

1. Name:

The official name of this group is WHEN@UofT. This is an abbreviation for: Women's Healthy Environments Network at the University of Toronto.

2. Purpose and Objectives of WHEN@UofT:

WHEN@UofT is a student group at the University of Toronto, affiliated with Women's Healthy Environments Network (WHEN). Established in 1994 as a Toronto-based non-profit organization, WHEN has served as a trusted source of credible tools and information for women on today's relevant and emerging environmental health topics.

Our mission is to extend the values and expertise of WHEN by educating the University of Toronto community on minimizing their exposure to harmful environmental toxins, while simultaneously promoting eco-conscious and sustainable living. We will highlight the realities of toxic exposure for gender-diverse youth through events such as workshops, campaigns, and fundraisers. All of these initiatives will contribute toward our desire to create a community where individual experiences are honoured as points of action against intersectional environmental injustice.

This group will operate using WHEN's guiding principles outlined below:

- Supporting environmental and social consciousness to mobilize communities to take action towards building a toxic-free world
- Leveraging women and gender-diverse people as catalysts for change
- Engaging communities in ways that acknowledge social inequality and strive for inclusion
- Acting in ways that are collaborative and respectful, within an anti-oppressive and feminist framework
- Using credible, current and evidence-based information

As such, we believe that knowledge of the issues affecting us drives informed individual and communal action, empowering us to push for legislative change toward healthier environments for all gender-diverse people.

3. Membership:

- The group will maintain a list of all members and participants which will consist of the executive team (Section 4) and volunteers.
- There is no membership fee
- Membership is open to all registered students of the University of Toronto, as well as non-University of Toronto students.
- Voting and subsequent appointment in future elections will only be open to University of Toronto student members

4. Executive Board and Volunteer Duties:

1. Co-presidents

- *Leadership and Direction:* Responsible for providing overall leadership and direction to the group. They set the vision, goals, and strategies to achieve the group's objectives in alignment with WHEN's mission.
- *Communication:* Serve as the primary liaison between the group and WHEN. They communicate important updates, information, and requirements from WHEN to the group's members and vice versa.
- *Decision Making:* Involved in decision-making processes, such as approving budgets, event planning, and major initiatives. They work closely with the group's executive team to make informed choices that benefit the group and align with the group's objectives.
- *Meetings and Reporting:* Preside over meetings, providing updates on the group's activities and progress. They may also be required to report to WHEN regarding the group's performance, achievements, and challenges.
- *Event Coordination:* Organize and coordinate events and activities. This includes ensuring that events comply with WHEN's guidelines and serve the group's purpose.
- *Conflict Resolution:* When conflicts arise, the presidents are responsible for addressing and resolving these issues fairly and constructively.
- *Recruitment and Engagement:* Work to recruit new members to the group and encourage existing members to remain engaged and active. They create an inclusive and welcoming environment for all members.
- *Budget Management:* The presidents, along with the group's treasurer, oversee the group's financial management. They review and approve budgets, expenses, and fundraising initiatives.
- *Representation:* Represent the group at official events, meetings, and functions. They act as ambassadors for the group and uphold its reputation.
- *Succession Planning:* Involved in identifying and mentoring potential successors within the group to ensure a smooth transition of leadership when their terms end.

2. Marketing and Events Coordinator

- *Developing Marketing Strategies:* Create comprehensive marketing plans and strategies to promote the group's events, activities, and initiatives.
- *Public Relations and Event Promotion:* Cultivate positive relationships with the media, campus newspapers, and relevant influencers to secure media coverage and drive attendance for the group's events and activities.
- *Collaboration with Other Group Members:* Work closely with other group members and executives to align marketing efforts with the overall goals and support the successful execution of events and activities.
- *Membership Recruitment:* Develop strategies to attract new members to the group and retain existing ones by showcasing the value and benefits of being part of the organization.
- *Partnerships and Sponsorships:* Identify potential partnerships and sponsorships that can benefit the group's marketing efforts and overall objectives.
- *Representation:* Act as ambassadors for the group and uphold its reputation at official events, meetings, and functions.

3. Social media Manager

- *Social Media and Mailing List Management:* Manage the group's social media and mail accounts, creating engaging content to attract and interact with current and potential members. Regularly update platforms with relevant news, updates, and event information.
- *Graphic Design and Content Creation:* Design visually appealing marketing materials, such as posters, banners, flyers, and digital graphics, to advertise group events and activities.
- *Brand Management:* Ensure consistent branding across all marketing materials and communications to strengthen the group's identity and recognition, in alignment with WHEN's values.

4. Finance Director/Treasurer:

- *Handling group finances:* Oversee and record all financial transactions efficiently to ensure responsible spending.
- *Coordinate with Co-presidents:* Have signing authority of the financial account along with the Co-presidents about financial transactions, notifying them of any unusual activity regarding the group's accounts.

- *Fundraising*: Apply for funding from relevant and appropriate sources to generate additional income for the group's activities.
- *Budget Preparation*: Develop and maintain an annual budget for the group's operations, outlining expected income and expenses for the academic year.
- *Event Coordination*: Assist in organizing and coordinating events and activities, ensuring that they are financially feasible.
- Coordinate volunteers

5. Secretary

- Record-keeping and Scheduling: Manage the time of events (meeting times, length of meetings, keeping participants on task, etc).
- Schedule meetings and remind participants to attend them
- Maintain a list of participants and their contact information
- Record meeting notes and manage google drive
- *Crisis management*: Oversee concerns and issues voiced by WHEN's members and participants, directing them to the appropriate resources and points of contact.
- On boarding and Off boarding: Coordinate the members from the group if issues arise

6. Equity, Diversity, and Inclusion Officer

- *Event accessibility*: Provide assistance to ensure that all aspects of the events, including the venues, schedules, themes, and activities, are designed to be inclusive and accessible to people of diverse backgrounds and abilities.
- *Values and Ethics Assessment*: Ensure the group's values reflect a consistent commitment to inclusivity and equitability.
- Ensure all members feel included, respected, and safe.
- Help manage the WHEN email account
- Assist in outreach tasks

7. Volunteers

- Help with setting and cleaning up for WHEN events
- Aid in attendees welcome attendees to events and aid in directions, etc. during events
- Eligible to receive volunteer hours and co-curricular credit.
- Attend training session
- Pass quiz on WHEN's values
- Maintain a positive attitude and represent WHEN in a professional manner

Commented [1]: Check your messages please

Commented [2]: Ok

Commented [3]: There's a template they provide for constitutions ... we did it the long way for no reason

Commented [4]: Noooo really?? Where is it??

Commented [5]: <https://studentlife.utoronto.ca/task/get-help-writing-your-constitution/attachment/sop-constitution-template/>

Commented [6]: I just went through it and it literally has everything aahh

5. Termination of Executive/General Members

Constitutional bounds for termination of WHEN@UofT members and executives should be fair, clear, and in line with the organization's values and goals. Below are the constitutional provisions outlining the grounds and procedures for termination:

1. Grounds for Termination:

- a. *Violation of the Student Group's Code of Conduct:* Any member or executive found to be in violation of WHEN@UofT's code of conduct may be subject to termination.
- b. *Non-Compliance with Group Obligations:* Failure to fulfil responsibilities or duties as outlined in the group's constitution.
- c. *Disruptive Behavior:* Members or executives engaged in disruptive behaviour that hinders the smooth functioning of the group's activities may face termination.
- d. *Breach of University Policies:* Any violation of the University of Toronto's policies that reflects negatively on the group may lead to termination.
- e. *Unethical Conduct:* Engaging in actions that are considered unethical or contrary to the values WHEN@UofT and WHEN at large can lead to termination.

2. Three-Strike Policy:

The group shall implement a three-strike policy for addressing misconduct or violations. The three-strike policy is as follows:

- a. *First Strike:* The violating party will receive a verbal warning from the executive board regarding the specific violation or behaviour.
- b. *Second Strike:* After a second violation, a written warning will be issued by the executive board, specifying the violation and stating the potential consequences if the behaviour continues.
- c. *Third Strike:* If a third violation occurs within the academic year, the executive board will hold a hearing to review the case and decide on the potential termination of membership.

3. Due Process and Procedure:

- a. *Notice:* The member under consideration for termination must receive written notice of the allegations against them and the intention to terminate their membership.
- b. *Right to Response:* The member should be given an opportunity to respond to the allegations and provide their side of the story before any decision is made.
- c. *Hearing:* A fair and impartial hearing should be conducted, allowing the member to present their case and provide any evidence or witnesses in their defence.
- d. *Decision:* The decision to terminate a member will be made by the executive board, and it must be based on substantial evidence and in accordance with the group's three-strike policy.
- e. *Appeal Process:* The executive board allows the terminated member to make an appeal and contest the decision if they believe it was unfair or not in line with the organization's rules.

3. Confidentiality:

Any information related to the termination process should be treated with confidentiality to protect the privacy and reputation of the involved parties.

4. Voting Requirements:

As WHEN@UofT operates on a democratic voting system, the termination of a member requires a majority vote of two-thirds of the executive board and general members to ensure a fair and considered decision.

6. Application, Elections, and Amendments

- All voting positions on the Executive Committee shall be filled through an annual election, for all student members are considered voting members.
- All voting members shall be eligible to seek nomination to and cast a ballot for each voting position.
- The elections will be held in a non-biased manner. Individuals responsible for planning and hosting the election will not be eligible to seek nomination to an elected position.
- The nominee winning the majority of votes in the election for each position shall be deemed the winner.
- Should there be a single position that accepts multiple candidates, the nominees with the largest share of the votes cast shall be deemed the winners until all positions are filled.
- A summary of the election results will be provided to members.
- Following adequate discussion within the group, WHEN@UofT reserves the right to amend this constitution as needed, to suit the needs of the members, executives, and University
- Amendments require a $\frac{2}{3}$ majority vote to be accepted and will be held during general meetings. The committee of executives will alter the constitution and submit the changes within three weeks to the University.

7. Finances

The financial director will be responsible for documenting all expenses. They will present financial reports at all meetings and will be allowed to incur group-related expenses less than \$100 with the approval of the co-presidents. Expenses larger than \$100 will require approval through a majority vote of two-thirds of the group.

All WHEN@UofT members are restricted from participating in activities that are commercial in nature. This excludes charges for workshops, programs, or events. Legitimate fundraising is permissible. The group may not generate a profit to pay executive members or for any personal expenses.

[Opportunities for Involvement - Trinity College \(utoronto.ca\)](http://utoronto.ca)

8. Meetings

i) General Monthly Meetings

WHEN@UofT shall hold a meeting once a month open to all volunteers and general members. The dates will be announced at least one week in advance. The intended purpose of the meetings is to review the plan for that month and assign tasks. Financial updates will be provided and amendments can be made at this time.

ii) Biweekly Executive Meetings

The executives will decide what time and day they will meet and create a set date. One of these meetings will be joined with a monthly check-in from WHEN to coordinate with the main association. Executives have to provide 24-hour notice if they can't attend the meeting or they will receive a strike on their record (3 strikes will result in termination of their position).

NEXT STEPS:

- Emails
- Apply for club acknowledgement
- Look into funding
- Thoroughly plan events and times (ensure they occur at less busy times of the school year).
- Social media person
- Attend a Ulead session
- Plan how we will advertise ourselves at orientation (Liz and I could potentially make scrunchies... but it's a lot of work).
- Ulife's president retreat?
- • Name & utoronto.ca email of 5 registered U of T student members • Full name, utoronto.ca email, UTORid and role(s) of Primary Contact and Administrator(s). • General information: A mailing address with postal code, phone number, website, etc. for the group.
- Student & Campus Community Development (SCCD) and the University of Toronto Students Union (UTSU) recognition (funding)

Event timeline:

- September/October
- Early January
- Clothing swap at the end of the year as students are moving out? I know a lot of people abandon furniture and other items as they move out from off campus residence. We could make it a general swap.

Recruited members:

- Co- presidents: Liz and Alicia
- Marketing and events: Liora
- Social media coordinator: Laura
- Finance director: Sanya
- Secretary: Emilia
- Inclusion/diversity/equity: Helen

To do next week:

- Make our emails
- Complete application
- Discuss meeting with other executives and make an explicit plan for our events
- Meet with executives and have them make their emails ... or we can make their emails

Application Form:

