

# **Constitution of “Her Voice”**

## **1. Name**

The official name of this recognized student group is “Her Voice”

The acronym or abbreviation of this group is: HV

## **2. Purpose and Objectives**

The purpose, objectives, mission and/or mandate of organization is outlined here: Her Voice aims to advocate to end violence against women, by working with the women's shelter as well as holding many fundraising events. Members will have the opportunity to participate in making a change for many women who have been affected by such adverse circumstances

## **3. Membership**

Executive members with voting privileges shall be currently registered students of the University of Toronto.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

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

The executive committee shall be comprised of at least three (3) elected officers. These include a Co-Presidents (2), Marketing Director (1), Marketing Team (2), Events Director (1), Events Team (3), General Member Director (1), First Year Representative (1), Finance Executive (1), Podcast Manager (1) and Communications Executive (1).

The President shall:

Oversee the operations, management and success of the group

Be the spokesperson for the group

Hold signing officer authority along with the Treasurer for financial purposes

Preside over board meetings as well as general meetings

Ensure transition of office to the future Executives

Additional responsibilities may include:

Ensure smooth running of the club such as events, recruitment, etc

The Marketing Director shall:

Manage the social media pages of the group

Create events and ensure they are well publicized

Maintain social media correspondence

Additional responsibilities may include:

The General Member Director shall:

Make a list of all registered members

Maintain the web sites and member contact list

Record notes and motions for meetings

Notify all members of meetings

Manage tasks for members

Additional responsibilities may include:

The Finance executive shall:

Record all financial transactions of the group

Hold signing officer authority along with the Presidents for financial purposes

Maintain a budget of income and expenses along with receipts

Advise members on financial position of the group

Prepare an annual budget for the group as well as budgets for specific events

Additional responsibilities may include:

Ensure events are in compliance with budget

The Events Directors shall:

Ensure all events are planned beforehand  
Manage correspondence related to events  
Publicize events  
Manage flyers and posters  
Ensure smooth running on the day

The First Year Representative shall:  
Reach out to first years regarding events running  
Communicate with first years and voice any opinions  
Aid in promotion while specifically targeting first years  
Assist with events and smooth running

The Communications Executive shall:  
Manage outreach to external contacts such as shelters  
Reply to any emails for collaborations  
Reach out to other clubs regarding collaborations  
Assist in finding sponsors if needed  
Work with events to ensure everything is in order

The Marketing Team shall:  
Support the marketing director  
Help ensure all social media accounts were kept up to date  
Maintain any correspondence via these accounts  
Manage Her Voice Facebook events page and Instagram account by making posts promoting the events  
Stay up to date on engagement metrics and optimal time to maximize audience reach

The Events Director shall:  
Organize events throughout the year while maintaining correspondence with external suppliers as well as other teams to ensure smooth running of the event.  
Organize the event after getting any changes approved by one of the co-presidents.  
Ensure that the events are inclusive and respectful of all policies.  
Maintain a collaborative relationship with other executives to ensure that deadlines are met, and the event can be a success

The Events Team shall:  
Support the events director  
Assist with organizing events throughout the year while ensuring smooth running of events.  
Communicate with team members and brainstorm ideas.  
Ensure that you are present at all events.  
Maintain a collaborative relationship with other executives to ensure that deadlines are met, and the event can be a success

The Podcast Manager shall:

Organize podcast hosts and releases  
Outreach to speakers for the podcast and approve content with presidents  
Brainstorm ideas and manage a podcast group with general members  
Maintain a collaborative relationship with other executives to ensure that deadlines are met

### **Termination of Executives or General Members:**

Any member of the club who commits an act negatively affecting the interests of the club 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. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

## **5. Elections**

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30<sup>th</sup> for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each voting U of T registered student with a paper ballot on the voting dates and ask the student to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select a U of T registered student executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Only registered U of T students who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

## **6. Finances**

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

## **7. Meetings**

### **a) Annual General Meetings (AGMs):**

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

## **8. Amendments**

Any registered U of T students may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.