

## **Constitution of “Charitable Indulgence”**

### **1. Name**

- The official name of this recognized student group is “Charitable Indulgence”
- The acronym or abbreviation of this group is: CI

### **2. Purpose and Objectives**

- The purpose, objectives, mission and/or mandate of organization is outlined here: Produce and sell treat boxes with the goal of making a difference in our communities, within and beyond Canadian borders, by supporting them financially and ensuring the protection and wellbeing of the most vulnerable.

### **3. Membership**

- Executive members with voting privileges have to be currently registered students of the University of Toronto.
- Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.
- Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. 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.
- For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

### **4. Executive List and Duties**

The executive committee shall be composed of at least five (5) elected officers. These include a President, Vice President, Logistics Director, Marketing Director, Corporate Outreach Director and Finance Director.

#### **4.1. The Duties of the President:**

- Oversee the operations, management and success of the group.
- Be the spokesperson for the group, notably when it comes to collaborations with clubs.
- Hold signing officer authority along with the Finance Director for financial purposes.
- Preside over board meetings as well as general meetings.
- Ensure smooth transition of office of future Executives.

- Issue the final donation to the partner charity.
- Choosing the charity through which we will be donating the money.
- Work with the VP to facilitate the feedback sessions so members can get promoted/demoted according to their performance.

**4.2. The Duties of the Co-President:**

- Oversee the operations, management and success of the group.
- Be the spokesperson for the group, notably when it comes to collaborations with clubs.
- Hold signing officer authority along with the Finance Director for financial purposes.
- Preside over board meetings as well as general meetings.
- Ensure smooth transition of office of future Executives.
- Issue the final donation to the partner charity.
- Choosing the charity through which we will be donating the money.
- Work with the VP to facilitate the feedback sessions so members can get promoted/demoted according to their performance.

**4.3. The Duties of Vice-President:**

- May hold signing officer authority along with the President for financial purposes
- Assume duties of the President in his/her absence.
- Be the spokesperson for the group, notably when it comes to collaborations with clubs.
- Oversee the various committees, ensuring standard goals are being met.
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto.
- Coordinate recruitment efforts.
- Take care of packing day and bake sale logistics (location, amount of boxes/food, bringing the tables and necessary items required to package the treat boxes)

**4.4. The Secretary shall:**

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

**4.5. The Duties of the Managing Director:**

- Oversee and support Marketing, Logistics, Corporate Relations, and Finance Directors
- Ensure smooth communication and coordination between departments
- Relay key updates and issues to the PVP team
- Monitor overall progress and help resolve cross-departmental challenges

**4.6. The Duties of the Finance Director:**

- Record all financial transactions of the group
- May 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:
- Keep track of orders that are placed for treat boxes, ensuring that all boxes are paid for and all customers receive their treat box.
- Maintain records of donations to be shared with members and donors.

#### **4.7. Duties of Corporate Relations Director**

- Decide on the menu, taking into consideration dietary restrictions (ideally ensure halal and vegan ingredients)
- Reach out to bakeries and negotiate the amount of desserts they will provide us. (ideally they would give CI the products free of charge)
- Coordinate with the Marketing Director as to what type of marketing we can offer sponsors.
- Develop a sponsorship package.
- Finalize the recipe lists and ensure they meet club standards.
- Collaborate with other members to decide what will be included in the treat boxes

#### **4.8. Duties of Logistics Director**

- Organize online orders logistics by working closely with the Corporate Outreach Director and determining treat box distribution routes.
- Determine the members who will be picking up the desserts from businesses (or otherwise baking the desserts) and finalize time pick-ups and drop offs.
- Assist the Director of Corporate Outreach in reaching out to sponsors and answering inquiries in a timely fashion.
- Developing a timeline to be used by all members of the team so everyone is familiar with initiative dates as well as deliverable deadlines.
- Work closely with the Co-presidents to finalize a schedule that all departments will need to follow in order to ensure proper execution of the bake sales, the packaging days and the fulfillment of online orders.

#### **4.9. Duties of Marketing Director**

- Coordinate social media campaigns to advertise the club to customers and recruit members.
- Assign tasks to members of the marketing committee (ie. generating social media posts for specific campaigns)
- Collaborate with the rest of the team to ensure the club has a strong and consistent brand.
- Have a timeline for when posts are set to be released as well as what types of posts (reels, stories, pictures..etc) will go up on which type of platform (facebook, instagram, tiktok..etc)
- 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.

#### **4.10. In cases of internal conflict:**

- If the conflict arises within a specific committee (such as marketing, logistics, corporate outreach, finance, etc.) then the Director of that committee first reserves the right to make the final decision regarding next steps.

- If a decision cannot be reached or members cannot agree upon one thing, then the matter shall be escalated to the President and Vice President who will make the final call about the issue. If it is an issue that directly affects the entire team, then a team wide vote shall be taken and we will rule with what the majority wants. This team-wise vote shall be facilitated by the President.
- If a conflict arises between the executives (such as a disagreement that arises between one executive who wishes to implement something, vs another who believes it isn't a good idea) then a vote will be held amongst all executives or the President reserves the right to make the final decision.

#### **4.10.1. 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 vote will be held at an executive meeting, and a two thirds majority vote of the current executives 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**

- All voting positions on the Executive Committee shall be filled through an annual election.
- All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- Non-voting group members shall not be eligible to cast a ballot for any elected position.
- The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 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.
- The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- All individuals interested in serving as an Executive Member must submit an application. The President and Vice-President shall collect and compile all submitted applications for

the purposes of organizing the election, but shall not restrict candidacy, determine eligibility, or influence the election outcome.

- Terms of executive positions shall be from the date of election to April 30th of the following year.
  - All registered University of Toronto students can be general voting members during general meetings.
  - All voting members of the Executive Committee must be currently registered students of the University of Toronto

## **6. Finances**

- The Finance Director shall keep records of all income and expenses. The Finance Director shall present the group's financial health at general meetings.
- The Executive Committee shall discuss expenditures of over \$100.00 at general meetings to ensure a majority agreement is achieved.
- 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**

- The Charitable Indulgence team (Executive + General members) shall have biweekly general meetings, with frequency adjusted based on the PVP team's schedules and proximity to event dates.
- Directors shall host meetings with their department separately from the biweekly general meetings based on a majority of availability within their department.
- The General Members shall have meetings at least twice per year.
- Meetings will be announced in advance to ensure the Executive Members and General Members have time to plan and attend meetings.

## **8. Amendments**

- All constitutional amendments shall require a two-thirds (2/3) majority vote to be passed at a general meeting.
- All voting members may propose and vote on amendments to the constitution.
- The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two weeks.
- 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.