



## Constitution of “Jack.org UTSG Student Chapter”

### 1. Name

The official name of this recognized campus group is “Jack.org University of Toronto St. George Student Chapter”

The acronym or abbreviation of this group is: Jack.org UTSG Student Chapter

### 2. Purpose and Objective

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

Our mission is to identify and dismantle barriers to positive mental health in the UTSG community. We aim to raise mental health awareness and knowledge, decrease silence and stigma, and challenge the various barriers that stop students from accessing service. Our slogan is “No More Silence”. We encourage students to take action and care for both their own and others’ everyday mental well-being.

We are a student-led chapter of the registered Canadian Charity known as Jack.org. Although we are affiliated with the Jack.org charity, we operate independently as the University of Toronto chapter and all executive members and members are registered UofT students. We do not participate in commercial, for-profit activities.

Vision, goals and direction:

- a. Reach the 5 in 5. While 1 out of every 5 people will experience a mental illness in their lifetime, 5 in 5 people have mental health. We want to reach everyone, not just those affected by a mental illness.
- b. Starting conversations about mental health to decrease silence and increase awareness.
- c. Fundraise for mental health initiatives.
- d. Collaborate with various groups on campus and in the community to expand our reach and network.

Our plan:

- a. Connecting with other groups on campus and in the community to create a strong mental health network on campus.
- b. Host regular initiatives aimed at de-stressing e.g. coffee house, meditation, “Taco about your mental health”.
- c. Host educational events e.g. Jack Talk, Mental Health Awareness booth.
- d. Promote the use of mental health training from Jack.org organization for all leadership roles on campus.

### 3. Membership



Membership to the group is open to currently registered University of Toronto members (staffs, student, and faculty). Members must register with a designated executive by submitting their full name and a valid email address.

Only UofT undergraduate and graduate students are able to run for the executive team.

The membership fee will be optional/by donation. No membership refund is permitted if a donation is made, however members may unsubscribe to our email blasts anytime.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. 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 comprised of a minimum of 6 elected officers. These can include some combination of: Co-leads, Vice-Leads, External Affairs Director, Marketing Director, Project Coordinators, Creative Directors, and First Year Representatives. As long as there are 6 elected officers, there is no minimum or maximum number of officers required for each role. All members must be registered UofT students. Staff, alumni, and faculty can hold executive roles (maximum of 1).

**Co-lead:** The co-lead is responsible for leading and managing the Jack.org UTSG executive team. They are expected to communicate chapter goals, help develop the year plan and set deadlines for the team. All co-leads should have a deep understanding of Jack.org's mission, programs, goals and values. The co-leads will be signing officers (in addition to the secretary/treasurer) on financial matters.

##### **Co-lead responsibilities:**

- Delegate responsibilities and tasks to all team members with ease
- Act as a liaison between the chapter and the chapter coordinator or rest of the Jack.org network
- Participate and facilitate team training with the new executive team using the Jack.org manual
- Create bi-weekly to monthly agendas and set goals for the team
- Conduct team meetings to update members on best practices and continuing expectations
- Closely monitors emails, social media accounts and finances
- Work closely with the executive team on creating a year plan and ensuring smooth execution
- Administrative tasks including any club-related applications

**Vice-lead:** This individual will work closely with the Co-Leads to lead and manage the Jack.org UTSG executive team. They assist with all aspects of the club including but not limited to marketing, administration, financial duties, event planning and facilitation, and more.

**External Relations Director:** This individual will be responsible for maintaining relations with other campus groups/relevant organizations at UTSG by attending their events and acting as a representative on behalf of Jack.org UTSG. This individual will also be responsible for reaching out to other Jack.org chapters in the GTA as well as to professors and mental health professionals.



**Marketing Director:** This individual will be responsible for managing our social media (Facebook, Instagram and other social media accounts) platforms to promote our chapter activities and maintaining our online presence. This person will work with the Creative Director to develop creative marketing techniques and material and ensuring successful and timely implementation. This may include handing out and putting up event flyers, conducting classroom announcements and sending out emails to students.

**Creative Director:** This individual is responsible for creating the graphics for our chapter. This includes creating graphic designs, posters, and Facebook banners for our events and more. This person is also responsible for taking pictures at all our events and filming/editing videos for initiatives if any.

**Project Coordinator:** This individual is responsible for planning and organizing events. This includes coming up with creative event ideas and organizing the event to ensure that they operate smoothly project coordinators will make sure that booking, facilitating, and volunteers are organized and prepared for each event.

**First Year Representative:** The first year representative position is an opportunity for first year students to get valuable experience of working with an executive team. The first year representatives help out in several aspects of the club including promoting our club online, writing emails, and planning and organizing events.

#### **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 favor 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 to the group.

#### **5. Elections**

The executive team will be selected by elections (ran in March/April and September). The elections will be administered by a CRO who is not seeking election. Candidates will be required to complete a self-nomination form submitted electronically and will consist of a few short answer questions asking about their skills, qualifications and interests. All applicants will then be eligible for election. The results of the election shall be non-biased and there shall be no conflict of interest in the election.



The elections committee shall accept nominations only from individuals that are registered UofT members for candidacy of executive positions.

Term of executive positions shall be from May 1 to April 30<sup>th</sup>. Exceptions may be applicable on a case-per-case basis.

Candidates running for Co-Lead MUST have prior experience with the club as a previous executive member at some point in their registration as a University of Toronto registered student. If there are no (zero) Co-Lead candidates with experience as a previous executive member, then this requirement will be dropped and candidates without this experience can run.

Voting is open to UofT students.

## **6. Finances**

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 of 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.

## **7. Meetings**

### **A) Annual General Meetings (AGMs):**

The group shall hold general meetings at least once per year.

The Executive Committee will announce these dates a minimum of one (1) week prior to holding the meeting. These meeting(s) are intended 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 on a bi-weekly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50% + 1 of executives.

## **8. Amendments**

Any registered UofT 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 Annual General Meetings by registered UofT 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.