

# Constitution of “FutureForward”

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## 1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is **FutureForward**
  - 1.2. The official acronym or abbreviation of the group is **FF**
  - 1.3. The purpose, objectives, mission and/or mandate of the organization is to:
    - Empower Black and underrepresented students to pursue post-secondary and graduate education.
    - Provide mentorship, resources, and programming that increase access to higher education.
    - Host outreach activities with high school and undergraduate students to bridge academic and informational gaps.
    - Build an inclusive and supportive network of students, graduates, and academic mentors.
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## 2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
  - 2.2. Voting membership is open to all registered students of the University of Toronto.
  - 2.3. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
  - 2.4. The membership fee will be **\$0** per year.
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## 3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
  - 3.2. All voting members have a right to cast votes at all general meetings of members.
  - 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
  - 3.4. All voting members have a right to cast votes in all group elections and referenda.
  - 3.5. All voting members have a right to propose and vote on amendments to this constitution.
  - 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.
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## **4. Article Four – Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
  - 4.2. The Executive Committee shall be comprised of **six (6)** voting members.
  - 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
  - 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
  - 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
  - 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
  - 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
  - 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.
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## **5. Article Five – Executive Committee Composition and Duties**

### **5.1. The President shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.1.2. Oversee the operations, management, and success of the group.
- 5.1.3. Serve as spokesperson for the group and represent the organization externally.
- 5.1.4. Hold signing and financial authority along with the Treasurer.
- 5.1.5. Preside over weekly meetings of the Executive Committee and/or members.
- 5.1.6. Ensure a smooth transition of office between executive terms.
- 5.1.7. Guide strategic partnerships and long-term planning.
- 5.1.8. Ensure all club activities align with the group's mission.

### **5.2. The Vice-President shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.2.2. Assume the duties of the President in their absence.
- 5.2.3. Ensure activities of the club comply with University of Toronto policies.
- 5.2.4. Coordinate recruitment, onboarding, and internal logistics for the club.
- 5.2.5. Support all executive portfolios and act as a liaison among the team.

### **5.3. The Secretary shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.3.2. Maintain a list of group members.
- 5.3.3. Maintain the group's website, contact lists, and communication platforms.
- 5.3.4. Record meeting minutes and distribute notes and action items to the team.
- 5.3.5. Notify all members of general meetings and important deadlines.
- 5.3.6. Maintain organized documentation of the club's operational history.

#### **5.4. The Treasurer shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee.
  - 5.4.2. Record all financial transactions of the group.
  - 5.4.3. Hold signing and financial authority along with the President.
  - 5.4.4. Maintain a transparent budget of income and expenses.
  - 5.4.5. Advise members on the financial position of the group.
  - 5.4.6. Prepare and present the annual budget.
  - 5.4.7. Lead fundraising and funding proposal efforts.
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#### **5.5. The Director of Outreach shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee.
  - 5.5.2. Build and manage relationships with high schools, community programs, and university departments.
  - 5.5.3. Coordinate external-facing events including school visits and mentorship initiatives.
  - 5.5.4. Work closely with the Director of Programs to ensure accessible outreach.
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#### **5.6. The Director of Programs shall:**

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee.
  - 5.6.2. Design and manage all workshops, panels, and mentorship activities.
  - 5.6.3. Book venues, coordinate logistics, and ensure smooth event execution.
  - 5.6.4. Collaborate with other student groups and faculty where appropriate.
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## **6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on

the Executive Committee.

6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.

6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

6.6. If multiple candidates are to be elected for a single position, the nominees with the highest votes shall be deemed the winners until all seats are filled.

6.7. The elections must be held in a nonbiased manner. No individual seeking election may participate in administering the election.

6.8. For unfilled positions, remaining officers will share duties until a by-election is held and passed by a simple majority (50% + 1).

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## 7. Article Seven – Finances

7.1. The Treasurer shall keep an active record of income and expenses.

7.2. The Treasurer shall present financial updates at the group's annual general meeting.

7.3. The Executive Committee must approve all expenditures over \$500.00 through a majority vote.

7.4. The group may not engage in activities that are essentially commercial in nature.

7.5. The group will not operate as a chapter of a commercial organization.

7.6. The group may not earn profit from services or goods unless that profit supports the group's mission.

7.7. The group will not pay salaries to any of its officers.

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## 8. Article Eight – Meetings

8.1. The Executive Committee shall meet **weekly**. Quorum shall be 50%+1 of voting executive members.

8.2. The group shall hold **at least two general meetings per year** to review club activities, financial updates, and propose or vote on amendments.

8.3. Members must be notified of general meetings at least two (2) weeks in advance.

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## 9. Article Nine – Termination of Membership

9.1. The Executive Committee may revoke the membership of any member who negatively affects the club or fails to disclose a conflict of interest.

9.2. A vote to revoke membership must occur at an Executive Committee meeting.

9.3. A two-thirds majority of the Executive Committee is required to approve revocation.

9.4. Members facing removal have the right to appeal to the general membership.

9.5. A simple majority vote of the general membership shall uphold or overturn the decision.

- 9.6. Terminated members lose all club privileges and access.
  - 9.7. Executive members are also subject to this removal process.
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## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a **2/3 majority vote** at a general meeting.
- 10.2. All voting members may propose and vote on amendments.
- 10.3. The Executive Committee shall submit any revised constitution to the Division of Student Life within two (2) weeks.
- 10.4. Amendments take effect once approved by the Division of Student Life.