

Constitution of “Student Snack Shack”

1. Name

The official name of this recognized campus group is “Student Snack Shack.”

The acronym or abbreviation of this group is: SSS.

2. Purpose and Objectives

The purpose of the Student Snack Shack is to foster a supportive and inclusive environment within the University of Toronto community by providing access to healthy, nutritious snacks, thereby addressing food insecurity among students. Our mission is to not only offer sustenance but also to promote awareness of healthy eating habits and the importance of nutrition in academic success and overall well-being. The objectives of our organization are outlined as follows:

- **Access to Nutrition:** To distribute free, healthy snack packs to students on a weekly basis, ensuring that all members of the university community can access nutritious food options, regardless of their financial situation.
- **Awareness and Education:** To raise awareness about food insecurity through workshops, seminars, and outreach initiatives that highlight the issues surrounding hunger and nutrition among students.
- **Fundraising Initiatives:** To host events such as bake sales, charity runs, and educational workshops that not only raise funds for local food banks but also engage students in meaningful dialogue about nutrition and community support.
- **Collaborative Efforts:** To collaborate with local health organizations, nutritionists, and student groups to create programs that advocate for healthy eating, develop educational materials, and foster a community that supports each other in achieving better health outcomes.
- **Community Engagement:** To actively engage with the university community through volunteer opportunities, allowing members to contribute to and participate in the club’s initiatives, thereby enhancing their understanding of food security and healthy lifestyles.

3. Our approach will include a variety of mediums such as workshops, outreach campaigns, and community events. By combining these efforts, we aim to create a holistic and impactful experience that emphasizes the importance of healthy eating and provides tangible support to those in need.

4. Membership

Membership to the Student Snack Shack is open to all members of the University of Toronto community, including students, staff, faculty, and alumni. We encourage diverse participation to reflect the varied backgrounds and experiences of our university population. All U of T members are permitted to run for executive positions, nominate candidates, and vote in elections and constitutional amendments. While the group is open to non-U of T members, these individuals do not hold the aforementioned rights. To become a member, individuals must register with a designated executive by submitting their full name and a valid email address, ensuring effective communication and engagement. The annual membership fee will be FREE, to ensure those who wish to become a member can do so without financial burden.

Any member of the club may apply for a refund within one (1) month of becoming a member. However, no refunds will be permitted 30 days after the election periods, ensuring a commitment to the club's activities.

5. **Executive List and Duties**

The executive committee shall consist of four (4) elected officers: Co-Presidents, Vice President, Treasurer, and Secretary. Each position carries distinct responsibilities essential to the successful operation of the organization:

President (Mariam Ayoub):

- Serve as the primary leader of the Student Snack Shack, overseeing the organization's operations and strategic direction.
- Act as the chief spokesperson for the club, representing its interests to the university community and external organizations.
- Hold signing officer authority for all financial transactions.
- Preside over board meetings and general meetings, ensuring that all voices are heard and decisions are made democratically.
- Develop strategic plans to achieve the club's objectives.
- Collaborate with other organizations to broaden outreach and impact.
- Facilitate the transition of office to future executives, providing guidance and resources to ensure continuity.

Co-President (Yousef Ayoub):

- Assist the President in the overall management and leadership of the organization.
- Assume the duties of the President in their absence, ensuring continuity in leadership and decision-making.
- Coordinate the planning and execution of club initiatives and events, ensuring alignment with the organization's mission and objectives.
- Ensure that all activities of the club meet the regulations and policies of the University of Toronto.
- Oversee various committees within the organization, promoting a culture of teamwork and collaboration.
- Engage in outreach efforts to recruit new members and foster a sense of belonging within the organization.
- *Additional responsibilities may include:*
 - Developing strategic plans to achieve the club's objectives.
 - Collaborating with other organizations to broaden outreach and impact.
- **Vice President (Carmen Boparai):**
 - Assume the duties of the Co-Presidents in their absence, ensuring that the club's functions continue smoothly.
 - Oversee various committees within the organization, ensuring alignment with the club's objectives and regulations.

- Ensure that all activities of the club meet the regulations and policies of the University of Toronto, promoting a culture of compliance and responsibility.
 - Coordinate recruitment efforts, actively engaging new members and fostering a sense of belonging within the organization.
 - *Additional responsibilities may include:*
 - Organizing workshops and events that align with the club's mission.
 - Serving as a liaison between the executive team and the general membership.
 - **Event Coordinator (Marwan Yousef)**
 - Maintain a comprehensive list of all registered members, ensuring accurate records for communication and participation.
 - Manage the club's website and member contact list, ensuring that all information is up-to-date and accessible.
 - Record notes and motions during meetings, providing clear and concise documentation for future reference.
 - Notify all members of upcoming meetings, events, and important announcements, fostering engagement and participation.
 - Prepare events and social media posts to advertise to students.
 - *Additional responsibilities may include:*
 - Creating promotional materials to inform the university community about the club's activities.
 - Maintaining a repository of meeting minutes and important documents.
 - **Treasurer (Yassmina Mostafa)**
 - Keep meticulous records of all financial transactions of the group, ensuring transparency and accountability.
 - Hold signing officer authority, alongside the Co-Presidents, for financial purposes, safeguarding the club's funds.
 - Maintain a comprehensive budget of income and expenses, providing regular updates to the executive team.
 - Advise members on the financial position of the group, ensuring informed decision-making.
 - *Additional responsibilities may include:*
 - Preparing annual budgets and specific event budgets to facilitate effective planning.
 - Identifying potential fundraising opportunities and managing the execution of these initiatives.
6. The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and event planning committee; however, these positions do not hold executive decision-making authority.

Termination of Executives or General Members:

Any member of the club who commits an act that negatively affects the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. The member facing removal shall have the

right to defend their actions before the executive committee.

A two-thirds majority vote of the current members present in favor of removal is required for expulsion. The member will retain the right to appeal before the general membership, with the final decision resting on a majority vote of those present.

The removal from membership entails forfeiting any privileges associated with being a member of the club. Executive members are subject to the same termination or impeachment process and may lose their executive position along with their membership if deemed necessary.

7. Elections

The executive committee shall establish the Elections Committee, appointing one (1) Senior Election Officer (SEO) from the general membership to oversee the election process, which shall occur annually in March. All members of the Elections Committee shall be impartial in their duties and are required to disclose any potential conflicts of interest regarding the elections.

The SEO Election Officer shall accept nominations exclusively from group members who are also registered U of T members (staff, faculty, students, and alumni) for candidacy for executive positions. To ensure fairness, candidates must be members in good standing and have been part of the group for at least one month prior to the nomination period.

The SEO shall select three (3) election dates before March 30th for the voting period, announcing these dates at least two (2) weeks in advance. Voting will occur on weekdays to ensure maximum participation.

On the designated voting dates, the SEO shall provide each registered U of T member with a paper ballot and ask them to cast their votes in an enclosed box. In the event of a tie, the SEO shall designate an executive from the committee to cast a tie-breaking ballot.

After the voting period concludes, the SEO shall count the ballots, and the candidate receiving the most votes will be declared elected. The SEO shall submit a report detailing the election results to both the Executive Committee and general members. Registered U of T members are not permitted to vote by proxy, and non-U of T members may not nominate or vote in elections. Only U of T members who have paid any applicable membership fees and have been members in good standing for at least 30 days prior to the election dates are eligible to vote.

The term of executive positions shall last from May 1st to April 30th of the following year, ensuring a structured timeline for leadership transitions.

8. Finances

The Treasurer is responsible for maintaining accurate records of all income and expenses associated with the club. These financial records will be presented to the membership during the Annual General Meetings (AGMs) to provide transparency regarding the club's financial health.

Any expenditure exceeding \$100.00 must receive approval through a majority vote of the Executive Committee during an executive meeting. The group's executive and members may not engage in activities that are primarily commercial in nature. While this does not prohibit fundraising activities, the organization will not conduct functions that could

classify it as an extension of a commercial enterprise.

Funds raised through membership fees, specific activity charges, or legitimate fundraising efforts will be used solely to support the club's objectives and initiatives.

Importantly, the club will not pay salaries to any of its officers, fostering a volunteer-driven ethos that underscores community engagement and shared responsibility.

9. **Meetings**

A) Annual General Meetings (AGMs):

The Student Snack Shack shall hold general meetings at least twice per academic year, ideally once per term, to facilitate communication and collaboration among members.

The Executive Committee will announce these dates at least two (2) weeks prior to the meetings. AGMs will focus on reviewing the club's activities, presenting financial reports, and discussing future initiatives.

Any member may propose agenda items for discussion during the meeting. A simple majority vote of the members present will be required to approve any resolutions proposed during these meetings.

B) Executive Meetings:

The executive committee shall convene at least once every month during the academic year, allowing for regular updates, discussion of ongoing initiatives, and strategic planning. Additional meetings may be scheduled as needed to address pressing matters or prepare for upcoming events.

Meeting minutes will be recorded by the Secretary and made accessible to all members via the club's online platform, promoting transparency and inclusivity in club operations.

C) Quorum:

A quorum for any meeting (AGM or Executive) shall consist of at least one-third of the active members in attendance. If a quorum is not met, the meeting may proceed with discussions but cannot vote on any motions or resolutions. In such cases, an online vote may be conducted afterward.

10. **Amendments**

Proposed amendments to this constitution must be submitted in writing to the Executive Committee at least two (2) weeks prior to an AGM or a designated meeting called specifically for this purpose.

To pass an amendment, a two-thirds majority vote of the members present at the meeting is required. Amendments will take effect immediately unless otherwise specified.

Amendments shall be communicated to all members through email and posted on the club's website to ensure that everyone is informed of changes made to the constitution.

11. **Dissolution**

The Student Snack Shack may be dissolved by a unanimous vote of the Executive Committee or a two-thirds majority vote of active members present at a specially convened meeting for this purpose.

In the event of dissolution, any remaining assets will be donated to a local food bank or community organization that aligns with the club's objectives, ensuring that the mission of supporting food security continues even after the club's dissolution.

12. **Ratification**

This constitution shall be ratified by a simple majority vote of the members present during the inaugural meeting of the Student Snack Shack.