



# **OPIRG Brock Constitution**

Edited and Approved in 2020

The OPIRG Brock Constitution works in tandem with the OPIRG Brock Policy Manual, which outlines further details and procedures related to each section of this document.

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# **Constitution Section 1: Introduction (A)**

## **A.1. What is OPIRG Brock?**

Ontario Public Interest Research Group – Brock (OPIRG-Brock) is a campus and community based social, economic, and environmental justice organization. OPIRG Brock engages in educational and direct-action campaigns and helps to connect and support a variety of social justice groups on and off campus. OPIRG aims to empower students and raise awareness for issues in our community.

## **A.2. Mandate**

OPIRG Brock's mandate encompasses social, economic, and environmental justice. As this mandate is very large, we have honed in on three key priorities:

1. Creating and supporting programming and resources that responds to the needs of the Niagara region
2. Fostering partnership between various sectors advocating for social, economic, and environmental change
3. Increasing opportunities and safer spaces for Black people, Indigenous people, and People of Colour in Niagara

Guided by these priorities, all of the work of OPIRG Brock incorporates elements of research, strategic planning, advocacy, and outreach. As such, with all of our programming, resource materials, events, and campaigns, the team at OPIRG Brock is required to integrate the mandate priorities.

## **A.3. Values of OPIRG Brock**

OPIRG Brock is a consensus-based not-for-profit organization, which means that all decisions made at the board level use a discussion-based participatory model where all participants can come to a decision that works for them. The consensus model differs from many organizations, who traditionally use the majority rules vote-based method in making decisions.

Striving to work within an anti-oppressive framework, OPIRG Brock utilizes its Safer Space Policy as the guiding issue-based principles of the organization. By running for

the Board of Directors, you are committing to upholding and enforcing the values outlined within the Safer Space Policy.

Continuing to move in a direction where the governance of OPIRG Brock is directed by people from historically and currently marginalized and targeted communities, we encourage Board applications from Indigenous peoples, Black peoples, peoples of Colour, peoples with various gender expressions, presentations and identities, peoples with various sexual orientations, disabled peoples/peoples with disabilities (visible and invisible), peoples navigating mental health concerns (diagnosed and undiagnosed), addiction(s), and/or navigating recovery processes, peoples with no and/or precarious immigration status, survivors of/peoples with experiences of sexual violence, domestic violence, stalking, emotional abuse, ritual abuse, or physical abuse, poor people/low-income peoples, peoples with no and/or precarious housing, sex workers, peoples who use drugs, incarcerated peoples and peoples with criminal records, pregnant peoples, parents, and caregivers, fat peoples, peoples across age cohorts, and peoples from a wide range of cultural and faith backgrounds.

#### **A.4. Head Office**

The head office of the Chapter shall be in the City of St. Catharines, in the province of Ontario. The operations of OPIRG Brock shall be applied to all cities and towns within the Niagara region of Ontario.

#### **A.5. Dissolution**

Upon dissolution of the Chapter or the winding up of its affairs for any reason, all of its remaining property of any kind, after ensuring the Chapter faces no debts, all of its remaining property shall be disposed of by the Board of Directors in consultation with OPIRG Provincial.

# **Constitution Section 2: Safer Space (S)**

## **S.1. Safer Space Policy**

- S.1.1. The OPIRG Brock team (Board Directors, staff, volunteers) are obliged to follow the frameworks and procedures outlined in the OPIRG Brock Safer Space Policy;
- S.1.2. The Safer Space Policy is in effect at OPIRG Brock meetings, spaces, and events (online and in-person) and online platforms, and as such apply to to all participants in these spaces;
- S.1.3. Any OPIRG Brock team member or participant who is in violation of the OPIRG Brock Safer Space Policy will be asked to leave
- S.1.4. If a person or group consistently violates the Safer Space Policy, it is subject to the Board of Directors, as advised by the Accountability Committee, on how to best address the situation and develop a process for moving forward;

## **S.2. Accessibility**

- S.2.1. The OPIRG Brock team (Board Directors, staff, volunteers) are guided by the Accessibility Policy to build inclusive spaces and events (online and in-person);
- S.2.2. OPIRG Brock, as a not-for-profit, is required to strive towards the guidelines outlined in the Accessibility for Ontarians with Disabilities Act (AODA);
- S.2.3. Due to the limitations of the AODA policies, is required to expand on the frameworks provided by these laws where possible;

# **Constitution Section 3: Board of Directors (B)**

## **B.1. Legal Components**

- B.1.1. No Remuneration - All Board Directors shall hold their positions without remuneration. No director shall directly or indirectly receive any profit from his or her position as Board Director
- B.1.2. Legal Positions - While the OPIRG Brock team uses non-hierarchical consensus models in all possible cases, not-for-profit financial and legal standards require that each year the Board Members will appoint the following positions amongst the Board Members at a Public Board Meeting:
  - A president;
  - A vice-president;
  - A treasurer;
  - A secretary
- B.1.3. Duration of Board Directors position - Elected positions are available to be held by Directors for a two year duration. Following a two year period of holding an elected position on the Board of Directors, a Director who seeks re-election will be required to follow the election process outlined in Section B.7. Board Elections

## **B.2. Composition of the Board of Directors**

- The composition of the OPIRG Brock Board of Directors will not exceed 7 Board Directors annually;
- No Board Directors may be younger than 18 years of age when holding a position on the Board of Directors;
- A minimum of two (3) Board Members must be enrolled as a student at Brock University, Niagara College, or a Niagara-based private post-secondary institution;
- The staff of the Chapter shall be considered ex-officio, non-voting members of the Board of Directors;

## **B.3. Individual Board Rights**

- The following list includes the Individual Board Rights of OPIRG Brock Board Directors:

### **B.3.1. Records:**

- Access to all organizational records, archives, and minutes;
- Knowledge and access of all financial, records, activities and financial transactions;

### **B.3.2. Orientation and training**

- Attending board training/ development meetings
- Reading through all Board transition and training documents and asking questions
- Attending Board transition meetings and trainings

### **B.3.3. OPIRG Brock Resources**

- Access to organizational resources, equipment, support from staff past records in order to do work related to OPIRG Brock;

### **B.3.4 OPIRG Brock Meetings**

- Attending public board meetings, in-camera meetings, relevant committee meetings, & the AGM

### **B.3.5. Limitations of Individual Board Rights:**

- Individual board members may not hire, fire or discipline staff unless specifically directed to do so as a representative of the Board;
- Individual board members may not order staff to do things;
- Individual board members do not have the right to make public statements on organizational policy or positions;
- Individual board members do not have the right to use organizational resources for personal use;
  - In the case a Board member wishes to access an OPIRG Brock resource that is available to the general OPIRG Brock membership (ex. The OPIRG Brock button maker), they can follow the standardized member process to access that resource;

## **B.4. Collective Board Rights**

- The following list includes the Individual Board Rights of OPIRG Brock Board Directors:

### **B.4.1. Human Resources**

- To appoint members of the hiring committee

- The right to hire, evaluate, engage in discipline processes, and fire staff members;
- To exercise the duties of an employer in accordance with The Collective Agreement, and Chapter and Provincial policy;
- To create staff job descriptions to meet the needs of the organization and in accordance with the Collective Agreement.

#### B.4.2. Financial Management

- The right to manage the finances of the organization
- To elect appoint the member who will hold the Financial Portfolio who will also act as the chair of the Finance Committee, who:
  - Develop the budget to be presented to the Board of Directors, annually;
  - Monitor expenditures and deposits, and provide regular updates on these matters to the Board of Directors;
  - To annually develop and maintain the standardized expenditures limits, in consultation with the needs of staff and the organization;
  - Review and maintain expense and reimbursement logs;
  - To request and receive additional or specific financial updates from the Finance Committee and the Bookkeeper (in addition to regular reports listed above);
  - Submit approved financial proposals (as shown through Minutes and emails), to the OPIRG Brock Bookkeeper for processing.

#### B.4.3. Organizational Representation

- To appoint spokespeople to represent the Board of Directors and the organization;
- To set up procedure for the approval of any spoken or written statements;
- To write and/ or approve public statements on behalf of the organization;
- To send chosen representatives to attend meetings of solidarity organizations with similar mandates to OPIRG-Brock
- Share public updates at meetings with other organizations.

#### B.4.4. Non-Financial Management

- To plan projects and programming in consultation with staff
- To participate in the direction of tasks for the staff, board members and volunteers.

#### B.4.5. Portfolio Development & Review

- Right to hold a Board Portfolio as outlined in the OPRIG-Brock constitution
- To change and revisit any existing portfolio
- To change your portfolio throughout the year only if you appoint a replacement

#### B.4.6. Create policies & procedures

- The right to create a procedure for dismissal of board members
- Make this procedure known to all board members
- Begin by encouraging board members to participate in all trainings and orientations

- Then set minimum tasks to be done of participation levels as a means of judging effectiveness
- Encourage participation of board members in specific activities
- Hold board members accountable: no member shall miss two consecutive meetings without giving notice
- Dismissal must be done in accordance with the Chapter constitution.

#### B.4.7. Provincial

- The right to participate in Provincial activities
- To appoint Board representatives to Provincial board and committees
- Provide funds for transportation and accommodation in/to Provincial activities in accordance with Provincial policy

#### B.4.8. Board Liability Insurance

- Access to the benefits and protections outlined the current Board liability insurance

### **B.5. Board Member Responsibilities**

- The following list includes the Board Responsibilities of OPIRG Brock Board Directors:
- Upholding and representing values of OPIRG Brock
- Using Consensus Decision Making and Facilitation Models
- Meeting Attendance & Participation
- Participating in Internal Board Communication
- Chapter Management:
  - Financial Management: Understanding the budget, financial timelines, & reimbursement processes
  - Non-Financial Management - To plan projects and programming in consultation with staff and volunteers
  - Portfolios - Hold a Board Portfolio as outlined in the OPIRG Brock constitution; Review and approve these portfolios annually
  - Policies & Procedures - Understanding and implementation of policies and procedures
  - Confidentiality - Annually sign the Confidentiality Contract and uphold the policies and procedures outlined in the OPIRG Brock Confidentiality Policy
  - Transparency - To work in accordance with OPIRG Brock Conflict of Interests Policy and clearly state when
- Transitioning - complete a brief transition report prior to Temporary Board Leaves, resignation dates, or completion of position duration, where applicable

## B.6. Board Portfolios (Roles)

### B.6.1. Portfolios

- The following list outlines the OPIRG Brock Board Portfolios. The descriptions of responsibilities for each of the Board Portfolios are reviewed annually and found in OPIRG Brock Board of Directors Portfolios Policy:
- 1. Provincial Board Representative
- 2. Human Resources (Staff Relations)
- 3. Board Facilitator
- 4. Treasurer/ Finance
- 5. Volunteer Liaison
- 6. Fundraising & Grants
- 7. Partnerships Liaison

### B.6.2. Committees

- OPIRG Brock Board Committees are comprised of Board members, Staff members, OPIRG Brock Members, Volunteers, and Community Consultant, subject to the discretion of the Board of Directors.
- Committees are required to report back at each public Board meeting
- Committee descriptions and composition will be reviewed annually
- The following list outlines the OPIRG Brock Board Committee. The descriptions of responsibilities for each of the Board Committees are found in OPIRG Brock Board of Directors Portfolios Policy:
  - Finance Committee
  - Communication & Marketing Committee
  - Accountability Committee
  - Anti Racism Action Plan
  - Grants & Fundraising Committee

## B.7. Election to the OPIRG Brock Board of Directors

### B.7.1. Base Election processes

- OPIRG Brock Board Elections will take place at the Annual General Meeting each year;
- Prior to the date for nomination, the Board of Directors shall appoint a person who shall be Chief Returning Officer (CRO) for the election;
- Any registered OPIRG Brock member of the Chapter in good standing shall be eligible to vote;

- Each registered member of the Chapter shall be entitled to vote for as many directors as there are to be elected;
- It will be at the discretion of the Board of Directors as to whether elections will follow a Yes/No format for each candidate or if voting will follow a ranking voting format;
- Even if the total number of nominations is the same or less than the number of Board vacancies available, an election must take place;
- It will be at the discretion of the Board of Directors, as advised by the CRO, as to whether voting system will take place in person or online;
- The voting format and system must be chosen by the Board of Directors prior to the beginning of the nomination period;
- Voting shall be by secret ballot;
- Candidates for the board of directors are entitled to have scrutineers present during the vote and during the counting of ballots. Candidates cannot be scrutineers.
  - In the case of an online voting structure, the CRO will be required to develop a protocol for the Adhoc Members Election Committee to work with candidates' scrutineers to ensure clear and transparent voting systems.

#### B.7.2. Chief Returning Officer

- The CRO shall be responsible to the Board for supervising and organizing the election in accordance with the constitution
- The Board of Directors will be required to annually review and approve the CRO job description and honorarium prior to the appointment of the CRO for that year
- The template description of the CRO job description can be found in OPIRG Brock Board Elections Policies

#### B.7.3. Adhoc Members Election Committee

- Each year, the CRO and Board of Directors will put a call out to the OPIRG Brock membership to join the Adhoc Members Election Committee;
- Current Board members not running in the election may sit on this committee if they so desire
- This committee will be responsible for:
  - Approving nomination packages following the close of the nomination period
  - Receiving and addressing any election appeals
- This committee will be dissolved at the completion of the election, if there are no election appeals
- This committee will be dissolved at the completion of the election appeals processes, if there are election appeals (Please see section B.7.6. Election Appeals for this process)

#### B.7.4. Nominations

- The board may impose regulations for the conduct of nominees during an election, including but not limited to, campaign expenditures and platforms available for campaigning. These regulations shall not be created or altered during the period set aside for election;
- The nomination form must be annually reviewed and updated accordingly prior to the beginning of the nomination period
- The template OPIRG Brock Board Nomination Form can be found in OPIRG Brock Board Elections Policies
- A completed nomination package must be approved by the current Board of Directors and include one of the following:
  - 5 signatures of members in good standing, or
  - The approval of the Adhoc Members Election Committee prior to the date of the election;
- At minimum, nominations shall be accepted from 9:00 a.m. of the day nineteen (19) school days prior to the election day until 5:00 p.m. of the day fourteen (14) school days prior to the election day;
- It shall be the responsibility of the CRO to publicize the dates and times when nominations may be made and the place of the election (online or in person) to the OPIRG Brock membership

#### B.7.5. Results

- The CRO shall post the results of the election in prominent places within twenty-four (24) hours after the vote. Only the CRO has the authority to release these results.

#### B.7.4. Election Appeal Process

- The Elections Appeal Process is to be used if a nominee or an OPIRG Brock member if they feel an irregularity has occurred in the election process;
- An appeal can be filed via the OPIRG Brock Election Appeal Form to the Adhoc Members Election Committee within three (3) business days of the release of the election results;
- The appeal form must be signed by the member filing the appeal and outline the nature of the complaint;
- Upon receipt of an OPIRG Brock Election Appeal Form, the Adhoc Members Election Committee is required to meet within seven (7) business days and provide a follow up procedure that deals with the concern as soon as possible;
- Dependent on the outcome of the follow up process, the decision of the appeal board shall be final.

## B.8. Appointment to the Board of Directors

- If one or more vacancies occurs on the Board of Directors in between the annual election, the Board of Directors can implement an appointment process to fill the vacancies
- The OPIRG Brock Board Appointment Application must include questions similar to the OPIRG Brock Board Nomination Application
- The OPIRG Brock Board Appointment Application template can be found in the OPIRG Brock Board Elections Policies
- Any Board Member who holds a position through an appointment process and wants to remain on the Board, is required to go through the election process to remain on the Board

## B.9. Board Meetings

### B.9.1. Quorum

- A quorum for the transaction of business at any meeting of the board shall be 60% of the current elected board, with a minimum of three (3) people;
- Decisions made via email that meet quorum requirements must also be approved at the next soonest Public Board meeting;
- In the event that the removal or resignation of a Director leaves less than quorum on the board, the remaining directors shall be deemed to constitute quorum for the transaction of business;
- In the event that a situation arises such that quorum, as defined in this constitution, cannot be met, but it is imperative that a decision be made regarding a critical issue, unanimous consent of those members available shall be taken as a decision of the Chapter but subject to ratification at the next meeting of the board.

### B.9.2. Meeting Logistics

- The Board of Directors shall meet regularly - monthly between September-April, and as required from May-August
- For public Board Meetings, Board members must be provided with meeting date, time, and location with a minimum of one week notice
- Public Board Meetings must be publicized using OPIRG Brock's communication channels

- Public Board Meetings shall be open to all members, and anyone can speak at meetings with the consent of the facilitator
- In addition to the outlined meeting schedule, any two (2) directors may formally call an additional Urgent Public Board Meeting.
- Notice of such a meeting shall be given to each director not less than one (1) day before the meeting is to take place.
- If any background knowledge is required to come to an informed decision on any agenda item, a briefing must be provided to the board members at the same time as the call to meeting is made.

### B.9.3. In camera meetings/ sections of meetings

- The Board of Directors reserves the right to move in-camera when needed, and as such able to ask OPIRG Brock members, public participants, and staff members to leave, as needed
- In-camera meetings or portions of meetings are required when the Board of Directors need to discuss issues such as, but not limited to, legal matters, human resources, accountability processes, and other sensitive matters;

### B.9.4. Transition Meeting

- In order to facilitate an orderly transfer of power from the incumbent board to the newly- elected board, a meeting expressly called for this purpose, shall be held within two (2) weeks following the election.
- Existing portfolios and all other documents pertaining to the affairs of the Local, where applicable, will be transferred to the new board member(s) responsible and appointed for that specific purpose.

## B.10. Temporary Board Leave

- If a Board Member needs to take a Temporary Board Leave, they are entitled to leave for a maximum four months per year without needing to resign from their position;
- If a Board Member needs to take a Temporary Board Leave, they are required to complete a brief transition report prior to the beginning of their leave, where possible;
- If a Board Member needs to take a Temporary Board Leave, it will be at the discretion of the current Board of Directors if they appoint an interim Board member to cover the portfolio for the vacant months;

- Board Members are required to hold their positions for a minimum of six (6) months before they are able to take their next Temporary Board Leave;

## B.11. Resigning from the Board of Directors

- If a Board Director needs to resign from the Board, they need to file a resignation letter to the Board, including their signature and date of resignation;
- Where possible, prior to the date of resignation, Board members need to complete a brief transition report;

## B.12. Removal of Board Directors

- If a Board Member is reported to the Board as being in violation of the policies and principles of OPIRG Brock or negligent with Board responsibilities, they will be offered a minimum of one meeting to address these concerns;
- Following the aforementioned meeting, if the Board member in question refuses to comply with the follow up procedures, a proposal will be brought to the Board to remove that Board Director immediately;
- A Board Director who is absent from two (2) months of meetings and has not responded to any communication will receive a check-in email to see if they still want to remain on the Board of Directors;
- If the absent Board Director chooses to not reply to that check-in email within two weeks, a proposal will be brought forward at a Public Board Meeting to remove that Director from the Board;
- Once a Board Member is removed, their position and portfolio will be considered vacant, and it will be at the discretion of the Board at that time to hold an appointment process or wait until the next election period;
- Appeals related to the decision to remove a Board Director shall be made within thirty (30) days after the date of the removal. Appeals can be filed to the OPIRG Brock of Directors and will be filed within 10 days of receipts.

## B.13. Indemnification of Directors and Officers

- Every person who is or has been a director or an officer of the Chapter shall be indemnified by the Chapter against all expenses reasonably incurred by them in

connection with any action, suit or proceeding to which they may be party by reason of being a director or officer of the Chapter.

- The term "expense" includes amounts paid in satisfaction of judgments or in settlement, as well as costs which have been fixed by the court, other than amounts paid by the Chapter itself.
- The Chapter shall not indemnify any director or officer in relation to matters as to which he or she has been judged negligent or wrong.
- Whether or not a Director was negligent or wrong in the performance of their duties is an issue to be decided on behalf of the Chapter
- A meeting shall be held for this purpose shortly after the close of legal proceedings in which the director or officer was involved.
- The decision of the directors or the committee shall be final.
- The foregoing right of indemnification shall be exclusive of all other rights and remedies to which any such Director or officer may be entitled as a matter of law.

# **Constitution Section 4: Human Resources (HR)**

## **HR.1. Employing Staff**

- In consultation with the Board of Directors, the central Provincial Board of the Ontario Public Interest Research Group, and the union local representing the employees at PIRG chapters, this Chapter may employ such persons as is administratively necessary and economically feasible to staff the office of the Chapter.
- The types of non-Board positions that fall under the umbrella of Human Resources include the following:
  - Permanent employees (staff members unionized under the Collective Agreement applicable to all OPIRG chapters across the province)
  - Contract employees (non-unionized staff)
  - Honorarium based positions (non-unionized)
  - Volunteers (non-unionized, non-paid)

## **HR.2. HR Policies and Practices**

- The Board of Directors are required to follow the policies and procedures outlined in the Collective Agreement applicable to all OPIRG chapters across the province when dealing with with HR matters related to
- If the Collective Agreement does not address an HR matter, the Board of Directors can refer to the OPIRG Brock Human Resources Policies
- For Contract Employees, Honorarium based positions and Volunteers, HR policies and practices are outline in the OPIRG Brock Human Resources Policies

## **HR.3. Staff Performance Review**

- Staff performance shall be subject to review by the Board, as specified by laws and policy governing the review process.
- No staff person, unionized or non-unionized, shall be dismissed without a review of their record of performance.

## HR.4. Board Members Applying as Staff

- If a Board Director wishes to apply for a staff position with OPIRG Brock, permanent, contract or honorarium-based position, they must submit an immediate resignation to the Board prior to formally accepting the offer of employment;
- No Board Member who is applying for a position with OPIRG Brock may sit on the hiring committee for that position;

## HR.5. Volunteers

- A volunteer is a member of the Chapter or active participant in OPIRG Brock's projects or programming who:
  - Is in good standing, in accordance with OPIRG Brock's policies and practices
  - Has committed to a minimum amount of hours, as negotiated with the OPIRG Brock team
  - Has been provided the contact information of the OPIRG Brock Board of Directors and staff member
  - Has completed the volunteer training provided by OPIRG Brock. Training should include, but not be limited to:
    - An Introduction to OPIRG Brock
    - Anti oppression training/ anti racism training
    - Consensus facilitation and decision making
    - Project relevant training;

# Constitution Section 5: Membership (M)

## M.1. Duration of Memberships

### M.1.1. Duration of Individual Memberships

- Upon the approval of an OPIRG Brock membership, the duration of an OPIRG Brock membership lasts until 11:59pm on December 31st of that year.

### M.1.2. Duration of Collective Opt-In Memberships

- In the case of an Organizational Collective Opt-In Membership, the duration of this type of Membership lasts from 00:00 on January 1 each year until 11:59pm on December 31st of that year.

## Policy M.2. Ineligibility for membership

### M.2.1. No Dual Memberships

- Any person who is a member of another Chapter of the Ontario Public Interest Research group is not eligible for membership in the Chapter.

### M.2.2. OPIRG Staff

- OPIRG Brock staff members, unionized and non-unionized, are ineligible to hold an OPIRG Brock membership during the duration of their position
- Any OPIRG Brock member who becomes a staff member, unionized and non-unionized, will immediately lose the rights and privileges of their OPIRG Brock membership
- To volunteer with OPIRG Brock, unionized staff members who have been laid off, can access an Individual Community Access Membership during the duration of their layoff
  - Member rights and privileges will be immediately terminated upon conclusion of the layoff period

### M.2.3. Banned individuals

- Any person banned from a OPIRG Brock events, spaces, and memberships will be ineligible for an OPIRG Brock membership in future years, subject to the discretion of the OPIRG Brock Accountability Committee

## Policy M.3. Types of members

Due to a wide variation in processes for how a person can become an OPIRG Brock member, the types of memberships are as follows:

### M.3.1. Type A: Individual memberships

- An individual community member is any undergraduate student, graduate student, or non student who has access to the rights & responsibilities of an OPIRG Brock member. Individual Memberships can be acquired through one of the following processes:
  - **M.3.1.1. Community Membership Opt-In Form**
  - This type of membership is acquired by completing the annual OPIRG Brock Membership Opt-In Form (online or hard copy), having your form submission reviewed by the OPIRG Brock Board of Directors to ensure the future member would be a member-in-good-standing. Following this review, the future member will receive confirmation, and receive the steps for payment of the annual membership fee.
    - All people who sign up through OPIRG Brock sustainer programs will receive an email with the steps for accessing this type of membership.
    - Due to internal financial processes and Board composition, high school students, college & university students, and graduate students will be asked to indicate if they are a student on the Opt-In Form
  - **M.3.1.2. Organization Collective Opt-In**
  - This type of membership is acquired through a standing financial agreement between a campus or community organization or union and OPIRG Brock. With this form of membership, all members are immediately opted-in at the beginning of the agreement, and memberships are renewed on January 1st of each year for the duration of the agreement. People who retain their memberships in this way, will need to register their memberships by September 13th of each year, in order to vote in the annual elections and the Annual General Meeting;

### M.3.2. Type B: Organizations/ Business Memberships

- An organization or business membership allows for an organization or a business to access the same member rights and responsibilities as an individual membership. This membership is acquired through participating in at least one of the OPIRG Brock sustainer programs. Upon participating in an OPIRG Brock sustainer program, the organization or business will be submitted to the OPIRG Brock Board of Directors to ensure the organization or business would be considered a member-in-good-standing.
- This type of membership is ineligible to run for a position on the OPIRG Brock Board of Directors

# **Constitution Section 6: Policy (P)**

## **P.1. Execution of Documents**

- The Board of Directors shall appoint such signing officers as may be required from time to time. Such appointments may be for a time fixed by the board or until the authority given by the Board is revoked or a Director resigns from the Board

## **P.2. Inspection of Documents**

- All documents and records of the Chapter shall be open to public inspection during regular business hours, and submitted to the inquiring individual one (1) business day after the request has been made, with the exception of financial records.
- If a financial record is requested for inspection, a meeting with the OPIRG Brock Bookkeeper must be made.

## **P.3. Audit**

- The Board shall ensure that the records and books of account of the Chapter are audited once a year or at such other times as it deems necessary or appropriate.
- The results of the audit will be presented at the next soonest Annual General Meeting, and can be requested by members for inspection, as per Section P.2.
- Unless otherwise ordered by the Board of Directors, the fiscal year of the Chapter shall terminate on the 31st day of August in each year.

## **P.4. Adoption and Amendment**

- This constitution shall be adopted by a minimum of a vote of two-thirds (2/3) of the OPIRG Brock Board of Directors
- Any proposed amendment to the constitution shall be passed by a two-thirds (2/3) majority of the Directors,
- Once so passed, the amendment shall be submitted to the Ontario Public Interest Research Group for their approval.

- If approved by two-thirds ( $2/3$ ) of voters present, the amendments shall then be put to a vote at the next soonest Annual General Meeting of the Chapter or at an interim General Members Meeting, whichever happens soonest
- A vote of two-thirds ( $2/3$ ) of the OPIRG Brock general membership present is required for final passage.
- This constitution must be reviewed for amendment at least every two (2) years.