

Constitution of “Because I am a Girl: UTM Chapter”

1. Name

The official name of this recognized campus group is “Because I am a Girl: UTM Chapter”

The acronym or abbreviation of this group is: BIAAG -UTM

2. Purpose and Objectives

The *Because I Am a Girl – UTM Chapter* is a student-led non-profit organization dedicated to advancing gender equality and empowering women through education, advocacy, and direct support initiatives. Our mission is to foster a world where all individuals, regardless of gender, have equal opportunities and rights. We aim to challenge societal barriers, uplift marginalized voices, and create tangible change for women facing adversity. Our vision is to build a strong, supportive community that not only raises awareness about gender inequality but also takes meaningful action to address it. We strive to be a platform for education, engagement, and impact, where students can contribute to a movement that supports and uplifts women in need.

To achieve these goals, our club implements a **multifaceted approach** that includes:

- **Fundraising & Direct Support Initiatives** – We organize events that raise funds and provide aid to women in vulnerable situations, such as **The Shoebox Project** (providing essentials for women experiencing homelessness) and **Breast Cancer Awareness initiatives** (supporting research and patient care).
- **Workshops & Educational Events** – We host **seminars, guest speaker sessions, and panel discussions** that explore topics related to gender equality, women’s health, leadership, and empowerment.
- **Advocacy Campaigns** – Through **social media campaigns, petitions, and awareness initiatives**, we highlight key gender issues and promote actionable change within our university and beyond.
- **Community Outreach & Volunteering** – We partner with local shelters, women’s organizations, and charities to provide **hands-on support, mentorship, and volunteer opportunities** for students who want to make a direct impact.

Through these initiatives, *Because I Am a Girl – UTM Chapter* seeks to not only educate and empower but also take meaningful steps toward a more just and equitable society. Whether through advocacy, fundraising, or outreach, we provide students with the tools and opportunities to be active participants in the movement for gender equality.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. 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 seven (7) elected officers. These include the **President, Co-President, Vice President of Marketing, Vice President of Events, Vice President of Communications, Secretary, and Treasurer.**

In addition to these executives, the organization will also have **Directors, Coordinators, and Managers**, who will oversee specific aspects of the club's operations. Directors will lead major initiatives, Coordinators will handle logistics and execution, and Managers will support daily activities and ensure efficient communication across teams; however, such positions do not hold executive decision-making authority.

4. Executive List and Duties

The executive committee shall be comprised of seven (7) elected officers. These include the **President, Co-President, Vice President of Marketing, Vice President of Events, Vice President of Communications, Secretary, and Treasurer.**

In addition to these executives, the organization will also have **Directors, Coordinators, and Managers**, who will oversee specific aspects of the club's operations. Directors will lead major initiatives, Coordinators will handle logistics and execution, and Managers will support daily activities and ensure efficient communication across teams.

President

The President shall:

- Oversee the operations, management, and success of the group.
- Serve as the primary spokesperson for the organization.
- Hold signing officer authority along with the Treasurer for financial purposes.
- Preside over executive meetings and general meetings.
- Ensure the smooth transition of leadership to future executives.
- Represent the club in official engagements with the University of Toronto and external organizations.

Additional responsibilities may include:

- Providing guidance to all committees and ensuring that activities align with the club's mission.
- Resolving conflicts within the executive team and membership.

Co-President

The Co-President shall:

- Support the President in all leadership responsibilities.
- Share decision-making and management duties.
- Act as the President in their absence.
- Help coordinate collaboration between different departments of the club.
- Assist in developing long-term strategies and goals for the organization.

Additional responsibilities may include:

- Leading specific initiatives or projects alongside the President.

Vice President of Marketing

The Vice President of Marketing shall:

- Develop and implement marketing strategies to promote events and initiatives.
- Oversee branding and public image of the club.
- Collaborate with the Communications team to ensure cohesive messaging.
- Supervise the Social Media Manager and Graphic Design Coordinator.

Additional responsibilities may include:

- Leading promotional campaigns for recruitment and fundraising.

Vice President of Events

The Vice President of Events shall:

- Oversee the planning and execution of all club events, including fundraisers, workshops, and awareness campaigns.
- Work closely with the Treasurer to manage event budgets.
- Ensure events align with the club's mission and goals.
- Supervise the Director of Events and Volunteer Coordinator.

Additional responsibilities may include:

- Securing guest speakers and partnerships for events.

Vice President of Communications

The Vice President of Communications shall:

- Manage internal and external communication for the club.
- Oversee the creation of newsletters, press releases, and promotional materials.
- Ensure consistent messaging across all platforms.
- Supervise the Communications team, including the Social Media Manager and Graphic Design Coordinator.

Additional responsibilities may include:

- Handling media relations and outreach.

Secretary

The Secretary shall:

- Maintain an up-to-date list of all registered members.
- Manage and update the club's website and member contact list.
- Record meeting minutes, including key decisions and action items.
- Notify members of upcoming meetings and events.
- Handle the official correspondence of the organization.

Additional responsibilities may include:

- Organizing and maintaining club records.

Treasurer

The Treasurer shall:

- Record all financial transactions of the club.
- Hold signing officer authority along with the President for financial purposes.
- Maintain a budget, tracking income and expenses with receipts.
- Provide financial reports and advise the team on the club's financial standing.
- Prepare an annual budget as well as event-specific budgets.

Additional responsibilities may include:

- Identifying and applying for funding opportunities and sponsorships.

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 current 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 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 members 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 group members that are also registered U of T members (staff, faculty, students and alumni) 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 U of T 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.

Registered U of T members may not vote by proxy. 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 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 registered 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 monthly 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 registered U of T members 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 registered U of T 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 general members.