



University of Toronto Scarborough Campus Regenesis Constitution

Last updated: Aug 6, 2023

0. Name of Organization

0.1 The official name of the organization will be Regenesis Scarborough at the University of Toronto Scarborough.

0.2 The Regenesis Scarborough may be referred to by the acronym Regenesis UTSC or Re-UTSC.

1. Purpose of Organization

- **1.1** The purpose of Regenesis Scarborough will be to:
 - **1.1.1** To establish and maintain the chapter in perpetuity;
 - **1.1.2.** Establishing, designing, providing, promoting, educating, operating, maintaining, assisting, or supporting institutions with a view to the promotion of conservation of the natural environment through reducing and preventing pollution and waste, the conservation and preservation of ecosystems and biodiversity on a long-term basis, and supporting sustainable food production, including organic and local;
 - **1.1.3** To promote health by cultivating resilient communities through community building, encouraging healthy lifestyles and providing and operating amenities in the public interest;
 - **1.1.4** To address the needs of young people and others in the community, including but not limited to their economic, social, housing, educational and environmental needs;
 - **1.1.5** To increase the public's awareness, appreciation and support of local art and their programs within various environments - through installments, by dissemination of information and endorsement, performances, public programming, etc.
 - **1.1.6** To provide public amenities by establishing and maintaining initiatives programming and public spaces related to our purposes;
 - **1.1.7** To conduct and or support research related to our purposes and to disseminate the results of such research;
 - **1.1.8** To establish and maintain permanent and other funds; and to disburse in accordance with the terms upon which any funds have been accepted including any capital and/or income therefore, to carry out the objects mentioned above;
 - **1.1.9** To pursue such other activities, projects, programs, or studies as are necessary or desirable for furthering the foregoing objects of the Organization.



- **1.2** Through our purposes, Regenesis Scarborough will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough and the surrounding community.
- **1.3** The Regenesis Scarborough fundamentally serves a non-profit function within the University of Toronto Scarborough and the surrounding community, and will not engage in activities that are essentially commercial in nature.
- **1.4** The Regenesis Scarborough operates as an independent entity working within the University of Toronto Scarborough and surrounding community.
- **1.5.** Regenesis Scarborough will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where activities and projects take place on the University of Toronto Scarborough campus, those activities and projects shall be subject to the values and policies of the University.
- **1.6** The University of Toronto Scarborough does not endorse the Regenesis Scarborough's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.
- **1.7** Regenesis Scarborough is the official affiliate of Regenesis at the University of Toronto Scarborough Campus and in the surrounding communities.
- **1.8** All Regenesis Scarborough members are entitled to membership with Regenesis.
- **1.9** Regenesis Scarborough agrees to abide by all policies and procedures of Regenesis, including the conflict resolution and safe space policies and Volunteer Code of Conduct.

2. General Responsibilities of all Executive Members

- **2.1** Members must attend the Transition Meeting, as stated in section 6.
 - **2.1.1** The Transition Meeting acts as training for incoming members from existing members to aid in the transition into the new position.
- **2.2** Must attend meetings regularly which will be weekly or biweekly, in which the exact date and time will be determined by the availability of executive members.
- **2.3** Absence from a meeting must be informed to the Vice-President of Internal Affairs prior to the meeting date and is to be compensated by reviewing the minutes made before the next meeting.
- **2.4** Must attend at least 80% of all meetings and 70% of events otherwise they may not be qualified for Co-Curricular Record validation
- **2.5** Perform duties outlined below with the corresponding role as stated in Section 3.
- **2.6** Must respond to emails and messages within 48 hours unless a valid reason is provided.
- **2.7** Removal of an Executive is achieved by majority vote as stated in Section 4.

3. Executive Membership

3.1 - Senior Executive Member:

Senior executive positions are to be filled before the end of every academic year, April 30, through majority voting of the entire existing executive team. To become a senior executive member, one must have had at least one full year of experience being an executive member. General Executive members are not eligible. Senior Executives are responsible for the communication between the Main Regenesis and the Regenesis UTSC Chapter. The term of each executive will commence following their election and will terminate May 1 the following year. Responsibilities will include but are not limited to the following descriptions.

3.1.1 - Co-President

- Responsible for coordinating and maintaining communication between Regenesis UTSC, Main Regenesis and the other chapters of events, initiatives, etc.
- Will oversee all executives of this chapter.
- Will ensure a positive and safe environment among all executives.
- Responsible for establishing short-term and long term goals of the organization.
- Responsible for keeping up to date with current environmental news, UTSC goals and activities.
- Responsible for approving and overseeing chapter events and ensuring proper allocation of funding.
- Responsible for ensuring internal and external affairs are properly organized with regards to club renewal, hiring, collaborations, etc.
- Responsible for ensuring Regenesis UTSC's vision and mission are maintained.
- Responsible for contacting external representatives for sponsorships.
- Responsible for overseeing long-term initiatives (e.g. Free Store, Bike Clinic).

3.1.2 - Vice-President of Internal Affairs

- Will oversee the roles of Volunteer Coordinator, Finance Director, Free Store Coordinator, Bike Clinic Coordinator.
- Responsible for organizing the Google Team Drive, tracking attendance, creating agendas ahead of time, taking meeting minutes during team meetings to ensure effective communication between team members.
- Responsible for the hiring and training of all organizational associates while developing human resources practices and policies to maintain a positive and safe working environment for group members.
- Responsible for all necessities to ensure the clubs renewal and continuation,

including but not limited to training and forms for ULife and SCSU Clubs.

- Responsible for co-curricular record (CCR) registration, updating CCR roles, and informing members of CCR deadlines and requirements, updating the club supervisor and Main Regenesis as necessary.
- Responsible for including updating events and opportunities on the Student Organization Portal (SOP).
- Responsible for working with the Finance Director to ensure reimbursements and grants are submitted.
- Responsible for maintaining the general Regenesis UTSC email, utsc@regenesis.eco, by directing emails to the corresponding Executives.
- Will ensure Event Directors are up to date about event policies from UTSC.
- Will act as an advocate and resource for the academic issues of members, ensuring accessible, high quality education while being involved with Regenesis.

3.1.3 - Vice-President of External Affairs

- Will act as a liaison between the organization and external organizations and societies on and off campus (such as UTERN, SCSU).
- Will oversee the roles of Outreach Director, and will work closely with the other VPs.
- Responsible for contacting external representatives for events, and funding.
- Responsible for attending meetings and emailing representatives outside of Regenesis for status updates.
- Responsible for advertising events and initiatives hosted by Regenesis to increase student participation and awareness.
- Responsible for tabling and organizing campaigns on and off campus.

3.1.4 - Vice-President of Communications

- Will work closely with the Vice-President of External Affairs
- Responsible for advertising events and initiatives hosted by Regenesis to increase student participation and awareness.
- Will act as a liaison between members within the organization and other student clubs, societies, organizations and groups alongside Vice-President External
- Responsible for being a bridge between the Vice-President of Operations, the Vice-President of External, and the Vice-President of Internal.

- Responsible for contacting external representatives for events and initiatives alongside Vice-President of External
- Will oversee Marketing Director
- Responsible for maintaining the general Regenesis UTSC email, utsc@regenesis.eco, by directing emails to the corresponding Executives.

3.1.5 - Vice-President of Operations

- Ensure that Regenesis UTSC is on track to completing its yearly goals, with projects and events that align with those aims
- Responsible for periodic check-in meetings with the Event team and keeping the Event team's morale up
- Responsible for maintaining the operations of long-term initiatives and conceptualizing new long-term initiatives
- Responsible for planning and organizing events hosted by Regenesis UTSC
- Responsible for collaborating with university departments and other clubs for events; and maintaining good relations with university departments and other clubs.
- Responsible for communicating with the Vice-President of Communications to update content and responding to messages on social media platforms and the physical bulletin boards in a timely manner.

3.2- Hired Executive members:

Hired executive members are open to all students. All applicants, including currently hired executive members who wish to reapply, must complete the application form. It is to be sent to the Vice-President of Internal Affairs and instructions are to be followed as stated on the application form. An interview time and date will be set with at least two senior executive members, one of them being the Vice-President that oversees the applicant's position of interest. Decisions will be based through voting of all existing executive members, with one vote each, and the Vice-President that oversees the position having two votes. The term of each executive will commence following the confirmation of their acceptance email and will terminate May 1 the following year. Responsibilities will include but are not limited to the following descriptions.

3.2.1 - Marketing Director

- Shall work under the supervision of the Vice-President of Communications.
- Responsible for advertising events and initiatives hosted by Regenesis to increase student participation and awareness through various online and offline platforms.
- Responsible for creating posters in a timely manner to advertise and promote events while ensuring the posters are available on the team drive for all executives to access.
- Responsible for putting up and removing event posters around campus, including the Regenesis bulletin board.
- Responsible for taking representative photos during events.
- Responsible for updating Regenesis' Information Bulletin board of activities and opportunities.
- Responsible for updating and responding to content on social media platforms.
- Will use the email of marketing1.utsc@regensis.eco and/or marketing2.utsc@regensis.eco

3.2.1 a. - Marketing Director - Newsletter Editor

- Shall work under the supervision of the Vice-President of Communications
- Responsible for writing and compiling content for the monthly Newsletter.
- Responsible for writing and editing any information pamphlets, documents, or other materials for distribution during events, initiatives, or projects.
- Responsible for creating post-event media to promote on social media and the monthly newsletter.
- Responsible for managing the newsletter mailing list.
- Responsible for submitting posting forms to the Regenesis Newsletter and updating event details to the CLNx platform.
- Will use the email of tbd.

3.2.2 - Volunteer Coordinator

- Shall work under the supervision of the Vice-President of Internal Affairs.
- Responsible for the recruitment of Volunteers as needed for events and initiatives through email, the Volunteer Facebook Page, discord server, mailing list, as necessary

- Responsible for assisting the Free Store Coordinator & Bike Clinic Coordinator to recruit and manage volunteers
- Responsible for keeping record of Volunteer involvement and hours contributed for CCR consideration.
- Responsible for Regenesis tabling events (e.g with UTSC Club Fair) through attendance and effectively communicating the values and mission of Regenesis.
- Responsible for engaging volunteers and informing the Vice-President of Internal Affairs about concerns, questions and ideas volunteers may have.
- Responsible for creating feedback forms for events and initiatives, summarizing results, and bringing them to the attention of the executive team.

3.2.3 - Finance Director

- Shall work under the supervision of the Vice-President of Internal Affairs
- Will act as the primary coordinator the organization finances with Regenesis Main and hold responsibility for the organization's bank account.
- Responsible for the application and follow-up of grant applications, completion of grant reports.
- Responsible for overseeing the organization's finances, including reimbursements, and is in charge of developing and enhancing the delivery of member services.
- Responsible for assisting in the levy process with SCSU 2022-2023 and delegating follow-up actions if not completed within their term.
- Responsible for the creation of an annual budget and tracking expenses.
- Will use of email of finance.utsc@regenesis.eco

3.2.4 - Event Director

- Shall work under the supervision of the Vice-President of Operations
- Responsible for planning and coordinating events such as purchasing materials, booking rooms, set-up and clean-up.
- Responsible for ensuring all aspects of the event or initiative is organized and planned, such that other executives are informed of the event logistics through an uploaded google document on the team drive.
- Responsible for completing on campus documentations and approval

with Campus Groups, as needed.

- Responsible for ensuring events and initiatives run smoothly and effectively through ensuring an uploaded google document is available on the team drive to outline the event procedure at least a day prior to every event.
- Responsible for researching and creating new events to engage the student population.
- Responsible for taking representative photos during events.

3.2.4 a. - Event Director - Free Store Director

- Shall work under the supervision of the Vice Presidents of Operations
- The Free Store is to be an on campus store where donation items are collected and given back to students for Free to promote reuse and waste reduction. Full details may be found in the Regenesis UTSC Free Store Operation Manual and Adams Sustainability Grant Application.
- Responsible for liasoning with Residence & Campus Life, Sustainability office, or any other organization for operation of the UTSC Free Store.
- Responsible for maintenance activities including but not limited to, renovations, new equipment, setting up collection bins.
- Responsible for regular free store operations and coordinating volunteers with the Volunteer Director as needed.

3.2.4 b. - Event Director - Bike Clinic Director

- Shall work under the supervision of the Vice President of Internal Affairs
- Responsible for updating the team with progress every general meeting.
- Responsible for working with Executives, requesting and allocating resources as required to complete their project goals.
- Responsible for liaising with other organizations inside and outside the UTSC community for assistance, as needed.
- Responsible for coordinating volunteers with the Volunteer Director as needed.
- Responsible for identifying funding sources and applying for them with assistance from the Finance Director, as needed.

3.2.5 - General Executives

- A conditional alternate offer for strong applicants who have great potential.
- Will participate in various aspects of RegenesiS UTSC based on interests and abilities.
- Shall work under the supervision of the Vice-President overseeing the project or task they are working on.
- Must complete at least 18h of contribution to be CCR verified

4. Removal of Executives

4.1- The process for removing an Executive may be initiated when a committee of no less than two-thirds of the Executive Team investigate a complaint which determines that:

- **4.1.1** A member or executive has engaged in unlawful actions or activities;
- **4.1.2** A member or executive has violated the constitution;
- **4.1.3** A member or executive has violated University of Toronto policies, procedures, or guidelines;
- **4.1.4** A member or executive has violated the rights of a fellow member;
- **4.1.5** A member or executive has not fulfilled their organizational responsibilities;
- **4.1.6** Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

4.2 - The process for removing a member or executive may also be initiated when:

- **4.2.1** A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
- **4.2.2** A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive and be given an opportunity to explain themselves before voting commences.

4.3 - The removal of members and executives will be facilitated by a three tier procedure which operates as follows:

- **4.3.1** First Tier:

- The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately by the Vice-President of Internal Affairs.
- **4.3.2 Second Tier:**
 - Initiated because the member or executive has violated section 4.1 after receiving a first tier warning relative to a particular action or behavior.
 - The Vice President of Internal Affairs will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
 - The Vice President of Internal Affairs must address all complaints in writing by formulating an action plan and timeline to correct the issues after discussing with other executive members.
 - The executive or member accused of violating section 4.1 will be given fourteen calendar days from receiving the Vice President of Internal Affairs' written response to demonstrate progress or correction of behavior.
- **4.3.3 Third tier:**
 - Initiated because the member or executive has violated section 4.1 after receiving second tier warning relative to a particular action or behavior.
 - The removal vote must take place at a valid general meeting. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
 - The removal of an executive or member requires a $\frac{2}{3}$ majority vote of all of the members present at a valid general meeting. The executive or member facing removal is entitled to vote on the motion.
 - If there is no $\frac{2}{3}$ majority vote for removal of the executive, the executive will remain on the executive team with the warning that another complaint can be filed after 3 calendar days.
- **4.3.4 Removal:**
 - If there is a $\frac{2}{3}$ majority vote, the member being removed will be given up to 7 calendar days to compile a list of their ongoing responsibilities which will be completed either by the

Vice-President overseeing their role.

5. Amendments

The organization may make, amend or repeal the constitution or certain sections.

- **5.1** Notice of a meeting called to consider such a resolution shall be given as follows:
 - **5.1.1** Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
 - **5.1.2** A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.
- **5.2** Amendments to the constitution require the approval of $\frac{2}{3}$ of the members present at a valid general meeting

6. Transition

- **6.1** All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- **6.2** All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- **6.3** All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.