

THE CONSTITUTION OF WORLD UNIVERSITY SERVICE OF CANADA, TRINITY COLLEGE CHAPTER

Article 1 - Name

- 1.1 The name of the organization shall be World University Service of Canada, Trinity College, hereafter referred to as WUSC.

Article 2 - Purpose and Mandate

- 2.1 WUSC at Trinity College is a student-based chapter, and is an expansion of the World University Service of Canada organization, an international network of professionals, students, volunteers, faculty, and community leaders who, together, provide opportunities to some of the world's most disadvantaged youth.
- 2.2 We intend to educate students, staff and faculty about the importance of education in international development. We will also participate annually in the Student Refugee Program sponsored by WUSC.
- 2.3 WUSC is governed by its members and elected executives. We are independent of all governments and corporate or political persuasion and no outside funding is sought, with the exception of the Trinity College student levy.

Article 3 - Core Values

- 3.1 WUSC works towards a world in which all young people:
- (a) can grow up in safe, secure and supportive environments
 - (b) have access to high quality education opportunities from early childhood to adulthood
 - (c) are able to secure fair, decent and fulfilling employment
 - (d) can actively participate in all aspects of their society's development.

Article 4 - Membership

- 4.1 Membership in WUSC shall be open to all registered Trinity College students, staff, faculty, and alumni.
- 4.2 No membership fee is required to become a member of WUSC. Rather, members are defined as individuals who participate in the promotion and support of education and WUSC's initiatives.
- 4.3 All Trinity College students have the right, in an election or otherwise, to run for any given position on WUSC Executive.
- 4.4 All members have the right to attend any function or meeting hosted by WUSC.
- 4.5 One elected executive member, eight appointed members and the Trinity College Bursar shall govern WUSC.
- 4.6 The appointed positions include: Vice-President, Student Refugee Program Coordinator, Treasurer, Fundraising Coordinator, Communications Coordinator, Two Events Coordinators, First-Year Representative.
- 4.7 The WUSC President will be elected annually in Week Two of the Trinity College Elections.
- 4.8 All other Executive members will be appointed by the WUSC President on the basis of experience and commitment to the values of the club.

Article 5 - Duties of Executive Members

- 5.1 All elected executive members are expected to:
 - (a) Attend all meetings and events;
 - (b) Help with special events including orientation recruitment, movie nights, fundraising for WUSC campaigns, and other endeavors to which the group commits itself.
 - (c) Possess a general knowledge of WUSC campaigns (including, but not limited to, the Student Refugee Program, Shine A Light and Bike 4 Aids)
 - (d) Assist with the Student Refugee Program (SRP) process as needed.
- 5.2 The President shall:
 - (a) act as a spokesperson for the Chapter
 - (b) represent WUSC at Trinity College Meetings
 - (c) maintain contact with outside organizations, including WUSC Headquarters in Ottawa
 - (d) be responsible for the organization, administration, and continuity of the Chapter
 - (e) assist in the organization of all events, with the aid of all other Executive members
 - (f) redistribute Executive duties from one Executive member to another
 - (g) maintain contact with other WUSC campus groups

- (h) prepare an agenda for and chair every meeting hosted by the Chapter
- (i) organize recruitment efforts
- (j) oversee WUSC financial matters alongside the Treasurer and Trinity College Bursar

5.3 The Vice-President shall:

- (a) assist the President with all relevant duties
- (b) chair Executive meetings in place of the President should the President not attend
- (c) communicate with WUSC Ottawa alongside the President
- (d) regularly correspond with the former SRP student to ensure their needs are being met
- (e) work with the President to organize regular social events for the Executive and SRP student
- (f) submit a Mandate on behalf of WUSC to the Trinity College Board of Stewards if necessary

5.4 The Student Refugee Program Coordinator shall:

- (a) act as Summer Contact during summer prior to SRP students' arrival
- (b) arrange for residence, meal plan, faculty and course registration on behalf of the SRP student
- (c) research the relevant information and accompany student to open a bank account, obtain SIN, UHIP, and other government issued documents that are necessary
- (d) ensure that the needs of the SRP student are being met throughout the year

5.5 The Treasurer shall:

- (a) liaise with the Trinity College Bursar's Office
- (b) maintain a uniform system of accounting regarding Chapter expenditures
- (c) provide regular reports regarding WUSC financial status to the Executive
- (d) provide Trinity College Meeting Auditor with an appropriate report of finances if and when necessary
- (e) represent WUSC at Finance Committee meetings if necessary
- (f) act responsible for transferring reimbursements between WUSC Executives and the Trinity College Bursar's Office

5.6 The Fundraising Coordinator shall

- (a) be in charge of the development and organization of fundraisers
- (b) coordinate all Chapter fundraising efforts with the Events Coordinators

- (c) be responsible for deciding on the campaigns for which WUSC will fundraise annually
- (d) decide on monetary fundraising goals for WUSC annually
- (e) deliver a report to the President and Vice-President after every fundraiser
- (f) submit a report of all fundraising and awareness initiatives on MyCommittee

5.7 The Events Coordinators shall:

- (a) be in charge of the development and organization of events, with the Fundraising Coordinator and all other Executive members
- (b) propose ideas for a minimum of two (2) fundraising initiatives to take place during the academic year
- (c) ensure that accommodations are made for each event
- (d) be responsible for the effective execution of all fundraising and awareness events
- (e) deliver a report to the President and Vice-President after every event

5.8 The Communications Coordinator shall:

- (a) maintain the Chapter's email account, Facebook page, website, and other social networks and update them regularly
- (b) raise the profile of the Chapter
- (c) design, photocopy, organize, and post advertisements for the Chapter and its events
- (d) arrange for a minimum of one (1) article about the Chapter and its activities to appear in the Trinity College newspaper ("The Salterae") per academic year
- (e) develop creative ways to draw students' attention to the existence of the Chapter at Trinity College, including use of announcements at Strachan Hall during meals
- (f) create the WUSC bristol board for presentation during Trinity College's Orientation Week Club's Fair
- (g) maintain the WUSC e-mailing list

5.9 The First-Year Representative shall:

- (a) proliferate and promote WUSC activities and media within their year level
- (b) develop ways to get the general membership more involved in WUSC activities
- (c) aid other Executive members carry out their tasks as required
- (d) take detailed minutes during Executive meetings
- (e) be responsible for upkeep and maintenance of the WUSC binder

Article 6 - Finances

- 6.1 The treasury account signing officer will consist of one member of the executive, appointed by the President, but primarily handled by the Trinity College Bursar.
- 6.2 All expenditures must be limited to WUSC-related items and must be approved by the President.
- 6.3 Members shall be reimbursed in full from WUSC accounts if they make purchases on behalf of WUSC that were previously approved by the President.
- 6.4 Any WUSC fundraiser shall gain moneys only for WUSC unless otherwise advertised; moneys must be raised only for WUSC campaigns.

Article 7 - Meetings

- 7.1 WUSC shall hold at least two meetings open to the general membership, once per academic semester.
- 7.2 Executive meetings shall occur at least once a month.
- 7.3 Any general meeting or vote at a meeting is not considered valid by WUSC unless:
 - (a) A quorum of two-thirds of executive members for general and executive meetings is met;
 - (b) Members, for general meetings, are advised of the meeting at least one week prior to the meeting time;
- 7.4 WUSC can call general or executive meetings at any time.

Article 8 - Amendment

- 8.1 Any amendment to this document requires a vote of no less than two-thirds of the members present at a general meeting in accordance with the rules in Article 7.
- 8.2 WUSC shall consider this constitution invalid if it is not ratified by at least two-thirds of the Executive members present at an Executive meeting.