

Constitution for “Champions of Change UTM”

1. Name

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

The acronym or abbreviation of this group is: COC UTM

2. Purpose and Objectives

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

The purpose of Champions of Change UTM, is to spread awareness about the social and economic barriers that particularly affect women and children. We, as an organization, will strive to tackle the root causes of gender inequality. Our areas of focus will include Child Marriage, Mental Health, Poverty, Domestic Violence, and Education.

The organization’s vision is to ultimately collaborate with supporters and partners, in order to discuss innovative approaches that will help alleviate these barriers. This will be achieved by organizing fundraisers/events, educating students and the local community on important issues, advocacy, as well as partaking in online and or in-person outreach.

Additional plans include:

- Advocating/advocacy: Researching current issues and sharing the information via Instagram, to not only educate ourselves but the community as well
- Workshops and or panels, to openly discuss local and international issues

The organization’s goals are not limited to solely local communities but will also strive to advocate about issues impacting youths in developing countries. The participation from the Executives and Members of Champions of Change UTM, will bring us one step closer to our goal of advancing children and women’s rights.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the afore mentioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

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 Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

4. Executive List and Responsibilities

The executive committee shall be comprised of **eleven (11)** elected officers.

These include:

1. President (1)
2. Vice-President (1)
3. Secretary (1)
4. Events Coordinator (2)
5. VP of Advocacy (3)
6. VP of Design (2)
7. VP of Web Development (1)
8. VP of Videography/Photography (1)
9. VP of Community Engagement (2)
- 10.

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 Vice-President for financial purposes
- Record all financial transactions of the group
- Preside overboard meetings as well as general meetings
- Ensure transition of office to the future Executives

The Vice-President shall:

- Assume duties of the President in his/her absence
- Oversee the various committees
- Hold signing officer authority along with the Vice-President for financial purposes
- Record all financial transactions of the group
- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

The Secretary shall:

- Make a list of all registered members
- Maintain the websites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

The Event Coordinators shall:

- Brainstorm and pitch event ideas that will enrich the city, help fund a cause, engage our community, and more
- Create organized timelines for event planning and execution
- Ensure the VP of Design is able to create creative social media launches (i.e., posters, videos) that will promote member engagement
- Encourage and guide members in the event planning and execution of work

The VP of Advocacy shall:

- Conduct research on current events, highlight important areas of information to convey to the Plan Canada community, and provide the required sources
- Manage the social media content and branding
- Arrange regular meetings pertaining to issues of concern with the other executives

The VP of Design shall:

- Create engaging digital content, consisting of graphics and videos to promote our club and future events
- Design team merchandise and other potential items
- Ensure the designs align with the club's mission, vision, and colour scheme

The VP Web Developer shall:

- Construct engaging digital content, consisting of graphics and videos to promote our club and future events, on the club website
- Adhere with the needs of the team per initiative, be it dated or ongoing

The VP Videographer shall:

- Record photos and videos of the team's endeavors, including the podcast, team photos, events
- Present new creative projects where possible

The VP of Community Engagement shall:

- Oversee the general membership program; run projects, hold meetings, and all other logistical tasks
- Present the team with updates and new ideas regarding general membership engagement

The VP of Social Media & Marketing shall:

- Work with the different team committees of VPs to schedule social media content and respective marketing strategies
- Create TikTok content and post all social media content with suitable captions
- Present new marketing strategies to the team

The Social Media & Marketing Associate shall:

- Work closely with the VP of Social Media & Marketing to create social media content and advise the team per marketing strategies

The VP of External Communication shall:

- Attend all meetings related to their assigned initiative
- Act as an intermediary between external parties and the team members; contact the appropriate personnel to build community relationships and honour the VP of Event's needs

The VP Scriptwriter and Editor shall:

- Write and edit podcast script according to Podcast Team's topic and content of choice with appropriate dialogue

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

5. 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 weekly basis where date and times are to be set by the President. The quorum of executive meetings shall be 50%+1 of executives.

6. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The SEO Election Officer 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 SEO shall select **three (3) election dates before March 30th for 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 SEO shall provide each U of T member with an online ballot stating the voting dates and ask the member to place their vote during the designated time.

In preparation for a tie, the SEO shall select an executive from amongst the executive committee, to privately cast their vote. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the number of votes in order to break the tie.

After the election is over, the SEO shall count the number of votes. The candidate with the most votes shall be elected to the position. The SEO 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.

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

7. Removal from Office (Executives or General Members):

A Three Strike rule will be enforced where upon acting inappropriately and/or incompletion of tasks will constitute a strike. The first strike will be a warning, the second strike will be a warning, and the third strike will call forth a meeting with the President and Vice President to discuss the individual's commitment and fit for the Executive Team.

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.

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.

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.

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., Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc.) within two (2) weeks of its approval by the general members.

9. Finances

The President and Vice-President shall keep records of all income and expenses. The President and Vice-President 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.