



## **Constitution of “Women Stronger Together”**

### **1. Name:**

The official name of this recognized student group is “**Women Stronger Together**”

The acronym or abbreviation of this group is: **WST**

### **2. Purpose and Objectives:**

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

The purpose of this group is to create a safe and welcoming environment for anyone seeking mentorship/ peer support and wishing to learn more about fitness, women’s health, and improving their wellbeing. Women Stronger Together strives to create an inclusive and empowering community where students at the University of Toronto can share their personal experiences pertaining to physical and mental health, as well as their fitness journeys. WST will match general members based on common fitness levels/ interests with a “fitness partner” or mentor/ mentee. WST will also host virtual seminars/ workshops (i.e. yoga, meditation, virtual social events, etc), allowing members of the organization to interact, support each other on their fitness and wellness journeys, and build strong and long-lasting bonds with other general members. WST also aims to educate its community on topics including body image, fitness, mental health, eating disorders, nutrition, and other topics pertaining to personal growth and well-being through social media, blogging, and email. WST hopes to create a safe and supportive community at the University of Toronto through these initiatives.

### **3. Membership:**

Membership in this organization is available to all current students, faculty, and staff at the University of Toronto. This includes undergraduate, graduate, professional school, full-time, and part-time students. University of Toronto students may be members as part of mentorship/ peer support pairing services offered by the organization.

In order to participate in the organization, all members must uphold the following:

- Support the objectives of the organization;
- Attend general meetings;
- Actively take part in events and programs offered by the organization;
- Follow the organization’s constitution;
- Respect fellow members of the organization.

Part of the organization’s initiative is to connect general members to each other virtually (or possibly in person depending on public health measures due to COVID-19). Once members are connected with one another, the organization does not condone specific interactions or meet-ups



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that may pose harm to either individual or do not follow the responsibilities of members outlined above (i.e. members are encouraged to support each on their fitness/ wellness journeys through video conferencing or email). Additionally, this organization does not act as a replacement for seeking professional help for physical and/or mental health.

By joining the organization and choosing to participate in the organization's member-pairing service which connects members through the organization's mentor/ mentee/ "fitness partner" system, members recognize and accept the organization's position and accept the risks associated with the organization's position and lack of obligations.

**Fitness Partner Roles:**

- Partners will create their own fitness/ wellness regime themselves and with their partner;
- Partners will hold each other accountable for sticking to their own routines (this does not mean fitness partners must record themselves exercising in real-time);
- Partners may provide suggestions to each other for staying accountable (i.e. sending a picture to their partner as proof that they just finished exercising, a plan to video conference while exercising together, etc.).
- Both partners are responsible for scheduling virtual sessions to discuss fitness/ wellness plans or train together at least once every two weeks but have the option to communicate more depending on their needs.

**Mentor Roles:**

- Mentors will guide mentees on their fitness/wellness journeys by providing recommendations to their mentee regarding what the mentee hopes to achieve during their fitness/ wellness journey during the academic year.
- Experience in strength building, endurance, flexibility/balance (or a combination of these) is an asset, but not required.
- Both mentors and mentees are responsible for scheduling virtual sessions to discuss fitness/ wellness plans or to train together at least once every two weeks but have the option to communicate more depending on the mentee's needs.
- Mentors should demonstrate how fitness/ wellness exercises are done correctly and may give helpful feedback to ensure the mentee is carrying out exercises safely/properly.

**Mentee Roles:**

- Mentees are responsible for communicating their fitness/ wellness needs with their mentor during their fitness/wellness journeys during the academic year.
- Both mentors and mentees are responsible for scheduling virtual sessions to discuss the mentee's fitness/ wellness plans or to train together at least once every two weeks but have the option to communicate more depending on the mentee's needs.

The organization will protect the privacy of member contact information. However, by joining the organization, members consent to their information being used by the Executive Committee for the delivery of services within the organization. By joining the organization, general members also consent to their name and university email address being shared with another



member of the organization that they have been matched with as mentor/ mentee/ fitness partner if said members have chosen to participate in the member-pairing service provided by the organization.

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 percent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officers) or contact persons of the Student Group.

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. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will automatically be \$0 per year unless the executive committee chooses to collect a mandatory membership fee from members in the beginning of the following academic year to fund any planned initiatives taking place in said academic year. The fee will be decided before September 1st of the academic year by the executive committee, and should not exceed \$5.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of members 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 composed of thirteen (13) members: the two Co-Presidents, as well as appointed executives, including the Vice President of Social Media, Vice President of Content, Executive Content Creators (3), Executive Blogger, Secretary, Directors of Event Operations (2), Finance Director and Vice President of Mentorship Programming.

**The Co-Presidents (2) shall:**

- Oversee the operations, management, and success of the group;
- Be the spokesperson(s) for the group;
- Preside over executive meetings as well as general meetings;
- Ensure the transition of office to the future Executives and ensure transition report is completed;
- Oversee the various committees;



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- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto.
- Additional responsibilities may include:
  - Make a list of all registered members;
  - Maintain the websites and member contact list;
  - Record notes and motions for meetings;
  - Notify all members of meetings;
  - Handle official correspondence, emails, and communications;
  - Handle CCR, club recognition, and communication with Ulife and UTSU;
  - May delegate certain tasks to other members of the Executive Committee if needed.

**The Vice-President of Social Media** shall:

- Manage and regularly post announcements and events on social media platforms chosen to be used by the organization (Instagram, Facebook, etc);
- Grow the following of the organization on the aforementioned social media platforms;
- Design the organization's social media posts with graphic design software;
- Develop and maintain membership engagement;
- Aid in marketing events and the organization along with the Outreach Director and Directors of Event Operations.

**The Vice President of Content** shall:

- Synthesize and/or ensure the validity of content used for social media posts and events for use by the Director of Social Media and Directors of Event Operations;
- Aid in the creation and maintenance of the website;
- Work with the Executive Blogger to manage blog posts on the organization's website.
- Help the Content Creators and Executive bloggers in creating informative social media/ blog posts.

**The Executive Content Creators (3)** shall:

- Research and write about topics that include (but are not limited to): mental health, physical health, exercise, body image, wellness, nutrition, etc.
- Help create blog posts on the organization's website as needed.
- Write the content of posts through research and topic brainstorming

**The Executive Blogger** shall:

- Synthesize blog posts and have them approved by the Content Director
- Research and write about topics that include (but are not limited to): mental health, physical health, exercise, body image, wellness, nutrition, etc. as directed by the Content Director
- Publish at *least* 1-2 blog posts per month onto the WST website.



**The Directors of Event Operations (2) shall:**

- Oversee the planning, promotion, scheduling, and logistics for the successful execution of virtual/ in-person events;
- Stand in as a representative of the organization at said virtual/ in-person events;
- Coordinate with the Outreach Director to bring guests to virtual workshops;
- Coordinate with the Director of Social Media and the Outreach Director to advertise the events of the organization.

**The Finance Director shall:**

- Record all financial transactions of the group;
- Hold signing officer authority for financial purposes;
- Maintain a budget of income and expenses along with receipts;
- Advise members on the financial position of the group and keep track of all financial transactions made for the organization.

**The Vice President of Mentorship Programming shall:**

- Pair general members of the organization based on common interests through the organization's mentor/mentee/fitness partner system using Google Forms;
- Run orientation workshops for the newly paired general members, outlining the principles and expectations required of the members in the organization;
- Follow up with mentors/mentees/fitness partners throughout each semester of the academic year through email or hosting general meetings;
- Acts as the main point of contact for the fitness partners /mentors/mentees.

**The Secretary shall:**

- Handle CCR, club recognition, and communication with Ulife and UTSU;
  - Meet with the CCR validator 3 times per year
- Take notes during meetings if needed
- Be in charge of handling the club email and forwarding important emails to the co-presidents
- Send emails periodically to general members regarding events, resources and other important information
- Assist other execs with general admin work

*The group may appoint Directors or Coordinators for various committees such as social committees, publicity committees, and so on; however, such positions do not hold executive decision-making authority.*



## **5. Resignation of Executives:**

- a) Executives who choose to resign from the organization must provide their resignation in writing and deliver it to both Co-Presidents. Unless any resignation is effective at a later date, the resignation will be in immediate effect and be made official without ratification by the organization upon delivery to the Co-Presidents.

In the case of any vacancies of executive positions, the Co-Presidents or designate(s) of the organization will fill such position(s) until an election can be held

- b) If one (1) or both of the Co-Presidents choose to resign from the organization, they must provide their resignation in writing and deliver said resignation(s) to the Executive Committee. Unless any resignation is effective at a later date, the resignation(s) will be in immediate effect and be made official without ratification by the organization upon delivery to the Executive Committee.

In the case of the vacancy of the Co-President(s), any Executive member(s) will fill such position(s) after being appointed by the unanimous decision of the Executive Committee until an election can be held.

\* The election process will follow the guidelines in section 7.

## **6. 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 vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

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.

## **7. Nominations and Appointment of the Executive Committee:**

- All voting positions on the Executive Committee shall be filled through an annual election.



- All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- Non-voting group members shall not be eligible to cast a ballot for any elected position.
- The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

### Extended Guidelines

The executive members shall accept the applications of nominations only from registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions during the spring election period between March and April. The term of executive positions shall be from May 1st to April 30th of the following year. No previous membership in the organization is required to be an Executive member.

The application for becoming an executive team member will be a form where each nominee can choose to submit a short personal statement about why they wish to be a leader in the club, what ideas they have for the role they are applying for, and what experiences they have that will help them in the role.

The current Co-Presidents will maintain this form and ensure confidentiality. They will create another form with each nominee's personal statement and what position they are applying for. The voting form will be distributed to all current executive and general members of the club with a set deadline for voting.

No campaigning will be allowed during the voting period. All campaigning can take place between the time when nomination due dates are announced and up until the closing of the nomination form. Once the voting form is opened, campaigning is strictly prohibited. Once the voting period has ended, the current Co-Presidents will count the votes while maintaining confidentiality and announce the new executive team.

If one of the Co-Presidents intends to apply for a position again the following year, the Co-President leaving the group will manage the executive applications and transition. If both Co-Presidents intent to stay, then any other current executive team member who is planning to leave the group can take the lead on the election procedure.

Co-Presidents and any other executive member leaving the club will be requested to share tips and advice with the new executive team to ensure a smooth transition of the club. Any open





positions can be filled by a recruitment and application process led by the new Co-Presidents as needed.

## **8. Finances:**

The Finance Director shall propose an operating budget for the academic year (between September to October of said academic year) in accordance with the organization's goals and priorities, which shall be approved by a majority vote by the Executive Committee at an Executive meeting prior to November of said academic year. The Finance Director also shall keep records of all income and expenses and shall present the group's financial health at executive meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The Co-Presidents and Finance Director shall be the sole signing authorities of banking instruments for the organization.

The group's executive 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, 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.

## **9. Meetings:**

### a) Monthly Executive Meetings (MEMs):

The executive committee shall meet on a monthly basis during the academic term, where dates and times are to be set and announced by an executive at least one (1) week prior to holding the meetings. The quorum of executive sessions shall be 50%+1 of executives.

These meetings are intended to go over the group's activity plans, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of executive members in attendance for a vote to be cast. The motion with the most votes will be passed.

### b) General Meetings:

The Directors of Mentorship Programming may host at least 1 meeting per semester at their discretion to follow up with mentorship and fitness pairings within the organization. The Executive Committee will announce these dates at least one (1) week prior to holding these meetings. These meetings are also intended to go over the group's plans,





events, and any other announcements needed to be communicated to the general members about the organization.

**10. Amendments:**

Any registered U of T students 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 Meetings 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.