

# THE CONSTITUTION *of* THE SEAHORSE PROGRAM

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## **ARTICLE I - NAME AND PURPOSE**

- 1.1. The official name of the recognized student group is “The Seahorse Program”.
- 1.2. The official acronym or abbreviation of the group is “TSP”.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to support individuals and families navigating the uncharted seas of neurodegenerative diseases such as Alzheimer’s and dementia. Through collaborative efforts with healthcare professionals, researchers, and caregivers, we strive to provide assistance, solutions, and compassion to patients.

## **ARTICLE II - RIGHTS OF MEMBERS**

- 3.1. All voting members have a right to attend all General Member meetings.
- 3.2. All voting members have a right to cast votes at all General Member meetings.
- 3.3. All voting members have a right to apply as an Executive Member.
- 3.4. All voting members have a right to propose and vote on amendments to this constitution.

## **ARTICLE II - EXECUTIVE MEMBER COMPOSITION AND DUTIES**

- 4.1. The two (2) *Co-Presidents* shall:
  - 4.1.1. Be eligible to cast votes at Executive Member meetings,
  - 4.1.2. Oversee the operations, management, and success of the group,
  - 4.1.3. Serve as spokesperson for the group,
  - 4.1.4. Hold signing and financial authority along with the Head of Finance,
  - 4.1.5. Lead Executive Member meetings,
  - 4.1.6. Ensure a smooth transition of Executive Members from one year to the next.
- 4.2. The *Co-Vice-President* shall:
  - 4.2.1. Be eligible to cast votes at Executive Member meetings,
  - 4.2.2. Assume duties of the Co-Presidents in their absence,
  - 4.2.3. Ensure activities of the club comply with policies of the University of Toronto,
  - 4.2.4. Coordinate organizational recruitment efforts.
- 4.3. The *Secretary* shall:
  - 4.3.1. Be eligible to cast votes at Executive Member meetings,
  - 4.3.2. Maintain a list of group members and the contact list,
  - 4.3.3. Record notes and motions for meetings,
  - 4.3.4. Notify all members of General and Executive Member meetings.
- 4.4. The *Head of Events* shall:
  - 4.4.1. Be eligible to cast votes at Executive Member meetings,
  - 4.4.2. Plan and execute events,
  - 4.4.3. Ensure all events are within budget,
  - 4.4.4. Coordinate volunteers to help at events.
- 4.5. The *Head of Outreach* shall:
  - 4.5.1. Be eligible to cast votes at Executive Member meetings,

- 4.5.2. Coordinate outreach efforts to promote the club's events and initiatives,
- 4.5.3. Establish and maintain partnerships with external organizations,
- 4.5.4. Frequently checks the club's email to respond promptly to inquiries.
- 4.6. The *Head of Marketing* shall:
  - 4.6.1. Be eligible to cast votes at Executive Member meetings,
  - 4.6.2. Creates eye-catching graphics and promotional materials,
  - 4.6.3. Maintains and grows the club's presence on social media platforms,
  - 4.6.4. Ensures all marketing materials are consistent with the club's brand identity.

#### **ARTICLE IV - EXECUTIVE MEMBER ELECTION**

- 5.1. All voting positions on the Executive Committee shall be filled through an annual election and each voting position must be open to all student members.
- 5.2. All individuals interested in serving as an Executive Member must submit an application.
- 5.3. The Co-Presidents shall review all submitted applications.
- 5.4. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 5.5. The results of the election shall be announced to the General Members.

#### **ARTICLE V - FINANCES**

- 6.1. The Head of Finance shall maintain comprehensive records of all income and expenses.
- 6.2. Regular financial status on the program's financial status will be presented at annual general meetings.
- 6.3. Any profits gained from the provision of goods or services shall be solely used for the group's purposes.
- 6.4. No salaries shall be disbursed to any executive committee of the program.

#### **ARTICLE VI - MEETINGS**

- 7.1. The Executive Committee shall have meetings biweekly, with frequency adjusted based on the Co-Presidents schedules and proximity to event dates.
- 7.2. The General Members shall have meetings at least twice per year.
- 7.3. Meetings will be announced well in advance to ensure ample time for the Executive Members and General Members to plan and participate effectively.

#### **ARTICLE VII - TERMINATION OF MEMBERSHIP**

- 8.1. 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.
- 8.2. A vote to revoke membership must be held at a meeting of the Executive Members.
- 8.3. A two-thirds (2/3) majority of the Executive Committee is required to approve any motion to revoke membership.
- 8.4. Any member facing removal shall have the right to appeal the decision of the Executive Members to the General Members.
- 8.5. In the case of an appeal, a simple majority vote at a meeting of the General Members shall be required to sustain the revocation of membership.

8.6. 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.

8.7. Executive Committee members are subject to the same termination of membership process as General Members.

#### **ARTICLE VII - AMENDMENTS**

10.1. All constitutional amendments shall require a two-thirds (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 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.