

Constitution of “Humanity First UofT”

1. Name

The official name of this recognized campus group is “Humanity First UofT”

The acronym or abbreviation of this group is: HF UofT

2. Purpose and Objectives

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

1. The purpose of the Humanity First Club – University of Toronto will be to promote social service in the UofT community and introduce people to the Humanity First Organization. People will be given information on how to help, donate to, or work with Humanity First to help the less fortunate people around the world. Our purpose is to serve disaster struck and socially and economically disadvantaged individuals and families in the poorer communities of the world - both locally, and internationally. At the University of Toronto, our aim is to start a movement of change fueled by the youth to serve the less fortunate members of our community and of different remote communities. Humanity First at University of Toronto hopes to uphold the mission and values of Humanity First Canada with the support of its students to better serve those in need.
2. The Humanity First Club – University of Toronto will enhance the educational, recreational, social, or cultural environment of the University of Toronto by holding events, seminars and fundraisers to educate students, staff and faculty about Humanity First. The club will enhance social values by inspiring people to help those in need and to put humanity first.
3. The Humanity First Club – University of Toronto fundamentally serves a non-profit function within the University of Toronto and will not engage in activities that are essentially commercial in nature. The proceeds from all sales will go directly towards Humanity First Canada.
4. The Humanity First Club – University of Toronto operates as an independent entity working within the University of Toronto community subject to the values and policies of the University.
5. The Humanity First Club – University of Toronto works under the Humanity First organization and strives to raise awareness and funds for it. All funds acquired from the club will either be used for club activities or donated to Humanity First Canada

**Note: The purpose for your club must include the overall mission, vision, goals, and the direction of your group. In addition to this, please elaborate further on how you are going to achieve the above. Will it be through seminars, workshops, outreach, advocacy, etc. It's important to talk about the how, the medium, and the “product” of your group. (Delete this paragraph when submitting the final copy).*

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 aforementioned 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.

4. Executive List and Duties

The executive committee shall be comprised of eight (8) elected officers. These include a President, VP – Finance, VP – Marketing, VP – Outreach, Project Manager (2), Executive Member (2).

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 Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

The Vice-President – Finance shall:

- Oversee the organization's finances and is charge of developing and enhancing the delivery of member services
- Keep the account books of the club;
- Arrange for the custody and distribution of funds pursuant to the executive and general membership's direction
- Provide a report on the finances of the club at each executive meeting and have the books available upon the request of any member of the club.
- Create a biannual report of the finances to be submitted to Humanity First Canada

The Vice-President – Outreach shall:

- Secure sponsorships, partnerships, and donations with/from external organizations
- Pursue partnerships for events and invite high-profile official key guests
- Handle official correspondence of the organization
- Assume any Public Relations responsibilities

The Vice President – Marketing shall:

- Create original social media content
- Be responsible for photography and videography for events, as well as sharing the content during/after events
- Create promotional videos for various events
- Manage social media accounts and regular post on Humanity First UofT Twitter and Instagram pages

- Design banners or posters used in fundraisers

The Project Managers shall:

- Take lead on major project of the semester/year
- Propose, design, and lead the project from conception to completion
- Delegate tasks to other members as applicable
- Take responsibility and accountability for carrying out the major project of the year
- Provide bi-weekly updates to rest of the team

The General Executive Members shall:

- Support all other members where applicable
- Assist with any other roles/responsibility that is not otherwise assigned, including but not limited to; volunteer recruitment, executive member recruitment, administrative tasks, and following up on action items to hold members accountable

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 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.

5. 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 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 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 SEO 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 SEO shall count the ballots. 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.

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

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 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 where date and times are to be set by an executive. 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. Centre for Student Engagement, etc) within two (2) weeks of its approval by general members.