

## 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 (U of T) 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 make use of education and awareness events, online campaigns including through social media, petitions, direct contact with decision-makers, and other tools to achieve these objectives. 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 CO<sub>2</sub> 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 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

### **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, a director of fundraising, a director of outreach, a University of Toronto campus liaison, a Ryerson campus liaison, and a York University campus liaison.

- 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. Both the president and the treasurer shall have authority as signing officers.
- The treasurer shall serve as the financial officer of the club, responsible for all funds and bank accounts and for recording and maintaining all financial transactions of the group. 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 media director shall read and approve all press releases before they are sent out. 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.
- The director of outreach shall have primary responsibility for Toronto350.org's visibility in Toronto, outside of universities. They shall seek to make connections with churches, community groups, other local 350.org groups, and other potential allies.
- The University of Toronto campus liaison shall have primary responsibility for Toronto 350.org's visibility on campus at U of T. They shall undertake activities including staffing an information table, collecting petition signatures, attending on-campus events, and welcoming new people to the group.
- The Ryerson campus liaison shall represent Toronto350.org at Ryerson University and coordinate the activities of the group on that campus, in collaboration with the director of operations.

- The York University campus liaison shall represent Toronto350.org at York University and coordinate the activities of the group on that campus, in collaboration with the director of operations.

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. All such appointments shall be ratified by the general membership. 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).

As required by U of T, proxy voting shall not be permitted in elections.

Before making nominations or voting - 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) 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, the interim chair shall serve as chair.

The chairperson shall be responsible for avoiding any apparent or actual conflict of interest during the TGM and may call upon the interim chair to administer any additional votes in which any such conflict may be perceived.

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. If the chairperson is standing for election when the situation arises, the interim chairperson shall serve in this capacity.

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.

### **e) Voting process**

In the event that two people are nominated for a position, the candidate who receives more votes shall be elected. In the event of a tie, additional votes shall be held until the tie is broken.

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. In the event of a tie, additional votes shall be held until the tie is broken.

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.

#### **f) 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 and interim chairperson for the meeting
- Financial statement from the treasurer
- 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**

Any member may propose amendments to the constitution during the appropriate time during a termly general meeting. All constitutional amendments must be approved by a simple majority in a vote held by the general membership.

Unless otherwise specified, constitutional amendments passed during a TGM shall come into effect immediately.

#### **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".

#### ARTICLE 9: PRECEDENCE

As required by the University of Toronto, in the event of a situation where 350.org policies conflict with the University of Toronto's policies, the university's policies shall take precedence.