

Constitution of “UTM Stem Cell Club”

1. Name

The official name of this recognized campus group is “UTM Stem Cell Club”

The acronym or abbreviation of this group is: UTMSCC

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

1. Support patients in need: UTMSSC’s primary goal is to improve the chances that patients requiring stem cell transplantation can find a suitable match to save their lives.
2. Strengthen Canada’s Stem Cell Registry: The club contributes to the advancement of Canada’s Stem Cell Registry through registrant recruitment and by supporting the activities of Canadian Blood Services.
3. Develop advocates and leaders: UTMSSC trains its members to advocate for patients requiring stem cell transplants, while cultivating leadership, professionalism, and teamwork skills among volunteers.
4. Raise awareness and educate: The club seeks to raise awareness about the importance of stem cell donation, educate the community about the donation process, and foster a culture of donation across Canada.
5. Address health inequities: Recognizing the racial and ethnic disparities in access to unrelated stem cell donors, UTMSSC prioritizes outreach to diverse communities to improve representation on the registry and increase the chances that all patients can find a match.

Background context: Many patients with blood, immune, or metabolic diseases require stem cell transplantation as part of their treatment. The majority cannot find a suitable fully-matched donor within their family and rely on unrelated donors. Despite over 400,000 Canadians (and 36 million worldwide) being registered as potential stem cell donors, many patients - particularly those from underrepresented ethnic and racial groups - remain unable to find a match. For example, while Caucasian patients have approximately a 75% chance of finding a matched unrelated donor, individuals from many minority ancestral groups face a much lower probability, in some cases as low as 15%.

3. Membership

Membership to the group is open to all registered student members of the University of Toronto. Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University.

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 four (4) elected officers. These include a President, Vice-President, Vice-President Communications (Secretary) and Vice-President Finance (Treasurer).

The President shall:

- Oversee the overall operations of the Stem Cell Club, including event planning, budget management, and ensuring smooth day-to-day functioning
- Hold regular meetings with the executive team, delegate tasks effectively, and provide guidance to ensure the successful execution of club activities
 - Preside over said meetings as well as be the spokesperson for the group
- Serve as the primary contact person for Canadian Blood Services representatives and National Stem Cell Club leaders
- Hold signing officer authority along with the Treasurer for financial purposes
- Ensure transition of office to the future Executive Team

The Vice-President shall:

- Assist the President in overseeing all aspects of the club and serve as the primary support to the President
- Assume the duties and responsibilities of the President in their absence
- Oversee the work of the club's committees and ensure effective coordination across teams
- Ensure all club activities comply with the regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts and support the expansion of membership

The VP Communications (Secretary) shall:

- Maintain an up-to-date roster of all registered members and the executive contact list
- Manage and update the club's website(s) and official communications channels
- Record accurate minutes of all meetings, including motions, votes, and action items
- Give (or cause to be given) timely notice of all meetings to members and executives
- Distribute agendas in advance and circulate minutes and follow-ups after meetings
- Handle the organization's official correspondence and maintain orderly records/archives
- Send regular updates and announcements to members regarding events, deadlines, and key information

- Support compliance with university communications policies and branding guidelines

The VP Finance (Treasurer) shall:

- Oversee all financial dealings of the club and ensure responsible management of funds
- Maintain complete and accurate records of all financial transactions, income, and expenses
- Hold signing officer authority along with the President for financial purposes
- Prepare and maintain budgets for the club, including annual budgets and budgets for specific events
- Safeguard receipts and documentation for all expenditures and reimbursements

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. Additional non-mandatory executive committee positions include a Vice-President Events, Vice-President Partnerships, Vice-President Volunteer Coordinator, Vice-President Promotions and Tik-Tok Coordinator.

The VP Events shall:

- Organize and oversee club programs, activities, and events in alignment with the club's constitution and mandate
- Manage event logistics, including booking venues, arranging supplies, and coordinating schedules
- Work with the executive team and volunteers to ensure smooth planning and execution of events
- Evaluate events and activities to ensure they meet organizational goals and enhance member engagement

The VP Partnerships shall:

- Facilitate and maintain communication with professors, academic departments, and professional figures to involve them in club events as guest speakers, panelists, or advisors
- Build and strengthen relationships with other student clubs and organizations to establish partnerships for collaborative events and initiatives
- Coordinate with the Vice President Promotions to publicize joint events and partnerships, ensuring strong awareness and participation from the student body
- Seek opportunities to expand the club's academic and community network in support of its mission

The VP Volunteer Coordinator shall:

- Oversee the recruitment, orientation, and training of all new members and volunteers
- Maintain accurate records of members, including the levels of training they have completed
- Serve as the primary point of contact for all volunteers, addressing questions, concerns, and scheduling needs

- Support volunteers in developing the knowledge and skills required to represent the club effectively at events and drives

The VP Promotions shall:

- Oversee the club's social media presence across all platforms (e.g., Instagram, Facebook, X/Twitter)
- Create and distribute promotional materials to increase awareness of club initiatives, events, and donor drives
- Ensure all promotional activities comply with university policies

The Tik-Tok Coordinator shall:

- Manage the club's TikTok account, producing engaging, creative, and informative video content
- Ensure all TikTok content complies with social media regulations
- Work closely with the Vice President Promotions to align TikTok campaigns with broader promotional strategies

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.

9. External Affiliations

UTM Stem Cell Club is externally affiliated with Canadian Blood Services (CBS).