

Constitution of “Cards4Humanity”

1. Name

The official name of this recognized campus group is “Cards4Humanity”

The acronym or abbreviation of this group is: C4H

2. Purpose and Objectives

Our mission is to eliminate the stigma that surrounds the act of giving money to people who are asking for funds on the streets. We fulfill our mission by distributing gift cards for food enterprises or businesses that carry hygiene products, in the place of distributing cash. For individuals who are homeless, this provides meaningful access to food, water, and care resources. We will also include supplies such as sleeping bags and clothing. These resources will be distributed during monthly student-led outings, facilitated by the club’s executive members. The club will run events and fundraisers throughout the year to purchase gift cards and supplies that will be distributed during outings. Our ultimate goal is to provide resources for Toronto’s homeless community by collaborating with community partners, and by generating awareness about issues related to homelessness. We focus on targeting individuals who are on the streets that surround the University of Toronto’s St. George campus, and provide avenues for students to volunteer at local charities that serve unhoused and vulnerable individuals. Depending on the health guidelines outlined by the University of Toronto, we will plan our outings, meetings, or fundraisers according to these standards. We are also equipped to use online and in-person formats with advocacy events that run every 3-4 weeks with speakers and panel discussions of professionals from many different backgrounds to cover topics relating to homelessness in Toronto and Canada.

3. Membership

The group shall maintain a list of group members. Voting membership is open to all registered students of the University of Toronto. Voting membership is open only to registered students of the University of Toronto. 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. The membership fee will be \$0.00 per year.

4. Executive List and Duties

The executive committee shall be composed of five (5) elected officers. These include a President; Director of Logistics; Director of Finance, Sponsorships and Outreach; Director of Media Relations and Graphic Design; and Director of Advocacy.

The President shall:

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group

- Hold signing officer authority along with the Director of Finance, Sponsorship and Outreach for financial purposes
- Preside over board meetings as well as general meetings
- Ensure smooth transition of office to the future Executives

The Director of Logistics shall:

- Organize and manage the club's event planning, including fundraisers, outings and socials
- Create sign-up forms and manage waivers for events involving volunteers
- Purchase supplies required for events, such as gift cards for outings, in communication with the Director of Finance, Sponsorship and Outreach about budgeting and receipts
- Book spaces on campus for events
- Manage internal communications by establishing and informing members of club meetings and events
- Maintain a list of members and communicate with them via email regarding events and updates; draft newsletters and informative emails using MailChimp
- Keep minutes during executive meetings
- Act as the club's liaison to coordinate event logistics and collaborations with other campus clubs

The Director of Finance, Sponsorship and Outreach shall:

- Record all financial transactions of the group
- Maintain a budget of income and expenses along with receipts
- Manage the club's bank account along with the President
- Advise members on the financial position of the group and give updates during meetings
- Prepare an annual budget for the group as well as budgets for specific events
- Serve as the point of contact for all members before any purchases are made with club funds
- Communicate the club's mission clearly to a variety of stakeholders
- Research and apply for grants on a regular (i.e., monthly) basis
- Secure donations for purchasing gift-cards and non-perishable items; contact local and global chains to solicit donations to support the club's advocacy and outreach efforts
- Communicate club's mission clearly to a variety of funding organizations and grant bodies
- Develop a community partnership to expand the club's efforts such as volunteering, public-facing fundraising, etc
- Report outreach progress during executive meetings

The Director of Media Relations and Graphic Design shall:

- Be active on all of the social media accounts (MailChimp, Gmail, Instagram), and promote the club by interacting with other groups' posts and pages
- Generate ideas for social media campaigns throughout the year
- Design graphics for events/social media posts
- Maintain and update the club's website

- Keep up consistent branding for the club

The Director of Advocacy shall:

- Conduct social justice research on homelessness to inform the approaches and operations of the club
- Help contact and schedule panelists and speakers for advocacy and awareness-raising events
- Collaborate with the Director of Finance, Sponsorship and Outreach to identify potential organizations to collaborate with
- Collaborate with the Director of Media Relations to create awareness-raising and informative materials, such as infographics and educational posts

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

Termination of Executives or General Members:

Any member of the club who commits an act that negatively affects 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 their actions.

A two-thirds majority vote of the current members present in favor of removal is required. 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 shall accept nominations only from group members that are also registered U of T members (staff, faculty, students, and alumni) for the candidacy of 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.

The CRO shall select three (3) election dates before the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays. The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an 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.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members 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. Those applying to be an executive member must have previously been a general member for at least one semester prior.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer 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 executives 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. The date and times of these meetings are to be set by the executive directors. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T members 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.

9. Group Information

Contact Information of Signing Officers

President

Cindy Zhang (cxy.zhang@mail.utoronto.ca, (438) 498-6160)

Director of Logistics

Yidan Sun (yidan.sun@mail.utoronto.ca, (416) 474-8160)

Director of Finance, Sponsorship and Outreach

Karthika Ragulan (karthika.ragulan@mail.utoronto.ca, (416) 602-2239)

Director of Media Relations and Graphic Design

Jersey Myke-Tomlinson (j.myke@mail.utoronto.ca, (289) 700-1743)

Director of Advocacy

Amanda Meng (amanda.meng@mail.utoronto.ca, (437) 217-0088)

10. General Information

Mailing Address

7 Hart House Cir, Toronto, ON M5S 3H3

Club Contact Number

(438) 498-6160, Cindy Zhang