will be chosen to fill the role. The Executive Committee and general members will get a report from the CRO about the election results.

Membership at UTM must be active for voting via proxy. Election nominations and voting are not open to non-UTM members.

Voting is restricted to UTM members who have been active members for 30 days prior to election dates.

Terms of executive positions shall be from May 1st to April 30th.

- Election Policies

Any complaints that arise during the course of elections, or as a result of elections will be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election

Article VII: Removal from office

Any club member who engages in behavior that jeopardizes the club's and its members' interests—such as failing to disclose a material or ongoing conflict of interest—may be subject to a notice of removal. SFCC should provide one 1 warning prior to issuing a notice of removal. The issues and the necessary actions to fix them must be stated in the warnings. Removal may also take place following two missed meetings in a row without sufficient notification or correspondence. Removal may also take place following the executive member's failure to carry out constitutionally mandated obligations.

The member that is being removed will have the opportunity to justify their behavior.

If the member disobeys after receiving such warnings, the executives may vote to remove them. A two thirds majority of the vote of the current executive members present in favor of removal is required. Executive Members and General Members will be subject to the same procedure.

The individual will no longer have access to any club privileges and will be expelled from the organization. Executive members may lose both their membership in the group and their executive post and are subject to the same termination or impeachment procedures, as determined by the vote.

Article VIII: Amendments to the Constitution

Only UTMSU students who are members (general/executive) of SFCC may suggest and cast a vote on changes to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Amendments to the constitution must be approved by a two-thirds majority to be passed at general meetings by registered executive members in attendance.

The amended constitution will be submitted to the appropriate University offices (e.g., the University of Toronto Mississauga Students' Union, the Centre for Student Engagement, etc.). As soon as it is approved by the offices, the Executive Committee shall formally adopt it.