

PulsePoint Club Constitution

I. Article One: Name

- 1.1. The official name of the organization shall be **PulsePoint** at the University of Toronto (hereafter referred to as “the Club”).

II. Article Two: Mission Statement

- 2.1. PulsePoint is a student-led organization dedicated to supporting The Hospital for Sick Children through meaningful student engagement and advocacy. Our mission is to raise awareness about pediatric health and create impactful fundraisers that directly support the patients and families at SickKids. Through creative fundraising events, outreach campaigns, and community partnerships, we aim to empower students to make a tangible difference in the lives of children and inspire long-term commitment to compassionate care.

III. Article Three: Membership

- 3.1. Eligibility: Membership is open to all and only students currently registered at the University of Toronto, as defined by the University’s academic policies. There shall be two types of members:
- 3.2. Executive Members: Students who hold a leadership position within the Club, as outlined in Article IV.
- 3.3. General Members: Students who participate in Club activities, events, and meetings without holding an executive role.
- 3.4. All members must maintain good academic standing throughout their involvement in the Club.
- 3.5. General Members are expected to attend **all** general meetings, unless unforeseen circumstances arise or advance notice of absence has been provided.
- 3.6. General Members are also expected to participate in at least one Club initiative per term.
- 3.7. Executive Members are expected to fulfill their responsibilities consistently, attend all executive meetings, and actively contribute to the Club’s goals.

IV. Article Four: Executive Committee Composition

4.1 The Executive Committee shall consist of the following roles:

- i. Co-President (2 positions)
- ii. Events Director (2 positions)
- iii. Donation and Finance Director
- iv. Social Media/Marketing Director
- v. Outreach and Sponsorship Director
- vi. Administrative Director

4.2 Responsibilities of Executive Members

4.21 Co-Presidents

- Provide overall leadership and strategic direction for the Club.
- Co-chair all general and executive meetings, ensuring agendas are prepared and meetings run smoothly.
- Serve as the primary representatives of the Club to the University, community partners, and SickKids Hospital.
- Facilitate communication among executive members and general members, promoting collaboration.
- Oversee all club activities, ensuring alignment with the mission and goals.
- Support executive members in their roles and address any conflicts or challenges that arise.
- Ensure compliance with University policies and Club Constitution.

4.22 Events Director (2)

- Plan, organize, and execute all Club events, including fundraising campaigns, awareness activities, and community engagement initiatives.

- Coordinate logistics such as venue booking, volunteer scheduling, materials, and permits if necessary.
- Collaborate with other executive members to promote events effectively.
- Manage event budgets in consultation with the Donation and Finance Director.
- Evaluate event outcomes and gather feedback for continuous improvement.
- Ensure events run safely, inclusively, and align with the Club's values.

4.23 Donation and Finance Director

- Manage all financial aspects of the Club, including budgeting, tracking income and expenses, and maintaining accurate financial records.
- Coordinate donation collection efforts and ensure funds are properly recorded and deposited.
- Prepare financial reports for executive meetings and general membership updates.
- Work closely with the Events Director to plan financially sustainable events.
- Ensure transparency and accountability in all financial matters.
- Liaise with the University's financial services as needed to ensure compliance with policies.

4.24 Social Media/Marketing Director

- Ensure that all social media activity aligns with SickKids' social media guidelines and policies.
- Develop and implement the Club's marketing strategy to increase visibility and engagement.
- Manage all social media platforms, posting regular updates about events, initiatives, and relevant news.

- Design promotional materials including flyers, digital graphics, and newsletters.
- Engage with the student community online, responding to inquiries and encouraging participation.
- Collaborate with other executive members to ensure consistent messaging and branding.
- Monitor analytics to assess the impact of marketing efforts and adjust strategies accordingly.

4.25 Outreach and Sponsorship Director

- Build and maintain relationships with community organizations, local businesses, and campus groups to support the Club's initiatives.
- Identify and secure sponsorships or partnerships that provide financial support, resources, or in-kind donations.
- Represent the Club at external meetings or events to foster connections.
- Coordinate outreach efforts to recruit new members and volunteers.
- Work with the Donation and Finance Director to ensure sponsorship agreements are properly documented.
- Develop strategies to expand the Club's network and community presence.

4.26 Administrative/volunteer Director

- Take detailed minutes during all general and executive meetings and distribute them promptly to members.
- Manage Club records, including membership lists, contact information, and documentation of activities.
- Ensure that communication channels (email lists, messaging apps) are up to date and utilized effectively.
- Maintain regular communication with members and volunteers, sharing updates, answering questions, and coordinating involvement.

- Track progress on action items and deadlines, reminding members as needed.
- Organize Club materials and resources for easy access by executives and members.
Support other executives in administrative tasks to ensure smooth operations.
- The Executive Committee shall meet as scheduled in accordance with the Club's needs to plan activities and review operations.

V. Article Five – Elections

- 5.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 5.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position
- 5.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 5.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 5.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 5.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 5.7. The elections must be held in a non-biased manner. No individual who is seeking election may participate in planning or administering the election.
- 5.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the position(s) through a by-election and a vote of simple majority (50% + 1).

VI. Article Six – Donations and Finances

- 6.1. The Donations and Finance Director shall maintain an up-to-date record of all incoming donations and outgoing expenditures related to the club's activities

- 6.2. The Donations and Finance Director shall present an overview of the club's financial and fundraising status at the Annual General Meeting and upon request by the Executive Committee.
- 6.3. All expenditures exceeding \$100.00 must be approved by a majority vote of the Executive Committee at an official meeting.
- 6.4. The club may not engage in activities that are primarily commercial in nature.
- 6.5. The club shall not function as an on-campus chapter of a commercial organization.
- 6.6. The club may not sell goods or services for profit unless all proceeds directly support the club's charitable mission.
- 6.7. The club shall not pay salaries, stipends, or honoraria to any of its executive members.

VII. Article Seven – Meetings

- 7.1. The Executive Committee shall meet bi-weekly. The quorum for Executive Committee meetings shall be 50% + 1 of the voting members of the Executive Committee.
- 7.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 7.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

VIII. Article Eight – Termination of Membership

- 8.1. 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.
- 8.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

- 8.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 8.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 8.5. 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.
- 8.6. 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.
- 8.7. Executive Committee members are subject to the same termination of membership process as general members.

IX. Article Nine – Amendments

- 9.1. All constitutional amendments shall require a two-thirds (2/3) majority vote to be passed at a general meeting.
- 9.2. All voting members may propose and vote on amendments to the constitution.
- 9.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 9.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.