

Constitution of “Healthy Minds U of T Student Association” 2024-2025

1. Name

The official name of this recognized campus group is “Healthy Minds U of T Student Association”
The acronym or abbreviation of this group is: HMUTSA

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization are outlined here:

Healthy Minds aims to minimize barriers for students, increase accessibility for mental health resources, provide peer support opportunities, raise awareness and create discussion on campus in order to reduce the negative effects of mental illness for students at the University of Toronto. In summary, we aim to create social leaders who are aware of their own mental health in order to better facilitate the health of others.

We will do this by organizing the following: events that provide students with knowledge of on-campus and community resources that facilitate mental well-being, social connection activities such as coffeehouse discussions, socials, collaborations with other clubs, establishing online and social media presence, and providing a safe, communal and inclusive space for students.

3. Membership

Membership to the group is open to all registered student members of the University without restriction on the grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination.

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.

There is no membership fee.

For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain recognition from the Office of Student Life (Ulife), and the majority of membership must be UTSU members. 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 composed of 10-13 elected officers, with each officer’s roles and responsibilities listed below.

Co-Presidents (2)

- Preside over 90% of executive meetings and events
- Define the vision for the club to lead and direct the team
- Make executive decisions and manage team relations
- Delegate and oversee roles of executive members by setting up tasks for the school year with the Vice-President for each executive, inform them about their said tasks, and assist them in all regards in the event that they need support
- Check-in with each executive member, when required
- Hold signing officer authority on bank account
- Direct outreach, collaboration, and events within the context of Healthy Minds' Vision
- Direct all 21 Sussex Clubhouse affairs
 - Office Space application (March)
 - Office hours (All year)
 - ULead workshops (All year)
 - Completion of Clubhouse Goals Application (October)
 - Book rooms for events
- Ensure the transition of office to the future executives by updating and organizing the transitions folder in the Healthy Minds Google Drive
- Must abide by the Healthy Minds' Group Guidelines
- Are strongly recommended to be an upper-year (2nd and above) to run.
- Are strongly recommended to have one or more years of experience as an executive member of any post-secondary student organization, or at least one academic year of experience as an executive member of Healthy Minds.
- Has Signing and Financial Authority

Vice-President (1)

- Preside over 90% of executive meetings and events
- Assume duties of the Co-Presidents in their absence
- Advise Co-Presidents on club-related issues
- Check-in with each executive member, when required
- Ensure the transition of office to the future executives by updating and organizing the transitions folder in the Healthy Minds Google Drive
- Delegate and oversee roles of executive members
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Manage internal activities within the context of the Healthy Minds' Vision
- Coordinate organizational recruitment efforts
- Must abide by the Healthy Minds' Group Guidelines
- Are strongly recommended to have one or more years of experience as an executive member of any post-secondary student organization, or at least one academic year of experience as an executive member of Healthy Minds.

Team Manager (1)

- Attend over 70% of executive meetings and events
- Take meeting minutes at executive meetings and update executives' availabilities
- Manage office space and office hours according to executives' schedules
- Manage all clubhouse-related activities
 - ULead workshops and points accumulation (all year)
 - Completion of Clubhouse Goals Application (October)
- Attend CCR training Session
- Manage all CCR applications (October and April)
- Answer all club-related emails and redirect to Co-Presidents when necessary
- Send out a monthly compilation email on MailChimp of mental wellness content:
 - On-campus mental health events, online articles, videos, books, apps, quotes, HMUT events for the week
- Organize and maintain membership and email Listserv (MailChimp) information
- Must abide by the Healthy Minds' Group Guidelines
- Has Signing and Financial Authority

Treasurer (1)

- Attend over 70% of executive meetings and events
- Hold signing officer authority on bank account along with the Co-Presidents
- Manage and record all account transactions and expenses
- Complete and submit sponsorship requests on a semesterly basis
- Prepare an annual budget and update it with receipts and quarterly reviews
- Process reimbursement and payments for executive members
- Provide updates on the financial position of the group during executive meetings
- Keep Co-Presidents up-to-date on club expenses
- Complete all funding-related applications
- Maintain a good relationship with sponsors and funders
- Work with Webmaster to regularly update the advertisements from sponsors on the Healthy Minds' website
- Must abide by the Healthy Minds' Group Guidelines
- Has Signing and Financial Authority

Events Manager (1)

- Attend over 70% of executive meetings and events
- Create an outline of events and events schedule
- Work closely with Treasurer and Co-Presidents to create wellness-oriented events
- Maintain efficient communication with Co-Presidents
- Collaborate with other executives to manage events
- Plan, execute, and attend all event-related activities and collaborations aimed at student wellness (mental wellness, physical wellness, social wellness)
- Maintain correspondence with other clubs/organizations
- Update executive members about events during bi-weekly meetings
- Manage all room/venue bookings and food/catering for events

- Ensure that all required equipment and resources are available and present at events
- Must abide by the Healthy Minds' Group Guidelines

Promotions and Marketing Executive (2)

- Design promotional content (experience with Canva, photoshop, graphic design is an asset)
 - On-campus mental health events, online articles, videos, books, apps, quotes, HMUT events for the week
 - Flyers to hand in class, other posters
- Manage all social media accounts (Instagram, Twitter, Facebook)
 - Respond to all social media messages
 - Consistently share mental wellness-related web content once a week
- Maintain efficient communication with Presidents
- Send emails to College and Faculty Student Life offices, UTSU, ULife to promote club events
- Communicate quickly and efficiently with Presidents
- Promote Healthy Minds when the opportunity arises, and be a positive representative of mental health on campus
- Manage all community outreach:
 - Gain sponsorship and increase new membership
 - Increase networking opportunities (especially with mental wellness groups on and off campus)
 - Contact speakers for events
 - Manage all external club contacts (profs, professionals in the community, etc.)
 - Manage campus collaborations
- Learn more about community resources for mental health

International Student Representative (1)

- Attend over 70% of executive meetings and events
- Create wellness events targeted towards international students (work with Events Manager)
- Be a proactive liaison between Healthy Minds and international student clubs and communities
- Manage international community outreach (work with Promotions and Marketing Executives)
- Gain sponsorship and increase new membership
 - Increase networking opportunities (especially with mental wellness groups on and off campus)
 - Contact speakers for events
 - Manage all external club contacts (profs, professionals in the community, etc.)
 - Manage campus collaborations
 - Provide multilingual language support (i.e., on event posters and social media)
- Provide multilingual language support (i.e., on event posters and social media)
- Must abide by the Healthy Minds' Group Guidelines

Webmaster (1):

- Attend over 70% of executive meetings and events
- Regularly manage and update club website
 - Update resources, events timeline for clubs, executive member information, FAQ page, and manage aesthetics of the website
- Work with Treasurer for sponsor advertising
- Must keep up to date with executive team updates
- Must abide by the Healthy Minds' Group Guidelines

First-Year Representative (1)

- Attend over 70% of executive meetings and events
- Advertise upcoming events to first year students by handing out flyers in class and putting up event posters around campus
- Assist with first year student recruitment by creating a measurable recruitment plan at the start of the year
- Maintain outreach and online presence by promoting club events in Facebook groups
- Assist Healthy Minds executives with overall event planning and promotions
- Communicate with first year peers
- Are strongly recommended to be entering 1st year
- Must abide by the Healthy Minds' Group Guidelines

Upper Year Representatives (3)

- Attend over 70% of executive meetings and events
- Advertise upcoming events to upper year students by handing out flyers in class and putting up event posters around campus
- Assist with upper year student recruitment by creating a measurable recruitment plan at the start of the year
- Maintain outreach and online presence by promoting club events in Facebook groups
- Assist Healthy Minds executives with overall event planning and promotions
- Communicate with upper year peers
- Are strongly recommended to be entering 2nd year or higher
 - These roles may be further divided into one 2nd, 3rd and 4th year representative, or more than one may be from the same academic year.
- Must abide by the Healthy Minds' Group Guidelines

5. 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 two-thirds majority vote of the current members present in favour of removal is required.

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 in the group.

6. Elections

As per the Policy on Open, Accessible and Democratic Autonomous Student Organizations, HMUTSA obliges to conduct in an open, accessible and democratic manner.

Healthy Minds has two rounds of executive recruitment. The first round of recruitment will be an election held during the end of the school year in April or May in the form of general elections. All positions will be available, but the President and Vice-President positions must be filled during this time. It is not mandatory for other executive positions to be filled in the event of a lack of candidates. Candidates must receive at least 51% of the votes to successfully win the executive position. It is possible to run as co-candidates for the President positions only.

In the event that a President and Vice-President are not elected during this time the current President and Vice-President will organize a second election as interim President and Vice-President until the positions are filled.

The election held in the first round of recruitment will be an in-person or virtual vote via anonymous ballot. Candidates may present speeches where voters will be able to select their top choice candidate on their ballot afterwards. This is not a ranked ballot.

The second round of recruitment will be held in the event that executive positions are not filled, generally in September, and will be organized by the newly elected President and Vice President. Applications for the remaining executive positions will be posted online and a secondary by-election will be conducted in the Fall for these remaining positions.

Registered U of T members may vote by proxy. Before appointing a proxy, registered members need to fill out a proxy form to be reviewed by the President and Vice-president. Non-U of T members may not nominate or vote in elections.

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.

Terms of executive positions shall be from May 1st to April 30th of the following year.

The current co-presidents have the final say in the results of the election, and may choose to disqualify a candidate for reasons such as undemocratic practices, duplicated votes and overall fit for the role.

7. Finances

Registered students may be executive members on one or more Student Groups but may only serve as a financial signing officer on one Student Group at a time.

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 group's executives 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.

8. Meetings

A) General Elections:

The group shall hold general elections twice per year. There will be an Executive Election at the end of the Winter semester and By-Elections at the beginning of the Fall semester.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to elect new members to the team, 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 when necessary and dates and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives. Executive meetings will be planned at least 1-2 weeks in advance, and executive members may miss no more than 30% of meetings per year.

9. Amendments

Any registered U of T members 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 General Elections 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.