The purpose of the corporation is to receive concerns and complaints from the general public, and give voice to them by bringing their concerns to: politicians, community leaders, as well as to business leaders. The corporation will establish relationships with local political organizations at national and international levels to elevate and resolve social issues in our society.

The corporation will focus on actions related to Children, Minorities, Internationally Educated Professionals, New Immigrant Challenges and Immigration Reforms, Meaningful Employment experience for youth and students, and Political and Cultural Exchange Programs.

The corporation is politically neutral; however, the corporation will design, establish and promote Campaigns to elevate social and political issues, including improved community services and Outreach Therapy that address the needs of senior citizens and mothers, in order to achieve its mission and objectives in improving the quality of life in our society.
ARTICLE I. NAME
The Organization shall be called Ward Monitor and will be mentioned in this document thereof as “The Organization”.

ARTICLE II. VISION
Our vision is to strengthen the Canadian democratic process starting with the foundation of the Canadian democracy: THE CANADIAN PEOPLE. By empowering communities through a transparent neutral and thoroughly democratic process, we will drive the collective voices of the public to the decision makers.

ARTICLE III. MISSION STATEMENT

Section A) Description of the mission statement
The Organization’s mission is to give voice to the public by bringing their issues to: the different members of parliament (provincial and Federal), to city Councilors, to community leaders, as well as to and to business leaders. The Organization is committed to being politically neutral by avoiding any corruption from any side.
WE ARE NOT JUST NEUTRAL: OUR MISSION IS TO UNITE CANADA BY WORKING WILL ALL PARTIES EQUALLY!

Section B) Geographical Area of focus
The Organization will focus its efforts on York University students as its initial “public”. York University’s large student body is made of members of all communities from the greater Toronto area. Because of this, we feel that York University is the best place to start The Organization.

ARTICLE IV. OBJECTIVES

Section A) list of The Organization’s objectives are:
1. to provide unbiased, easy to use, and a convenient platform to monitor our community to learn about the issues that matter to us most
2. to demand clarification, from our political, on issues that matter to us most
3. to keep track on the progress of those running for municipal office in specific communities
4. to initiate Political exchange Programs and strengthen the bi-lateral relationship between two nations.

Section B) Description of how we will achieve our objectives
We will engage our members in person and online to join our Face book group. Once we reach a sufficient amount of members, we will survey the members for topics most relevant by creating online and offline discussion forums, but also through online social media surveys and offline paper surveys. These forums will encourage our members to share their needs in a safe confidential environment. Our information committee will organize our findings into reports that will be approved by the data analysis committee. After the data analysis committee have approved the reports the President will deliver them to the relevant political leaders, community and business leaders.
NOTE: WE FOLLOW STRICT GUIDELINES FOR COLLECTING, HANDLING AND COMMUNICATING OF ALL INFORMATION [For complete details of our Information Handling policies see: ARTICLE IX COMMUNICATIONS DEPARTMENT, Sub section A.4) Rules for Information Handling]

ARTICLE V MEMBERSHIP

Section A) General description
York University students (current and alumni), staff, and faculty will hold the core membership and the majority of the executive team. However the advisory board will be made of political journalists, unions, city councilors, and others involved in politics and community service.
Section B) Membership Types listed

- General members – membership are free TO ALL, but require registration into The Organization. A general member can be selected to take part of a committee. Membership provides access to events and the privilege to vote during the annual elections. But also access to unique documents, reports, the organizations’ Newsletter, and all online content. Moreover, general members can volunteer when needed.

- Officers – to be interviewed for an opportunity to be elected by the members. They Control and manage The Organization. They chair the committees that make operational decisions. They have voting privileges for committee meetings, executive meetings and elections: ONLY.

- Advisory board members – to be selected by individual executives for the opportunity to be voted into the advisory board role by the complete executive team. Have no control over The Organization, but serve as external advisers ONLY. An advisory board member can be selected to take part of a committee. They have voting privileges for choosing the advisory board Chairman and during Advisory board meetings.

ARTICLE VI MEETINGS

Section A) Default Meeting Rules which apply to ALL MEETINGS (unless stated otherwise)

Each meeting will follow Roberts’s Rules of Order. The speaker or Chair of the meeting is subject to an appeal from the meeting members, regarded as the primary source of interpretation of the Constitution.

All attending the meeting must be follow these rules with no exception. When voting is involved during meetings then each vote will be made to choose one of several options (up to four options for a single vote), whereas each option will presented in a neutral fashion by an attending voting member. The chair of the meeting has the right to break any tie votes as he/she see fit with accordance to their professional judgment. The final vote can be appealed through a Vote review meeting [see details in “Section C)” below]

- All MEETINGS will follow the default meeting procedures (unless stated otherwise) which is detailed below in the meeting procedures for the committee meetings.

Section B) MANDATORY Meeting Types: listed by frequency

- Monthly executive committee meetings – to review the overall progress of The Organization. This meeting is MANDATORY for the elected officers and will be chaired by the President. General members and Advisory board members can attend these meetings ONLY if the President invited them. Only executives of The Organization have voting privileges during these meetings. The President MUST add a summary of this meeting to The Organization’s annual report.

- Annual Advisory board meetings – to refine the organization’s vision & objectives. The appointed Chairman of the Advisory board will chair this meeting. This meeting is MANDATORY for the President of The Organization as well as for all Advisory board members. General members and executive members can attend these meetings ONLY if either the President or any elected member of the Advisory board invited them. The President MUST add a summary of this meeting to The Organization’s annual report. All attendees to this meeting have the right to vote during this meeting.

- Annual Elections, Annual General Meeting and Presidential Selection Committee to be discussed in detail in ARTICLE XIV SELECTION OF OFFICERS AND THE TRANSITION PERIOD

- Annual data analysis committee

- Annual Constitution review committee

- Annual Community meetings – to discuss community issues. Any member of the community can attend. Any Canadian citizen can attend this meeting as well. This meeting will be chaired and managed by the elected Local Community Manager. Only residents of the affected community can vote in these meetings. Nonresident executive members of The Organization and nonresident Advisory members of The Organization can attend the meetings and they can speak during the meetings but they CAN NOT VOTE during these meetings. The community meeting can be called at any time, and as many times as needed, as long as the Local Community Manager can prove a JUSTIFIED need for it during the Social Committee to the VP SOCIAL.
Meeting procedures:
  a) All residents of the affected community MUST be invited to this meeting AT LEAST one month in advance
  b) Attendees register at the front desk
  c) Executive members and Advisory board members of The Organization attending MUST introduce themselves to all
  d) The Local Community Manager reads the meeting’s agenda, and [optional] explains the voting procedure
  e) Urgent topics are discussed
  f) Voting [optional] with voting results being recorded by the Local Community Manager
  g) Open discussion
  h) Networking session
  i) Local Community Manager summarizes this meeting and [optional] declares the results of the voting. The Local Community Manager MUST communicate the meeting summary (and voting results) to the President within the same day.
  j) The President then must review all the materials given to him/her by the Local Community Manager at the data analysis committee meeting to decide what details to publish to the public, if any at all.

Section C) OPTIONAL Meeting Types: listed by topic

- Committee meetings – to make operational decisions. Only invited committee members can attend. General members and Advisory board members can attend these meetings if either the President or the executive chairing the committee invites them. The executive responsible for each committee will chair this meeting. Only invited executives of The Organization have voting privileges during these meetings. These meetings are recommended to be bi-weekly. Each meeting should be as short as possible and aim to focus on voting for a single decision by a small team of executives. A committee meeting can combine several committees or not happen at all when there is no time for separate meetings for each committee. When committee meetings do not happen then the decisions are made during the Monthly executive meeting.

  Meeting procedures:
  a) Attendees introduce themselves
  b) Chairman of the meeting reads the meeting’s agenda, and [optional] explains the voting procedures
  c) Urgent topics are discussed
  d) Voting [optional] with voting results being recorded by the meeting chairman
  e) Open discussion
  f) Chairman declares the time and place of next meeting, summarizes this meeting and [optional] declares the results of the voting. The meeting summary (and voting results) MUST be communicated to the President within the same day by the chairman of the meeting.

- Operational Emergency meeting – called when there is an operational emergency. This meeting is just an unscheduled meeting of one of the MANDATORY meeting types listed above. This meeting can be called ONLY by the president or the chairman of the related meeting. This category of special meetings applies to all the above Regular Meeting Types EXCEPT the Community meeting. Because an Emergency Community meeting can ONLY be called for, voting result disputes, and these can only be handled by Vote review meeting (see details below). Any non emergency community issues, which need to be dealt with, that are relating to a Community meeting must be dealt with during the regularly scheduled monthly Community meetings, and not before nor after. Any emergency community issues, which need to be dealt with, which are relating to a Community meeting, must be dealt with by contacting the Local Community Manager.
Vote review meeting

1. Meeting’s purpose
   - This meeting is crucial in maintaining a true neutral transparent democratic process where critical decisions that affect a whole community are made through voting.
   - This meeting is called to review a possible appeal of any past voting results made during any of the Regular meeting types listed above.
   - The meeting will hold a vote to decide if a voting result is not valid. This will lead to the invalid vote being taken again by all eligible voters.
   - This meeting and its procedures apply equally to EVERY voting which is mentioned in this constitution: regardless of the type of voting or the amount of possible voters.
   - This meeting is also used to determine the time, date and location of a rescheduled voting meeting.
   - Vote review meeting (continues)

2. Steps needed to be taken to have this meeting called
   i. This meeting can ONLY be called through a written vote appeal letter to the chairman of the meeting where the original vote was made.
   ii. A copy of this letter MUST be sent to the President of The Organization.
   iii. This letter MUST be sent within seven business days of the day from the day when the original vote was made.
   iv. This letter MUST express the particulars of:
      a. when the vote was made
      b. What the vote was about
      c. what the final result of the vote was and
      d. MOST importantly, the letter MUST detail the reasons for the appeal.
   v. If the vote appeal letter is filled properly, as detailed in section 4 above, then the President of The Organization will call Vote review meeting.

3. Details of the meeting
   - This meeting MUST have in attendance: the chairman of the meeting when the original vote being appealed was made, the person appealing the vote, the President, at least one additional executive and at least one Advisory board member.
   - If the vote being appealed was made during the monthly community meeting then at least one additional member of the related community must attend the Vote review meeting.
   - The President will make the final decisions as to who will attend this meeting, with accordance to his/her professional discretion.
   - All attendees have a single vote, each, to cast towards a YES (the reasons for the appeal of the original vote are justified and a new vote needs to be made) OR NO (the reasons for the appeal of the original vote are NOT justified and the original voting results remain in effect)
   - This meeting must have at least five attendees, but no more than ten attendees.
   - The President of The Organization is the chairman of the meeting.

4. Steps needed to be taken after the meeting has concluded
   i. The President of The Organization must publicly post the detailed summary of the Vote review meeting. Including: the list of attendees, the vote appeal letter, the results of the voting in the Vote appeal review meeting.
   ii. If the vote was YES: then a letter must be send to all the members of the related meeting. Informing them that the original voting result is invalid but also informing them the time, date and place for the new voting meeting.
ARTICLE VII EVENTS DEPARTMENT
Section A) the difference between events and meetings
Meetings are the work skeleton of The Organization. They are mandatory, they happen in a standard frequency. They follow strict rules. Events are the social skin of the organization. Events are NOT mandatory; events do not have a set frequency.

Section B) event guidelines and rules
Sub section B.1) MANDATORY Event Rules which MUST be followed
1. Events MUST NOT have a discriminatory purpose, MUST NOT have derogatory language, or be illegal in any way, shape, or form: neither towards any single group nor towards any single individual. All complaints must be emailed to the VP Social.
2. All events MUST promote Canadian unity, multiculturalism, and acceptance of people from different religions, sexual preferences, social status, and political views.

Sub section B.2) OPTIONAL Event guidelines
- Events should try to include as many different people as possible
- Events should not be done in a place of religion
- Events should be not be held during a religious, civic or cultural holiday

Section C) We will hold the following event types
- Fundraisers
- Networking events
- Information sessions about voting in the different elections (municipal, provincial, etc) and Canadian politics
- Recruitment events
- Voting event and annual general meeting
- Promotional events to promote the organization

ARTICLE VIII EMPLOYMENT STANDARDS
The organization conforms to the latest employment standards set by Canada’s Employment Standards Act for all officers and volunteers of the organization. It is the responsibility of the VP Operations to ensure that the organization conforms to the Employment Standards Act.

ARTICLE IX COMMUNICATIONS DEPARTMENT
Section A) General Description and All Rules for Communications and Information
The Organization is a responsible communicator that guarantees its audience the highest content quality available. We have several layers of quality assurance in our communication department to ensure that only the right copy matter goes out to our readers in its more fined state. Our communication quality assurance is done by having dedicated expert staff for each communication task.

Sub section A.1) Communications Rules that MUST be followed in all our Communications
1. All Communications MUST NOT have a discriminatory purpose, MUST NOT have derogatory language, MUST NOT be sexist, MUST NOT be racist, MUST NOT be homophobic, MUST NOT be oppressive, MUST NOT have offensive images, or be illegal in any way: towards any single group nor towards any single individual.
2. All Communications MUST promote Canadian unity, multiculturalism, and acceptance of people from different religions, sexual preferences, social status, and political views.
3. All Communication MUST NOT use or advertise any personal, private, or confidential information the organization or any of its members, officers, partners, corporate affiliates, Advisory board members or any other type of agents obtain as part of the regular operations.

Sub section A.2) Liability resulting from bad communication
We are NOT liable for any wrongdoing resulting from any communication made by any of our members, officers, partners, corporate affiliates, Advisory board members or any other type of agents while they are communication on our behalf.
Sub section A.3) Revenue from ads
It is realistic to expect to have sponsors of the organization to wish to advertise through this department. We anticipate this to happen and we wish to make it clear: **ALL AD REVENUE WILL GO BACK INTO THE ORGANIZATION TO CONTINUE IN ACHIEVING ITS OBJECTIVES**

Sub section A.4) Rules for Information Handling
We GUARANTEE THE COMPLETE CONFIDENTIALITY of ALL personal information obtained through the regular operations of the organization. Moreover, WE GUARANTEE A FULLY TRANSPARENT PROCESS in handling of all information. We follow the latest information security protocols of the FBI (the U.S. Federal Bureau of Investigation) to ensure that the data we collect (online and offline) is stored and maintained the best way possible. To receive a copy of the FBI’s guidelines please email our VP Communications.

Sub section A.5) Complaints about Improper communications must be emailed to the VP Communications.

Sub section A.6) The logistics of creating the communications materials and delivering them to our audience is determined during meetings of the Information Committee

Sub section A.7) Outsourcing sections of this department
1. Definition
   Outsourcing sections of this department means having an external organization perform some of the duties of this department

2. Why we would choose outsourcing
   We would outsource because external organizations that have many years of experience can deliver higher quality more effectively and more efficiently than us, a new organization that was just created.

3. What WE WILL NEVER BE OUTSOURCED in this department
   - The VP Communications
   - data analysis committee
   - information committee

Section B) Social Media
Sub section B.1) General Description
We will use custom Twitter, Facebook and LinkedIn pages (as well as pages on other social media platforms) to communicate with our younger members.

Sub section B.2) Staff Description
We have a dedicated volunteer community manager for each site to ensure that our content is delivered the best way possible for each platform. Our writers from our Newsletter will create the content and the community managers will adapt it to each platform.

Sub section B.3) Online Surveys
1. Purpose
   The organization will use Online Surveys as a tool to engage our younger members on different community related topics.
2. Delivery method
   Offline paper surveys will accompany the Newsletter as well as the promotional material.
3. Collection method
   The recipient will fill them and will either mail them to us or deliver them to us at the next Community meeting.
Section C) Ward Monitor Newsletter
Sub section C.1) Purpose
The Newsletter’s purpose is to maintain a continuous contact with our members through a medium that is most convenient to community members.

Sub section C.2) General Content list
- Community news
- News about relevant political
- Articles on topics of interest to the community
- Community Safety announcements
- Announcements about future relevant events
- Summary of past relevant events
- A message from local (of all types) to the community

Sub section C.2) Offline Paper Surveys
1. Purpose
The organization will use Offline Paper Surveys as a tool to measure the quality of our newsletter, the quality of our events and the opinions the audience has on different on different community related topics.
2. Delivery method
Offline paper surveys will accompany the Newsletter as well as the promotional material.
3. Collection method
The recipient will fill them and will either mail them to us or deliver them to us at the next Community meeting.

Sub section C.3) Staff Description
We have a dedicated staff of volunteer writers, which is managed by the volunteer Editor to ensure that we have the most relevant content to each community.

Section D) Promotional materials
Our volunteer marketing consultants ensure that we only use the most appropriate promotional materials to spread our message.

Section E) PR
Our volunteer PR consultants ensure that we only use the proper channels to reach out to the community.

Section F) Graphic design
Our staff of volunteer graphic designers ensures that only the best images are given to our different communication channels. These are creative minds, which have agreed to volunteer to provide us with several samples every time we need a design made. The heads of each of our communication mediums make the final decision.

ARTICLE X. OFFICERS' QUALIFICATIONS, RIGHTS AND DUTIES
Section A) The officers of The Organization shall be the following:
President, Vice-President Operations, Treasurer, Secretary, Vice-President Communications, Vice-President Social, Local Community Managers (one for each community), Newsletter editor, writers, Social media community manager (one for each platform), marketing consultants, PR consultants, graphic designers, web master, Advisory board member, Advisory board chairman, temporary volunteers, Chief Returning Officer (CRO).

Sub section A.1) Voting rights
All of officers, except the CRO, have a single voting right in the elections and in the annual general meeting.
Sub section A.2) Ownership of Intellectual Property (IP)
- The organization and not the creator own every piece of intellectual property created by anyone for the organization.
- HOWEVER the creator has unlimited rights over the use the material that was created for it, as long as the creator of this material is mentioned everything that material is used. This applies to everything, including this Constitution.

Section B) List of the responsibilities and rights that are shared by all officers and members of the organization

Sub section B.1) Responsibilities shared by all officers and members of ALL TYPES
1. TO ACT IN A LEGAL, MORAL, UNBIASED, JUST, NON-DISCRIMINATORY MANNER AT ALL TIMES AND TO ALL PEOPLE
2. To encourage acceptance of those different from oneself
3. To show pride in Canada, its government, and its agents!
4. [Students only] To maintain a C+ overall GPA
5. TO KNOW THIS CONSTITUTION BY HEART AND FOLLOW IT TO THE LETTER
6. AT NO POINT DURING THEIR ONE YEAR PERIOD IN OFFICE CAN THE OFFICERS OF THIS ORGANIZATION BE IN CONFLICT OF INTEREST, as defined by section A of ARTICLE XII CONFLICT OF INTEREST, EXTERNAL AFFILIATIONS AND REGULATIONS REGARDING THE ADVISORY BOARD of this constitution.
7. MUST SUBMIT a lean police record, or a reference letter from a credible source proving no criminal record

Sub section B.2) Rights given to EXECUTIVE OFFICERS ONLY (those in bold below)
1. To request temporary volunteers to assist them in a task at the meeting of the recruitment committee
2. To request funds for an activity related to the organization at the meeting of the budget committee
3. To suggest and vote on Advisory board members through the recruitment committee
4. To suggest and vote on changes to the constitution as part of the Executive Committee Meeting
5. To suggest and vote on a new projects under any department at the executive committee meeting
6. To chair committees
7. Have the right to create reference letters to their direct subordinates. THIS RIGHT IS SHARED WITH MANAGER OFFICERS (those in italics below). Staff can NOT create reference letters.
8. Can apply to hold the President’s position

Sub section B.3) Rule that applies to all executives and their subordinates:
If an executive cannot find managers and/or staff to do the work then he/she must do the work themselves

Section C) Detailed List the officers’ full titles, the full description of their duties, and their qualifications for holding the position. The officers of the Listed by department, executives (bold) with their subordinate managers (italics) and staff (regular).

Management Department
- President
  - Duties:
    - Represent the organization at all times
    - Make all final operational decisions
    - Manage the overall organization to constantly ensure that it is on track in achieving the vision and objects
    - Set strategic milestones and is responsible for the organization to achieve them
    - Periodically evaluate the vision and mission of the organization
    - Liaise with the board of advisors
Act as the primary signing authority on the organization’s bank account,
responsible for the financial viability of the organization
Chairman of the executive committee meeting
Responsible to call upon the Vote review meeting if the vote appeal letter is filled properly
To Chair the data analysis committee and hold the final responsibility for the content of the resulting analysis reports
To Chair the annual general meeting and hold the final responsibility for the content of the annual general report
The President’s duty is to initiate and maintain impartial relationships with the different members of parliament (provincial and Federal), the city Councillors, the community leaders and with business leaders, with the help of the Advisory Board. For the purposes of delivering them the reports created by the data analysis committee.
Finally, the President’s last duty is to initiate & maintain relationships with sponsors & corporate affiliates, with the help of the Advisory Board. Only the President can look for them! Because of the subject matter of this organization, only the President is trusted to find neutral sponsors and corporate affiliates.

○ Rights
  - To change, without an explanation, any minor operational decision made by any officer of the organization
  - To call an emergency executive meeting
  - To receive free Management training

○ Qualifications
  - Must have some experience in political volunteering for local politics of any level
  - Must be a 3rd year honors undergraduate students or of higher seniority (masters students proffered)
  - Must have at least one year real world on the job hip/management experience while managing a budget of at least $1,000 and a team of at least 3.
  - Must have proven experience (paid or volunteer) in strategy development and implementation
  - Must have proven executive level communication skills
  - Must be passionate about local politics
  - Must be committed to volunteer at least 40 hours per week

Management Department (continues)
- Vice-President Operations

○ Duties:
  - To act as the president, when he/she is absent
  - To run the day to day operations of the organization and report on the operations at the operations committee meeting
  - To read every important meeting summary and record notable event in the annual journal as part of the preparation for the creating of the Organization’s annual report
  - To work with all the officers to create the annual report
  - To evaluate the efficiency of the overall operations and suggest improvements where possible
  - To ensure that all officers and staff follow the law of this constitution and perform their duties
  - To manage recruitment of volunteers and officers by being the chairman of the recruitment committee
  - To be on call 24/7 to assist the president
  - To book meeting rooms for meetings and events
  - To complete all non financial forms and paperwork
  - The VP Operations is responsible for ensuring that the organization complies with Canada’s Employment Standards Act.
- **Rights**
  - To change, without an explanation, any minor operational decision made by any officer of the organization
  - To receive free Management training

- **Qualifications**
  - Must be a 3rd year honors’ undergraduate student or of higher seniority (preferably an accounting student)
  - Must have proven experience (paid or volunteer) in bookkeeping
  - Must have proven executive level communication skills
  - Must be committed to volunteer at least 20 hours per week
  - Must be passionate about accounting
  - Must be proven to be reliable and trustworthy with regards to money management
  - Must have a great attention to detail

- **Treasurer**
  - **Duties:**
    - Perform all accounting and bookkeeping duties with according to GAAP
    - Responsible to make sure the organization complies with the Charities Accounting Act of Ontario
    - Create and maintain a financial recording system for all funds coming-in and leaving the organization
    - Act as the second signing authority on the organization’s bank account
    - Complete the financial reporting section in the organization’s annual report
    - Complete any possible funding applications for every possible source
    - Take a leading role in organizing fundraisers for the organization
    - Responsible for the financial viability of the organization
    - Responsible for the amount in the organization’s bank account
    - Responsible for the future financial planning of the organization
    - The Treasurer is responsible for creating the budget and financial reports, approving the budget, and maintaining the financial records of the organization as part of his duties as the Chair the budget committee.
    - The Treasurer must create the organization’s requirements for choosing an independent financial auditor if none existed before. Otherwise he/she must review and update the existing requirements.
  - **Rights**
    - To receive free Management training

Management Department (continues)
- **Treasurer**
  - **Qualifications**
    - Must be a 3rd year honors’ undergraduate student or of higher seniority (preferably an accounting student)
    - Must have proven experience (paid or volunteer) in bookkeeping
    - Must have proven executive level communication skills
    - Must be committed to volunteer at least 20 hours per week
    - Must be passionate about accounting
    - Must be proven to be reliable and trustworthy with regards to money management
    - Must have a great attention to detail
Communications Department

- **Vice-President Communications**
  - **Duties:**
    - Responsible for all the organizations’ communications with the outside world and with its members
    - Makes all final decisions regarding communication as part of the his role as the chair of the information committee
    - Responsible for managing the Communications Department
    - Responsible for finding talent to the communications department
    - Responsible for figuring out the logistics of creating and distribution the communications materials as part of the his role as the chair of the information committee
    - Responsible for finding royalty free pictures and providing them to the online community managers to post them
    - Create, enforce and publicly display a personalized privacy policy for each communication medium with the main main policy to be posted on our website
    - The VP Communications MUST ensure that the WHOLE organization FOLLOW THE STRICT GUIDELINES FOR COLLECTING, HANDLING AND COMMUNICATING OF ALL INFORMATION as Described in Sub section A of ARTICLE IX COMMUNICATIONS DEPARTMENT of this Constitution.
    - The VP Communications Must handle all complaints about the organization’s Communication.
    - The VP Communications Must handle any and all external affiliates to whom sections of his/her department were outsourced as part of the his role as the chair of the information committee
  
  - **Rights**
    - To receive free Communication Management training
    - The ONLY ONE IN THE ORGANIZATION THAT CAN ASK THE PRESIDENT TO FIND EXTERNAL AFFILIATES TO WHOM TO OUTSOURCE FUNCTIONS OF HIS/HER DEPARTMENT as part of the his role as the chair of the information committee

  - **Qualifications**
    - Must be a 3rd year honors’ undergraduate students or of higher seniority (preferably an communications student)
    - Must have proven experience (paid or volunteer) in design and copy writing
    - Must have proven masters level communication skills
    - Must be committed to volunteer at least 10 hours per week (when there is a full staff) and at the most 40 hours per week (when there is NO staff)
    - Must be passionate about communications

Communications Department (continues)

- **web master**
  - **Duties:**
    - Design and manage the organization’s website

  - **Qualifications**
    - Must have proven experience (paid or volunteer) in web design and web maintenance
    - Must be committed to volunteer at least 10 hours per week

- **Newsletter editor**
  - **Duties:**
    - Design, edit, and print the Ward Monitor Newsletter
    - Hire and manage talented volunteer writers and designers
Qualifications
- Must have proven experience (paid or volunteer) in publishing a small Newsletter
- Must be committed to volunteer at least 10 hours per week and up to 30 hours per week (when it is being assembled and printed)
- Proven Team player with proven hip experience

writers
- Duties:
  - Write copy for all marketing materials including all social media outlets and PR
  - Write articles for Ward Monitor Newsletter

- Qualifications
  - Must have proven writing experience (paid or volunteer) of copy that has been published

Social media community manager (one for each platform: Facebook, LinkedIn and twitter etc)
- Duties:
  - Manage the online community in an online platform
  - Customize the online presence in that platform when possible
  - Integrate several social media platforms when possible
  - Find and use as many forums, blogs and social media outlets (like Pinterest) as possible

- Rights
  - To receive free advanced social media influence training

- Qualifications
  - Must be familiar with online conflict resolution
  - Must be an advanced social media user with some experience with the advanced features of each platform
  - Must be committed to volunteer at least 10 hours per week and up to 20 hours per week (when it is being assembled and printed)

marketing consultants
- Duties:
  - Decide which promotional materials to use and what to put on them

- Qualifications
  - Paid experience in with promotional materials

PR consultants
- Duties:
  - Decide what PR channels to use and get us free PR

- Qualifications
  - Paid PR experience

Communications Department (continues)

graphic designers
- Duties:
  - Do graphic design for the organization
  - Assist different departments as needed

- Qualifications
  - At least 1 year of paid graphic design experience
  - Willingness to volunteer to grow portfolio and personal network
Events Department

- **Local Community Managers**
  - **Duties:**
    - Organize and manage the monthly community meeting and other community events
    - Community liaison for specific communities which he/she are familiar with
    - Recruit, manage and organize event volunteers
    - Handle emergency community issues to the best of their abilities with the use of the organization’s resources and talent.
  - **Qualifications**
    - To have experience in successfully organizing community events
    - To have proven intimate knowledge of community affairs
    - To have proven hip skills

- **Vice-President Social**
  - **Duties:**
    - Makes all final decisions regarding social events as part of the his role as the chair of the social committee
    - Initiate and manage events
    - Enforce the Event Guidelines from Section A of ARTICLE VIII EVENTS DEPARTMENT of this constitution.
    - Initiate and maintain the relationships with university/college/high school youth leaders (local, national and international)
    - Recruit, manage and organize event volunteers
  - **Rights**
    - To receive free Management training
  - **Qualifications**
    - At least one year of paid/volunteer event planning experience
    - Experience getting catering to an event and finding event venues
    - Being able to commit to events in advance
    - Proven Team player with proven hip experience
    - Event Volunteers
  - **Duties:**
    - Volunteer at events
    - Be on time and do everything asked for
  - **Qualifications**
    - Must be a member of the club
    - Must be able to show up to all event planning meetings and to the actual event
    - Must be able to handle different event responsibilities

Advisory Board

- **Advisory board members**
  - **Duties:**
    - Advise the president on his/her area of expertise
    - To help the president initiate and maintain impartial relationships with the different members of parliament (provincial and Federal), the city Councillors, the community leaders, with business leaders, and with sponsors & corporate affiliates
    - To help the president continuously refine the organization’s vision & objectives
  - **Qualifications**
    - Must be either an expert in his/her field with at least ten years of experience practicing (combination of paid and volunteer) or at least 5 years of paid strategic management experience or a combination of both
Elections Department

- **Chief Returning Officer (CRO)**
  - **Duties:**
    - To run the executive elections in an unbiased fashion
    - To be accountable for honestly counting the votes
    - To manage event volunteers
    - To communicate the voting results to the whole organization
    - Determine the eligibility of nominees as part of his role as the Chair of the Elections Committee
    - To fill in all forms needed to get the new executives accepted by authorities governing the organization
    - Recommend any changes to the Elections as part of his role as the Chair of the Elections Committee
  - **Rights**
    - To refuse the nomination of a candidate
    - Prevent someone from voting
  - **Qualifications**
    - Must have no prior dealings (work or business) with any of the candidates for any of the executive positions
    - CAN be a member of the organization or a friend of a member of the organization or even a past officer of the organization
    - Must have a proven track record of handling confidential information in a secure and reliable fashion
    - Elections volunteers
  - **Duties:**
    - Volunteer at the elections
    - Be on time and do everything asked for
  - **Qualifications**
    - Must have no prior paid dealings (work or business) with any of the candidates
    - Must be a member of the club
    - Must be able to show up to all event planning meetings and to the actual event
    - Must be able to handle different event responsibilities

**ARTICLE XI VOTING QUORUM AND MEMBERS’ RATIFICATION OF THIS CONSTITUTION**

**Section A)** Rules that apply to ALL VOTING procedures mentioned in this constitution EXCEPT the voting done during the Community meeting (for smaller groups):

1. At least one quarter (25%) of all those having a voting right must be present during the voting, for the voting results to be valid.
2. If there is less than one quarter (25%) in attendance then the voting must be rescheduled for seven to ten days later as determined by the Vote Appeal Meeting.

**Section B)** Rules that apply ONLY to voting done during the Community meeting (for a large group of residents):

1. At least one-tenth (10%) of the estimated amount* of all those having a voting right must be present during the voting, for the voting results to be valid.
2. If there is a suspicion prior to the event that there will be less than one tenth (10%) in attendance then the voting must be rescheduled for a time when the 10% minimum can be guaranteed as determined by the Vote Appeal Meeting.
3. HOWEVER if more than one-tenth (10%) have confirmed their attendance to the event when the voting will occur, **but** less than one-tenth (10%) show up, then the votes of that meeting will count.

* Estimated amount of residents, with accordance to current government records of the community in question.

**Section C)** MEMBERS’ RATIFICATION OF THIS CONSTITUTION

The ratification of this constitution requires a simple majority vote of members and officers, which are present for the ratification vote during the annual general meeting (AGM)
ARTICLE XII. CONFLICT OF INTEREST AND EXTERNAL AFFILIATIONS

Section A) Rules for External affiliations and Partnerships
Sub section A.1) Requirement
The ONLY Requirement, which MUST be followed for External affiliations and partnerships, is that: they do not lead to a Conflict of interest of any of the officers in any time in the future.
Sub section A.2) Process of selecting External affiliations and partnerships
1. The President recommends an external affiliation and/or partnership to the Advisory Board and to the executive committee
2. The Advisory Board and the executive committee debate its potential for a Conflict of interest, for at least one month
3. If during that month there is no future potential for a conflict of interest has been discovered then the Advisory Board will hold a vote on whether to accept or decline it.

Section B) Conflict of Interest of Current Executives, managers and staff
Sub section B.1) Definitions
- A Current Executive, manager or staff member is in conflict of interest when he/she has a potential to gain financially (directly or indirectly) from an area of their responsibility and/or
- A Current Executive, manager or staff member is in conflict of interest when he/she has a potential to gain politically (directly or indirectly) from an area of their responsibility

Sub section B.2) Disciplinary action to be taken when A Current Executive, manager or staff member is in conflict of interest
1. They will be forever dismissed from the organization
2. They will be publicly criticized for trying to take advantage of the organization
3. A lawsuit could be launched against them if the executive committee sees right to it through a majority vote
4. His/her position opening must advertised and filled as soon as possible

Section C) Conflict of Interest of Advisory board members
Sub section C.1) Definitions
- An Advisory board member is in conflict of interest when he/she has a potential to gain financially (directly or indirectly) from the advise they provide the President and/or
- An Advisory board member is in conflict of interest when he/she has a potential to gain politically (directly or indirectly) from the advise they provide the President

Sub section C.2) Disciplinary action to be taken when an Advisory board member is in conflict of interest
1. They will be forever dismissed from the organization
2. They will be publicly criticized for trying to take advantage of the organization
3. A lawsuit could be launched against hi/her if the executive committee sees right to it through a majority vote

Section D) Conflict of Interest of the Chief Returning Officer (CRO)
Sub section D.1) Definitions
- the Chief Returning Officer (CRO) is in Conflict of Interest of Must when he/she prior dealings (work or business) with any of the candidates for any of the executive positions and/or
- the Chief Returning Officer (CRO) is in Conflict of Interest of Must when he/she has anything to gain, at all, from his/her part in executive elections

Sub section D.2) Disciplinary action to be taken when the Chief Returning Officer (CRO) is in conflict of interest
1. They will be forever dismissed from the organization
2. They will be publicly criticized for trying to take advantage of the organization
3. A lawsuit could be launched against hi/her if the executive committee sees right to it through a majority vote
4. His/her position opening must advertised and filled as soon as possible
ARTICLE XIII. FINANCIAL RESPONSIBILITY, REGULATIONS FOR DONATIONS AND FINANCIAL AUDIT BY AN EXTERNAL BODY

Section A) Executives who hold this responsibility
Financial responsibility (and those who hold sole signing authorities) within The Organization is held ONLY By the President and Treasure.

Section B) The Executives Responsible for financial reporting and recording
The Treasurer is main person responsible for creating the budget and financial reports, approving the budget, and maintaining the financial records of The Organization as part of his duties as the Chair the budget committee. However, it is the responsibility of all the members of the budget committee to review his/her work & decisions.

Section C) Regulations for donations
- The organization will accept and record donations with accordance to the Charities Accounting Act of Ontario
- The organization will accept donations from any individuals who are Ontario residents and not classified as corporate
- The organization can offer incentives to donors as long as they comply with the Charities Accounting Act of Ontario
- The executive committee must approve of any incentives to offer to donors

Section D) Financial Audit by an external body
Sub section D.2) Regulations for hiring an external auditor
1. An independent financial auditor must be hired when there is sufficient budget to do so.
2. The financial audit must be completed one month before the annual general meeting, when the annual general report needs to be submitted. This is so the Treasurer will have time to include the audit’s results in the financial reporting section of the organization’s annual report.

Sub section D.2) Procedures for hiring an external auditor
1. An external auditor can be assigned by an official body
2. An external auditor can be chosen internally by:
   i. Four months before the annual general meeting the Treasurer must create the organization’s requirements for choosing an independent financial auditor if none existed before. Otherwise if he/she must review and update the existing requirements.
   ii. These requirements (or their updates) must be approved by a majority vote of the Advisory Board.
   iii. Three months before the annual general meeting, at the latest, potential auditors that fit the approved requirements must be nominated. The Advisory Board and current executives can nominate potential auditors.
   iv. Once there are at least five auditors nominated, the Advisory board will vote to choose the auditor.

ARTICLE XIV. SELECTION OF OFFICERS AND THE TRANSITION PERIOD
Section A) Term of elected officers and re-election
NOTE: THESE APPLY TO ALL OFFICERS: executives, managers, staff, Advisory board members and volunteers
- Shall be up to 12 months from the day they were officially chosen for their role
- Officers can be re-elected
- Officers can be fired from their roles at any point ONLY IF there are proven allegations of wrongdoing as determined by the Disciplinary action committee
Section B) Chief Returning Officer (CRO)

Note: these regulations below apply equally if the CRO is selected internally by the organization or assigned by an external body. The only exception to this rule is if the CRO is selected internally then the recruitment committee must fill the position of the CRO.

Sub section B.1) Selecting the CRO

i. The position must be advertised five months before the elections at the latest
ii. The position must be filled three months before the elections at the latest so that he/she can manage the selection of nominees to different executive positions
iii. The CRO must be approved by all current executives
iv. The CRO must have the qualifications stated in ARTICLE X OFFICERS’ QUALIFICATIONS, RIGHTS AND DUTIES

Sub section B.2) Duties of the CRO

- To run the executive elections in an unbiased fashion
- To be accountable for honestly counting the votes
- To manage event volunteers
- To communicate the voting results to the whole organization
- Determine the eligibility of nominees as part of his role as the Chair of the Elections Committee
- To fill in all forms needed to get the new executives accepted by authorities governing the organization
- Recommend any changes to the Elections as part of his role as the Chair of the Elections Committee

Section C) Executives can suggest and vote on adding members to the Advisory board through the recruitment committee. Anyone can become an advisory board member as long as he or she has the proven qualifications stated in ARTICLE X OFFICERS’ QUALIFICATIONS, RIGHTS AND DUTIES.

Section D) The Presidential Selection Committee, through the process below, must select the President of the organization.

The members of the Presidential Selection Committee are listed in ARTICLE XVII. COMMITTEES.

i. Presidential Selection Committee must advertise the position opening at least three months before the president’s term is over.
ii. ONLY Past executives of the organization can apply
iii. Once there are three applications or there is a month left before the president’s term is over, the earlier of the two, the Presidential Selection Committee will interview each candidate and vote to choose the next president.
iv. The past president must provide on the job coaching to the new president for at least one month

Section E) The recruitment committee, through the process below, must select the managers and staff to support executives

Sub Section E.1). Rules that apply to selecting both managers and staff

i. An executive must submit a written recruitment request to the VP Operations
ii. The VP Operations calls the recruitment committee to approve or decline the request
iii. The moment the request is approved the position must be advertised for at least one month before interviews are initiated

Sub Section E.2) Rules for selecting staff

i. The recruitment committee will sort through applications to see which applicants fit the qualifications set in ARTICLE X OFFICERS’ QUALIFICATIONS, RIGHTS AND DUTIES
ii. The recruitment committee must accept ALL applicants that fit the qualifications

Sub Section E.3) Rules for selecting managers

i. The executive that submitted the written recruitment request must do initial sorting of applicants and choose the top three candidate for each management position.
ii. THERE MUST BE AT LEAST THREE CANDIDATES TO BE INTERVIEW FOR ANY SINGLE POSITION
iii. The recruitment committee must interview all three candidates and vote to choose the best man for the job.
Section F) Election Procedures for Executive Positions (all except the President)

Sub Section F.1) nominations and selection of candidates

1. List of those that can nominate Candidates and vote on them
   - members of the organization
   - All current and past officers of the organization, of all positions

2. Nomination period and process
   - Invitation to nominate candidates must be advertised three months before the elections
   - one month is given to submit nominations
   - A single person can be nominated for more than one position but he/she cannot be a candidate for
     more than one position
   - The names of the nominees must be submitted to the current Chair of the Elections committee, the
     CRO
   - After the month of submitting nominations is over then there will be one week for the Elections
     committee to determine the eligibility of nominees and inform the members which nominees will
     be candidates on the voting ballots
   - From the moment the Elections committee determines that a nominee is a candidate, the candidate
     can campaign to be elected.

Sub Section F.2) campaign expenses
A candidate can spend no more than $500 for campaigning

Sub Section F.3) Election Advertising period
The elections must be advertised at least three months in advance. A reasonable attempt must be made to invite all Members

Sub Section F.4) approving election results must be done by the Elections committee

Sub Section F.5) Election procedures
   i. Voters shall vote by secret ballot for each candidates for nominees for each office
   ii. The CRO shall accept and publicly count
       the votes
   iii. A simple majority of those voting is required for election.

Sub Section F.6) Elections shall be held two weeks after the last day of final exams

Sub Section F.7) the Vote Review Meeting of Section C) of ARTICLE VI MEETINGS handles Vote Disputes

Sub Section F.8) Special Elections can be called at any time by any current or pass executive to fill in vacant executive position. The Special Elections must be approved by a majority vote of the executive committee.

Sub Section G) Transition Period

Sub Section G.1) Definition
The Transition Period is defined as the time the organization evaluates last year’s performance and gets ready for the next
year. This period happens in March – May.

Sub Section G.2) The complete period listed in chronological order of the events that need to happen in it
   a) Review of last year in the Annual General Meeting by the executives needs to happen during the March
      executive meeting
   b) Annual General Meeting
      1. The meeting shall be held one month before the elections
      2. The meeting will follow the default meeting rules set in ARTICLE VI MEETINGS
      3. Election day details will be given to all attendees
4. The annual general report must be presented to the members. It must include: financial section, summary of how well the organization faired in achieving its objectives, summary of major events, activities and decisions made during the year as well as an aggregated summary of all meetings.
5. During the Annual General Meeting Next Year Opener Event must be announced.
6. The constitution must be read and ratified through a vote by those present

c) Elections see section F) above
d) The past executives provide must provide on the job coaching to the new executives for at least one month
e) Next Year Opener Event must happen in September when the school year starts.
  ▪ The meeting will follow the default meeting rules set in ARTICLE VI MEETINGS
  ▪ During this meeting the old executives will introduce the new executives

ARTICLE XV. PROCEDURES REGARDING ALLEGATIONS OF WRONGDOING, DISCIPLINARY ACTION AND REMOVAL FROM OFFICE

Section A) Definition
Will be determined by the Disciplinary action committee meeting. Provisions must be included for dealing with allegations of wrongdoing brought against any elected officer. These provisions include the circumstances which might indicate disciplinary action such as censure, suspension or impeachment as well as indicating whose responsibility it is to hear such allegations and/or dictate sanctions. The procedures of this group sitting in judgment should also be clearly stated.

Section B) Agenda of the first meeting:
Procedures and actions to be taken for wrong doing will be determined during the first committee meeting. The first meeting will be held with this one point agenda.

ARTICLE XVI. MEMBERSHIP DUES AND HANDLING OF FUNDS WHEN THE ORGANIZATION IS INACTIVE
Provisions for membership fees, dues, and assessments, if there are to be any, should be stated in detail: How often dues are expected to be paid, collection and handling procedures, delinquent membership dues, how the amount of dues will be determined, etc. The provision for the organization’s account, should The Organization become inactive or fold, should be included (e.g. donate to charity, scholarship fund, etc.).

Section A. Dues shall be collected from the general membership.

Section B. Dues shall be set at the beginning of each academic year by recommendation of the officers and a vote by the voting body.

Section C. Delinquent membership dues are to be dealt on priority.

Section D. If The Organization becomes inactive or fold, the remaining funds in the account will be transferred as per the policies.

ARTICLE XVII. COMMITTEES
• Committee meetings – to make operational decisions. Only invited committee members can attend. General members and Advisory board members can attend these meetings if either the President or the executive chairing the committee invites them. The executive responsible for each committee will chair this meeting. Only invited executives of The Organization have voting privileges during these meetings. These meetings are recommended to be bi-weekly. Each meeting should be as short as possible and aim to focus on voting for a single decision by a small team of executives. A committee meeting can combine several committees or not happen at all when there is no time for separate meetings for each committee. When committee meetings do not happen then the decisions are made during Monthly executive meeting.
The names of any standing committees should be listed. Include the method of choosing the chairpersons and committee members, the duties of the committees, quorum requirements, and reporting requirements. Provisions for creating ad hoc committees should be included.

ARTICLE XVIII. BY-LAWS AND AMENDMENTS
State requirements for adopting by-laws and amendments to your constitution. Amendment Procedures must include how much notice is required to introduce changes to the constitution, Voting procedures to approve proposed changes, and quorum requirements.

Example: Section A. By-laws
1. By-laws must be created by (officers, members with recommendation from the officers, etc.)
2. By-laws must be in accordance with this constitution as amended.
3. By-laws must be sponsored by at least (two) persons, one being an officer, committee chair, etc.
4. By-laws shall be adopted by a (1/2, 2/3, 3/4, etc.) vote of the voting body.

Article 9 Committee and Removal from Office
(a) The ITSA is supervised by the ITEC Faculty board committee. This board has the power to dismantle the club and remove any members if and when they see fit.
(b) Any member of the Management Team can be removed from his/her position with the approval of the president and at least 2 other executives.
(c) The President can only approve a member to be removed if either one of the following holds true about the member:
   (i) The member does not perform his/her duties
   (ii) The member becomes of unsound mind
   (iii) The member becomes bankrupt
   (iv) The member prevents others in the Association from doing their duties

Article 7 Regulations and Amendments
a) The IT Student Association is governed by the laws rules and regulations of York University.
b) At all times the Association must have the following 3 executives: President, VP Finance and VP Operations
c) If at any one time a manager or executive does not do all that is specified in his/her position in Section 2, Sub-Section 1.2 Qualifications & Duties, of this Constitution and/or breaks any of the rules and/or of this Constitution than the President is allowed to replace him/her with a 48 hour notice.
d) The Board may appoint any officers and agents it considers necessary, with such titles as the Board so deems. All officers shall have the authority and perform the duties as prescribed by the Board at the time of their appointment.

The Board may also remove at its pleasure any such officer or agent of the Association

e) Amendments
Amendments to the constitution and its by–laws can be done only at a quorum where all executive members are present, and only at a vote of 50% or the next highest whole number

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THE MEMBERSHIP FOR THE ORGANIZATION SHALL BE FREE TO ALL!

THIS CONSTITUTION IS SUBJECT TO CHANGE!