

## **Constitution of UofT Relay for Life 2025/2026**

### 1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Relay for Life Club.”
- 1.2. The official acronym or abbreviation of the group is “UofT Relay for Life Club.”
- 1.3. The purpose of this group is to raise funds in support of the Canadian Cancer Society by spreading awareness about cancer and its impact, and by recognizing the experiences of those whose lives have been affected, including survivors, patients, families, and friends.

### 2. Article Two – Membership

- 2.1. The group shall maintain a list of co-chairs, captains, committee members and other observers.
- 2.2. Voting membership is open to all registered students at the University of Toronto. If a vote takes place before the Fall semester, voting rights are extended to members from the previous academic year.
- 2.3. There is no fee required to join the club; however, members who wish to participate in the official Relay for Life event must pay a \$15 registration fee, which serves as a direct donation to the Canadian Cancer Society.

### 3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings.
- 3.2. All voting members have a right to cast votes at all general meetings, as relevant to their role on the Relay for Life team.
- 3.3. All voting members have a right to vote in all group elections and referenda.
- 3.4. All voting members have a right to propose and vote on amendments to this constitution.

### 4. Article Four - Executive Committee

- 4.1. The Executive Committee shall be composed of three (3) voting members.
- 4.2. The term for the Co-Chairs shall run for a calendar year starting on May 1st to April 30th.
- 4.3. All voting members of the Executive Committee must be currently registered students at the University of Toronto.
- 4.4. No individual may serve as a financial or signing authority for this group if they are already serving in that capacity for another recognized student group at the University of Toronto.

### 5. Article Five - Executive Committee Composition and Duties

- 5.1. The three (3) Co-Chair(s) shall:
  - 5.1.1. Oversee the operations, management, and success of the group.
  - 5.1.2. Serve as spokesperson for the group.
  - 5.1.3. Hold signing and financial authority along with the Treasurer.
  - 5.1.4. Preside over meetings of the Executive Committee and/or members.
  - 5.1.5. Ensure a transition of office from one year to the next.
  - 5.1.6. Communicate consistently with outside organization representatives such as the Canadian Cancer Society.
  - 5.1.7. Be eligible to cast votes at meetings of the Executive Committee.

## 6. Article Six – Election and Executive Committee Appointments

- 6.1. Elections for the three (3) Co-Chair positions will be held annually in the last week of March.
- 6.2. All registered club members are eligible to vote, given they satisfy the requirements in Article Two.
- 6.3. All Co-Chairs from the previous academic session are eligible to seek nomination, provided they continue to satisfy the requirements in Article Two during the upcoming academic year.
- 6.4. The top three candidates receiving the most votes for the Co-Chair positions will be elected.
- 6.5. In the event of a tie, a second vote will be held between the tied candidates by eligible voting members.
- 6.6. The elections must be held in a non-biased manner. Campaigning on the voting day is not permitted.
- 6.7. For all unfilled positions, the remaining Co-Chairs will share the duties and responsibilities until a suitable candidate is found to fill the position(s).

## 7. Article Seven – Finances

- 7.1. Three Finance Captains will be selected by the Co-Chairs, within two weeks of their appointment based on performance in a short interview and their qualifications.
- 7.2. The Finance Captains shall keep an active record of income and expenses.
- 7.3. The Finance Captains shall present updates on the group's financial position at monthly full team meetings.
- 7.4. The Co-Chairs and Finance Captains must approve all expenditures over \$100.00 through a majority vote.
- 7.5. The group may not engage in activities that are essentially commercial in nature.
- 7.6. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.7. The club shall not sell goods or services for profit unless proceeds directly support the club's mission.
- 7.8. The group will not pay salaries to any of its members.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall hold weekly meetings.
- 8.2. General meetings shall be held at least once a semester to allow all members the opportunity to review activity plans and financial updates, provide feedback on upcoming events and campaigns, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general members at least two (2) weeks prior to the date of the meeting.

9. Article Nine - Termination of Membership

- 9.1. Membership may be revoked if a member engages in conduct harmful to the club or its members, including failing to disclose a significant or ongoing conflict of interest.
- 9.2. A vote to revoke membership must be held in a private meeting with the Co-Chairs.
- 9.3. A two-thirds majority vote must be reached to revoke a 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. A simple majority vote at a general meeting is required to uphold the revocation following an appeal.
- 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. A two-thirds majority vote at a general meeting is required to adopt any constitutional amendment.
- 10.2. Any voting member may propose and vote on constitutional amendments.
- 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 for approval.
- 10.4. Amendments to the constitution shall only take effect after receiving approval from the Division of Student Life.