

Constitution of “Operation Smile UTM”

1. Name

The official name of this recognized campus group is “Operation Smile UTM”

The acronym or abbreviation of this group is: Operation Smile

2. Purpose and Objectives

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

The purpose of Operation Smile UTM is to support the global mission of Operation Smile, a non-profit organization that provides free, life-changing surgeries and comprehensive care to children born with cleft lip and palate in low- and middle-income communities. Our vision is to inspire and mobilize the UTM student body to become active contributors to global health equity, particularly in the area of accessible surgical care.

Our primary objectives include:

- Raising awareness on campus about cleft conditions and the healthcare disparities faced by children around the world.
- Fundraising to support the surgical missions and health system strengthening efforts led by Operation Smile.
- Creating a welcoming, student-led space for advocacy, community engagement, and education around global health topics.

To achieve these goals, Operation Smile UTM will host a variety of events throughout the academic year, including:

- **Fundraisers** such as bake sales, merchandise sales, and themed social events to raise money and involve the broader student community.
- **Awareness campaigns** using social media, on-campus tabling, and educational outreach to highlight the stories, impact, and mission of Operation Smile.
- **Collaborative events** with other campus groups to encourage interdisciplinary engagement and expand our reach.
- **Volunteer and leadership opportunities** for students who are passionate about global health and advocacy.

Through these initiatives, we aim not only to raise funds, but to build a community of students committed to compassion, action, and sustainable change.

3. Membership

Membership to the group is open to all registered students of the University of Toronto (referred to here as “student members”). Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University (referred to here as “external members”).

Student members are permitted to run, nominate, and vote in elections and constitutional amendments. External members do not hold the aforementioned rights. All members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 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.

4. Executive List and Duties

The executive committee shall be comprised of eleven (12) elected officers. These include a President, VP Fundraising, VP Externals, VP Internals, VP Events, VP Digital Marketing, and Data and Analytics Officer.

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

Additional responsibilities may include:

- Manages the chapter's digital presence, email, and physical marketing
- Works closely with VP Fundraising to manage committee finances and donations

The VP Internals (x1) shall:

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

Additional responsibilities may include:

- Taking meeting notes during biweekly meetings
- Summarizing upcoming tasks for each team (events, fundraising, marketing, etc.) in a weekly "To Do List"
- Facilitating communication between events

The VP Externals (x1) shall:

- Maintain the web sites and member contact list
- Notify all members of meetings
- Handle official correspondence of the organization

Additional responsibilities may include:

- Reaching out to other clubs/fundraising initiatives to collaborate
- Communication with third parties, including students, professors, and other clubs when needed
- Coordinates with UTMSU regarding campus space, tabling times, and service rentals

The VP Fundraising (x2) shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

Additional responsibilities may include:

- Works closely with VP Events to organize meaningful social and fundraising events to maximize donations
- Manages committee finances, including clubs expenses (rentals, supplies, merchandise, etc.) and donation money

The VP Events (x4) shall:

- Plan biweekly or monthly fundraising events together as a team with VP Fundraising
- VP Events will take turns organizing the upcoming event into a neat, detailed document (date, time, location, description) and share event outlines with rest of committee
- Communicate with marketing team to ensure successful turnout

The VP Digital Media (x1) shall:

- Creating, managing, and updating the website
- Coordinating with digital marketing team (socials) to establish a common brand/social media presence
- Helps with marketing team by sending email reminders for events

The Data and Analytics Officer (x2) shall:

- Helps with marketing team by sending email reminders for events
- Creating registration forms for biweekly or monthly events
- Managing the LinkTree

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.

Termination of Executives or General Members:

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, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the student members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general student membership will have the final say on the matter.

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

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general student membership on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The SEO Election Officer shall accept nominations only from student members of the group for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be 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. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The SEO shall provide each student member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the SEO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.

Student members may not vote by proxy. External members may not nominate or vote in elections.

Only student members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

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 student 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

Any student member 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 student 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, etc) within two (2) weeks of its approval by the general student membership.