ToHope Constitution

Section 1.1 - Club name

The official name of the recognized student group is “Threads of Hope” and the official abbreviation or acronym of this student group is “ToHope”.

Section 1.2 - Purpose and objective

The purpose of our club is to crochet and knit a variety of toys, cat shaped beanie and scarves to donate to animal shelters, orphanages and the elderly in downtown Toronto. The objective is to gather University of Toronto (UofT) students, alumni and staff who are passionate about this craft to make toys of varying difficulty for donation during workshops. We will achieve this by hosting a near weekly workshop on the St. George campus and liaising with external parties to donate finished toys.

Section 2.1 - Voting and non-voting membership

All members must register with a current executive by completing the general membership form, located in Discord, Instagram, ToHope’s website and can be scanned during workshops. Membership is open to all UofT members (student, staff, faculty, and alumni) and there will be no membership fee to participate and become a member. The club must maintain a minimum of 30 members of which ≥51% of membership are UTSU members. As these requirements are subject to change and should be checked to ensure qualifications and renewal are met.

Section 2.2 - Voting members membership and fees

- Only current, registered UofT students are eligible to apply, hold, nominate and vote for executive positions and in the club.

Section 2.3 - Non-voting members membership and fees

- The club is open to non-UofT members. However, they shall not hold the aforementioned rights in section 2.1.
- Non-voting members are not allowed to hold any executive position within the club.

Section 3 - Rights of Members

- All voting members have the right to cast votes at all general meetings and executive elections, stand for election unless stated otherwise Section 2.1, to propose and vote on amendments to this constitution.
- The rights in section 3 are not awarded for non-voting members described in section 2.3.

Section 4 - Executive committee position and responsibilities

- The term for all executive positions (excluding President(s) and Vice president(s)) in the club are from the 3rd week of September to the 2nd week of September of the following year.
- The term for President(s) and Vice president(s) in the club are from May 1st to April 30th of the following year.
- All executive members must be currently registered UofT students
- Voting executive members must be elected though an election to be on the executive team and are eligible to vote during general and executive meetings
- Non-voting executive members are appointed to be on the executive team but hold no voting rights during executive meetings but are eligible to vote in general meetings if they fulfill the requirements in section 2.2
- The executive committee is responsible for keeping the number of voting executives above three to prevent a dreadlock.

President(s)

- Attends 90% of club workshops for the year
- Handle official correspondence of the organization
- Hold signing and financial authority with the Director of Finance. In the case that the President(s) elected holds signing duties for another recognized student group at UofT, the Vice President Internal will hold signing duties.
- Spokesperson for the club and represent the club at UofT events and group meetings.
- Oversee the operations, management and direction of the club.
- Responsible for finding various crochet and knitting patterns for the club
- Purchases yarn and materials after discussing with other executive members
- Preside over board and general meetings.
- Moderates the club’s Discord server and engages with inquiries from members.

Vice President Internal

- Attends 80% of club workshops for the year
- Assume the duties of the President(s) in their absence during workshops and represent the club.
- Ensure that all activities and workshops meet the regulations and policies at UofT
- Attends mandatory UTSU/Ulife meetings
- Suggest various social events to the executive team
- Ensure club documentation is updated
- Recruit members via club promotion and events

Vice President External

- Attends 75% of club workshops for the year
- Assume the duties of the President(s) and Vice President Internal in their absence during workshops and represent the club
- Moderates and updates the club's communication between all external groups through email or other means of communication and updates the executive members through discord
- Establishes connection with animal shelters, orphanages and elderly homes in downtown Toronto
- Coordinate donation drives with the President(s), Director of Events and other external groups
- Suggest collaboration ideas with other UofT/non-UofT student groups and communicate with them on behalf of the club

Secretary

- Attends 70% of club workshops for the year
- Takes minutes at executive meetings
- Attends workshops to collect attendance for members
- In the case of their absence, the Vice president(s) will take attendance during workshops
- Manages ToHope membership list
- Contributes to the completion of club-related applications and documents that involve membership information

Director of Finance

- Attends 60% of club workshops for the year
- Tracks and consistently updates financial transparency document for the club
- Creates a budget for the club and holds signing authority
- Contributes to the completion of club-related applications and documents that involve finance applications and documents

Director of Events

- Attends 70% of club workshops for the year
- Plans and organizes creative events and workshops, manages pattern and yarn inventory
- Liaise with the Vice-president to plan donation drives and coordinate custom toy requests on ToHope's website from animal shelters, elderly homes and orphanages
- Assist the President(s) and Vice-president in planning charitable workshops and donation drives

Creative Director

- Attends 70% of club workshops for the year
- Creates social media posts and updates the club's website, Discord, Instagram and Facebook
- Edit and creates promotional with the Director of Events and Media to recruit new members
- Takes high quality photos at workshops to post on ToHope's socials

Director of Media

- Attends 60% of club workshops for the year

- Creates original posters and banners for each weekly workshop upon receiving the theme of that week from the Director of Events
- Designs and creates club merchandise after confirming with the other executive members

Section 5 - Elections

All executive positions will be filled through an annual election, of which only registered voting general members are eligible to apply for executive positions and vote in elections. On the condition that multiple candidates are elected for a single position, the nominee winning the largest portion of votes shall be the winner until all positions are filled. The election will be held in an unbiased manner, where no individual seeking to be elected may participate in planning or administering the election. Eligible club members who wish to apply to an open executive position can submit their application released by the current executive team within a set period of time. Additionally, executives who are selected via an application process would be a non-voting member of the executive team. Moreover, applicants can opt for an interview with the President(s) to understand and provide the candidate a chance to ask any questions about the election or application.

The club will undergo two elections, one at the end of the winter term for President(s) and Vice President(s). The second election will be held at the start of the fall term for all other executive positions. After one academic year, all executive members must reapply and be re-elected to maintain their position.

Section 6 - Finances

ToHope is a non-profit organisation and will not engage in any commercial activities. All assets received from fundraising, sponsors and club funding are required to benefit the club only. No executive members may collect salaries and illegitimately fundraise or self promote services during club workshops and events.

The club expenses will be notified to the executive committee via discord and will be finalised by the President(s). Expenses over $75 will be approved through a majority vote at executive meetings.

Section 7 - Meetings

The executive team will meet at least once each term in person outside of club workshops to discuss future projects, plans to improve on the club and update on administrative tasks. The meeting will be notified to the executive committee one week before and scheduled at the discretion of the executive’s availability.

The club will hold at least one general meeting outside of the regular workshop date and time for general members to socialise, learn more about the club and suggest amendments to the constitution. The executive committee must announce the date of the general meeting two weeks prior to the date of the meeting.

Section 8 - Amendments

Proposals for constitutional amendments must receive a two-thirds majority to be passed during a general meeting or voted online through Instagram or Discord. Any registered and active club member may propose these changes to the Secretary and will be announced during the next workshop.

If changes are made, the executive committee will revise the constitution within two weeks of the voting date and submit it to the Division of Student Life at UofT. The amendments will only take place after the constitution has been approved by staff in the Division of Student Life at UofT.

Section 9 - Termination of executive or general membership

The executive committee may revoke the membership of any member of the club who commits an act negatively affecting the interest of the club and its members, including non-disclosure of a significant or continuing conflict of interest. Two-thirds of votes from the executive committee during an executive meeting is required to approve any revoked membership. In the case of an appeal, a majority vote by general members during a general meeting is needed to sustain the revocation of membership.

Following the termination of membership, the members will lose their privileges to the club and ability to attend any future workshop hosted by the club. Executive committee members are subjected to the same termination of membership process as general members.