

# **Penny Appeal Advocates (UTMSU)**

## **ARTICLE 1: Name**

The official name of this recognized campus group is “Penny Appeal Advocates”. The abbreviation of this group is “PAA”; the club is referred to as PAA throughout the document.

## **ARTICLE II: Purpose**

The campus group's purpose is to raise awareness and support global relief and development initiatives through various projects and events, in partnership with Penny Appeal Canada. Our goals include providing educational and financial assistance to orphaned children, ensuring access to safe and clean water in vulnerable communities, and fostering sustainable development to break cycles of poverty. We strive to create an inclusive and equitable environment where all individuals, regardless of background or identity, feel welcome to participate and contribute towards our shared mission of making a meaningful impact. By transforming small change into a big difference, we aim to empower communities, advocate for better living conditions, and promote a culture of empathy and solidarity within our campus and broader community. Through collaboration and compassion, we are dedicated to creating a world where every person has the opportunity to thrive.

## **ARTICLE III: Membership**

All members of the University of Toronto—staff, faculty, students, and alumni—are welcome to join the club. UTMSU members have the right to run for positions, vote in elections, and propose constitutional revisions. Any other individual, including other University of Toronto members, may hold associate memberships without the aforementioned rights. High school students and other non-U of T members are encouraged to register as volunteers. Any volunteer hours contributed to events will be recognized.

Non-U of T members must register as volunteers by providing their full name and a valid email address to a designated executive.

Executive members will be elected through elections. The President and the Executive team may appoint coordinators, associates, and senior advisors as needed.

There is no membership fee for PAA.

## **ARTICLE IV: Executives**

1. Co-Presidents:

- Lead the club and provide strategic direction to ensure all activities align with the organisation's mission and goals.
- Organise and conduct regular club meetings, set agendas, and ensure discussions are productive and inclusive.
- Act as the main point of contact for external communications with the non-profit organisation, campus administration, and other stakeholders.
- Continuously assess the club's activities and initiatives, gathering feedback from members and stakeholders to identify opportunities for improvement.

## 2. Secretary:

- Oversee club communications and report directly to the president.
- Assist the president in their duties, stepping in as needed and serving as a backup.
- Manage the organisation's official correspondence.
- Take and maintain meeting notes.
- Develop and implement a strategic plan for the club, setting both short-term and long-term goals.
- Offer support and guidance for club events and members, fostering their involvement and professional growth.

## 3. VP Internal:

- Build alliances with other clubs to collaborate on events.
- Oversee membership recruitment, retention, and engagement efforts, striving to create a strong and inclusive club community.
- Assist in planning and organising club meetings, including setting agendas, scheduling speakers, and ensuring all necessary resources are available.
- Support the Executive Committee with their projects, ensuring events align with club goals, stay within budget, and are effectively advertised.
- Collaborate with the Communications and Networking Team on outreach efforts, overseeing club advertisements and communications with general members.

## 4. VP Finance

- Oversee the club's budget, including managing fundraising efforts, expenses, and financial reporting.
- Track and record all club expenses and financial transactions.
- Develop an annual budget and create budgets for specific club events.
- Prepare financial audits, including budget vs. actual reports, bank statements, financial statements, and original purchase receipts.
- This individual will submit the bi-annual audit to UTMSU.

## 5. VP Social Media

- Create posts that align with current social media trends and serve educational and promotional purposes.
- Document student interactions and cover events, such as by creating TikTok videos.
- Lead the promotion of all club events.
- Increase social media engagement for PAA.
- Manage the club's newsletter by curating content, including videos, images, and articles.

#### 6. VP external:

- Identify and contact potential guest speakers, sponsors, and other key partners.
- Collaborate with the Finance team to plan cost-effective events.
- Build alliances with other clubs and companies.
- Develop and execute strategies to engage the local community, raising awareness about the organisation's mission and its activities related to cancer prevention, treatment, and support.
- Work closely with the executive team to ensure external activities align with the organisation's overall goals and objectives.

#### 7. VP Events:

- Plan, organise, and execute club events, workshops, and activities.
- Handle logistics for events, including venue bookings, equipment, and materials.
- Recruit, train, and supervise volunteers to support various aspects of the organisation's work, such as event staffing and community outreach.
- Collaborate with the Events Team to brainstorm event ideas that align with the club's goals.

### **ARTICLE V: Meetings**

#### General Meetings (GMs):

GMs will be held twice a year. Once in each semester. The club, its objectives, and the plans for the semester will be explained to the general members. We shall respond to any queries or remarks made by the general members.

#### Executive Meetings (EMs):

Executives meetings will take place once every two weeks.

The days and times of the club meetings will be decided by a majority vote at the beginning of the academic semester. Discussions and decisions will be made regarding the group's annual activity plan, finances, and any approved or proposed constitutional amendments during these meetings.

#### Other Meetings:

When needed, the group will hold smaller meetings to discuss planned events, talks, and any unfinished work. The president must attend these meetings.

## **ARTICLE VI: Elections**

PAA will follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. PAA may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

### **Election Procedures:**

- PAA will hold an election in the Winter Semester, following the timeline set by the UTMSU.
- A Chief Returning Officer (CRO) will be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections will be open to all interested candidates who are UTMSU registered members of the group.

### **Election Timeline:**

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the election rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organise the voting platform.

### **Procedure in the event of a tie:**

In preparation for a tie, an executive from amongst the executive committee will be mutually selected, 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.

### **Election Policies:**

Any complaints that arise during the course of elections, or as a result of elections will be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election. The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.

Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

## **ARTICLE VII: Removal from office**

### Removal of an executive member

A notice of removal may be issued to any club member who acts in a way that compromises the interests of the club and its members, such as by neglecting to declare a substantial or continuing conflict of interest. Removal could also occur after two consecutively missed sessions without sending out enough letters or notifications. Removal might also occur after the executive member's disregard for duties imposed by the constitution. The PAA will give one written warning before sending out a removal notice. The problems and the. The warnings must specify what has to be done to fix them.

The person who is getting removed will have a chance to defend their actions.

The executives have the authority to vote to remove the member if they continue to disobey after being warned.

The current executive members present voted in support of removal with a two-thirds majority necessary.

The member must be able to appeal to the executive members, and the executive membership's majority vote will decide the issue in the end.

The person will be removed from the organisation and denied access to any club privileges. The same procedures for termination or impeachment apply to executive members, who will lose both their executive position and group membership, depending on the outcome of the vote.

Depending on the majority vote of the executive, either a by-election or the appointment of a new executive member will occur.

Removal of a general member:

A notice of removal may be provided to any club member who engages in behaviour that significantly and continuously jeopardises the interests of the club and its members, including failing to disclose a major or ongoing conflict of interest.

The member who is facing removal will be allowed to defend their behaviour. To remove a member, a two-thirds majority vote of the current members in attendance is needed. The member must be able to appeal to the general membership, and the general membership's majority vote will decide the issue in the end.

The individual will no longer have access to any club privileges and will be expelled from the organisation.

General Members and Executive Members will be bound by the same procedure.

### **ARTICLE VIII: Amendments to the Constitution**

Only UTMSU students who are members of PAA may propose and vote on changes to this constitution. The Executive Committee will oversee the process of discussing amendments at general meetings.

For an amendment to be approved, it must receive a two-thirds majority vote from registered executive members present at the general meeting.

The amended constitution will be submitted to the concerned University office. (e.g., the University of Toronto Mississauga Students' Union, the Centre for Student Engagement, etc.). The Executive Committee will formally adopt the new constitution as soon as possible.