

Constitution of Paws For A Cause

1. Paws for a Cause

The official name of this recognized campus group is “Paws For A Cause”.

The acronym or abbreviation of this group is: PFAC

2. Purpose and Objectives

Paws for a Cause (PFAC) is dedicated to supporting animal welfare and responsible adoption through fundraising and community engagement for no-kill animal shelters in and around the UTM community. The organization aims to raise awareness for adoptable animals while providing students with educational and professional development opportunities related to animal care and veterinary-related fields. PFAC seeks to connect students with animal welfare organizations and professionals through fundraising initiatives, educational seminars, advocacy efforts, and hands-on workshops focused on practical skills such as basic suturing, animal CPR, and bandaging, fostering both community impact and informed career exploration. All proceeds raised by the organization are donated directly to local animal shelters to support essential needs, including medical care, medications, food, bedding, enrichment supplies, and other resources necessary for the health, rehabilitation, and adoption of animals in their care. Through these initiatives, members are also exposed to veterinary medicine pathways as well as alternative animal-related careers such as veterinary technology, animal welfare, wildlife rehabilitation, research, conservation, and shelter management.

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 by filling out a provided google form asking for their full name, status of U of T, valid email address, and overall availability.

The membership fee will be \$0 per year.

4. Executive List and Duties

The executive committee shall be comprised of seven (7) elected officers. These include two Presidents, Vice President of Education and Advocacy, Vice President of Events and Outreach, Director of Marketing and Media, Secretary, and Treasurer/Outreach Coordinator.

The Presidents (x2) shall:

- Oversee the operations, management, and overall success of the organization
- Act as the primary spokespersons and official representatives of the organization
- Hold the signing officer authority along with the Treasurer for financial purposes
- Preside over executive board meetings and general meetings
- Ensure compliance with University of Toronto policies and club regulations

- Facilitate effective communication and collaboration within the executive team
- Oversee long-term planning, goal setting, and organizational development
- Ensure a smooth transition of leadership to future Executives
- Address and mediate conflicts within the executive team and membership
- Hold the authority to recommend the removal or addition of members through a formal group vote and interview process
- Create Google Forms for people interested in joining the club to fill out, and oversee to see if the person is fit to join the club
- All decisions will first be voted on with the executives of the club, and the final decision will be made by only the two presidents

The Vice President of Education and Advocacy shall:

- Develop and oversee educational initiatives related to animal welfare, veterinary and other animal-career pathways, and advocacy
- Coordinate guest speakers, workshops, panels, and informational sessions
- Ensure advocacy efforts align with ethical standards and the mission of the organization
- Liaise with external professionals, clinics, and organizations for educational programming
- Support awareness campaigns related to animal welfare and responsible adoption
- Assist the Presidents in strategic planning and organizational development
- Assume the duties of the President(s) in their absence

The Vice President of Events and Outreach shall:

- Plan, coordinate, and oversee all club events, including fundraisers, adoption events, and outreach initiatives
- Liaise with external partners, shelters, and community organizations
- Ensure events are organized, inclusive, and compliant with university policies
- Coordinate event logistics such as venue bookings, schedules, and volunteers
- Support recruitment initiatives through events and outreach activities
- Assist the Presidents in representing the organization externally
- Assume the duties of the President(s) in their absence
- Managing collaborations with other student organizations
- Evaluating event success and proposing improvements

The Director of Marketing and Media shall:

- Manage the organization's branding, promotions, and public image
- Oversee social media platforms (i.e instagram account), marketing campaigns, and promotional materials
- Create and distribute content to promote events, initiatives, and opportunities
- Collaborate with the Presidents to ensure accurate and timely communication
- Maintain consistency in messaging aligned with the organization's mission
- Support recruitment and engagement through digital outreach
- Designing posters, graphics, and informational materials
- Managing photography or media coverage for events

The Secretary shall:

- Maintain an up-to-date list of all registered members
- Manage official records, documents, and meeting minutes
- Record motions, decisions, and action items during meetings

- Notify members of meetings, events, and important announcements
- Handle official correspondence on behalf of the organization
- Maintain the organization's website and member contact lists
- Assisting with constitutional updates and documentation
- Supporting administrative tasks for events and meetings

The Treasurer shall:

- Record and oversee all financial transactions of the organization
- Hold the signing officer authority along with the Presidents
- Maintain accurate financial records, budgets, and receipts
- Prepare and present financial reports to the executive team
- Advise the executive team on the financial position of the organization
- Prepare annual budgets and event-specific budgets
- Ensure compliance with university financial policies
- Managing grant applications and funding requests
- Overseeing reimbursements and expense claims

The Outreach Coordinator shall:

- Assist the Vice President of Events and Outreach in planning, organizing, and executing club events
- Support the development and pitching of event ideas to the Presidents and the executive team
- Facilitate outreach to other student clubs, organizations, and external groups for collaboration
- Help coordinate the social aspects of club activities to encourage member engagement and attendance
- Promote inclusivity and community involvement through outreach initiatives and working alongside the Director of Marketing and Media
- Support recruitment efforts by expanding the club's presence within the university and broader community
- Assisting with event promotion and helping coordinate joint events and partnerships with other organizations

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 their actions.

Removal of a member will solely be decided by the executive team, but finalized by the presidents. Proper evidence for the member's removal must be shown. The member will have the right to an appeal and defence, but the presidents 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 all conflicts of interest in the election.

The SEO Election Officer shall accept nominations only from group members who 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 election 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.

The 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 for all members at least twice per year.

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 a 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 dates and times are to be set by the presidents. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T member 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.