

## **Constitution of “UTM-HOSA”**

### **Article I: Campus Group Name**

**1.1** The official name of this recognized student group is “Health Occupations Students of America - UTM.”

**1.2** The official acronym or abbreviation of the group is “UTM-HOSA”.

### **Article II: Purpose & Objectives**

**2.1** The purpose of HOSA Canada is to enable future health professionals to become leaders in the healthcare industry through competition, skills training, and leadership development. This campus group is a UTM chapter for HOSA that is dedicated to promoting and fulfilling its mission statement on the UTM Campus. This student club strives to provide networking opportunities with healthcare professionals alongside instilling a familiarity, competitive edge and knowledge about resources on and off-campus to help further their experience and aid in their professional aspirations.

**2.2** Furthermore, the club intends to help students develop leadership and technical skills through encouragement and preparation for the workshops and competitions taking part at the HOSA Fall Leadership Conference & Spring Leadership Conference.

**2.3** UTM-HOSA will enhance the educational, social and cultural environment of UTM by offering training sessions for the competitions, social events and more for both members and non-members.

**2.4** In addition to the main objective of UTM-HOSA, we also seek to be a safe space for students to come and feel free to explore their interest in health sciences so that they can develop strong leadership skills and more effective communication skills, whether it be in their competitions or just in their everyday lives.

### **Article III: Membership & Membership Fee**

**3.1** This group shall maintain a list of members (which includes members' full names, valid UofT emails & UTORids).

**3.2** Membership of UTM-HOSA is open to all UTMSU members (a.k.a UTM undergraduate students).

**3.2.1** Community members and alumni may be offered associate membership (this is something that can be offered to those who are not current fee-paying members of the campus group and are not UTM undergraduate students. Associate membership consists of the ability to participate in all matters of the group **EXCEPT FOR** voting in elections and general meetings, and/or becoming an executive. Thus, associate members do not have voting rights or candidacy rights.

**3.3** Each voting member shall be afforded the following rights through membership in UTM-HOSA:

- 3.3.1** The right to participate and vote in group elections and meetings;
- 3.3.2** The right to communicate to discuss, and explore all ideas;
- 3.3.3** The right to organize/engage in activities/events that are reasonable and lawful;
- 3.3.4** The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
- 3.3.5** The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
- 3.3.6** The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

**3.4** Each member shall possess the following responsibilities relative to participation in UTM-HOSA :

- 3.4.1** Support the purpose of the organization;
- 3.4.2** Uphold the values of the organization;
- 3.4.3** Contribute constructively to the programs and activities offered by the organization;
- 3.4.4** Attend general meetings;
- 3.4.5** Abide by the constitution and subsequent official organizational documents;
- 3.4.6** Respect the rights of peers and fellow members;
- 3.4.7** Abide by University of Toronto Mississauga policies, procedures, and guidelines;
- 3.4.8** Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

#### Membership Fee Breakdown:

**3.5** The membership will be divided into two sections:

- 3.5.1** The first section is the general membership fee, which in UTM's case is free and gives members access to the UTM-HOSA events, training sessions and resources.
- 3.5.2** The second section is regarding the registration and conference fee. Members may also choose to pay this fee directly to HOSA Canada, allowing them to attend and compete at the Fall and Spring Leadership Conference. All members may apply for a refund of the conference fee according to policies and deadlines established by HOSA Canada.

#### **Article IV: Executive List & Duties**

**4.1** The executive committee shall be composed of seven (7) elected executives & two (2) hired executives. The elected executives include one President, one Vice-President, one Secretary, one VP Finance, one VP Marketing & Social Media & two VP Events. The hired positions include two VP Training.

- ***Co-Presidents (2) shall be:***
  - Initiating the event ideas & assembling the event timeline.
  - Delegating tasks to the executive team according to their corresponding roles & overseeing their completion.
  - Overseeing all of the club's activities, including events & the recruitment process.

- Attending the in-person or virtual meetings with the UTMSU team
  - Providing important information to the team regarding their expectations & ensuring that any inquiries are answered within a 24-hour window.
  - Hosting executive team meetings.
  - The final decision maker & arranging any voting processes & elections.
  - Responsible for submission of required documents to have the club approved for UTMSU re-recognition & CCR re-recognition.
  - Primary contact for the club.
- ***Secretary (1) shall be:***
    - Responsible for recording & updating the membership list.
    - Composing the membership mailing list & disclosing it to the *VP Marketing & Social Media*, while regularly updating it.
    - Regularly scheduling, reminding others & attending team meetings.
    - Recording the meeting notes & executives' attendance.
    - Keeping account of every event & meeting which is to be used for CCR re-recognition & UTMSU re-recognition.
- ***VP of Finance (1) shall be:***
    - Managing the cash flow involved in all expenses, revenue and other monetary endeavours affiliated with the club's activities.
    - Keeping track of receipts and reimbursing members of the club (if needed).
    - Responsible for seeking out funding & sponsorships.
    - Responsible for the preparation & submission of the bi-annual audit to the UTMSU.
    - Act as an advisor for the *VP events* in regard to fundraising endeavours.
- ***VP of Marketing & Social Media (2) will be:***
    - Responsible for managing all the social media accounts affiliated with UTM-HOSA, specifically creation & regular uploading of social media content, responding to any messaged inquiries, promotion requests & active interactive engagement with the club's membership.
    - Responsible for emailing a regular newsletter to the club's membership from the UTM-HOSA account.
    - Responsible for designing physical promotional material.
- ***VP of Events (2) will be:***
    - Responsible for planning fundraising, volunteering & any other events that are not under the *VP Training*'s jurisdiction. The planning includes setting up & taking down, allocating volunteers for help, and compiling the list of expenses & the budget.
    - Responsible for in-person promotion of the club & its upcoming events through outreach.
    - Collaborating with *VP Marketing & Social Media* to further promote & garner engagement for any planned events.
    - Internally & externally, outreaching for event ideas, including mediating club collaborations.

- ***VP of Training (2) will be:***
  - Organizing registration & preparation workshops for the Fall Leadership Conference & Spring Leadership Conference.
  - Organize training sessions for the competition to prepare members for the annual SLC, and ensure the sessions are fun and engaging for members.
  - Composing & sharing preparation material for the registered competitors, alongside being available for contact for any inquiries regarding the competition.
  - Researching the registration deadlines, available networking opportunities, potential scholarships & any other important information associated with the HOSA competition & events.
  - Planning the promotion of FLC & SLC registration alongside the *VP Marketing & Social Media*.
  
- ***Associates***
  - All associates' main priorities are to assist their corresponding VPs with their stated responsibilities. The associate team will comprise one Secretarial Associate, one Finance Associate, two Event Associates, two Marketing & Social Media Associates & four Training Associates.
  
  - ***Secretarial Associate (1) shall:***
    - Help the Secretary with keeping track of important dates, time and other information
    - Help with meeting notes.
    - Help with scheduling, information gathering and more
  
  - ***Finance Associate (1) shall:***
    - Help the VP Finance with keeping track of the overall budget
    - Help research and seek out fundraising opportunities
    - Help with keeping track of receipts
  
  - ***Event Associates (2) will be:***
    - Aiding the VP Events in both their internal and external issues
    - Aiding in the planning and execution of HOSA events, which includes the setup and teardown of events
    - Helping with both in-person and online promotion of events
  
  - ***Marketing & Social Media Associates (2) will be:***
    - Aiding the VP Marketing & Social Media with making posts and stories on Instagram to promote events.
    - Coming up with ideas with the VP to promote and bring a larger audience to HOSA.
    - Create other promotional media, whether it be online or in-person (e.g. flyers, etc.)

- Taking photos and videos at HOSA events, which will later be shown on our social media.
  - Helping to create video content for HOSA social media accounts.
  - Coming up with video ideas to help promote UTM-HOSA.
- ***Training Coordinators (4) will be:***
    - Planning, creating and promoting individual training groups per corresponding competitive categories for the FLC & SLC.
    - Helping mentor students who are enrolled in the FLC & SLC through regularly conducted study groups, of which the frequency will alternate between a monthly and a biweekly basis.
    - Be the main point of contact for students in regards to the corresponding category of the FLC & SLC.
    - Introduce & promote the possibility of registering for workshops.

**4.2** The term for all positions on the Executive Committee shall be from May 1st to the following April 30th, for a term of 1 year.

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

**5.1** The process of removing a member or executive of the club may be initiated when a group of at minimum (2) members of the executive committee investigate a complaint that determines that:

- 5.1.1** A member or executive has engaged in unlawful actions or activities;
- 5.1.2** A member or executive has violated the constitution;
- 5.1.3** A member or executive has violated University of Toronto policies, procedures, or guidelines;
- 5.1.4** A member or executive has violated the rights of a fellow member or the club;
- 5.1.5** A member or executive has not fulfilled their organizational responsibilities;
- 5.1.6** Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

**5.2** Before the decision to remove a member or executive, a verbal and written warning is issued to the individual that their behaviour constitutes grounds for removal from the organization and that it should cease effective immediately. If the behaviour continues or worsens, then follow 5.3.

**5.3** The process for removing a member or executive may be initiated when and by:

- 5.3.1** A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive team.
- 5.3.2** A motion for removal is put forward by any member of the executive team and passed by a two-thirds majority vote of the executives. The individuals facing potential removal are entitled to vote on the motion if they are an executive, or given the opportunity to explain themselves if they are a non-executive general member.

**5.4** All members or executives up for removal shall have the right to defend their actions.

**5.5** Any member or executive seeking removal can seek an appeal before the general membership (both executives and general members), and a majority vote of the general membership will have the final say in the matter.

**5.6** If the removal is approved, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

**5.7** 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 in the group.

## **Article VI: Meetings**

**6.1** The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Team. During the month of the SLC, meetings may occur more frequently, if needed.

**6.2** The group shall hold General Meetings twice a school year, one in the Fall Term and one in the Winter Term. These meetings, which are open to all members of the group, shall provide general members the opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments, if any. Motions will require a 2/3 majority of student members in attendance for a vote to be cast. The motion with the most votes will be passed.

**6.2.1** Financial reporting can also occur at the General Meetings if requested by any of the members of the group.

**6.3** The Executive Committee must announce the date of the General Meetings to the general membership at least (2) weeks prior to the date of the meeting.

**6.4** Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time. These meetings must abide by the same rules as the General Meetings or Executive Meetings, depending on the nature of the meeting.

**6.4.1** Notices of these meetings must be provided a minimum of 24 hours in advance through email or other messaging platforms.

## **Article VII: Elections & Hiring Procedures**

**7.1** All voting positions on the UTM-HOSA Executive Committee shall be filled through an annual election.

**7.2** Executive elections will be held annually during the UTMSU club elections period, which tends to typically be held in March/April.

**7.3** A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.

**7.3.1** CRO's 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.

**7.4** All previous executive members who wish to be in the club the following year must reapply, too.

**7.5** All UTMSU voting group members shall be eligible to seek nomination and cast a ballot for each voting position.

**7.6** All non-voting group members shall be eligible to seek nomination only for a non-voting position on the Executive Committee.

**7.7** Non-voting group members shall not be eligible to cast a ballot for any elected position.

**7.8** Student members may not vote by proxy. External members may not nominate or vote in elections.

**7.9** The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

**7.10** 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.

**7.11** On the condition that there is a tie, the CRO shall have a revote with just those two names

**7.12** The CRO shall submit a report of the results of the elections to the Executive Committee and the general members.

**7.13** The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

#### Election Timeline

**7.14** *Advertising Period:* Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU-registered members of the group

**7.15** *Nomination Period:* All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.

**7.16** *All Candidates Meeting:* A meeting with all the candidates must be held to go over the election rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.

**7.17 Campaign Period:** During this time, candidates are able to campaign themselves to the Campus Groups' membership.

**7.18 Voting Period:** Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform. These dates will be announced in a minimum of two (2) weeks prior to election dates and must fall on weekdays.

#### Election Policies:

**7.19** Any complaints that arise during the course of elections, or as a result of elections, must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

**7.20** The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

**7.21** If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the ASAC, these results will be subject to a petition by a member, and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

**7.22** Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.

**7.23** Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

#### Hiring

**7. 24** Hiring will take place after the election period, either through Google Forms or a UTMSU-approved platform. Applicants may be asked to upload their resume and go through an interview, too.

### **Article VIII: Transition**

**8.1** All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to the new executives upon leaving the position.

**8.2** All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they led.

### **Article IX: Finances & Banking**

**9.1** The VP Finance shall keep records of all income and expenses.

**9.2** The VP Finance shall present the group's financial health at the annual general meetings.

**9.3** The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

**9.4** The group's executive or members may not engage in activities that are essentially commercial in nature.

**9.5** 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.

**9.6** UTM-HOSA agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the UTMSU.

## **Article X: Removal from Office**

**10.1** Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be, but aren't limited to:

**10.1.1** Permanent/Temporary ban from campus group activities

**10.1.2** Mandatory consent/Anti-oppression trainings

**10.1.3** Permanent/Temporary ban from UTMSU spaces

**10.1.4** Permanent/Temporary ban from campus group events

**10.2** If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

**10.3** Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete and accessible manner. (Refer to "Article V: Termination of Executives or General Members")

**10.4** In case of a campus group member being removed from office, a by-election for a replacement candidate will be held if necessary, according to the election rules as previously described under "Elections & Hiring Procedures".

**10.5** Removal after an executive member fails to perform their duties as defined by the constitution (refer to 5.1)

## **Article XI: Amendments to the Constitution**

**11.1** The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.

**11.2** Any UTMSU member may propose and vote on amendments to this constitution. To bring forth amendments, they can contact us via our email [hosa@utmsu.ca](mailto:hosa@utmsu.ca) or speak to either of our Co-Presidents. Once the Executive Committee receives the proposed amendments, they will be discussed and voted on at one of our GMs (depending on the semester).

**11.3** All amendments must be approved by the group's membership at the General Meetings. Constitutional amendments shall require a 2/3 majority to be passed at the GMs by student members in attendance.

**11.4** All amendments must have final approval by UTMSU & CSE before they are formalized and implemented.