

Constitution of Lighthouse Student Club UofT

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is Lighthouse Student Club UofT
- 1.2. The official acronym or abbreviation of the group is LHSC UofT
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to break the stigma surrounding mental health issues on campus through events focused on wellness and community, posts that spread awareness and combat misinformation, and resources that provide a safe space to reach out and talk.

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. Voting membership is open only to registered students of the University of Toronto.
- 2.4. 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.
- 2.5. The membership fee will be \$0 per year.

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.

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.

5. Article Five - Executive Committee Composition and Duties

5.1. The Co-Presidents shall:

5.1.1. Be eligible to cast votes at meetings of the Executive Committee.

5.1.2. Oversee the operations, strategic direction, and success of the group.

5.1.3. Serve as official spokespersons for the group and represent the club at all university-wide forums or functions.

5.1.4. Hold signing and financial authority along with the VP of Finance.

5.1.5. Preside over all Executive Committee and General Member meetings.

5.1.6. Ensure a smooth transition of leadership from year to year.

5.1.7. Guide the club's annual vision and uphold a team culture aligned with wellness, inclusion, and collaboration.

5.1.8. Oversee Executive portfolio accountability and inter-departmental alignment.

5.2. The Vice President of Corporate Relations shall:

5.2.1. Be eligible to cast votes at meetings of the Executive Committee.

5.2.2. Conduct outreach and pursue sponsorships from external organizations and companies.

5.2.3. Collaborate with the Co-Presidents to design and refine sponsorship packages.

5.2.4. Manage partnerships and external collaborations with other university clubs and third-party groups.

5.2.5. Maintain strong relationships with sponsors and partners, serving as the chapter's official representative in professional contexts.

5.3. The VP of Internal Relations shall:

5.3.1. Be eligible to cast votes at meetings of the Executive Committee.

5.3.2. Maintain a regularly updated list of club members and contacts.

5.3.3. Manage internal communication platforms and ensure all members receive timely updates.

5.3.4. Record minutes, motions, and attendance at meetings.

- 5.3.5. Notify all members of General Meetings and relevant deadlines.
- 5.3.6. Lead onboarding and documentation for new members.
- 5.3.7. Plan internal events and initiatives that build team cohesion and support member wellness.

5.4. The VP of Finance shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.4.2. Record and track all financial transactions of the group.
- 5.4.3. Hold signing and financial authority along with the Co-Presidents.
- 5.4.4. Maintain a transparent budget of all income, grants, sponsorships, and expenses.
- 5.4.5. Collaborate with other VPs to review and approve spending proposals.
- 5.4.6. Submit regular financial reports to the Executive Committee.
- 5.4.7. Prepare and present an annual financial report and funding applications.
- 5.4.8. Oversee reimbursements and serve as the liaison for funding procedures.

5.5. The Vice President of Events shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.5.2. Lead team meetings, including setting agendas and guiding strategic discussions.
- 5.5.3. Approve all proposed events, logistics, and final plans prior to execution.
- 5.5.4. Provide direction on event strategy, ensuring alignment with the club's goals and DEI principles.
- 5.5.5. Oversee event timelines and delegation to ensure deliverables are met efficiently and effectively.
- 5.5.6. Review event performance and feedback to inform future planning.

5.6. The Vice President of Marketing shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.6.2. Oversee the development and management of the club's branding board and visual identity, ensuring consistency across all publication materials.
- 5.6.3. Approve all social media posts, digital campaigns, and promotional materials before publication.
- 5.6.4. Manage the posting calendar across multiple formats (e.g., static posts, carousels, Reels, Stories, Lives), ensuring consistent engagement.
- 5.6.5. Regularly conduct trend analysis and propose innovative ideas to keep club content engaging and relevant.
- 5.6.6. Review monthly marketing performance analytics and use data to optimize future strategy.

5.7. The Vice President of Diversity, Equity, and Inclusion (DEI) shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.7.2. Coordinate with the Marketing, Events, and Corporate Relations teams to ensure that all club decisions and initiatives uphold DEI principles.

- 5.7.3. Oversee and advise on the inclusivity, accessibility, and cultural sensitivity of all club activities, communications, and materials.
- 5.7.4. Lead check-ins with DEI representatives and relevant team members to monitor DEI implementation and progress across the club.
- 5.7.5. Stay informed on evolving DEI best practices and ensure the club continuously adapts and aligns its approach accordingly.
- 5.7.6. Champion a safe, equitable, and welcoming culture within the club for all members, fostering an environment where diverse perspectives are heard and valued.

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. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. 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 vote of simple majority (50% + 1)

7. Article Seven – Finances

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

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

8. Article Eight – Meetings

8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

8.2. 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.

8.3. 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.

9. Article Nine - Termination of Membership

9.1. 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.

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

9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

9.5. 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.

9.6. 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.

9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

10.2. All voting members may propose and vote on amendments to the constitution.

10.3. 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.

10.4. 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.