

Constitution of “Habitat for Humanity University of Toronto Student Chapter”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Habitat for Humanity University of Toronto Student Chapter”
- 1.2. The official acronym or abbreviation of the group is “UofT H4H”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to raise awareness about the housing crisis in Toronto and its severe impact on individuals' lives. This goal will be pursued through various initiatives, including organizing volunteer opportunities in partnership with Habitat for Humanity Greater Toronto Area (GTA). Volunteers can engage in activities such as working at Habitat for Humanity Re-Stores or participating in group builds. Additionally, the organization will host on-campus workshops, events, fundraising efforts, and advocacy campaigns to advance housing justice in the local community. The organization’s aim is to promote the values of Habitat for Humanity GTA, highlight the critical need for affordable housing, and educate the University of Toronto student body about housing issues and the supportive work of Habitat for Humanity GTA.

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 up to thirty 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.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.1.2. Collaborate to oversee the club's operations to ensure its overall success, with a willingness to assist as needed on all club-related matters to ensure successful operations.
- 5.1.3. Actively participate in club activities throughout the year, demonstrating a high level of responsibility, a sense of ownership, and accountability for the club's operations.
- 5.1.4. Make informed executive decisions that benefit the club, its members, and the broader community, guided by Habitat for Humanity's mission, visions, and principles
- 5.1.5. Plan and manage the yearly calendar, setting and adjusting goals, deadlines, and tasks.
- 5.1.6. Ensure major deadlines and objectives are met according to the annual plan.
- 5.1.7. Plan, attend, and lead executive meetings to facilitate open communication and collaboration among executive members

- 5.1.8. Serve as the primary spokesperson for the club in communications with Habitat for Humanity GTA, University of Toronto, and the wider community, advocating in the best interests of our student organization.
- 5.1.9. Stay informed about Habitat for Humanity GTA initiatives and ensure alignment with club objectives.
- 5.1.10. Lead the recruitment process for committee members, fostering a diverse and committed team.
- 5.1.11. Facilitate the smooth transition of office at the end of the academic year.

5.2. The Committee Advisor shall:

- 5.2.1. Offer advice on successful club operations based on prior experience of club operations.
- 5.2.2. Maintain a continued presence within the club.
- 5.2.3. Guide and assist the committee with knowledge transfer and ensures a smooth transition between committee terms.
- 5.2.4. Attend and contribute to monthly executive meetings.

5.3. The VP of Operations shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.3.2. Provide ongoing assistance in club administration and operations, collaborating closely with the President and all other executive committee members.
- 5.3.3. Ensure the club operates in compliance with regulations set by campus organizations and Habitat for Humanity's student chapter.
- 5.3.4. Organize and conduct monthly executive committee meetings.
- 5.3.5. Take comprehensive meeting notes, update records, and distribute meeting notes promptly.
- 5.3.6. Maintain updated records of contact information for all club members and manage the CCR (Co-Curricular Record) for club involvement throughout the year.

5.4. The VP of Finance and Resource Management shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.4.2. Procure all necessary resources, spaces, tools, and materials required for club events, making the most cost-effective and resource-efficient purchase decisions that benefit the club and its members.
- 5.4.3. Communicate and coordinate resource procurement within the committee.
- 5.4.4. Maintain accurate records of all group expenses and transactions throughout the year.
- 5.4.5. Develop and manage budgets for the organization.
- 5.4.6. Advise on the financial state of the organization, providing regular updates.

- 5.4.7. Apply for additional funding opportunities and secure necessities for club operations.
- 5.4.8. Attend and contribute to monthly executive meetings.

5.5. The VP of Communication and Outreach shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.5.2. Manage the group's email communications, promptly responding to inquiries.
- 5.5.3. Manage the organization's email account and keep members informed of important updates, events, and opportunities.
- 5.5.4. Lead outreach efforts by actively seeking and cultivating opportunities for collaboration, funding, and partnerships both within the UofT community and externally.
- 5.5.5. Organize and participate in club fairs throughout the year to recruit new members, showcasing the club's mission, opportunities, and impact to prospective members.
- 5.5.6. Attend and contribute to monthly executive meetings.

5.6. The VP of Marketing and Media shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.6.2. Manage and curate contents for Habitat for Humanity's social media accounts.
- 5.6.3. Keep the community informed about upcoming events, opportunities, and initiatives.
- 5.6.4. Collaborate with the VP of Housing Advocacy each month to create engaging content that raises awareness about housing justice.
- 5.6.5. Design and produce additional marketing materials such as posters, presentation slides, and other promotional goods as needed. Select the most effective channels and creative media to engage the community for each marketing campaign.
- 5.6.6. Ensure timely uploads, meet deadlines, and maintain stylistic consistency across all platforms.
- 5.6.7. Attend and contribute to monthly executive meetings.

5.7. The VP of Events and Fundraising shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.7.2. Plan and organize monthly community events and fundraisers focused on promoting housing awareness and advocacy.
- 5.7.3. Collaborate closely with other committee members to develop event ideas and execute detailed plans, ensuring resources and support are allocated effectively.

- 5.7.4. Manage event logistics, including securing venues, coordinating volunteers, and overseeing event setup and cleanup.
- 5.7.5. Maintain a commitment to equity, diversity, and inclusion, ensuring that all events provide a safe and welcoming environment for participants.
- 5.7.6. Attend and contribute to monthly executive meetings.

5.8. The VP of Community Engagement shall:

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.8.2. Coordinate and secure group volunteer opportunities with Habitat for Humanity GTA, collaboratively organizing at least 2 group volunteer opportunities each month.
- 5.8.3. Schedule and organize group training sessions at the beginning of each semester for build sites and Habitat ReStore. Provide ongoing instruction and information on volunteering opportunities throughout the semester to maintain engagement and preparedness among participants.
- 5.8.4. Collaborate with other committee members to initiate and create hands-on volunteer opportunities on campus, focused on addressing the issue of affordable housing.
- 5.8.5. Lead volunteer groups during activities, serving as a role model in community engagement.
- 5.8.6. Attend and contribute to monthly executive meetings.

5.9. The VP of Housing Advocacy shall:

- 5.9.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.9.2. Stay up to date on issues related to affordable housing through ongoing and active research.
- 5.9.3. Provide expert advice, information, and updates to the group on housing issues, serving as a reliable source of information and housing advocacy.
- 5.9.4. Collaborate monthly with the Marketing and Social Media Committee to develop informative posts, posters, or other creative materials that engage the community on the critical issue of affordable housing.
- 5.9.5. Attend and contribute to monthly executive meetings.

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.

7. Article Seven – Finances

- 7.1. The VP of Finance and Resource Management shall keep an active record of income and expenses.
- 7.2. The VP of Finance and Resource Management 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.