



## Constitution of Right to Play UTM

### 1. Name

The official name of this recognized campus group is Right to Play UTM

The acronym or abbreviation of this group is: RTP UTM

### 2. Purpose and Objectives

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

Right to Play UTM is an official chapter of Right to Play Canada, a global organization that protects, educates, and empowers children to rise above adversity using the power of play. RTP UTM aspires to aid this non-profit organization in harnessing play to teach children the critical skills they need to dismantle barriers and embrace opportunities in both learning and life. Through advocacy and outreach, we intend to educate others on the plight of children in some of the most dangerous places on earth and how play has the ability to transform their lives. Through fundraising initiatives, we aim to support Right to Play Canada in helping children stay in school, resist exploitation, overcome prejudice, prevent disease and heal from the trauma of war. We are dedicated to fostering a community at UTM that is passionate about playing for change and eager to positively impact the lives of children around the world.

### 3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

Only UTMSU 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 \$0.00 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

### 4. Executive List and Duties

The executive committee shall be composed of six (6) elected officers. These include a President, Vice President, Vice President Finance, Vice President Internal, Vice President Events, and Vice President Marketing.

***The President shall:***

- Oversee the success, management and operation of the club
- Be the official spokesperson for the group
- Lead executive member meetings as well as general member meetings
- Ensure clear outlines and expectations are set for executive and general member meetings
- Hold signing officer authority along with the VP Finance for financial purposes
- Ensure UTMSU/Ulife renewal is initiated annually
- Ensure constitution is updated annually/as need basis
- Oversee Co-Curricular Record renewal process annually; Coordinate with club Validator
- Attend UTMSU mandatory executive and elections training
- Ensure smooth transition of office to the future Executives
- Establish and clearly articulate club goals and vision to executive and general members
- Ensure that the club environment is welcoming for students

***The Co-Vice-Presidents shall:***

- Assume duties of the President in his/her absence at club meetings and UTMSU trainings
- Lead Right to Play UTM events in absence of President
- Oversee and work closely with Right to Play UTM Vice Presidents (VP Finance, VP Internal, VP Events & VP Marketing)
- Ensure clear tasks and deadlines are articulated to executive members
- Oversee student club recognition and renewal processes (UTMSU, Ulife, CCR)
- Seek and select club validator
- Ensure successful completion of Co-Curricular Record recognition process
- Work closely with the President to complete and update club documents such as the constitution
- Conduct applicant interviews and provide input throughout hiring processes
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto

***The Vice-President Finance shall:***

- Oversee and delegate responsibilities to Finance Directors (RTP UTM Finance Team)
- Oversee all financial aspects of Right to Play UTM
- Complete financial statements and record financial transactions of Right to Play UTM
- Ensure thorough budget management
- Attend UTMSU Audit training
- Complete UTMSU Audits and records in a timely manner
- Clearly articulate income and expenses to executive team; advise team on club financial position
- Prepare a budget for the group for specific events as needed
- Ensure necessary financial information is reported to Right to Play Canada (official partner of Right to Play UTM)
- Manage total money fundraised throughout the year to be donated to Right to Play Canada
- Hold signing officer authority along with the President for financial purposes

***The Vice-President Internal shall:***

- Oversee and delegate responsibilities to Administration and Communication Directors (RTP UTM Internal Team)
- Manage all internal organization and record keeping for RTP UTM; Primarily manage the Google Drive account
- Manage important RTP UTM internal accounts; Ex. mailing list account, linktree
- Act as the primary contact for RTP UTM email accounts
- Maintain a list of all registered club members
- Regularly add new club members to mailing list
- Ensure thorough note-taking during club meetings and events
- Navigate and complete the Co-Curricular Record recognition application process (Writing the

application, completing edits, keeping track of club documents, distributing CCR Individual Tracking Templates etc.)

- Research and apply for awards on behalf of RTP UTM
- Ensure that executive member and board of director availabilities are taken into consideration and club meetings are scheduled regularly

***The Vice-President Events shall:***

- Oversee and delegate responsibilities to Events and Sponsorship Directors (RTP UTM Events Team)
- Plan, organize and facilitate RTP UTM events throughout the year
- Ensure smooth execution of all RTP UTM events throughout the year
- Create post-event reports consisting of participant information, event information as well as reflection
- Generate and present unique and creative event ideas to executive team and board of directors
- Create sign-up forms for events and tracking attendance
- Create Zoom links for virtual events
- Research, as well as pursue venues/event spaces, speakers and vendors
- Coordinate logistics with external partners relevant to specific events throughout the year
- Develop event budgets with the VP Finance

***The Vice-President Marketing shall:***

- Oversee and delegate responsibilities to Research, Creative Design, and Social Media Directors (RTP UTM Marketing Team)
- Manage all in-person and online marketing for Right to Play UTM
- Oversee and make critical decisions related to marketing content of Right to Play UTM
- Review content that has been researched and created by marketing team
- Ensure tasks, guidelines and deadlines are clearly articulated to marketing team
- Ensure content is regularly posted on all Right to Play UTM social media platforms
- Generate and execute ideas to receive high engagement on club social media platforms

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.

**Removal from the Office**

Removal from office can occur at any time by a notice from the UTMSU in case of harassment, sexual harassment and discrimination (refer to UTMSU's Procedural Policies) and/or if the member acts in such a way that negatively affects the interest of the club and its members, including non-disclosure of a significant or continuing conflict of interest. The executive team can notify and file a complaint with the UTMSU by sending a written notice to the Campus Groups Coordinator.

The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but are not limited to:

- Permanent/Temporary ban from campus group activities.
- Mandatory consent/Anti-oppression training.
- Permanent/Temporary ban from UTMSU spaces.
- Permanent/Temporary ban from campus group events

Alternatively, an **executive member** may be removed from office by the club itself for failing to perform his/her duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied:

1. Issuing Warnings. The President has issued two verbal and/or written **warnings**, and the Campus Groups Coordinator has issued one written warning towards the executive member in question. The **warnings** must clearly state the problem(s) and the steps to be taken to resolve them.
2. Notice of Removal. After the three warnings were issued and if the executive member failed to oblige and improve, the executive member in question will be **notified** via Email that the process of removing them from office will start and the applicable dates and procedures will be included.
3. Voting Process. After the notice of removal has been issued to the executive member in question and the UTMSU/Campus Groups Coordinator is notified, the executive members of the team can proceed to hold a **vote** within the executive team to remove the member from the office, while specifying the alleged incidents of neglect of duty in a written form. The vote shall be supervised and verified by the UTMSU and the Campus Groups Coordinator. The results of the vote should be 2/3 of the executives in favor of removal.
4. Appeal Process. The executive member in question has the option to **appeal** the decision and vote of majority within 21 days of the decision in a written form to the UTMSU and Campus Groups Coordinator. The executive member being removed shall also meet with the Campus Groups Coordinator and UTMSU, outlining and explaining the steps they are taking and their action plan for mitigating and amending the issue(s) they are being removed for.
5. Final Vote Process. If the UTMSU and Campus Groups Coordinator accept the appeal, the executive team shall hold a **final vote** immediately. In order for the appeal to pass and for the executive member in question to return to the office, the results of the vote should be 2/3 of the executives in favor of return.
6. Appointment/By-election Laws. In case the executive member is ultimately removed from office, a **by-election** will be held if necessary, according to the election rules as previously described under "Elections Procedures", or a new executive will be **appointed** by the executive team.

Additionally, a **registered general member** may be removed and prohibited from participating in the organization, its events and program for committing any of the offenses mentioned at the top of this Article (such as harassment or discrimination) and/or any other despicable acts that may threaten or endanger the safety and wellbeing of other members or students on the UTM campus. Such removal will occur if, and only if, the following conditions are satisfied:

1. Notice of Removal. Following the incident/issue, the general member in question will be **notified** via Email by the President of the group that the process of provoking their general membership will start and the applicable dates and procedures will be included.
2. Voting Process. After the notice of removal has been issued to the general member in question and the UTMSU/Campus Groups Coordinator is notified, the executive members of the team will proceed to hold a **vote** to remove the member from the club and provoke their general membership, while documenting the procedure and specifying the alleged incidents of a written form. The vote shall be supervised and verified by the UTMSU and the Campus Groups Coordinator. The results of the vote should be 2/3 of the executives in favor of removal.
3. Appeal Process. The general member in question has the option to **appeal** the decision and vote of majority within 21 days of the decision in a written form to the UTMSU and Campus Groups Coordinator. The general member being removed shall also meet with the Campus Groups Coordinator and UTMSU, outlining and explaining the steps they are taking and their action plan for mitigating and amending the issue(s) they are being removed for.
4. Final Vote Process. If the UTMSU and Campus Groups Coordinator accept the appeal, the executive team shall hold a **final vote** immediately. In order for the appeal to pass and for the general member in question to maintain his/her general membership and right to participate in the club, the results of the vote should be 2/3 of the executives in favor of staying/returning.

## 5. Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students 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:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU.
- A Chief Returning Officer (CRO) must 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 must 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.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections 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 organize the voting platform.

### Election Policies

Any complaints that arise during the course of elections, or as a result of elections must 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.

In preparation for a tie, the CRO shall recount and review the votes, ensuring all voters are indeed UTMSU members. If the tie still stands, then the CRO will perform a random draw for the candidates

involved in the tie to determine a winner. The candidate whose name is drawn will be appointed to the position.

## **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 bi-weekly 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**

Only UTMSU registered 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, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.