

# **Constitution of “Women’s Health Collective”**

## **1. Name**

- 1.1. The official name of this recognized campus group is “Women’s Health Collective”
- 1.2. The acronym or abbreviation of this group is: WHC
- 1.3. The purpose, objectives, mission and/or mandate of organization is outlined here:

The Women’s Health Collective (WHC) is an inclusive student-run initiative that aims to promote the health and well-being of women on local and global scales. Specifically, the underlying and motivating objectives of WHC are: 1. To arm women with information that empowers them to lead healthier lives; and 2. To spark meaningful, cross-cultural discussions on the healthcare challenges that women face. Through community outreach, health promotion workshops, and research symposiums, we seek to foster a community of healthy and empowered women.

## **2. Membership and Membership Fees**

- 2.1. The group shall maintain a list of group members.
- 2.2. Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).
- 2.3. Voting membership is open only to registered students of the University of Toronto. U of T members are eligible to run, nominate, and vote in elections and constitutional amendments.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, and alumni. These members do not hold the aforementioned rights in 2.3.
- 2.5. Members must register with a designated executive by submitting their full name and a valid email address.
- 2.6. The membership fee will be \$0 per year.

## **3. Rights of Members**

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all referenda.

- 3.5. Voting membership is open to all registered students at the University of Toronto.
- 3.6. All voting members have a right to vote in elections.
- 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. 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 eight (11) elected officers: Secretary, Finance Director, Marketing Director, two (2) Community Outreach Directors, First Year Representative, General Member Coordinator, UTSC Community Outreach Director, UTSC First Year Representative, President and Vice President, or two (2) Co-Presidents in the absence of any Vice President nominees.
- 4.3. All members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only general member positions and cannot serve on the Executive Committee.
- 4.5. Persons holding non-voting positions cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

#### **5. Executive List and Duties**

##### **5.1. The President or Co-Presidents shall:**

- 5.1.1. Oversee the operations, management and success of the group
- 5.1.2. Be the spokesperson for the group
- 5.1.3. Hold signing officer authority along with the Treasurer for financial purposes
- 5.1.4. Preside over board meetings as well as general meetings
- 5.1.5. Ensure transition of office to the future Executives
- 5.1.6. Organize elections
- 5.1.7. Oversee the various committees
- 5.1.8. Mediate inter-group conflict and act as a liaison between group members
- 5.1.9. Plan, facilitate and execute out all club-related activities and events

5.1.10. Provide guidance to members of the executive team and student committee

5.1.11. Organize and run bi-weekly general member drop-in meetings

5.1.12. Be eligible to cast votes at meetings of the Executive Committee

**5.2. The Vice-President or Co-Presidents shall:**

5.2.1. Assume duties of the President in his/her absence

5.2.2. Oversee the various committees

5.2.3. Ensure that all the activities of the club meet regulations and policies of the University of Toronto

5.2.4. Coordinate organizational recruitment efforts

5.2.5. Assist the president in the organization, facilitation and execution of all club-related activities and events

5.2.6. Chair meetings in concert with the president

5.2.7. Oversee the budget

5.2.8. Be eligible to cast votes at meetings of the Executive Committee 5.2.9. Secure CCR recognition.

**5.3. The Secretary shall:**

5.3.1. Make a list of all registered members

5.3.2. Maintain the member contact list

5.3.3. Record and distribute notes and motions for meetings

5.3.4. Notify all members of meetings

5.3.5. Handle official correspondence of the organization

5.3.6. Organize and book space for group meetings

5.3.7. Respond promptly to club emails

5.3.8. Assist in the planning and execution of all club-related activities and events 5.3.9. Be eligible to cast votes at meetings of the Executive Committee

**5.4. The Finance Director shall:**

- 5.4.1. Record all financial transactions of the group
- 5.4.2. Hold signing officer authority along with the President for financial purposes
- 5.4.3. Maintain a budget of income and expenses along with receipts
- 5.4.4. Advise members on financial position of the group
- 5.4.5. Prepare an annual budget for the group as well as budgets for specific events
- 5.4.6. Apply for funding
- 5.4.7. Contact and secure sponsorships
- 5.4.8. Preparing a sponsorship package
- 5.4.9. Write cheques and withdraw funds for club supplies
- 5.4.10. Secure UTSU and ULife recognition
- 5.4.11. Assist in the planning and execution of all club-related activities and events
- 5.4.12. Be eligible to cast votes at meetings of the Executive Committee

**5.5. The Marketing Director shall:**

- 5.5.1. Assist in the planning and execution of all club-related activities and events
- 5.5.2. Design a club website and update it with upcoming events
- 5.5.3. Design cover photos and posters for the club and its events
- 5.5.4. Design promotional materials for the club
- 5.5.5. Create and manage the club's social media profiles, and promote the club's events on social media platforms
- 5.5.6. Delegate the promotion of club-related activities and events to student committee members
- 5.5.7. Delegate the promotion of club-related activities and events to the UTSC Community Outreach Director
- 5.5.7. Be eligible to cast votes at meetings of the Executive Committee

**5.6. The Community Outreach Directors shall:**

- 5.6.1. Facilitate and execute all club-related activities and events

5.6.2. Conceptualize and design events that align with the organization's mandate

5.6.3. Contact and recruit experts to attend, facilitate or answer questions at community health promotion workshops

5.6.4. Organize and book space for group events

5.6.5. Design informational material to be presented at community health promotion workshops

5.6.6. Train student committee members to facilitate community workshops

5.6.7. Delegate tasks to student committee members

5.6.8. Be eligible to cast votes at meetings of the Executive Committee

**5.7. The First Year Representative shall:**

5.7.1. Seek to proactively improve the engagement of first year students

5.7.2. Listen to and encourage feedback from first year undergraduate students on an ad-hoc basis

5.7.3. Communicate with other first year representatives to facilitate cross organization collaboration

5.7.4. Contribute to and present relevant material at group meetings

5.7.5. Assist in the planning and execution of all club-related activities and events

5.7.6. Be eligible to cast votes at meetings of the Executive Committee

**5.8. The UTSC Community Outreach Director shall:**

5.8.1. Facilitate and execute all club-related events at UTSC

5.8.2. Conceptualize and design events that align with the organization's mandate

5.8.3. Organize and book space for group events

5.8.4. Design informational material to be presented at community health promotion workshops

5.8.5. Delegate tasks to UTSC First Year Representative

5.8.6. Organize, book space for, and host study nights in alignment with the club at UTSG

5.8.7. Organize, book space for, and host mentorship nights for research mentorship program for mentees

5.8.8. Recruit mentees for research mentorship program

5.8.9. Be eligible to vote at meetings of the Executive Committee

**5.9. The UTSC First Year Representative shall:**

5.9.1. Seek to proactively improve the engagement of first year students

5.9.2. Listen to and encourage feedback from first year undergraduate students on an ad-hoc basis

5.9.3. Communicate with other first year representatives to facilitate cross organization collaboration

5.9.4. Contribute to and present relevant material at group meetings

5.9.5. Assist in the planning and execution of all club-related activities and events

5.9.6. Be eligible to cast votes at meetings of the Executive Committee

**5.10. The General Member Coordinator shall:**

5.10.1. Seek to proactively improve the engagement of general members

5.10.2. Send out reminders regarding upcoming events to general members

5.10.3. Assist in running bi-weekly general member drop-in meetings

5.10.4. Be eligible to vote at meetings of the Executive Committee

**6. Elections**

6.1. All positions on the Executive Committee shall be filled through an annual election.

6.2. All voting group members shall be eligible to seek nomination to each voting position.

6.3. All current executive members and nominees shall be eligible to cast a ballot in elections.

6.4. All non-voting group members shall not be eligible to seek nomination to or 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. 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. Finances**

7.1. The Treasurer shall keep records of all income and expenses.

7.2. The Treasurer shall present the group's financial health at the annual general meetings.

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

7.4. 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.

7.5. The group will not have as a major activity a function that makes it an on-campus part 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 organization,

7.7. The group will not pay salaries to any of its officers.

## **8. Meetings**

### **8.1. Annual General Meetings (AGMs)**

8.1.1. The group shall hold general meetings at least twice per year (i.e. once per academic term) to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any.

8.1.2. The Executive Committee will announce these dates two (2) weeks prior to holding the meetings.

8.1.3. 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.

### **8.2. Executive Meetings**

8.2.1. The executive committee shall meet on a monthly basis where date and times are to be set by an executive.

8.2.2. The quorum of executive meetings shall be 50%+1 of executives.

## **9. Termination of Executives or General Members**

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

9.4. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

9.5. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

9.6. 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.

9.7. 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.

9.8. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Amendments**

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

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.