

# Constitution of “UNICEF UTM”

## 1. Name

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

The acronym or abbreviation of this group is: UNICEF UTM

## 2. Purpose and Objectives

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

UNICEF UTM identifies as

***“... a group of student advocates and volunteers fundraising for UNICEF Canada to build and engage leaders within our communities to empower and protect children around the world” -UNICEF***

Our purpose as a UNICEF affiliated club is to be a gateway for students, staff and local sponsors to be able to help children in need around the world. Our mission is to spread awareness about many growing crisis along with collecting funds to provide resources for disadvantaged children around the world. Through this awareness, we visualize ourselves as an influence for students to make a difference in the world by advocating and donating for various causes, and volunteering for our club. Our overall goal is to help as many children as we can. We are determined to move into a direction that makes UTM students more knowledgeable on the crises children face in today's world. As well as provide a means for students to take initiative and make a difference in the world. UNICEF UTM will achieve these objectives through awareness campaigns, fundraisers, as well as National UNICEF Day on which UNICEF UTM will contact classes and professors to encourage students to raise money for resources for children in need. To ensure the success of our club, strong interaction with and amongst students on the UTM campus is necessary. Our relationship with students will be strengthened by these events as well as general meetings.

## 3. Membership

Full rights to run, nominate, and vote in elections and constitutional amendments should only be open to UTMSU members

No membership fee is required to be a member of UNICEF UTM. Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

Full rights to run, nominate, and vote in elections and constitutional amendments should only be open to UTMSU 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 email address.

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 Office of Student Life. These requirements

are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

#### 4. **Executive and Responsibilities**

The executive committee shall be comprised of six (6) elected officers. These include a President, a Secretary, an Events Coordinator, a Vice President of Finance, a Vice President of Sponsorship, and a Vice President of Advocacy

##### *The President shall:*

- Oversee and leading the operations, management and success of the group
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Be the spokesperson for the group
- Hold signing officer authority along with the VP Finance for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives ● Serving as a direct liaison to UNICEF Canada
  
- Submit bi-annual audit to UTMSU" under roles of VP Finance

##### *The Secretary shall:*

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization
- External affairs
- Responsible for leading and dividing work effectively amongst Secretary associates and volunteers

##### *Vice-President Finance shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts and conduct UTMSU audit when applicable
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Overseeing monetary relations including remitting funds to UNICEF Canada as well as calculating revenue and expenses.
- Coordinate with Events Coordinator in managing budgets for events.
- Responsible for leading and dividing work effectively amongsts VP Finance associates and volunteers

*Vice-President Advocacy Social Media shall:*

- Manages the club's presence on various social media outlets – Instagram, LinkTree, and LinkedIn by creating and posting content:
  - Informing/updating followers about UNICEF UTM's teams, events, initiatives' results, open postings, volunteer opportunities, awareness campaigns, etcetera.
- Spreads awareness to students about the club's ambitions and goals
  - Reaches out to other campus groups and campuses via social media accounts for promotion of UNICEF UTM and its events, general member sign up forms, etcetera.
  - Works mainly on supporting Sustainable development goal # 17 (Partnerships for the Goals) by asking other campus groups and campuses for collaboration to raise awareness about Sustainable development goal number #1 to 6 (takes advice from President, VP Advocacy Education, Events Coordinator to do this)
  - Reaches out to other campus groups and campuses for collaboration for certain events via social media accounts and emails (after consulting with the President and Secretary)
  - Every Friday promotes other recognized UTM campus groups' (and UTSG + UTSCs' only if they request) events if requested .
- Takes note of any inquires sent to UNICEF UTM's social media accounts and responds to them
- Attends board and general meetings and stays informed about what's happening within the club
- Responsible for leading and dividing work effectively amongsts VP Advocacy Social Media associates and volunteers

*Vice-President Advocacy Education shall:*

- Researches and develops strategies to organize/work on UNICEF UTM's awareness campaigns to support Sustainable Development Goal # 1 - 6 and 17 on campus
  - Using these knowledge advices and suggests fundraisers events suggestions to President and Events Coordinator
  - Advises ideas for and organizes awareness campaigns working with the President
- Advices and informs VP Advocacy Social Media what content to post regarding Awareness Campaigns
- Develops effective strategies to share UNICEF's message on campus and online
  - Comes up with strategies to collaborate with different clubs for fundraisers and awareness campaigns
  - Advices Events Coordinator and President with these Strategies
  - Informs VP Advocacy Social Media to reach out to the clubs to collaborate
- Spreads awareness to students about the club's ambitions and goals
  - During General Meetings and large and small events, educates/presents/informs audience about the awareness campaigns UNICEF UTM is working toward, why it's important, and impact its having to the audiences
- Responsible for leading and dividing work effectively amongst VP Advocacy Education associates and volunteers

*Vice-President Sponsorship shall:*

- Reach out to businesses and organizations
- Promote the club for sponsorships
- Manages external relations with community sponsors who are looking to invest in social change ● Point of contact for sponsors and partners of the club.
- Maintains relationships with community sponsors
- Coordinate with Events Coordinator to determine appropriate sponsorships for events
- Responsible for leading and dividing work effectively amongst VP Sponsorship associates and volunteers

*Events Coordinator shall:*

- Proposes ideas for events and coordinates with Presidents to set up events.
- Execute events, take pictures of events, and post pictures on social media during the event.
- Coordinate with VP Sponsorship to get sponsorships relevant to the events being hosted or to partner with relevant clubs in running events.
- Coordinate with VP Finance in managing a budget for events.
- Responsible for leading and dividing work effectively amongst the Events Coordinator associates and volunteers
- Advices and informs VP Advocacy Social Media what content to post regarding fundraising events

The group may appoint Directors or Coordinators for various committees such as finance committee, advocacy committee, events committee, and so on; however, such positions do not hold executive decision-making authority.

- Explain what this line means "Removal from UNICEF UTM can occur after a member of the University of Toronto Mississauga Students' Union Clubs Committee."
- Add two subheadings for removal of general and executive members, even if the process is similar/the same

**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. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

**I. General Member Removal**

*Notice of Removal:*

- Removal from office can occur at any time from the campus group's executive vote
- Example of removal procedure:
  1. Removal after 1 written warning the individual

2. Removal after missed 2 consecutive meetings without proper warning and communication
3. Removal after executive member fails to perform their duties as defined by the constitution

#### *Voting Process*

- In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules described below “Elections Procedures”.
- The member up for removal shall have the right to defend his/her actions.
- A two-thirds majority vote of the current members 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.

#### *Appeal Process*

- If the individual does not agree with the decision and would like to appeal further providing evidence to support their case.

#### *Final Vote Process*

- The UTMSU will will investigate and notify the individual of sanctions. Such sanctions could be but aren't limited to:
  - Permanent/Temporary ban from campus group activities
  - Mandatory consent/Anti-oppression trainings
  - Permanent/Temporary ban from UTMSU spaces
  - Permanent/Temporary ban from campus group events

## II. Executive Member Removal

#### *Notice of Removal:*

- Removal from office can occur at any time from the campus group's executive vote
- Example of removal procedure:
  1. Removal after 1 written warning the individual
  2. Removal after missed 2 consecutive meetings without proper warning and communication
  3. Removal after executive member fails to perform their duties as defined by the constitution

#### *Voting Process*

- In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules described below “Elections Procedures”.
- The member up for removal shall have the right to defend his/her actions.
- A two-thirds majority vote of the current members 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.

- 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.

### *Appeal Process*

- If the individual does not agree with the decision and would like to appeal further providing evidence to support their case.

### *Final Vote Process*

- The UTMSU will will investigate and notify the individual of sanctions. Such sanctions could be but aren't limited to:
  - Permanent/Temporary ban from campus group activities
  - Mandatory consent/Anti-oppression trainings
  - Permanent/Temporary ban from UTMSU spaces
  - Permanent/Temporary ban from campus group events

The UTMSU does not necessarily need to be involved in the issuing of verbal or written warnings. This can be done by the executive team. Please also note that after a removal has been finalized, it must be sent to the UTMSU

For example, VP Campus Life, has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be two-thirds of the executives in favour of removal. In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter.

The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office. Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied: A request is submitted to the VP Campus Life which should: Be signed by at least 30% of the Club membership or two thirds (2/3) of the club executive membership Specify the alleged incidents of neglect of duty. Upon receipt of the request, the council shall be required to hold a referendum within twenty (20) days. In case of a council member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

## 5. Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

### Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must open to all interested candidates who are UTMSU registered members of the group.

### 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 election's 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.

### Election Policies

Any complaints that arise during the course of elections, or as a result of elections must 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.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

In case of a tie, the CRO will recount and review all votes were by UTMSU members and the general members signed up of this club. After reviewing if the tie is still present the CRO will randomly pick the candidate running for the position in the election to choose a winner.

## 6. **Finances**

Vice-President Finance shall keep records of all income and expenses. Vice-President Finance 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 some or all of its officers.

## 7. **Meetings**

### A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

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 annual activity plan, 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.

### b) Executive Meetings:

The executive committee shall meet on a monthly basis online where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.



## 8. **Amendments**

Only UTMSU members can make amendments to the 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.