

Constitution of Teddy Bear Clinic

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Teddy Bear Clinic”
- 1.2. The official acronym or abbreviation of the group is “TBC”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to empower children and ease their anxieties regarding day-to-day medical procedures.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. The membership fee will be \$0 per year.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

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 eight(8) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

- 4.7. 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.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Article Five - Executive Committee Composition and Duties

5.1. The Co-Presidents (2) shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Propose and hold signing and financial authority for the annual budget,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

5.2. The Public Relations Director (1) shall:

- 5.2.1. Coordinate with UofT Communications, UofT departments, and Toronto media outlets to enhance UofT TBC visibility and engagement,
- 5.2.2. Securing, developing, and maintaining relationships with both university and corporate partners,
- 5.2.3. Managing the growth of the UofT TBC community and working in conjunction with the Graphic Designer to achieve these goals,

5.3. The Public Relations Manager (1) shall:

- 5.3.1. Responsible for coordinating UofT TBC outreach and marketing strategies across platforms,
- 5.3.2. Contribute to the Director of Public Relations by developing strategies,
- 5.3.3. Collaborating with the Graphic Designer will be essential in managing and growing UofT TBC's community presence.

5.4. The Events and Fundraising Director (2) shall:

- 5.4.1. Creating a detailed timeline of events leading up to the academic year,
- 5.4.2. Securing and organizing essential event resources, which would involve effective fundraising efforts,
- 5.4.3. Ensure that the Graphic Designer is updated with all relevant event details,
- 5.4.4. Regular engagement with the Co-Presidents will be crucial to review and refine the status of events
- 5.4.5. Coordinate with the Director of Public Relations to develop targeted marketing plans,
- 5.4.6. Your role will be key in ensuring that all event preparations are timely and effectively managed.

5.5. The HR Director (1) shall:

- 5.5.1. Responsible for collaborating with co-presidents and other directors to oversee hiring and training of the newly appointed members.
- 5.5.2. In-charge of advancing equity practices within the organization and offering essential support to members.

5.6. The Leader Relations Manager (1) shall:

- 5.6.1. Work in partnership with the HR Manager to monitor and manage volunteer staffing levels and ensure effective communication between volunteers and the executive team,
 - 5.6.2. Coordinating updates, addressing volunteer inquiries, and facilitating smooth interactions within the team,
 - 5.6.3. Excel in organizational skills, communication, and leadership to ensure a cohesive and well-informed volunteer network.
- 5.7. **The Photographer/Graphic Designer (1) shall:**
- 5.7.1. Capture high-quality photos and videos that align with the UofT TBC branding strategy and create visually compelling social media posts,
 - 5.7.2. Ensure all visual content supports our outreach efforts and adheres to brand guidelines,
 - 5.7.3. Incorporate information from the Director of Events and Fundraising into marketing materials,
 - 5.7.4. Editing and refining images throughout the year.

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. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

7. Article Seven – Finances

- 7.1. The Presidents shall keep an active record of income and expenses.
- 7.2. The Presidents shall present the group's updates on the group's financial position at annual 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 have as a major activity a function that makes it an on-campus chapter of a commercial organization.

- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 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, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks 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 voting 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.