

Constitution of “SMILE”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “SMILE”
- 1.2. The official acronym or abbreviation of the group is “SMILE”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to:
 - 1.3.1. To engage students, faculty, and other members of our community in activities that will improve their mental health and wellness;
 - 1.3.2. To change perceptions and reduce stigma surrounding mental health disorders and neurodivergence;
 - 1.3.3. To educate individuals on mental health and resilience through seminars, monthly newsletters, social media posts, workshops, and special activities to improve mental wellness (e.g. group game nights, exercises, study nights, etc...);
 - 1.3.4. To provide resources and foster a supportive community that will positively impact students’ sense of belonging and purpose at the University of Toronto.
- 1.4. The motto of this club is Support, Motivate, Include, Listen, Educate (SMILE).

2. Article Two – Club Structure

- 2.1. The Executive Team consists of the Co-Presidents, Junior Vice-President as well as the Research Director, Media Director, Events Director, Finance Director, and Operations Director.
- 2.2. The SMILE Team consists of the Executive Team as well as the Junior Directors and Coordinators from the various teams.
- 2.3. The general members of SMILE include members of the Executive Team, the SMILE Team, as well as anyone who is signed up on the general members list.
- 2.4. Voting Members include SMILE members who are registered students at the University of Toronto.

3. Article Three – Membership and Membership Fee

- 3.1. The group shall maintain a list of group members.
- 3.2. Voting membership is open to all registered students of the University of Toronto.
- 3.3. Voting membership is open only to registered students of the University of Toronto.
- 3.4. Non-voting membership is open to 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.
- 3.5. The membership fee will be \$0 per year.

4. Article Four – Rights of Members

- 4.1. All members have a right to attend all general meetings of members.
- 4.2. All voting members have a right to cast votes at all general meetings of members.
- 4.3. All voting members have a right to stand for election unless otherwise stated in this document.

- 4.4. All voting members have a right to cast votes in all group elections and referenda.
- 4.5. All voting members have a right to propose and vote on amendments to this constitution.

5. Article Five - Executive Team Composition and Duties

5.1. The Co-Presidents (2) shall:

- 5.1.1. Be eligible to cast votes at meetings of voting members;
- 5.1.2. Oversee the operations, management, and success of the group;
- 5.1.3. Serve as spokespersons for the group;
- 5.1.4. Hold signing and financial authority along with the Finance Director;
- 5.1.5. Preside over meetings of the Executive Team and/or members;
- 5.1.6. Ensure a transition of office from one year to the next;
- 5.1.7. Communicate with external organizations and individuals to facilitate club events, initiatives, and operations;
- 5.1.8. Serve as the contact persons for the group;
- 5.1.9. Review and approve all team initiatives to ensure they are consistent with SMILE's mission and values.

5.2. The Junior Vice-President shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Team;
- 5.2.2. Assume duties of the Co-Presidents in their absence;
- 5.2.3. Assist the Co-Presidents in administrative and leadership duties to ensure the success of each SMILE team;
- 5.2.4. Ensure activities of the club comply with policies of the University of Toronto;
- 5.2.5. Coordinate organizational recruitment efforts;
- 5.2.6. Communicate with external organizations and individuals to facilitate club events, initiatives, and operations.

5.3. The Operations Director shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Team;
- 5.3.2. Oversee and manage all club organisational tasks, including maintaining and coordinating of a shared calendar;
- 5.3.3. Attend all general and executive meetings to discuss current initiatives and provide updates on future initiatives;
- 5.3.4. Ensure all executive and general meetings are effectively documented by taking detailed notes and identifying action items;
- 5.3.5. Systematically organise action items and follow up with team members to ensure completion;
- 5.3.6. Lead and oversee the Operations Team, consisting of Operations Coordinators and a Junior Operations Director;
- 5.3.7. Teach the Junior Operations Director about the roles and responsibilities of the Operations Director to prepare them for future leadership roles;
- 5.3.8. Create and maintain a calendar that details the initiatives and action items that the club will undertake.

5.4. The Media Director shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Team;
- 5.4.2. Attend weekly meetings to discuss projects and provide updates on media-related activities;

- 5.4.3. Manage and hold access to SMILE's social media accounts;
- 5.4.4. Lead and oversee the Media Team, consisting of a Junior Media Director and Media Coordinator(s);
- 5.4.5. Teach the Junior Media Director about the roles and responsibilities of the Media Director to prepare them for future leadership roles;
- 5.4.6. Edit and approve content created by the Media Team before posting;
- 5.4.7. Create social media content to promote SMILE's research and events;
- 5.4.8. Handle all correspondences and notifications on SMILE's social media accounts;
- 5.4.9. Ensure the growth of SMILE's membership and social media followers through media outreach and initiatives;
- 5.4.10. Document SMILE events and meetings through photography and videography;
- 5.4.11. Attend all general and executive meetings to discuss current initiatives and provide updates on future initiatives;
- 5.4.12. Create an annual media plan that details the initiatives the Media Team will undertake.

5.5. The Finance Director shall:

- 5.5.1. Be eligible to cast votes at meetings of the voting members;
- 5.5.2. Organise, record, and maintain all financial transactions of the club;
- 5.5.3. Hold signing and financial authority along with the Co-Presidents;
- 5.5.4. Advise Directors on the financial position of their team;
- 5.5.5. Seek and apply for funding opportunities to support the operations and initiatives of the organisation;
- 5.5.6. Attend general and executive meetings to discuss finances and provide updates;
- 5.5.7. Create an annual financial plan and budget for the club using event-specific budgets;
- 5.5.8. Maintain a membership list for the club.

5.6. The Research Director shall:

- 5.6.1. Be eligible to cast votes at meetings of the voting members;
- 5.6.2. Produce mental health and wellness research that is consistent with the mission of SMILE;
- 5.6.3. In coordination with the Media Team, generate high-quality research posts for a lay audience;
- 5.6.4. In coordination with the Research Team, create a monthly newsletter to educate students on mental health disorders, mental wellness, and other topics relevant to SMILE's mission;
- 5.6.5. Collaborate with the Events Team to facilitate research-focused events;
- 5.6.6. Lead and oversee the Research Team, consisting of Research Coordinators and a Junior Research Director;
- 5.6.7. Teach the Junior Research Director about the roles and responsibilities of the Research Director to prepare them for future leadership roles;
- 5.6.8. Edit and fact-check written work completed by the Research Team;
- 5.6.9. Attend all general and executive meetings to discuss current initiatives and provide updates on future initiatives;
- 5.6.10. Create an annual research plan and calendar that details the initiatives that the Research Team will undertake;

5.6.11. Create an ongoing resource-support document and release a monthly newsletter to subscribers.

5.7. The Events Director shall:

5.7.1. Be eligible to cast votes at meetings of the voting members;

5.7.2. Create an annual events plan and calendar that details the initiatives that the Events Team will undertake;

5.7.3. Lead and oversee the Events Team, consisting of Events Coordinators and a Junior Events Director;

5.7.4. Teach the Junior Events Director about the roles and responsibilities of the Events Director to prepare them for future leadership roles;

5.7.5. Attend events to ensure set up, event running, and clean up;

5.7.6. Attend general and executive meetings to discuss initiatives and provide updates on future initiatives.

6. Article Six – General Members

6.1. General members shall contribute to the advancement of the mission and goals of SMILE by:

6.1.1. Promoting SMILE initiatives, raising awareness through SMILE campaigns, and supporting the execution of SMILE event;

6.1.2. Providing the SMILE Executive Team with feedback regarding the impact of SMILE initiatives during bi-annual general member meetings;

6.1.3. And/or participating and contributing as members of the various teams.

7. Article Seven – Team Members

7.1. Each team shall consist of voting members who will work towards SMILE's mission in their respective fields.

7.2. SMILE shall maintain the following teams:

7.2.1. Research Team;

7.2.2. Operations Team;

7.2.3. Events Team;

7.2.4. Media Team.

7.3. The executive members shall vote to appoint a Junior Director and Coordinators for each team.

7.4. Team Members must attend club and/or team meetings at least twice a month.

8. Article Eight – Elections

8.1. The role of club Co-Presidents and Team Directors shall be filled through an annual election.

8.2. All voting members may cast a ballot in elections.

8.3. Executive Team members must cast a ballot, or have their executive position revoked.

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

- 8.5. The two nominees winning the plurality of votes cast in the election for Co-Presidents shall be deemed the winners.
- 8.6. The elections must adhere to the following:
 - 8.6.1. No individual who is seeking election may participate in planning or administering the election;
 - 8.6.2. Elections must be held in person at an executive meeting;
 - 8.6.3. Each nominee must be given the opportunity to express their qualifications and platform.
- 8.7. The term for all elected positions shall be from May 1st to April 30th.

9. Article Nine – Finances

- 9.1. The Finance Director shall present the updates on the club's financial position at executive member meetings and bi-annual general meetings.
- 9.2. Executive members must approve all expenditures over \$225.00 by a plurality of votes during an Executive Team meeting.
- 9.3. The group may not engage in activities that are essentially commercial in nature.
- 9.4. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 9.5. The group will not provide services and goods at a profit when that profit is used for purposes other than those consistent with SMILE's mission.
- 9.6. The group will not pay salaries to any of its members.
- 9.7. 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.

10. Article Ten – Meetings

- 10.1. The Executive Team shall meet a minimum of two times per month. The quorum for Executive Team meetings shall be 50%+1.
- 10.2. 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 provide feedback on the club's performance.
- 10.3. The Executive Team must announce the date of a general meeting to the general membership at least two weeks prior to the date of the meeting.
- 10.4. All meeting dates and times must be announced to Executive Team members at least three days in advance.

11. Article Eleven - Termination of Membership

- 11.1. The voting members 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.
- 11.2. A vote to revoke membership must be held at a full team meeting.
- 11.3. A plurality of the voting members is required to approve any motion to revoke membership.

- 11.4. 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.
- 11.5. Voting members are subject to the same termination of membership process as general members.

12. Article Twelve – Amendments

- 12.1. All constitutional amendments shall require a plurality of votes to be passed at a general meeting.
- 12.2. All voting members may propose and vote on amendments to the constitution.
- 12.3. The voting members shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 12.4. 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.