

Constitution of “Leukemia & Lymphoma UofT Student Chapter”

1. Article One — Name and Purpose

- 1.1. The official name of the recognized student group is “Leukemia & Lymphoma UofT Student Chapter”, where the “&” punctuation mark is interchangeable with “and”.
- 1.2. The official acronym or abbreviation of the group is “LLC”.
- 1.3. The purpose of the organization is to fundraise money and raise awareness for blood cancers, particularly leukemia and lymphoma. We plan to achieve our objectives through a large variety of events, from fundraisers to community socials.

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. There will be no associated membership fee.

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 referendums.
- 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 August 1st to April 30th.
- 4.2. The Executive Committee shall be composed of seven (7) voting members, which include a President, Vice-President (or alternatively, two Co-Presidents), Director

of Finance, Director of Outreach, Director of Logistics, Director of Marketing, and Assistant Director of Marketing.

- 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 number of non-voting positions on the Executive Committee shall be one (1) position or ten percent (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.

5. **Article Five — Executive Committee Composition and Duties**

- 5.1. **The President shall:**
 - 5.1.1. Oversee the operations, management, and success of the group—they are the spokesperson for the group.
 - 5.1.2. Hold signing officer authority along with the Director of Finance for any and all financial purposes.
 - 5.1.3. Preside over executive meetings as well as general meetings.
 - 5.1.4. Handle official correspondence of the organization.
 - 5.1.5. Notify all members of meetings (executive or general).
 - 5.1.6. Ensure transition of office to the future executives.
 - 5.1.7. Maintain communication with The Leukemia & Lymphoma Society of Canada for collaborative opportunities.
- 5.2. **The Vice-President shall:**
 - 5.2.1. Assume duties of the President in their absence.
 - 5.2.2. Oversee the various executives and their committees (should they have one)—ensure that all of the activities of the club meet the regulations and policies of the University of Toronto.
 - 5.2.3. Coordinate organizational recruitment efforts.
 - 5.2.4. Oversee the training of new executive members.
 - 5.2.5. Maintain communication with The Leukemia & Lymphoma Society of Canada for collaborative opportunities.
- 5.3. **The Director of Finance shall:**
 - 5.3.1. Record all financial transactions of the group.

- 5.3.2. Prepare an annual budget for the group as well as budgets for specific events (if needed).
- 5.3.3. Hold signing officer authority along with the President for financial purposes—they track all income and expenses and maintain records of financial transactions.
- 5.3.4. Advise members on the financial position of the group.
- 5.3.5. Write and submit any funding applications and/or grants.
- 5.4. **The Director of Outreach shall:**
 - 5.4.1. Record attendance and volunteer hours for all executive and general members.
 - 5.4.2. Be responsible for outreach to other organizations for sponsorship and donation (if applicable; per event).
 - 5.4.3. Coordinate organizational recruitment efforts.
 - 5.4.4. Oversee the coordination between the Leukemia & Lymphoma Chapter and University of Toronto Students' Union (UTSU).
- 5.5. **The Director of Logistics shall:**
 - 5.5.1. Assist other executives in their responsibilities and duties.
 - 5.5.2. Take meeting minutes and maintain organization in the shared Google Drive.
 - 5.5.3. Organize all events under the organization's name.
 - 5.5.4. Direct general members and provide guidance in their roles and responsibilities during aforementioned events.
 - 5.5.5. Create itemized lists for supplies (if needed).
- 5.6. **The Director of Marketing shall:**
 - 5.6.1. Be responsible for all social media and ensure that it is aligned with the University of Toronto's values.
 - 5.6.2. Be responsible for general marketing and club recruitment.
 - 5.6.3. Design and brainstorm creative events for fundraising, awareness, or academia—they will overall anticipate and maintain a positive public image for the organization.
 - 5.6.4. Manage the official Leukemia & Lymphoma Chapter Instagram account.
 - 5.6.5. Oversee the training of the Assistant Director of Marketing by providing support specific to their expertise in digital marketing.
- 5.7. The Assistant Director of Marketing shall:
 - 5.7.1. Assist the Director of Marketing with tasks related to designing content for LLC's social media platforms.
 - 5.7.2. Develop ideas for improving LLC's online presence and reach, including experimenting with different media formats.

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 an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven — Finances

- 7.1. The Director of Finance shall keep an active record of income and expenses.
- 7.2. The Director of Finance 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 serve as 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 itself.
- 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.