Article I. Club Name

Our club shall be called UTM Acts of Kindness (UTM A-OK).

Article II. Purpose

The primary mission of UTM A-OK is to spread positivity and kindness and thereby inspire acts of generosity and altruism on campus and beyond. We will create an avenue for members to contribute to and help lead creative community projects that will positively impact our campus and local communities.

Our projects will revolve around increasing interactions with vulnerable and under-resourced communities, reducing barriers that may make it harder for us to help others through education, and challenging our campus to re-evaluate the power of random and small acts of kindness.

No matter how small the act, we believe that the combined power of everyone’s efforts has the potential to transform relations and change the world.

Article III. Membership

Membership is open to all UTMSU members, whereas community members and alumni can join as associates. There is no fee associated with club membership; joining is free of cost. Membership is open to all, regardless of race, religion, gender, sexual orientation, academic status, and age.

Enrollment Requirements for New Members and Associates:

- Must be a student, staff, or alumnus of the University of Toronto Mississauga
- Must be willing and able to help complete UTM A-OK’s club objectives
- Must be willing and able to abide by UTM A-OK’s policies and procedures

Recruitment to UTM A-OK occurs at the beginning of the fall and winter semesters of each academic year. Members are chosen based on their willingness to support their community and follow UTM A-OK’s club objectives. Although past volunteer and work experiences are not necessary for club enrollment, it is still greatly encouraged for the personal enrichment of the member.

Once members join UTM A-OK, it is expected that they participate (to the best of their ability) in at least 1 of the following: challenges, tasks, general meetings, and events set by the club. Members who have joined UTM A-OK for at least one semester and have clearly contributed to the club’s objectives are eligible to apply for open executive positions in the club.
Article IV. Executives List

IV-A. EXECUTIVE POSITIONS

President
Presides over meetings, oversees the execution of club projects and events, and ensures club matters are handled smoothly
Chief of decision making and a primary contact for the club.
Empowers the team and ensures club missions and goals are met.
Organizes weekly meeting schedule and agenda with the Vice President.
Responsible for internal and external club communications where necessitated.

Vice President
Responsible for booking necessities and rooms for meetings.
Keeps record of all club occurrences, communications, important documentation, membership, and student engagement.
Responsible for internal club communications; takes minutes and emails club members.
Organizes weekly meeting schedule and agenda with the President.

Finance Director
Responsible for cash flow, funds, budget allocation, and club spending
Prepares UTMSU audit packages (original receipts of purchases, budget vs. actuals, financial statements, bank statements) and keeps record of receipts, spending, finances, etc.
Plans out financial logistics behind events and projects with the Events Director.

Events Director
Plans and coordinates exciting events that align with club goals and encourage student attendance.
Works with the Financial Director to determine budget plans for events and club projects.
Runs project and event logistics.
Responsible for booking venues and materials for events.

Communications Director
Reaches out to campus groups, as well as external organizations, for event collaborations, partnerships, funding, sponsors, and project implementation.
Familiar with local charities, groups, or initiatives whom we can aid and work with.
Familiar with issues within the community and beyond that we can help out with; passionate about justice and giving.

Social Media Director
Responsible for creating promotional materials and advertising upcoming events and projects.
Creates graphics for social media sites (follows a theme and makes sites appealing) and provides input on possible social media content to increase student engagement.

**Advocacy Director**

Researches the realities of vulnerable and under-resourced communities.

Educates our school community about the challenges that these communities face.

Promotes UTM A-OK and its mission to raise awareness for vulnerable communities and encourage student engagement in small acts of kindness.

**IV-B. PROTOCOL FOR EXECUTIVE MEMBERS**

- Must complete UTM A-OK’s club objectives, including all challenges, tasks and events set by UTM A-OK
- Must be available for at least three hours a week to attend executive club meetings
- Must attend every general member meeting
- Must be punctual to every meeting or event
- Must complete all duties assigned to their respective positions
- Must contribute to the general support and maintenance of the club
- Must be able to abide by UTM A-OK’s policies and procedures

**IV-C. ABSENCES**

- All executive members are allowed three documented absences per semester.
- Absences must be documented and the president and/or vice president must be notified at least 24 hours in advance of the missed event/meeting.
- One (1) emergency absence is allowed per semester according to the following conditions:
  - The absence is due to a sudden illness or injury
  - The absence is due to a death in the family
  - The absence is due to extenuating and uncontrolled circumstances to be determined by the club president
- Emergency absences must be documented and the president and/or vice president must be notified after-the-fact by the end of the week of the absence.

**IV-F. RESIGNATIONS:**

Executive members who wish to resign their position in the club must notify the President and Vice President at least 2 weeks before the date of official resignation.

- Resigned executive members have the option of remaining in the club as a general member.

**Article V. Meetings**

- All executives will meet weekly for 1-2 hours.
- There will be a minimum of one general member meeting per term; they will entail sharing club missions, goals, and accomplishments.
- If the club financial situation is requested (by any member), information shall be given in a detailed report.
- Depending on demand, a monthly club meeting shall be made if members want to share ideas for local community projects and aid in leading them.

**Article VI. Elections**

- Responsibility – Our club will follow set dates and procedures to elect members to executive positions, including procedures of nomination, eligibility of vote and majority vote.
- If election procedures are deemed unfair, our club will be subject to a re-election under supervision of the UTMSU Campus Groups Coordinator.
- Elections will be held near the end of February (preferably last week) and will be open to all UTMSU club-registered members. They will be supervised by a CRO.
- Advertising will occur for a minimum of one week, a week prior to nominations. Mass emails will be sent out to all club members, VP Campus Life, and Campus Groups Coordinator.
- Elections will be held for 2-3 days and will take place online through anonymous voting.
- A campaign week will be held following nominations’ close.
- If no one opts to run in election for a particular executive position, former executives have the right to collectively appoint a candidate suitable for the position. Along with this, the candidate must be approved by the VP Campus Life.
- If necessary, a by-election shall be held once a seat opens in the club council before year’s end. Other than exact dates, the above elections procedures/rules shall be followed.
- Additional positions may be made in September for first year students if the club council deems it appropriate.

**VI-B. APPLICATION PROCESS FOR EXECUTIVE POSITIONS**

- Must be willing and able to commit to completing UTM A-OK’s club objectives
- Must be able to abide to the UTM A-OK’s policies and procedures
- Must complete the application package for executive positions

Application for executive positions will open at the beginning of summer session and decisions will be made by early June. Members who wish to apply for open executive positions must complete the application package by filling out the executive application form and attaching their resume (or portfolio, if needed).

The application package must be emailed to the club email. It should be noted that the applicant’s work and volunteer experiences are not heavily weighed when considering their eligibility; the club welcomes individuals of diverse backgrounds and experiences to help support and maintain the club. Instead, it is the applicant’s willingness to help the club based on their past actions that will be paramount in deciding their aptitude in fulfilling an executive role.

Once an application package is processed and accepted, an interview with the applicant will be conducted by the President and Vice President. Applicants will be notified 2 to 3 days after by email of their success or failure in their interview. Those who pass the interview stage are hired as an executive member of the
Members who have been accepted into the executive team of UTM A-OK MUST follow the following protocols to maintain their position. Executive members must read the UTM Acts of Kindness Club Constitution and sign the acknowledgement form, confirming that they understand the policies described in the document as well as the responsibilities and conduct that is expected of them.

**Article VII. Removal from Office**

Any executive member will be removed from office if they have received three strikes and have been voted out by the executive team. Refer to Section IV-E.

Terminations from club membership will consist of the revoking of all privileges afforded to the member during club membership. Terminated members must also return any UTM A-OK property granted to them during their membership.

In the case that an executive member is removed from office, the executive team shall send out a notice to club members that a seat has opened. Those willing to step up shall be interviewed by the President and the VP, and those most suitable for the position shall join the council. In the case that there are multiple candidates suitable for joining council, a by-election will be held; this will be highlighted in the application sent to members, such that they are aware of this possibility.

VP Campus Life, has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club’s Committee. The results of the vote should be two-thirds of the executives in favour of removal. In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter.

The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office. Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied:

- A request is submitted to the VP Campus Life which should:
  - Be signed by at least 30% of the club membership or two-thirds (2/3) of the club executive membership
  - Specify the alleged incidents of neglect of duty
- Upon receipt of the request, the council shall be required to hold a referendum within twenty (20) days.
• In case of a council member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under “Elections Procedures”.

**VII-B. DOCUMENTATION OF MISDEMEANORS**

A strike in an executive member’s club record will be made for every instance of a misdemeanor. A total of up to three (3) strikes can be recorded for each violation per semester.

**Strike System:**

1) The first strike will consist of a verbal or emailed warning by the club president or vice president whereby the offending member will be notified of their offence.

2) The second strike will be made if the offending member violates the club policies and procedures again and in the same semester. The President or Vice President will notify the offending member of their offence and the member will lose certain club privileges for two weeks, based on the severity of the offence. Club privileges include:
   - The opportunity to collaborate with other clubs under UTM A-OK
   - The opportunity to volunteer and thus gain experiences working in the community while under UTM A-OK

3) If an executive member receives three strikes in one semester, they are eligible for either a demotion from an executive position to a general position or else dismissal from the club - depending on the severity of their violations.
   - They shall be subjected to a vote by the executive team for removal from the office.
     Given a majority vote in favor of removal, the member shall be removed from office.

**Types of Misdemeanors:**

- An instance of unprofessional and/or inappropriate behavior by a member (as outlined by the Behavioral Protocols section)
  - 1 strike for each instance
- Failure to document an absence, emergency or otherwise, in the appropriate time-frame by executive members
  - 1 strike for each undocumented absence
- More than three documented absences by executive members
  - 1 strike for each absence past the maximum of three

**Article VIII. Amendments to the Constitution**

• An active club member can propose amendments to the club constitution during our club meetings.
• Amendments must be presented in formal writing to each member of the executive team outside of general club meetings.
Over the span of a week, the executive team shall review the proposal before holding an anonymous vote. Club members will be sent an email (at least) 5 days prior to the voting procedure, and at least 2/3 of all members will be required to take part in the voting.

Of the active club members that take part in the voting, at least 2/3 must vote in favor of the amendment change for it to pass.

All changes and voting procedures shall be communicated to and approved by the Campus Groups Coordinator and other UTMSU council members, as required.

If approved, the amendment shall be adopted into the club constitution.