

## **Constitution of “Juxtaposition Global Health Magazine”**

### **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “Juxtaposition Global Health Magazine”.
- 1.2. The official acronym or abbreviation of the group is “Juxtaposition” or “Juxta”.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to focus on highlighting the social, medical, political, legal, and economic issues that are affecting the health of people throughout the world. “Juxtaposition” comes from the verb to juxtapose, defined as “the act or instance of placing two or more things side by side.” Correspondingly, the magazine aims to contrast perspectives raised by different disciplines, such as engineering, law, economics, medical anthropology, business, and health sciences, and to explore global health issues in a thought-provoking manner.

### **2. Article Two – Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. The membership fee will be \$0 per year.

### **3. Article Three – Rights of Members**

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **4. Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of a minimum of 4 voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

## **5. Article Five - Executive Committee Composition and Duties**

### **5.1. The Editors-in-Chief (2) shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the editorial and production schedule of the magazine,
- 5.1.3. Engage in ongoing communication as Co-Editors-in-Chief,
- 5.1.4. Divide tasks among themselves to organize the editorial team and public relations team,
- 5.1.5. Provide leadership to the Associate Editors, Publicity and Communications Associates, Graphic Designers, Podcast Directors, Staff Writers, Webmaster, and Social Networker,
- 5.1.6. Schedule general meetings and team specific meetings (editorial and publicity teams) when required,
- 5.1.7. Update editorial schedule and work plan with editorial staff at the end of every week along with the associate editor (s),
- 5.1.8. Ensure all components of project work plan and strategy (editorial, production, and public relations) are being met within the specified timeframe,
- 5.1.9. Supervise the development of the master template and final magazine content organization,
- 5.1.10. Designate one of the Editors-in-Chief to assume the role of a treasurer who will hold signing and financial authority and will prepare an annual budget, track income and expenses, record all financial transactions, and advise the team on the financial position of the group,
- 5.1.11. Hold signing and financial authority along with the Co-Editor-in-Chief designated as treasurer,
- 5.1.12. Represent the organization as spokesperson at various community events and meetings,
- 5.1.13. Preside over meetings of the Executive Committee and/or members,
- 5.1.14. Ensure activities of the club comply with policies of the University of Toronto,
- 5.1.15. Ensure a transition of office from one year to the next.

### **5.2. The Associate Editor(s) shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Perform screening of article submissions independently and along with the Co-Editors-in-Chief,
- 5.2.3. Edit, proofread, review, and fact-check article content where required,
- 5.2.4. Maintain and safeguard the editorial quality and standard of the magazine,
- 5.2.5. Observe editorial team deadlines,
- 5.2.6. Engage in weekly meeting with Co-Editors-in-Chief to update on editorial and production progress,
- 5.2.7. Working alongside Co-Editors-in-Chief to finalize article line-up or online publication and upcoming print issue and coordinating the dissemination of articles,
- 5.2.8. Editing of articles when necessary (i.e. another Associate Editor's inability to complete tasks may require stepping in to complete the work),
- 5.2.9. Participate in the magazine's general meetings as well as attending weekly meetings with the editorial team or the Co-Editors-in-Chief when required.

### **5.3. The Publicity and Communications Associate(s) shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Liaise with the Co-Editors-in-Chief to develop a communications plan,
- 5.3.3. Participate in outreach to student groups, professors, and global health professionals for collaborations,
- 5.3.4. Prepare and perform interviews for the JuxtaTalks interview segment twice per semester,
- 5.3.5. Hold signing and financial authority along with the Co-Editors-in-Chief,
- 5.3.6. Maintain a list of group members and the member contact list,
- 5.3.7. Record notes, motions, and minutes for meetings,
- 5.3.8. Participate in the magazine's general meetings as well as attending publicity team meetings when required.

**5.4. The Graphic Designer(s) shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Creating illustrations through Canva, Procreate, Illustrator, or another digital drawing app of their choice,
- 5.4.3. Liaising with Staff Writers to create illustrations for their articles,
- 5.4.4. Create the illustrations and backgrounds for the full print-edition magazine,
- 5.4.5. Participate in the magazine's general meetings as well as attending publicity team meetings when required.

**5.5. The Staff Writer(s) shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Submit engaging and informative articles to the editorial team (Co-Editors-in-Chief and Associate Editors),
- 5.5.3. Complete two writing pieces for publication per semester,
- 5.5.4. Ensure that articles are high quality, unbiased, and of significant value,
- 5.5.5. Ensure that they do not plagiarize,
- 5.5.6. Observe the editorial team deadlines,
- 5.5.7. Participate in the magazine's general meetings as well as attending editorial team meetings when required,
- 5.5.8. Maintain clear communication with the supervising Associate Editor and Co-Editors-in-Chief.

**5.6. The Podcast Director(s) shall:**

- 5.6.1. Work with the Co-Editor-in-Chiefs to identify topics that resonate with the Juxtaposition audience,
- 5.6.2. Work with the Co-Editor-in-Chiefs identify and connect with leaders in the global health sector
- 5.6.3. Work with the Publicity and Communications Associate and Social Networker to plan and execute the podcast public relations plan
- 5.6.4. Develop a podcast production and publishing schedule for the academic year
- 5.6.5. Produce a BIWEEKLY podcast
- 5.6.6. Schedule the guest(s),
- 5.6.7. Host, record, and edit podcasts,
- 5.6.8. Write a short (100 word) promotional blurb with the PR and Communication Associate about each podcast; the blurb will be shared with the Social Networker, who will promote the podcast on the Juxtaposition website and all social media accounts,
- 5.6.9. Participate in the magazine's general meetings as well as attending publicity team meetings when required.

**5.7. The Social Networker(s) shall:**

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Oversee all social network accounts for Juxtaposition (Facebook, Instagram, and Twitter),
- 5.7.3. Create posts using Canva or obtain pre-made posts from the Juxtaposition Canva account,
- 5.7.4. Update all accounts with posts according to the editorial schedule,
- 5.7.5. Participate in the magazine's general meetings as well as attending publicity team meetings when required.

**5.8. The Web Master shall:**

- 5.8.1. Maintain and regularly update the Juxtaposition website,
- 5.8.2. Post articles according to the editorial team schedule,
- 5.8.3. Participate in the magazine's general meetings as well as attending editorial and publicity team meetings when required.

**6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election held in March.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

**7. Article Seven – Finances**

- 7.1. The Co-Editors-in-Chief shall keep an active record of income and expenses.
- 7.2. The Co-Editors-in-Chief shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

**8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **9. Article Nine - Termination of Membership**

- 9.1. The Executive Committee may revoke the membership of 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.