

# **Constitution of “Mood Psychology@UTM”**

## **1. Name**

The official name of this recognized campus group is “Mood Psychology@UTM”

The acronym or abbreviation of this group is: Mood Psychology@UTM

## **2. Purpose and Objectives**

Mood Psychology@UTM is going to be a platform for raising mental health awareness among international students who may encounter more potential stressors than the locals while studying abroad. It will provide psychological counselling resources on campus, hold academic seminars on related topics, and disseminate facts about psychology from academic articles as well. Hopefully, this student group will be available for all the students whose mother language is not English at UTM to access when they are in need of mental health support. Also, gathering international students who are keen on psychology will create a community where they can set their belongingness.

## **3. Membership**

Mood Psychology@UTM is going to be a volunteer-based group so no fees will be charged from any members mandatorily, though we welcome members to donate voluntarily for certain group events. We might hold donations that are also voluntary-based for the daily expenditure of the group. This group is open to all members at UTM. However, we will still have a short interview for each member to follow up with at the recruit quarters.

## **4. Executive List and Duties**

The executive committee is composed of four (4) elected officers. These include a president, a minister of propaganda department, a director of activities department and a minister of liaison department.

**The President shall:**

- Cooperate and network with Muhe Health Support Group (the headquarters of Mood Psychology university divisions);
- Generate year plan, recruitment, operations, management, external affairs and publicity of Mood Psychology@UTM at UTM;
- Be responsible for the overall operations management of divisions in Mood Psychology@UTM and hold group assemblies and executive meetings;
- Be responsible for on-campus affairs, actively promote cooperation with internal and external organizations, and monitor the progress of in-person and online activities.

**The Vice President shall:**

- Assist the president to cooperate and network with Muhe Health Support Group (the headquarters of Mood Psychology university divisions);
- Assist the president to generate year plan, recruitment, operations, management, external affairs and publicity of Mood Psychology@UTM at UTM;
- Be responsible for the overall operations management of divisions in Mood Psychology@UTM and hold group assemblies and executive meetings;
- Be responsible for on-campus affairs, actively promote cooperation with internal and external organizations, and monitor the progress of in-person and online activities.

**The Director of Publicity shall:**

- Generate year plan, recruitment, operations, and management of the Publicity Division;
- Attend executive meetings and hold meetings of the Publicity Division;
- Allocate work for members and associates of the Publicity Division (i.e., original article and article layout for posts on social media, poster design, video editing, etc.) and follow up progress and quality of these work actively

**The Director of Events shall:**

- Generate year plan, recruitment, operations, and management of the Events Division;
- Attend executive meetings and hold meetings of the Events Division;

- Allocate work for members and associates of the Events Division (i.e., planning and proposing events, on- & off-campus venue booking for events, events materials preparation, etc.) and follow up progress and quality of these work actively.

**The Director of External Affairs shall:**

- Generate year plan, recruitment, operations, and management of the External Relations Division;
- Attend executive meetings and hold meetings of the External Relations Division;
- Allocate work for members and associates of the External Relations Division and follow up progress and quality of work actively.

**Termination of Executives of General Members:**

Any member of the group who engages in conduct that adversely affects interest of the group and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

Removal requires a majority of group members to attend and vote. The member must have the right to appeal before the general membership, and the result is determined by the vote of majority.

Once the member is removed from the group, the member will lose any privileges associated with being a member of the group.

Executive members are subject to the same termination or impeachment procedures, and depending on the voting decision, may lose their executive position and their membership in the group.

**5. Elections**

All members who have contributed to Mood Psychology@UTM for at least four months and or have participated in at least 2 events held by this group are allowed to vote and run for an executive position in the elections. Poll results would be counted 4 times in total by the president and one member from each department. None of the candidates are permitted to take part in the counting part of the election.

The election will start every March, and the specific date would be various based on a vote on election time. Each candidate has to be ready for the election with a brief but concise resume and a 2-3 minutes presentation before the election. In the following two weeks of the election, results will be announced through all the social media accounts of Mood Psychology@UTM. The candidates who have been elected to be in the new executive position would be told as soon as the result was out.

Whether holding this election online synchronously via zoom meeting or in-person would be determined according to the pandemic situation.

## **6. Finances**

As the organization is a non-profit club and does not undertake any commercial activities, the club president will be responsible for the management of club expenses based on the distribution of member responsibilities listed above.

The club does not compulsorily charge any entrance fees. We may seek donations from all parties for the funds when it is needed to organize any events or activities. The club may apply UTM Club Connecting Fund, for event expenses. The funds and detailed records will be recorded in detail and reported to the school.

## **7. Meetings**

### **A) Annual General Meetings(AGMs)**

The group shall hold general meetings at least once per academic term

The Executive Committee will announce the dates prior to holding the meetings. The meetings are intended to cover the club's annual activity plan, financial details, propaganda directions and propose or vote on constitutional amendments.

(If any, motions will require the majority of registered members in attendance for a vote to be cast.)

### **B) Executive Meetings**

The executive committee shall meet on a monthly basis where dates and times are to be set prior by the president. The executive meeting decides the direction of each department's following work and determines the details. The director of each department reports work progress to the president and discusses the final result with members.

## **8. Amendments**

All members of Mood Psychology@UTM may give suggestions and vote on amendments to this constitution. Though only the Executive Committee has the right to edit this constitution,  $\frac{2}{3}$  of members have to reach a consensus on all contents of it.

The Executive Committee shall accept the revised constitution officially and submit it to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by most members.