

Help the Homeless Club at York Constitution

Article 1. Name & Objectives

- I. The name of this organization shall be Help the Homeless Club at York; and
- II. Help the Homeless at York exists to perform the following functions; and
- III. To fundraise and raise awareness for homelessness in the greater Toronto area; and
- IV. To decrease the number of individuals without nutritious meals or clothing; and
- V. To collect donations of clothing items needed for the season; and
- VI. To use all proceeds from fundraising events for purchasing products to make nutritious meals; and
- VII. To embark on food and clothing distribution patrols in under-resourced areas and give out food and clothing kits; and
- VIII. To give compassionate students an opportunity to apply their skills and work with like-minded peers in slowly overcoming the homelessness crisis; and
- IX. To improve the living conditions of the homeless by alleviating hunger and supplying appropriate clothing for seasonal weather.

Article 2. Interpretations

- I. The following definitions shall apply to the Help the Homeless Club at York's Constitution, By-Laws, and other official documents; and
- II. "HTHY" refers to Help the Homeless Club at York; and
- III. "By-Law" refers to any By-Law of HTHY; and
- IV. "Student Club" refers to any organization as recognized by York University and/or York Federation of Students; and
- V. "Student" refers to any part or full-time student from the past or present at York; and
- VI. "Assembly" refers to the HTHY Constituent Assembly; and
- VII. "Executive" refers to HTHY Executive; and
- VIII. "Meetings" refers to a meeting of HTHY affiliated individuals either in person, e-mail, online, over telephone, or any other means of communication; and
- IX. "School Year" refers to the months of September-April of the following year.

Article 3. Memberships

Membership of HTHY shall consist of:

- I. Any York University student, staff, and faculty. Voting is granted to strictly students; and
- II. Any interested parties regardless of but not limited to race, religion, political affiliation, sex, disability, age, class, national origin or sexual orientation.

Article 4. Meeting Procedures

- I. The time, place and date of the next meeting(s) shall be presented, by the president of the meeting, near the end of each meeting to be accepted by the committee or council. If such meeting was not set prior, there must be written notice of time, place, and date of the Executive Committee meeting, given at least three days before the date of such meeting, to all executives. For assemblies, a notice will be sent at least one week before; and
- II. A special meeting of the executive may be held at any time and place with 24 hours notice if all the members entitled to vote thereat are present in person or otherwise majority consent to, such meeting being held; and
- III. The only persons entitled to attend a meeting of executives are executives. Any other person may be admitted only by way of invitation of the president of the meeting and with the consent of the individuals in the meeting; and
- IV. Meetings shall be conducted in a format agreed upon by the specific council, though must include participation, order, transparency, quorum, motions and tabling.

Article 5. Committees and Sub-Committees

Executive Council Meetings

- Shall consist of the Executive Council members (President/President and Vice Presidents).
- Shall be called by the President or upon the request of two Executive Council members
- Shall be held every two months, but shall not exceed three months
- Amendments can be proposed to the constitution, by-laws, etc.
- Executive Council may appoint a speaker at their discretion

Events Committee Meetings

- Shall consist of Events Coordinator and Associates
- Shall be called by Events Coordinator or upon the request of two committee members or two Executives

Finance Committee

- Shall consist of the President, Vice President Finance, and Vice President.
- Decisions of the finance committee will be present to the board, at following executive meeting.

Article 6. Quorum

- I. Quorum shall be a majority of the Committee, Council, or Assembly; and
- II. A decision shall be passed at a majority vote.

Article 7. Executives

The officers of the organization shall be the following, complete with roles and responsibilities.

President

- I. To be available on a daily basis and act as an official spokesperson for HTHY in all matters pertaining to the business of HTHY; and
- II. To assume the role of speaker for all meetings and implement a meeting style as previously specified in Article 4 IV. The objective is to maintain order within the meeting; and
- III. To delegate duties to voting members and volunteers, where appropriate, and where the delegation of such duties is allowed by the Constitution, or and subsidiary regulation; and
- IV. To schedule meetings for the executive council, and to provide an agenda 24 hours prior; and
- V. To learn and understand the financial procedures of HTHY, and to have coincidental authority with the Vice-President Finance to sign cheques on behalf of HTHY; and
- VI. To assist the Vice-President Finance with the planning and implementation of HTHY Budget Meetings; and
- VII. To ensure that all executive members have appropriate access to cheques, receipts, and any other financial documents as appropriate, while ensuring that the Vice-President Finance is the only other person with free access to the account; and
- VIII. To maintain bimonthly contact, aside from meetings, with all members of HTHY, and address any comments or concerns they may have; and
- IX. To maintain an accurate list of all members and, including student numbers, e-mail addresses, and any other information deemed appropriate by voting members, and to ensure that the list is available and distributed; and
- X. To train incoming Executives during the transition period between end of September and end of October.

Vice President Finance

- I. To maintain accurate accounts of all receipts and disbursements of the monies of Council, and to maintain all financial records on paper and electronically; and
- II. To monitor and report any inconsistencies in banking accounts; and
- III. To oversee the management of every fundraiser operated by HTHY in such a manner as Council may, from time to time direct; and
- IV. To oversee the disbursements of funds under the direction of HTHY, and therefore hold coincidental signing authority with the President over any council funds; and
- V. To present a semesterly financial statement to the Executive Council and Constituent Assembly; and
- VI. To be responsible for preparing Council's budget for the upcoming year, and the Budget Meeting, during the month of September; and

- VII. To generally oversee financial procedures of HTHY, and to ensure that they are carried out in accordance with the Constitution or other subsidiary regulation concerning such financial procedures; and
- VIII. To preside over meetings in the absence of the President; and
- XI. To train incoming Executives during the transition period between end of September and end of October.

Vice President Marketing

- I. To make creative social media posts and posters to advertise club events and fundraisers; and
- II. To collaborate alongside the President with other clubs' Executives for events; and
- III. To maintain appropriate advertisements that ensure nothing being presented is false, biased, inappropriate, or derogatory in any way; and
- IV. To approve posts and/or posters by the President and the Committee which it concerns; and
- V. To promote HTHY events to a York and Toronto wide audience; and
- VI. To work on marketing plans for all HTHY events and activities; and
- VII. To train incoming Executives during the transition period between end of September and end of October.

Events Coordinator

- I. To be responsible from organizing and HTHY events or those that HTHY aids; and
- II. To oversee, investigate, and report to HTHY on all aspects of events; including finances, ticket/product prices, and additional responsibilities of Members for such events; and
- III. To be present during events to ensure the proper progression of the event; and
- IV. To work with Vice President Finance through fundraisers to ensure appropriate budgeting; and
- V. To delegate duties to other Members, where expedient, and where the delegation of such duties is allowed by the Constitution, and any other subsidiary regulation; and
- VI. To remain in contact and touch base with VP Campus Life of the York Federation of Students and Events and Marketing Department of the York University Student Centre; and
- VII. To train incoming Executives during the transition period between end of September and end of October.

Volunteer Coordinator

- I. To recruit volunteers for large scale HTHY events during the year; and

- II. To organize volunteers for all HTHY events and work with other voting members to ensure that the interest of the volunteers are voiced at meetings; and
- III. To lead and organize time, location, and volunteer availability for events at which volunteers are required; and
- IV. To act as the President for any meetings involving HTHY volunteers; and
- V. To work collaboratively with alternate Volunteer Coordinator to keep clear documentation of volunteer activities and donation materials; and
- VI. To train incoming Executives during the transition period between end of September and end of October.

Secretary

- I. To assist President with general member and Executive communication and address comments and concerns they may have; and
- II. To maintain an accurate list of all members, including student numbers, e-mail addresses, and any other information deemed appropriate by voting members, and to ensure that the aforementioned is available to Executives; and
- III. To oversee the proper handling and storage of the recorded minutes of all meetings of HTHY, and ensure that all appendices, reports, letters, and other applicable documents are physically/electronically attached to the minutes; and
- IV. To maintain an accurate record of all organization meetings and post for members when requested; and
- V. To train incoming Executives during the transition period between end of September and end of October.

Article 8. Elections

- I. The Chief Returning Officer is responsible for certifying nominees, distributing ballots, counting ballots, certifying results and doing whatever else is required to ensure a successful election; and
- II. Nominations will be accepted at the final meeting before the General Election Meeting; and
- III. Once nominated, the nominee will be interviewed by all Executive members available at the scheduled time; and
- IV. An application must be prepared by the nominee to be presented at the final meeting before and the General Election Meeting; and
- V. The voting and decision will be made at the General Election Meeting; and
- VI. To be elected, the candidate must win by at least two votes, if not a re-vote will be called; and
- VII. In the case of a tie, a re-vote will be called, in the case of another tie the President and Vice President will decide a result; and
- VIII. In extenuating circumstances, someone may run for elections that does not meet the criteria if the executive vote with an 80% majority; and

- IX. There will be no external campaigning of any sort, those that do will be disqualified; and
- X. Only two executives of any one constituency may run for elections, furthermore no signing authority as recognized by York University or by the York federation of students of any constituency may run for a position; and
- XI. Elections will be held in December of each year, and the new term will be in effect on the 5th of January; and
- XII. If a position is vacant for any reason at any given point in time before the General Election Meeting a by-election meeting is held either separately or within a meeting of the Assembly.

Article 9. Complaints Process

In the event of a complaint about any aspect of HTHY as a club and its activities, the President will undergo the following process with HTHY Executives and the individual who submits the complaint:

- I. Complaints can be submitted by filling out a form on the HTHY website
- II. Once the complaint is submitted, a written response will be provided to the complainant(s) within 96 hours including a timeline regarding how the complaint will be investigated and how any resulting decision will be made no later than 28 days after the complaint has been received
- III. Investigative steps will be identified by the President and another executive member
- IV. A committee of three executive members will be formed to hear the results of the investigation and determine any resulting actions
 - a. The committee must not include any individuals named in the complaint
- V. Once a decision is made, it will be provided in writing to the complainant(s) and available upon request for HTHY members
- VI. Should the complaint be unresolved, the President is to follow up with the unresolved concern.

Article 10. Amendments and Ratification

- I. Amendments may be made to the constitution via by-laws by the executives in the executives meetings and passed at the assembly; and
- II. The constitution shall be uploaded to the HTHY website for access by any member of the HTHY; and
- III. At the start of the term, Executives must be tasked to look over the constitution for changes and better understanding.