

Title of Organization:

“Students for Wishes University of Toronto Student Chapter” hereby referred to as “Students for Wishes UofT” or “SFW UofT”.

Purpose:

OUR MISSION

The mission of the Students for Wishes University of Toronto Student Chapter is to raise awareness and donations for Make-A-Wish® within the school community. Make-A-Wish® grants wishes to children with critical illnesses to provide the child with hope, strength, and joy.

OUR VISION

Our vision is to grow wish granting in Canada so that every eligible child has the opportunity to have their wish fulfilled.

OUR VALUES

- **INTEGRITY:** We approach every aspect of our work with unwavering standards of honesty, transparency, and respect for wish recipients, their families, and foundation supporters.
- **CHILD FOCUS:** Our business practices always put the interests of wish children first.
- **EXCELLENCE:** We aspire to best-in-class business practices, and we embrace the challenge to exceed expectations at every opportunity.
- **COMMUNITY:** We foster a collaborative, global community of staff, volunteers, and donors with the collective ability to make the broadest possible range of wishes come true.
- **INSPIRATION:** We are inspired by the examples of our wish kids and the actions of the entire Make-A-Wish community to approach our mission with life-affirming enthusiasm, imagination, and creativity. As a result, we fill each wish experience and every interaction with hope, strength, and joy.

OUR GOAL

The SFW UofT Club’s goal is to engage students within the University of Toronto (UofT) to become proactive members in benefitting the Make-A-Wish foundation through collaborative efforts with other clubs within UofT. In addition, we aim to become a service-based group that incites campus-based advocacy in relation to issues pertaining to Make-A-Wish and its mission.

Objectives:

- To raise funds in order to grant the wishes of local children with life-threatening medical conditions.
- To educate our community and members of our club about the mission and vision of Make-A-Wish and the children they serve.
- To provide our members with a fun and memorable experience while working towards a common cause.

Article 1- Membership:

Membership is open to every UofT student regardless of race, creed, gender, and sexual orientation, alongside physical and mental disabilities

Only members of the current student body within UofT are eligible to hold voting privileges and executive positions in the association.

Associate non-voting members shall be allowed but may not hold executive positions.

All voting positions on the Executive Committee shall be filled through an annual election, and only registered U of T students can be voting members and sit on the Executive team

This group states that "external organizations may not dictate the content of the Student Group's constitution and/or by-laws nor how a Student Group may conduct its activities".

Executive Titles:

The Executive Committee must abide by the rules and mandates of the Make-A-Wish® Foundation.

The Executive Committee shall consist of at a minimum:

- a) President
- b) Finance Director
- c) Logistics Director
- d) Marketing/Social Media Director
- e) Sponsorship Director
- f) Volunteer Director

The Executive Committee shall consist of at a maximum 20 Executive Positions including:

- a) President(s)
- b) Vice President
- c) Finance Director
- d) Administrative Director
- e) Logistics Director
- f) vents Director
- g) Marketing/Social Media Director(s)
- h) Sponsorship Director(s)
- i) Volunteer Director
- j) General Volunteers

Subsection A: Executive Structure:

- 1.1 The Executive Committee consists of 5-20 Executive Directors.
- 1.2 The President/Co-Presidents and Vice-President shall be elected by the present team members during a general meeting held before the last week in March. They must win by a majority of more than 50%.
- 1.3 The newly elected President/Co-Presidents and Vice-President will then select a time to elect the executive positions at the beginning of their term.
- 1.4 The Executive Directors shall possess duties as are assigned to them by the constitution and as may be delegated to them.
- 1.5 The Executive Committee shall serve as such without remuneration, and no Directors shall directly or indirectly receive any profits from their positions as such.
- 1.6 The quorum of the Executive Committee shall be 67%, one of whom must be the President or Vice-President, voting shall consist of a simple majority of those present.
- 1.7 The Executive Committee may create special sub-committees.
- 1.8 The term of office of all Directors shall end on the 30th day of April each year, however, as per start-up year, this rule is temporarily waived in order to establish the organization. Upon successful establishment, i.e. 30th April 2015- the term for all current execs will end and those who wish to reapply will be subject to a form of re-election.

SUBSECTION B: Executive Duties:

President/Co-Presidents - The President/Co-Presidents shall:

- a) Officially represent the *Students for Wishes* UofT.
- b) Be responsible for all public relations of the *Students for Wishes* UofT.
- c) Preside at all executive meetings.
- d) Be responsible for keeping the lines of communication open with Make-A-Wish® Toronto & Central Ontario and other Chapter groups within other Universities.
- e) Coordinate all activities of *Students for Wishes* UofT.
- f) Coordinate all sub-committees.
- g) Sign all cheques of *Students for Wishes* UofT with permission of the Executive committee.*
- h) Be responsible for finding and/or booking meeting space.
- i) Keep a record of all members of *Students For Wishes: UofT* and of members' appropriate contact information, including but not limited to email, phone number, and college affiliation.
- j) Carry and file all correspondence, except those deemed to be more appropriate for a specific Director (ie. Sponsorship, Marketing, Logistics).
- k) Act as the main contact person and liaison between external parties and the SFW UofT team (ie. to be reached by outside members, contact person for ULife).
- l) Be responsible for the organization and planning behind all events of *Students for Wishes* UofT
- m) Be responsible for venue bookings for all events of *Students for Wishes* UofT.

- n) Be responsible for meeting and keeping in contact with appropriate persons in the organization and planning of all events of *Students for Wishes UofT*.

Financial Director(s) - The Finance Director(s) shall:

- a) Be the financial officer.
- b) Maintain all financial records and receive all money due to *Students for Wishes UofT*.
- c) Present a financial report with updates every month to the Executive Committee.
- d) Make a final financial summary report to *Students for Wishes UofT* at the end of his/her term of office.
- e) Propose an estimated budget in September, in collaboration with the President and Vice-President, for *Students for Wishes UofT* activities for the year.
- f) Seek and apply to sources of funding.
- g) Sign all cheques of *Students for Wishes UofT* with the permission of the Executive Committee.*
- h) Assist the other Executive Directors in their duties.

Logistics Director(s) - The Logistics Director(s) shall:

- a) Be responsible for venue bookings for all events of *Students for Wishes UofT*.
- a) Be responsible for all equipment bookings for all events of *Students for Wishes UofT*.
- b) Be responsible for meeting and keeping in contact with appropriate persons in the organization and planning of all events of *Students for Wishes UofT*.
- c) Be responsible for participant recruitment for all events of *Students for Wishes UofT*, in solidarity with the Volunteer Coordinator
- d) Coordinate and assign duties to volunteers for all events of *Students for Wishes UofT*
- e) Liaise with venue management, vendors, and other external parties to secure necessary permits, equipment, and services for events.
- f) Work closely with the Events Director to ensure all logistical aspects of events are effectively managed, including transportation, equipment setup, and coordination with venue staff and more.
- g) Assist the other Executive Directors in their duties.

Events Director(s) - The Events Director(s) shall:

- a) Be responsible for organizing and planning all events of *Students for Wishes UofT*.
- b) Create detailed event summaries document outlining dates, supplies, and tasks needed for the event.
- c) Ensure that the event aligns with the Make-A-Wish® mission.
- d) Coordinate event-related tasks for each executive member - particularly the Logistics Director.
- e) Be responsible for event set-up and tear-down.
- f) Develop and maintain a calendar of events for the academic year, ensuring timely communication with the executive team and members.

- g) Collaborate with the Marketing and Social Media Directors to promote events and increase participation.
- h) Work closely with the Logistics Director to coordinate all logistical aspects of events, ensuring seamless execution from planning to completion.

Marketing Director(s): The Marketing Director(s) shall:

- a) Be responsible for promoting all the events of *Students for Wishes UofT* through the creation of posters and the use of social media.
- b) Create a strong online presence through social media applications such as Facebook and Instagram.
- c) Maintain contact with Make-A-Wish Toronto & Central Ontario® regarding branding and publicity issues.
- d) Be responsible for all media relations including, but not limited to, relations with External Sponsors and/or internal campus organizations.
- e) Be responsible for the creation of marketing strategies to enhance the promotion and gain traction for events and club presence.
- f) Assist the other Executives in their duties.

Social Media Director(s) - The Social Media Director(s) shall:

- a) Maintain communication between the Make-A-Wish® Toronto & Central Ontario website coordinators in relaying events and promotions.
- b) Work in partnership with the Marketing Director(s) to create a strong online presence through social media applications such as Facebook and Instagram.
- c) Assist the other Executive Directors in their duties.

Administrative Director(s) - The Administrative Director(s) shall:

- a) Keep minutes of all Executive Meetings.
- b) Be responsible for sending the minutes to *Students for Wishes UofT*.
- c) Be responsible for finding and/or booking meeting space.
- d) Keep a record of all members of *Students For Wishes UofT* and of members' appropriate contact information, including but not limited to email, phone number and college affiliation.
- e) Responsible for taking care of co-curricular records for all the members of the club
- f) Keep an ongoing record of attendance at meetings for all members and meeting minutes
- g) Carry and file all correspondence, except those deemed to be more appropriate for a specific Director (ie. Sponsorship, Marketing, Logistics)
- h) Assist the other Executive Directors in their duties.
- i) Assist the Co-Presidents with operations
- j) Act as the main contact person and liaison between external parties and the *Students For Wishes UofT* team (ie. to be reached by outside members, contact person for ULife)

Sponsorship Director(s) - The Sponsorship Director(s) shall:

- a) Be responsible for actively seeking goods, prizes, media, and monetary donations from benefactors and companies.
- b) Be responsible for meeting and keeping in contact with appropriate persons in an attempt to secure donations.
- c) Be responsible for seeking and maintaining relationships with other organizations and clubs whose mission aligns with ours.
- d) Assist the other Executive Directors in their duties.
- e) Develop sponsorship packages and proposals to present to potential sponsors, highlighting the benefits of supporting *Students for Wishes UofT*.

*Signing officers shall hereby be the President and Finance Director. In the case that the President is not available, the Vice-President may assume the role of the President and act as a Signing Officer. However, if the Finance Director is not available then no financial statements may be signed off.

Volunteer Director - The Volunteer Director shall:

- a) In charge of all efforts for volunteer recruitment throughout the year - including marketing schedules and logistics.
- b) Be knowledgeable about the Make-A-Wish® volunteer program and be able to confidently answer any inquiries.
- c) Communicates through co-presidents to liaison with other executive directors and Make-A-Wish® contact.
- d) Be responsible for planning, managing, facilitating and hosting the online volunteer recruitment workshops throughout the school year.
- e) Uphold the Make-A-Wish® brand and reputation.

Article 2- Finance:

2.1 The finances of the organization must be handled exclusively by the organization and kept separate from any other group.

2.2 The majority of any yearly surplus, earned through fundraising and not through grants, resulting from the operation of the group will be donated to the local Make-A-Wish® managing chapter, and any remaining amount* should be transferred to reserve for future use and no part of the surplus shall be payable to any other member.

2.3 In the event of the dissolution of the group, all surplus and assets should be transferred to the local Make-A-Wish® managing chapter.

2.4 Students for Wishes may not engage in activities that are essentially commercial in nature.

2.5 Students for Wishes will not have as a major activity a function that makes it an on-campus chapter of a commercial organization and will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

2.6 The club will not pay salaries to any of its officers.

* “remaining amount” is defined as what exceeded our expected fundraising goal. In most years, depending on the success of the organization the funding goal will be \$5,000-\$10,000. This number is subject to change upon review of the organization’s fundraising results.

Article 3- Meetings:

3.1 At least one general meeting should be held every two weeks during the school semester except under an emergency as prescribed by the President (one of the last meetings of the year will be the Annual General Meeting).

3.2 Within certain circumstances, based on mass membership, the definitional structure of the group may alter so much so that meetings may be held both for council and, separately, for core executives (defined primarily as Co-presidents, Financial Director, Logistics Director, Sponsorship Director, Marketing Director, and Social Media Director).

3.3 Members must be informed of each meeting at least four (4) days in advance unless circumstances do not permit such an early declaration of meeting the latest a council may be informed 24 hours prior to the meeting.

3.4 Quorum shall consist of fifty percent (50%) plus one of the voting members.

3.5 Executive decisions shall not be autocratic. If there is any opposition to an executive decision, the decision must be taken to a vote of the membership.

3.6 Any member who misses 5 regular group meetings throughout their term will be motioned to be removed from the group; unless their planned absence was notified a week in advance for an adequate reason determined by the Administrative Director/President/Vice-President. The motion for member removal will be voted on at the next available group meeting and passes with a majority vote of more than 50% by present members. Exceptions to missing meetings can be due to class, exams, hospital stays, and/or attending funerals.

3.7 At a minimum, members must give at least 24-hour notice to inform the administrative director if they are not able to attend a meeting.

Article 4- Elections:

4.1 A General meeting shall be held before the last week of March in order to nominate and elect the President(s).

4.2 The nominations must be seconded.

4.3 During the election period, often a single day if not meeting the selected candidates may present a speech stating their platform and justifying their reason for running

4.4 The election shall be held by secret ballot.

4.5 A non-nominated member shall chair the proceedings and report the result, as there will be no restrictions on the number of terms the elected can run.

4.6 Candidates need a majority to be elected.

4.7 The remaining positions on the Executive Committee shall be filled through a second election, and only registered U of T students can be voting members.

Article 5- Amendments:

5.1 Amendments to the constitution shall be reviewed annually.

5.2 Amendments to the constitution must pass by a two-thirds (2/3) vote of the members present and be ratified by the local managing chapter.

Article 6- Impeachment:

6.1 A motion to remove a member of the club must be signed by at least twenty percent (20%) of the regular members of the club and this motion will be communicated to the local Make-A-Wish® managing chapter.

6.2 The motion shall be presented in writing at a regular meeting of the club where it shall be inscribed on the agenda of the next regular meeting of the club, whereupon the impeached individual will be given the right to defend his/her actions.

6.3 A quorum of one half (1/2) of the voting members of the club is required to consider a motion to remove a member of the club.

6.4 A two-thirds (2/3) majority vote of the members present shall be required to remove a member of the club and any responsibilities or privileges associated with such.

Article 6- Termination of Membership

9.1. The Executive Committee may revoke the membership of 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.

9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

9.7. Executive Committee members are subject to the same termination of membership process as general members.