



## **Sending Sunshine UTM Chapter Constitution 2024-2025**

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### **1. Name:**

The official name of this recognized campus group is “Sending Sunshine UTM Chapter” (SSM).

### **2. Purpose:**

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

The primary objective of the Sending Sunshine UTM Chapter is to provide support and companionship to seniors residing in senior homes, effectively combating the prevalent issues of loneliness and isolation they face. Our mission revolves around the distribution of crafted, hand-made cards, each carrying heartfelt messages that resonate with the recipients. Particularly in light of the COVID-19 pandemic, seniors have become more susceptible to a range of psychological and medical challenges arising from their isolation, including:

- Stress
- Anxiety
- Depression
- Related conditions

It is within this context that our organization seeks to make a meaningful difference.

The dedicated students of UTM actively engage in the creation of physical cards, meticulously designing them and penning heartfelt messages. These cards are then collected by our executives, who oversee the process of shipping them to the official Sending Sunshine organization. Our overarching objective is to gather a substantial number of cards, thereby maximizing the impact of our efforts and spreading happiness to as many senior citizens as possible.

Throughout the year, we organize a diverse array of events to further our charitable goals and contribute to our community. These initiatives include group card-making sessions, fundraising sales, and collaborations with other UTM clubs. By partnering with various organizations on campus, we strive to expand our reach and make a tangible difference in the lives of seniors. To augment our outreach efforts and showcase the creative talents of our students, we established an Instagram account. This platform serves as a catalyst for raising awareness about our club's mission and provides a visual representation of the artistry and dedication exhibited by our members.

In summary, the Sending Sunshine UTM Chapter is devoted to enriching the lives of seniors in senior homes by offering them solace, companionship, and a tangible reminder that they are valued and cherished. Through our carefully crafted cards, engaging events, and collaborative endeavors, we aspire to bring joy and connection to as many senior citizens as possible while fostering a sense of community within UTM and beyond.

### **3. Membership:**

Membership to SSM is open to all the University of Toronto Mississauga members (students, staff, faculty, and alumni). Full rights to run, nominate, and vote in elections and constitutional amendments are exclusively available to current students of the University of Toronto Mississauga who are registered members of UTMSU. Non-U of T members may join but do not hold these rights. Members must register through a Google Forms application, which includes their full name, student number, and UofT email address.

The membership fee will be \$0 per year.

For recognition by the University of Toronto Mississauga's Student Union (UTMSU), the club must maintain a minimum of 25 UTM student members. The group also must maintain recognition from the Centre for Student Engagement (CSE). These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

### **4. Executives List and Responsibilities:**

The executive committee shall be composed of six (6) officers. These include President, Vice-President of Internal Affairs, Events Manager, Social Media Manager, Treasurer, and 2 Sunshine Messengers.

#### **President:**

- **Leadership and Oversight:** The President is responsible for the overall leadership of the Sending Sunshine UTM Chapter. This includes ensuring that all operations, events, and initiatives align with the club's mission and objectives. The President must actively work to foster a collaborative environment among the executive team and ensure that all team members are effectively fulfilling their roles.
- **Meeting Facilitation:** The President shall preside over all executive and general meetings, setting the agenda, leading discussions, and ensuring that meetings are conducted in an orderly and productive manner. The President is also responsible for ensuring that all decisions made during meetings are documented and communicated to the relevant parties.
- **Strategic Planning:** The President will spearhead the strategic planning process for the club, working with the executive team to set both short-term and long-term goals. This includes developing strategies to increase member engagement, expand the club's reach, and enhance the impact of the club's initiatives.

- **Documentation and Transition:** The President is responsible for maintaining a comprehensive paper trail that includes all relevant information, documents, and resources related to the club's operations. This includes preparing a detailed transition report for the incoming executive team to ensure a smooth handover at the end of the term.
- **Collaboration and Outreach:** The President will collaborate with other executives to brainstorm and implement innovative ideas for social media outreach, fundraising, and card-making initiatives. This includes forming partnerships with other UTM clubs, external organizations, and community groups to enhance the club's visibility and impact.

#### **Vice President of Internal Affairs:**

- **Operational Coordination:** The Vice President of Internal Affairs (VP Internal) is responsible for the internal operations of the club, ensuring that all logistical aspects are managed effectively. This includes coordinating card drop-off dates, managing volunteer schedules, and ensuring that all activities adhere to club guidelines and standards.
- **Member Communication:** The VP Internal shall maintain clear and consistent communication with club members, particularly Engagement Associates (student volunteers). This involves sending regular updates, coordinating volunteer shifts, and ensuring that all members are informed of upcoming events and deadlines.
- **Record-Keeping:** The VP Internal is responsible for meticulously documenting meeting minutes, decisions made, and any other important communications within the club. This includes maintaining an up-to-date database of contact information for all members and executives, which is crucial for tracking participation and ensuring compliance with Co-Curricular Record (CCR) requirements.
- **Support and Mentorship:** The VP Internal will act as a mentor to Engagement Associates and other volunteers, providing guidance and support as they contribute to the club's initiatives. This includes offering training and resources to help volunteers succeed in their roles.

#### **Social Media Manager:**

- **Online Presence Management:** The Social Media Manager is responsible for maintaining a consistent and engaging online presence for the Sending Sunshine UTM Chapter across all social media platforms. This includes creating and scheduling posts, responding to messages, and interacting with followers to build a strong online community.
- **Content Creation:** The Social Media Manager will collaborate with other executives to create visually appealing and impactful content that highlights the club's activities, events, and successes. This includes designing graphics, writing captions, and curating photos and videos that effectively communicate the club's mission.
- **Marketing and Promotion:** The Social Media Manager will develop and implement marketing strategies to promote the club's events and initiatives. This includes creating promotional materials, running social media campaigns, and utilizing analytics to optimize engagement and reach.

- **Partnerships and Collaboration:** The Social Media Manager will work closely with other UTM clubs and external organizations to create joint social media campaigns and cross-promotional opportunities. This collaboration will help to expand the club's reach and attract new members.
- **Brand Management:** The Social Media Manager is responsible for ensuring that all online content aligns with the club's branding and messaging. This includes maintaining a consistent tone, style, and visual identity across all platforms.

### Events Manager:

- **Event Planning and Coordination:** The Events Manager is responsible for planning, organizing, and executing all club events, including fundraising initiatives, card-making workshops, and collaborative events with other organizations. This includes developing event concepts, securing venues, coordinating logistics, and ensuring that all events run smoothly.
- **Volunteer Management:** The Events Manager will recruit, train, and manage a team of volunteers to assist with event execution. This includes assigning roles, providing guidance, and ensuring that all volunteers understand their responsibilities during events.
- **Budget and Resource Management:** The Events Manager will work closely with the Treasurer to manage the budget for each event, ensuring that all expenses are accounted for and that the event remains within budget. This includes sourcing materials, negotiating with vendors, and securing sponsorships if needed.
- **Safety and Inclusivity:** The Events Manager is responsible for creating a safe and inclusive environment at all events. This includes implementing safety protocols, ensuring that venues are accessible to all participants, and fostering a welcoming atmosphere where all members feel comfortable contributing.
- **Post-Event Evaluation:** After each event, the Events Manager will conduct a debrief with the executive team and volunteers to assess the event's success and gather feedback. This information will be used to improve future events and ensure continuous growth.

### Treasurer:

- **Financial Oversight:** The Treasurer is responsible for overseeing all financial aspects of the Sending Sunshine UTM Chapter. This includes managing the club's budget, tracking income and expenses, and ensuring that all financial transactions are conducted in accordance with UTMSU guidelines and club policies.
- **Budget Planning:** The Treasurer will work with the President and other executives to develop an annual budget that aligns with the club's goals and initiatives. This includes allocating funds for events, materials, and other operational costs.
- **Fundraising and Revenue Management:** The Treasurer is responsible for managing all fundraising activities, including tracking donations, processing payments, and ensuring that all funds are properly accounted for. This includes working with the Events Manager to maximize revenue from fundraising events.

- **Financial Reporting:** The Treasurer will prepare and present regular financial reports to the executive team and UTMSU. This includes providing updates on the club's financial status, detailing income and expenses, and highlighting any potential financial concerns.
- **Audit and Compliance:** The Treasurer is responsible for ensuring that the club complies with all financial regulations set by UTMSU. This includes preparing for and overseeing any audits conducted by UTMSU, maintaining accurate financial records, and ensuring that all documentation is up to date.

### **Sending Sunshine Messengers:**

- **Card Collection and Quality Control:** The Sending Sunshine Messengers are responsible for collecting all cards created by members and volunteers, ensuring that they meet the quality and guideline standards set by the Sending Sunshine UTM Chapter. This includes reviewing each card for appropriate content, ensuring it aligns with the club's mission, and providing feedback if necessary.
- **Distribution and Delivery:** The Sending Sunshine Messengers will manage the logistics of sending the collected cards to the official Sending Sunshine organization's designated PO Box. This includes packaging the cards, coordinating with postal services, and ensuring timely delivery.
- **Member Engagement:** The Sending Sunshine Messengers will maintain regular communication with members to encourage consistent participation in card-making activities. This includes reminding members of submission deadlines, providing guidance on card creation, and recognizing outstanding contributions.
- **Collaboration with VP Internal:** The Sending Sunshine Messengers will work closely with the VP Internal to coordinate card drop-off dates and ensure that all cards are collected in an organized and efficient manner. This collaboration ensures that the club maintains a steady flow of contributions to the official Sending Sunshine organization.
- **Reporting and Documentation:** The Sending Sunshine Messengers will document the number of cards collected and submitted each month, providing regular reports to the executive team. This data will be used to track the club's progress and impact, helping to set future goals and strategies.

### **Event Associates:**

- **Event Support:** Event Associates will assist the Events Manager in the planning, preparation, and execution of all club events. This includes setting up venues, managing event logistics, and providing on-site support during the event.
- **Behind-the-Scenes Work:** Event Associates will handle various behind-the-scenes tasks, such as creating event materials, coordinating with vendors, and managing event registration. They will also assist with post-event cleanup and debriefing.
- **Collaboration and Communication:** Event Associates will work closely with the Events Manager, VP Internal, and President to ensure that all aspects of the event are covered. They will also communicate with volunteers to provide guidance and support as needed.
- **Training and Development:** Event Associates will receive training from the Events Manager and other executives to develop their event planning and management skills.

This includes learning how to coordinate logistics, manage budgets, and create successful events that align with the club's mission.

## **5. Meetings:**

### A) Executive meetings:

- The executive committee shall meet on a monthly basis where dates and times are to be set by an executive. The quorum of executive meetings shall be 50% + 1 of executives.

### B) Volunteers:

- The volunteers (engagement associates) are to be contacted and kept up to date through a main Whatsapp group chat, monitored and managed by the Secretary and President.

### C) General Meetings:

- The group shall hold general meetings at least twice per year, i.e. once per academic term.
- The Executive Committee shall announce the dates of the general meetings two (2) weeks prior to the meeting date. The purpose of the annual meetings are to go over the group's annual activity plan 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.*

## **6. Elections:**

The President went through a hiring process to hold the position of Founder of the Sending Sunshine UTM Chapter from the official Sending Sunshine organization. All executive members were to submit an application for their respective roles and interests, in which the President approved successful applications. For executive role renewals, excluding the President, executives in good standing who have completed their tasks and gained CCR recognition would express their interest in continuing in their respective positions in the upcoming year.

In the case of executives graduating from UTM or not expressing interest in continuing in their roles, another hiring process would take place, in which prospective applicants would use the same application to apply for their position and the President would approve successful applicants that align with the clubs' values and missions.

**Procedure in the Event of a Tie:**

In the event of a tie during any election, a runoff election will be conducted between the candidates who have tied. The runoff election shall take place within one week of the initial vote. If the runoff election also results in a tie, the Executive Committee shall hold a meeting to discuss and decide the outcome, with each executive member casting one vote. If the Executive Committee vote results in a tie, the President will have the deciding vote.

**7. Removal from Office:**

Any member of the club who commits acts negatively affecting the interests of the club, including aggressive behavior, will be given a notice of removal. Other examples of negative acts that could lead to a member's removal are inappropriate acts, including but not limited to discriminatory comments, using inappropriate language, and creating a hostile environment. The member up for removal shall have the right to defend their actions. A two-thirds majority vote of executive members in favor of the removal is required, in which the member would have the right to appeal such a matter. The majority vote of the general membership will have the final say. The member will be removed from the club's membership and lose club-associated privileges.

Executive members are also subject to the same removal process and, according to the voting process, may lose their executive and general membership positions. In the event of an executive member being removed, a new one will be appointed.

In other circumstances, the UTMSU also has the power and responsibility of removing an executive member if there is clear proof of harassment and/or discrimination of others. The UTMSU must be informed when a member is removed, general or executive.

**8. Amendments to Constitution:**

Only UTMSU members can propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings. Amendments to the constitution shall require a two-thirds majority vote to be passed at Executive Meetings by current, registered University of Toronto Mississauga executive members. The Executive Committee will formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e., The University of Toronto Mississauga Students' Union, etc.) within two weeks of its approval by the Executive board.