

# Constitution of Dementia Support Student Association

## **Mission Statement**

The mission of the Dementia Support Student Association is to raise awareness, foster understanding, and build a compassionate community around dementia. Through education, outreach, and student-led initiatives, the student association aims to break stigma, support affected individuals and families, and empower our peers to become informed advocates for dementia-friendly communities.

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

- 1.1. The official name of the recognized student group is “Dementia Support Student Association”
- 1.2. The official acronym or abbreviation of the group is “DSSA”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to to raise awareness, foster understanding, and build a compassionate community around dementia.

## **2. Article Two – Membership**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered group members.
- 2.3. Voting membership is open only to registered group members.
- 2.4. Non-voting membership is open to all registered students of the University of Toronto, 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. A person shall become a member by filling out the “General Membership Collective” forms

## **3. Article Three – 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 group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. 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 August 1st to July 31st.
- 4.2. The Executive Committee shall be comprised of at least six (6) voting members.
- 4.3. All members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Persons holding non-voting positions cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.5. 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.

4.6. The appointment of Coordinators is optional, provided that a Director is in place for the corresponding role and the Executive Committee meets the minimum composition requirements as set out in Article 4.2. However, the inclusion of Coordinators is recommended to enhance operational efficiency and support.

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

5.1. The Co-Presidents shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Administrative Director,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next,
- 5.1.7. Ensure activities of the club comply with policies of the University of Toronto,
- 5.1.8. Coordinate organizational recruitment efforts.

5.2. The Administrative Director shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Maintain a list of group members and member contact list,
- 5.2.3. Maintain the group chat with executive members and general members,
- 5.2.4. Maintain the club website,
- 5.2.5. Record notes and motions for meetings,
- 5.2.6. Notify all members of general meetings.
- 5.2.7. Record all financial transactions of the group,
- 5.2.8. Hold signing and financial authority along with the Co-Presidents,
- 5.2.9. Maintain a budget of income and expenses,
- 5.2.10. Advise members on financial position of the group,
- 5.2.11. Prepare an annual budget for the group,
- 5.2.12. Assist the Co-Presidents with recruitment of members.

5.3. The Administrative Coordinators shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Assist the Administrative Director with:
  - 5.3.2.1. Maintaining the member list and contact records,
  - 5.3.2.2. Managing the executive and general group chats (e.g., updates, reminders, polls),
  - 5.3.2.3. Maintaining the club website, including uploading minutes or updating event info,
  - 5.3.2.4. Taking notes or assisting with recording meeting minutes when needed,
  - 5.3.2.5. Supporting general meeting announcements and scheduling.

5.4. The Event Coordinators shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Organize monthly events,
- 5.4.3. Find venues for the events and book them when necessary,

- 5.4.4. Ensure all events comply with policies of the University of Toronto,
- 5.4.5. Collaborate with the Outreach Director to find venues and contact panelists for events,
- 5.4.6. Collaborate with the Social Media Director to promote the events,
- 5.4.7. Be in charge of all events ensuring they go smoothly.

5.5. The Social Media Director shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Read and reply to DMs sent to the DSSA in a respectful and informative manner,
- 5.5.3. Create posts and stories for all the social media of the DSSA, including but not limited to Instagram.
- 5.5.4. Follow the visual identity guidelines of the DSSA when creating posts and stories,
- 5.5.5. Make an Instagram post at least two (2) times every month,
- 5.5.6. Ensure all posts and stories comply with policies of the University of Toronto,
- 5.5.7. Promote events organized by the Event Coordinators,
- 5.5.8. Inform general meetings details to the general public, including but not limited to the voting group members,
- 5.5.9. Read and reply to DMs sent to the DSSA in a respectful and informative manner.

5.6. The Social Media Coordinators shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Assist the Social Media Director with:
  - 5.6.2.1. Designing, drafting, and scheduling social media posts and stories across all DSSA platforms,
  - 5.6.2.2. Ensuring content aligns with the club's visual identity and messaging guidelines,
  - 5.6.2.3. Promoting DSSA events and initiatives as directed by the Event Coordinators and Executive Committee,
  - 5.6.2.4. Maintaining consistent posting frequency and engagement on platforms,
  - 5.6.2.5. Monitoring direct messages (DMs) and social media interactions, and drafting responses for the Director's review when appropriate,
  - 5.6.2.6. Assisting in content creation related to educational topics, community engagement, and campaign awareness,
  - 5.6.2.7. Researching relevant and credible topics related to dementia and mental health to ensure that educational content is accurate, informative, and raises awareness based on evidence,
  - 5.6.2.8. Collaborating with other Coordinators and Executive members to support outreach efforts through social media.

5.7. The Outreach Director shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Bridge the DSSA with the general public, including but not limited to: other U of T clubs and student groups, and external organizations,
- 5.7.3. Foster relationships with groups and organizations that are relevant to the mission and purpose of the DSSA,
- 5.7.4. Pursue sponsorships for events, when needed,
- 5.7.5. Reach groups and organizations connected to Dementia that accept donations for any fundraisers organized by the DSSA,

5.7.6. Read and reply to e-mails sent to the DSSA in a respectful and informative manner.

5.8. The Outreach Coordinators shall:

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

5.8.2. Assist the Outreach Director with:

5.8.2.1. Communicating regularly with the Event Coordinators to ensure outreach aligns with planned programming and event needs,

5.8.2.2. Reaching out to other University of Toronto clubs, student groups, and external organizations to build collaborative relationships,

5.8.2.3. Identifying and initiating contact with potential partners, speakers, and sponsors in support of DSSA events and initiatives,

5.8.2.4. Supporting communication with dementia-related organizations, including those that may participate in or benefit from DSSA fundraisers,

5.8.2.5. Drafting and reviewing outreach emails and correspondence, ensuring professionalism and clarity,

5.8.2.6. Maintaining a record of outreach activities, including contact lists and communication logs,

5.8.2.7. Assisting in the recruitment of general members, event participants, and volunteers, as needed.

## **6. Article Six – Recruitment of Executive Members**

6.1. All voting positions on the Executive Committee shall be filled through a formal recruitment and selection process designed to uphold the mission and values of the Dementia Support student association (DSSA).

6.2. The recruitment process shall consist of:

6.2.1. Submission of an application form by interested candidates,

6.2.2. A review of applications by the Co-Presidents, the Administrative Director, and the Director of the relevant role (if applicable),

6.2.3. An interview with selected applicants, to be conducted by at least two (2) Executive Committee members, in person or via video conferencing.

6.3. Where recruitment is required to fill a voting role, final decisions regarding appointments shall be made collectively by the Co-Presidents, the Administrative Director, and the relevant Director, and shall be communicated to the general membership.

6.4. Existing members of the Executive Committee, including Coordinators, Directors, and Co-Presidents, may apply for other roles within the Executive Committee for the following term.

6.5. An internal election shall be held at least one (1) month prior to the end of the current term to determine whether any current Executive members or general members shall assume Director or Co-President roles for the upcoming year:

6.5.1. Voting in this election shall be open to all general members,

6.5.2. A simple majority (50% + 1 of votes cast) is required,

6.5.3. If no eligible candidates are elected, or if no candidates apply, the role(s) shall be filled through the recruitment and selection process described in Article 6.2, provided that the process is transparent and communicated to the general membership.

6.6. All recruitment and selection processes must be conducted in an unbiased and equitable manner. No individual may participate in the selection process for a role they are actively applying for.

6.7. Once the new Co-Presidents are selected and confirmed, they shall oversee the recruitment of additional Executive members, with the option to be joined by: (a) at least one (1) of the former Co-Presidents, (b) the Administrative Director, and/or (c) the relevant Director for the position being filled.

## **7. Article Seven – Finances**

- 7.1. The Administrative Director shall keep an active record of income and expenses.
- 7.2. The Administrative Director 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 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 one (1) week 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.