

LOVE146

University of Toronto Student Chapter Volunteer Group

CONSTITUTION

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1. Organization Name:

The official name of this recognized campus group is “Love146 University of Toronto Student Chapter”.

The acronym or abbreviation of this group is: “UT146” or “Love146”.

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of the organization, “Love146 University of Toronto Student Chapter,” are outlined below:

The mission and mandate of the “Love146 University of Toronto Student Chapter” are in line with the mission of our parent organization, “Love146 INGO (International Non-Governmental Organization)”, referred to as “Love146” from hereon. “Love146’s” mission and mandate are outlined below:

“Love146’s” vision and goal are to *abolish* child exploitation and sex slavery. “Love146” aims to accomplish the abolition of child exploitation and sex slavery through prevention and aftercare solutions while contributing to a growing abolition movement.

“Love146 University of Toronto Chapter” is a “student chapter”, “volunteer group”, and extension of “Love146”. “Love146 University of Toronto Student Chapter” represents all three campuses of the University of Toronto. Student chapters, as defined by “Love146” (www.love146.org), are a conglomeration of people meeting at least monthly, committed to the following:

1. Becoming local experts on human trafficking through ongoing education.
2. Raising awareness within their communities about human trafficking and introducing people to the work of “Love146”.
3. Becoming activists in local and international efforts to end human trafficking.
4. Annually raising money for “Love146”.

“Love146 University of Toronto Student Chapter’s” aim is to focus on the issue of youth and young-adult (0-25 years of age) exploitation and sex slavery. “Love146 University of Toronto Student Chapter’s” goal is to raise awareness about the issue of youth exploitation and sex slavery by directly addressing this social issue on the UofT campus through open discussion, education, and engagement of, and within, the student body.

“Love146 University of Toronto Student Chapter’s” will organize and host events to both raise funds for the parent organization (“Love146”) *and* raise awareness about the issue of youth exploitation and sex slavery. When possible, the group will partner with its sister chapters in Canada and the United States for events and promotional purposes and activities.

3. Membership (Executive and General)

Voting membership is open to all registered students at the University of Toronto. All registered UofT students are permitted to run, nominate, and vote in elections and constitutional amendments. Non-voting membership is open to the University of Toronto staff, faculty, and alumni, and non-UofT affiliates. Members must register with a designated executive by submitting their full name and a valid email address.

“Love146 University of Toronto Student Chapter” does not discriminate on the grounds of race, colour, religion, sex, national or ethnic origin, age, sexual orientation, disability, or an individual’s previous affiliations in criteria for membership, assignment of voting privileges, or rank.

“Love146 University of Toronto Student Chapter” **does not** require membership fees.

General Member Requirements:

General members are required to attend a minimum of all “Love146 University of Toronto Student Chapter” general meetings and **85%** of “Love146 University of Toronto Student Chapter” hosted events per academic school year and general meetings. If a general member is unable to attend a meeting, they are required to provide a valid excuse *a week in advance* of said meeting.

A general member must be granted an excused absence in the case of a family emergency, health emergency, sickness, prior academic commitment (i.e. exam, class; notice must be given at least one week prior to the event or meeting), inability to commute to the location’s meeting, family event. **A general member is *not* required to provide explicit details of a health and/or family emergency.**

All permitted absences must be reported to the current “President” and “Director of Administration” a week in advance of said meeting. Failure to inform the President and Director of Administration may disallow such an absence.

The current academic year’s “President” exercises the authority to ultimately decide what counts as a valid excuse if it does not fall into one of the above-mentioned scenarios.

Executive Member Requirements:

All voting members of the Executive Committee must be currently registered students at the University of Toronto.

To obtain “Co-Curricular Record (CCR)” recognition at the University of Toronto:

1. Executive members are required to attend 85% of executive *and* general member meetings.

Attendance at executive member meetings can be either in-person or online.

If an executive member is unable to attend a meeting, they are required to provide a valid reason *a week in advance* of said meeting.

An executive member must be granted an excused absence in the case of a family emergency, health emergency, sickness, prior academic commitment (i.e. exam, class; notice of tests must be given at least one week prior to the event or meeting; and exam dates must be reported within the week that date has been set by the course syllabus and the final class schedule must be reported by the second week of September), inability to commute to the location's meeting, or family event. **An executive member is *not* required to provide explicit details of a health and/or family emergency.**

All permitted absences must be reported to the current "President" a week in advance of said meeting. Failure to inform the Presidents may disallow such an absence.

The current academic year's "President" exercises the authority to ultimately decide what counts as a valid excuse if it does not fall into one of the above-mentioned scenarios.

2. Executive members must volunteer for *at least* three hours at each "Love146 University of Toronto Student Chapter" event.

3. Executive members must maintain constant communication with their fellow Executive members.

4. Executive members are required to fulfill *all* duties associated with their position, as listed under the "Executive List and Duties" section.

Executive Member Withdrawal from "Love146 University of Toronto Student Chapter":

If an executive member decides to withdraw from the group, they must address their reasons for withdrawal with the President and the Head Director of the current academic school year.

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 by the Director or the President.

The member, whether general or executive, has the right to defend their action(s).

Any member of the club who does not fulfill their duties, as outlined below, may be given notice of removal.

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 may lose their executive position along with their membership to the group.

4. Executive List and Duties

The description and duties of each executive position are listed below.

Director of Love146/GTA Representative:

The Director shall:

1. Be in contact with LOVE146 parent organization.
2. Confirm all promotional and educational materials to ensure proper representation of the parent organization.
3. Transfer fundraised money upon completion of school year.
4. Finalize all finances throughout the academic year.
5. Be served by a previous President or Vice President of the group.
6. Work with the current executive team by providing guidance and input when needed.
7. Use knowledge of the club to provide valuable insight into operations.
8. Required to attend **all** events. Excused in case of emergency.

President:

Each year, unless decided otherwise by the previous year's executive team, the position of "President" will be filled by two "Co-Presidents".

The "President" shall:

1. Oversee the operations, management, and success of the group.
2. Ensure that all executive members are fulfilling their duties.
3. Be the spokesperson for the group.
4. Hold signing officer authority along with the "Vice-President" and "GTA Love146 Liaison" for financial purposes.
5. Preside over executive meetings as well as general meetings.
 - a. Ensure that all meetings are convened, chaired, and adjourned.
 - b. Coordinate time and location for meetings.
 - c. Prepare agenda(s) for each meeting.
6. Ensure transition of office to the future executive team.
7. Communicate regularly with the parent organization, "Love146", and "GTA Love146 Liaison" and keep them updated with news of "Love146 University of Toronto Student Chapter's" progress.
8. Delegate tasks to other group members, both executive and general.
9. Handle official correspondence(s) of the organization.
10. Should be a charismatic leader who is passionate about "Love146 University of Toronto's" cause and willing to dedicate as much time as necessary to ensuring the group's success.
11. Required to attend **all** events. Excused in case of emergency.

Vice-President:

Amongst selection of two "Co-Presidents", position for the "Vice-President" will remain unfilled and the duties

of “Vice-President” will transfer over to the “Co-Presidents”.

The “Vice-President” shall:

1. Assume duties of the “President” if both are absent.
2. Ensure that all the activities of the club meet regulations and policies of the University of Toronto.
3. The “Vice President” can assist with and/or fill another executive member’s position if said position has been left vacant at any point in time, at the discretion of the “President”.
4. Record all financial transactions of the group.
5. Advise members on the financial position of the group.
6. Oversee the creation and maintenance of an annual budget for the group as well as budgets for specific events.
7. Handle all financial documents regarding donations and funding from various individuals and organizations.
8. Work with the “President” to properly handle donations to the parent organization, “Love146”.
9. Responsible for all possible funding, including, but not limited to, UTSU funding.
10. Required to attend **all** events. Excused in case of emergency.

Director of Administration:

The “Director of Administration” will be responsible for both CCR management and administrative management of the group.

The “Director of Administration” shall:

1. Make a list of all registered members.
2. Maintain the member contact list.
3. Record notes and motions for meetings.
4. Maintain a detailed record of “To-do” lists for the members.
5. Notify all members of meetings.
6. Required to attend **all** events. Excused in case of emergency.

CCR Management Responsibilities:

1. Meet with staff validators and “President” to discuss administrative details.
2. Administer necessary forms which need to be filled out to all members (Executive and General) and notify them of the due date(s) *at least two weeks in advance*.
3. Attend all required meetings that are needed for LOVE146 to be a CCR validated student group.

Administrative Management Responsibilities:

1. Take attendance at all meetings.
2. Keep detailed notes of all decisions and plans made by the group.
3. Responsible for monitoring the participation of executive and general members.
 - a. “Participation” means attendance at the necessary number of meetings (general members) to

- gain CCR and attendance at *all* meetings (unless excused) for executive members.
4. Responsible for sending out regular updates and newsletters to E-list.
 - a. Emails must be approved by the “President” before being sent.
 5. Alert General Members to volunteering opportunities at events.
 - a. The “President” will make a template for these notifications which must be followed.
 6. Required to check “Love146 University of Toronto Student Chapter’s” general email account *at least* once a day and respond to new emails promptly.
 - a. If there is an event occurring in any given week, “Director of Administration” is required to check the general email account *at least* twice a day.

High proficiency in writing and professional communications are required for this position, as the Director of Administration is responsible for representing “Love146” to all sponsors, partners, donors, and other individuals and/or groups.

Head of Graduate Stream (Graduate Position):

The “Head of Graduate Stream” shall:

1. Assume the role of “Acting President” for UT146 graduate stream.
2. Responsible for overseeing all graduate stream events, campaigns, initiatives, and research projects.
 - a. (i.e., the work conducted by “Directors of Outreach and Events” and “Directors of Research and Community Awareness Events”).
3. Act as a liaison between graduate members and undergraduate members if additional help is needed.
4. Relay progress updates to “President” on behalf of the graduate stream.
5. Required to attend **all** events. Excused in case of emergency.

Directors of Research and Community Awareness Events (Graduate Position):

The “Directors of Research and Community Awareness Events” shall:

1. Be responsible for organizing and coordinating community awareness and fundraising events throughout the year.
 - a. Ensure that bookings are done well in advance of the date of the event.
 - b. Delegate responsibilities to other executive members when necessary.
 - c. Upload all completed forms (i.e. booking, etc.) **in addition to** the LOVE146 Event Form onto “Love146 University of Toronto Student Chapter’s” for access by other executive members.
2. Conduct and present relevant research on human-trafficking and exploitation in Canada.
 - a. Directors must devise a list of resources for reference by all executive members.
3. Responsible for updating the Head of Graduate Stream on outreach progress.
4. Work with “Directors of Outreach and Events” and “Directors of Sponsorship” on possible collaborators/collaborations for events.
5. Work with “Directors of Marketing and Social Media” and “Directors of Outreach and Events” to ensure that the event is being promoted and marketed well and frequently (i.e. posting about the event on social media, making in-class announcements, etc.).

6. Work with “Director of Marketing and Social Media” to ensure promotional material(s) are made.
7. Be in continuous contact with “President” regarding the progress of event planning and execution.
8. Required to attend **all** events. Excused in case of emergency.

Directors of Sponsorship:

The “Directors of Sponsorship” shall:

1. Be responsible for updating the sponsorship package.
2. Be responsible for seeking out and contacting potential sponsors.
 - Potential sponsors may include, but are not limited to, businesses, university departments, organizations, individuals, etc.
 - The “Directors of Sponsorship” are responsible for maintaining professional and courteous contact with potential and current sponsors.
3. Work with “Directors of Outreach and Events” on sponsors.
 - a. The “Director of Sponsorship” will coordinate with the “Directors of Outreach and Events” to meet potential and current sponsors and keep them updated on the events “Love146 University of Toronto Student Chapter” is hosting and other potential ways of sponsoring the group.
4. Work with “Director of Research and Community Awareness Events” to find sponsors for events and ensure that sponsors are properly acknowledged at events.
 - a. Acknowledgement of sponsors may include, but is not limited to, acknowledgement on event posters and/or other promotional material(s).
5. High level of proficiency in writing and communication skills is required.
 - a. Must be professional and courteous in correspondence with sponsors.
 - b. Emails and letters should have absolutely no grammatical or spelling errors.
6. Required to attend **all** events. Excused in case of emergency.

Directors of Outreach and Events:

The “Directors of Outreach and Events” shall:

1. Be responsible for general on-campus promotion of “Love146 University of Toronto Student Chapter”.
2. Be responsible for finding and maintaining collaboration partners.
 - a. Possible collaborators may include, but are not limited to, other on and off-campus social justice organizations, relevant academic faculties, etc.
3. Come up with innovative ideas to relay the “Love146” message to other UofT students.
 - a. On all of our social media platforms, including Facebook, Twitter, Instagram, Website.
 - b. Collaboration with the “Directors of Social Media and Marketing” is encouraged.
4. Devise a list of consistent newsletters, websites, socials, platforms etc. to share UT146 updates.
5. Be responsible for finding and maintaining collaboration partners.
 - a. Possible collaborators may include, but are not limited to, community groups, local/international social justice groups, academics outside of the University of Toronto, etc.
6. Coordinate and organize in-class announcements *for every event* “Love146” hosts.
7. Be responsible for monitoring the progress of general outreach on campus and for creating Facebook events for “Love146 University of Toronto Student Chapter’s” events.

- a. Work with “Directors of Social Media and Marketing” to ensure that posters are made for each event *well before* the event date so that promotion begins as early as possible.
8. Lead promotion on events for UofT students, such as on and off-campus fundraisers and raffles.
9. Ensure that “Love146” maintains a strong on-campus presence while expanding its online audience.
10. Lead promotion on events open to the general public, such as education seminars and research.
11. Ensure that “Love146” maintains a strong presence within the social justice and GTA community, in addition to bolstering its online presence.
12. Required to attend **all** events. Excused in case of emergency.

Directors of Social Media and Marketing:

The “Directors of Social Media and Marketing” Shall:

1. Operate all promotional efforts for events on campus and through social media
 - a. (including Instagram, Facebook, Twitter, UT146 Website, etc.).
2. Manage website.
3. Routinely update UT146 website with relevant announcements and events.
4. Come up with creative and innovative ideas to relay Love146’s message to students on campus and persons in the Toronto area (e.g. infographics, interactive story posts).
5. Report all promotional efforts to the “President” and “Vice-President”.
6. Preferably adept at graphic design, photography, art, social media and other creative mediums
 - a. (e.g. Adobe Suite, Canva, etc.).
7. Manage all of the abovementioned platforms, at minimum, on a **weekly** basis. It is important that these accounts remain active and engaging in order to garner attention for events, expand our social media following, and to spread awareness of human trafficking and of our organization’s objective and purpose. Collaboration with other executive positions.
 - a. (e.g. “Directors of Research and Community Awareness Events”) is encouraged.
8. Engage with social media audiences by answering questions and redirecting inquiries.

LOVE146 Interns:

The “LOVE146 Interns” shall:

1. Interns will aid with, and learn from, various departments at the request of executive members.
2. Workload and division of labour to be monitored by “President” and “Vice-President” to ensure fair distribution.
3. Promote UT146 initiatives amongst other 2nd – 4th year students (e.g. promoting events/recruitment efforts on first/second year community forums).
4. Complete any number of smaller tasks assigned to them by the “President” or “Vice-President” or other executives. The intended trajectory of the LOVE146 Interns is to prepare them for an executive position after the completion of their first school-term.

LOVE146 First Year Representative (FYP):

The “LOVE146 First Year Representative” shall:

1. Workload and division of labour to be monitored by “President” and “Vice-President” to ensure fair distribution.
2. Promote UT146 initiatives amongst other first year students (e.g. promoting events/recruitment efforts

on first/second year community forums).

3. Complete any number of smaller tasks assigned to them by the “President” or “Vice-President” or other executives. The intended trajectory of the FYPs is to prepare them for an executive position after the completion of their first school-term.
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5. Executive Recruitment

Executive positions are open to all registered UofT students. “Love146 University of Toronto Student Chapter” will notify members and the UofT community when the executive recruitment process is beginning. All voting positions on the Executive Committee will be filled through an annual election held in a non-biased manner. No individual who is seeking election may participate in planning or administering the election. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

6. Finances

The “Director of Administration” shall keep records of all income and expenses and shall present the group’s financial health at the annual general meetings.

Funds raised throughout the academic year shall be sent to “Love146”.

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 a major activity as 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

There will be, at minimum, two general meetings per-semester to discuss the club’s progress and mission.

8. Amendments

Constitutional amendments shall be updated by the Co-Presidents and the Director of Love146 at the end of every term.

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.

Non-members of the U of T community may not propose constitutional amendments, nor may they vote on them. If your group has a parent organization, the staff of that organization are not allowed to propose and vote on amendments.

9. Understanding of Constitution

Any final decision and understanding of this constitution has the final say from the “Director of Love146/GTA Representative” with the best interest of the group.