

CONSTITUTION OF TORONTO 350.ORG

ARTICLE 1: PURPOSE

The purpose of Toronto 350.org is to advance the goals of 350.org in the city of Toronto. The group shall lobby the city and provincial governments, encourage the University of Toronto to mitigate its climate change impact, and encourage the Toronto financial industry to fund zero-carbon energy options and stop investing in fossil fuel infrastructure. The group shall also assist with future 350.org campaigns as they arise.

350.org MISSION

350.org is building a global grassroots movement to solve the climate crisis. Our online campaigns, grassroots organizing, and mass public actions are led from the bottom up by thousands of volunteer organizers in over 188 countries.

350 means climate safety. To preserve our planet, scientists tell us we must reduce the amount of CO₂ in the atmosphere from its current level of 392 parts per million to below 350 ppm. But 350 is more than a number – it's a symbol of where we need to head as a planet.

350.org works hard to organize in a new way – everywhere at once, using online tools to facilitate strategic offline action. We want to be a laboratory for the best ways to strengthen the climate movement and catalyze transformation around the world.

We operate at a large scale to take on the world's greatest challenge. In October of 2009 we coordinated 5200 simultaneous rallies and demonstrations in 181 countries, what CNN called the 'most widespread day of political action in the planet's history.' On 10/10/10, we organized the "Global Work Party" – a day of climate solutions projects, from solar panel installations to community garden plantings – and changed communities from the bottom up with over 7000 events in 188 countries.

In 2011, we mobilized people power in every corner of the planet. In September, we organized "Moving Planet" – a massive day of action to move beyond fossil fuels. We also helped lead the fight to stop the Keystone XL tar sands oil pipeline – a relentless campaign that ended in an improbable victory.

In 2012, with the help of millions of people, we'll create a wave of hard-hitting climate activism all over the world that can lead to real, lasting, large-scale change. We think we can turn the tide on the climate crisis – but only if we work together. If an international grassroots movement holds our leaders accountable to realities of science and principles of justice, we can realize the solutions that will ensure a better future for all.

ARTICLE 2: MEMBERSHIP

Membership is open to everyone, including those who are not members of the University of Toronto (U of T). As required by the university, only U of T members (students, staff, faculty, and alumni) may run for election, nominate executives, as well as propose and vote on constitutional amendments.

No membership fee shall be charged. Motions to change the membership fee may be brought forward by any member at the termly general meeting (TGM) and decided there by a simple majority vote. In the event that a membership fee is charged, it shall be paid directly to the treasurer or to another person delegated by the treasurer.

A member can be expelled from the club by means of a vote by the executive, followed by a vote by the general membership. If a simple majority within the executive votes in favour of expelling a member, the matter shall be put before the general membership and decided by a second majority vote. Former members who have been expelled may request that the decision be re-evaluated every 3 years. Through a simple majority vote among the executive, an expelled member shall be permitted to request the re-evaluation of their expulsion after a lesser period of time.

All members are responsible for providing up-to-date contact information to the club executive, including an email address. The president shall be responsible for maintaining an up-to-date list of members. If the president wishes, this task can be delegated to another member of the executive.

ARTICLE 3: EXECUTIVES

The club shall have a president and a treasurer, each to be elected termly. The treasurer shall serve as the financial officer of the club, responsible for all funds and bank accounts. Both the president and the treasurer shall have authority as signing officers.

a) Duties of executive positions

The members of the executive shall be: a president, a treasurer, a creative director, a director of operations, a director of communications, a media director, and a director of fundraising.

- In collaboration with the rest of the executive, the president shall set the strategic direction for the group. In situations where established procedures for undertaking an action do not yet exist, the president shall create fair and effective means of moving forward. The president is ultimately responsible for the smooth and effective operation of the executive and the group as a whole. The president shall also be a public spokesperson.
- The treasurer shall be responsible for the oversight of all club expenditures and revenues. This shall include the following duties: accepting donations and depositing them into the club bank account; issuing reimbursements for expenses incurred on behalf of the club such as printing and transportation; keeping ongoing accounts of receipts and donations; and preparing an annual report on the financial health of the group for the annual general meeting. The treasurer shall also assist

the Director of Fundraising with regards to the development of budgets and goal-setting to increase revenue. The treasurer shall have joint signing authority with the president.

- The creative director shall have primary responsibility for the creation of effective printed and online materials for the purpose of advancing the campaigns and interests of the group. Their responsibilities shall include coordination of graphic design work, photography, web design, and related tasks.
- The director of operations holds the overall responsibility for all events put on by the group. This includes logistics of the events and coordination of the other members, ensuring they each understand their responsibilities and follow through. They can delegate tasks to other volunteers, but are ultimately responsible for ensuring that events run smoothly, unless the responsibility has been explicitly delegated for a specific event. The director of operations shall also make sure those planning events are communicating adequately.
- The director of communications shall be responsible for communication within Toronto 350.org, including the maintenance of group mailing lists and discussion forums. They shall be responsible for maintaining the web presence of the group, including on social media; providing information to group members on forthcoming events, including by means of a regular newsletter; and maintaining effective communication with the larger 350.org organization. They shall also work to support other group members in creating petitions, press releases, and similar documents.
- The media director shall communicate with media outlets on behalf of Toronto 350.org. The media director is responsible for attaining media coverage of the events or issues that have been recognized as important by the group. The goal is to establish relationships with various local journalists or editors who are interested in covering our press releases and who have covered similar issues in the past. The media director shall also maintain and update a press contacts list. The media director is encouraged to stay up to date with current trends in the local media as well as national and international news.
- The director of fundraising shall work creatively to improve the financial standing of the group.

All executive members will work to advance the campaigns undertaken by the group, to develop new campaigns both internally and in collaboration with other organizations, and otherwise work to advance the objectives of the organization.

b) Creating and eliminating executive positions

Executive positions may be created or eliminated by majority vote at a termly general meeting. Between annual general meetings, the executive may choose to create or eliminate a position through a majority vote, which must then be ratified by a majority vote among the general membership. If a position is created, it shall be announced electronically to all club members, for instance via email or through the club website.

Upon the creation of a new position, an officer to fill the role may be appointed by the executive. Alternatively, the executive may choose to have the general membership select from among several

candidates by means of a by-election. If a person is appointed or elected to an executive position, it shall be announced electronically to all club members.

Once created, executive positions shall be filled by termly election. Positions other than president and treasurer may be left unfilled if no qualified person can be located to fill them.

In the event that a member of the executive is no longer able to perform their duties, a by-election will be held at a weekly meeting. In the event of a by-election, notice shall be provided at least 14 days before the appointed time. Notice shall be provided to the club membership electronically, for instance via email or through the club website.

Members of the club who are not members of U of T may be given specific responsibilities by the executive and may be referred to by a title related to those responsibilities. For instance, the executive could appoint a webmaster who is not a U of T member. Members of the club who are not members of U of T may attend executive meetings, but will not be permitted to vote.

Any complaints or grievances directed at the club may be presented at an executive meeting. If possible, all members of the executive shall be present for any such presentations. The executive shall determine the validity of any grievance and grant such remedy as it deems fit.

ARTICLE 4: MEETINGS

Weekly meetings shall be held for the purpose of planning events and undertaking other club business. If it wishes, the executive may adopt rules for the conduct of meetings. If such rules are created, they shall be announced electronically to all club members, for instance via email or through the club website.

Notice of the time and location of the weekly meetings shall be provided electronically at least 3 days before the appointed time. The executive may choose to change meeting times as necessary.

Sub-committees may be created to serve specified purposes. These sub-committees may meet at their own discretion, or as directed by the executive.

Minutes shall be kept at all meetings, recording topics of discussion, decisions, and the results of votes. These minutes shall be made available to the club membership electronically, for instance via email or through the club website.

Meeting participants may vote to conduct a portion of the discussion *in camera*, in which case minutes are still to be kept, but not made available in the normal manner to the club membership. The fact that part of the meeting was conducted *in camera* shall be recorded in the minutes. Meeting participants may also conduct a meeting or a portion of a meeting under the Chatham House Rule, in which case nothing said at the meeting can be attributed to any specific person either in the minutes or in the subsequent discussions of those who were present. If a meeting or a portion of a meeting is conducted under the Chatham House Rule, this fact shall be recorded in the minutes.

Once each academic semester, soon after the semester begins, a termly general meeting (TGM) shall be held. At this meeting, elections shall be held for all existing executive positions. The TGM for the fall

session shall be held in September; the winter session TGM shall be held in January; and the summer session TGM shall be held in May.

Minutes shall be kept of all termly general meetings, recording topics of discussion, decisions, and the results of votes. These minutes shall be made available to the club membership electronically, for instance via email or through the club website.

Notice of the time and location of the termly general meeting shall be provided at least 14 days before the appointed time. Notice shall be provided to the club membership electronically, for instance via email or through the club website.

ARTICLE 5: ELECTIONS

The president and treasurer shall be elected at the termly general meeting through a simple majority of club members. If other executive positions exist, candidates shall be elected to them in the same manner.

a) Membership for purposes of elections

Anyone who has attended two or more planning meetings shall be considered a member and shall be entitled to vote at each termly general meeting (TGM).

This definition of membership shall be re-evaluated prior to the second TGM, in January 2013. The constitution shall then be amended as required.

Members who indicate their preferences electronically before the TGM begins shall be entitled to vote by proxy.

Before making nominations or voting either in person or by proxy - members shall make themselves familiar with the principles of Toronto 350.org.

b) Nominations

Members shall be able to self-nominate for positions on the executive. They shall do so by defining the position and indicating their interest and qualifications through the planning forum before the beginning of the TGM.

If the positions for which they have nominated themselves do not exist, a vote shall be held on whether they should be created during the appropriate time in the TGM.

c) New executive positions

People nominating or self-nominating shall be required to define the basic duties of the proposed executive position at the termly general meeting prior to voting for that position.

Before voting begins on a new executive position, there shall be a vote among the general membership about whether the position should be created. If a simple majority vote in favour of creating the position,

the voting shall begin. If a simple majority oppose the creation of the position, the position shall not be created.

In the matter of whether a new position shall be created, the vote of a simple majority of members voting shall be considered binding upon the executive.

d) Proxy voting

Anyone who is a member of the club can submit their proxy votes electronically to toronto350@gmail.com up until the beginning of the TGM.

Anyone voting by proxy shall indicate that they wish to vote for a particular person for a particular position, provided that person is nominated for the position in question.

In the event that the person is nominated for that position, the proxy shall be counted as one vote during each round of voting in which the candidate remains in the running.

Members voting by proxy may indicate their second and subsequent preferences for each position. In the event that their first choice is eliminated, their proxy vote will be applied to the most highly ranked of their preferred candidates still in the running.

The chairperson shall appoint a member to be responsible for managing proxy votes during the TGM.

e) Role of the chairperson

The chairperson shall be permitted to run for executive positions.

During the period when the chairperson has been nominated for a position and while the election remains open, they shall appoint a member present at the meeting to act as interim chairperson.

The chair of the meeting shall assign a member to be responsible to vote on behalf of proxies that have been submitted.

In the event of an ambiguity in the agreed electoral process, the chairperson shall use their judgment to resolve it equitably and in keeping with the principles of Toronto 350.org.

Only the chairperson shall be permitted to call votes on any subject.

The chairperson shall determine the result of votes, to be recorded in the minutes.

f) Voting process

In the event that more than two people are nominated for a position, a vote will be held in which each member present casts one vote for one of the nominees.

In the event that no candidate receives 50% +1 of the vote (not counting abstentions), the nominee with the least votes will be dropped from the running.

Another vote will then be held for remaining nominees, until one candidate receives 50% +1 of the vote (not counting abstentions). That candidate shall then be duly elected to the position for which they have been nominated.

g) Agenda for termly general meetings

The TGM shall include the following elements in the proscribed sequence:

- Assemble
- Determine who is eligible to vote (shall be worked out beforehand by an appointed person)
- Members entitled to vote shall be given some token to indicate their status, such as a coloured sticker
- Election of a chairperson for the meeting
- Election of president
- Election of treasurer
- Creation or elimination of executive positions
- Nomination and election of other executive members
- Proposed amendments to the U of T constitution (hopefully none)
- Merriment

If necessary, the chairperson may alter the agenda for the AGM in keeping with the principles of Toronto 350.org.

ARTICLE 6: AMENDMENTS

This constitution shall be amended as necessary and in keeping with the requirements and procedures of the University of Toronto and according to the principles of Toronto 350.org.

ARTICLE 7: FINANCES

The club shall maintain one or more bank accounts controlled by the treasurer. Both the treasurer and the president shall have control of these accounts and the ability to issue cheques or payments of other kinds from them.

At the termly general meeting, the treasurer shall provide club members with information on the financial health of the organization, including the net worth of the organization.

ARTICLE 8: NAME

The club shall be known as "Toronto 350.org" or "Toronto350.org".