

Constitution of “Healing Hearts Through Art (h2art)”

1. Name

The official name of this recognized campus group is “Healing Hearts Through Art”. For simplicity, it will hereby be referred to as the “Organization” within this document.

The acronym or abbreviation of this Organization is: “h2art”

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of the Organization are to:

- 1) Promote regular art-making practices through creative workshops and arts-based wellness sessions.
- 2) Promote both creative and emotional expression through art, encouraging its use as a means of reflection, personal growth, and healing.
- 3) Find and nurture artistic voices that actively provide critique of oppressive status quos; thus, engaging in activism.

3. Membership

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 officer) or contact person 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, or by completing the h2art Membership & Mailing Form.

In order to make opportunities for arts-based healing as accessible as possible, there will be no h2art general membership fee. Individual events or workshops may, however, charge fees for tickets solely on the occasion that the financial commitment to host the event or workshop is substantial. A case for the priced ticketing of h2art programming must be presented by the Financial Director and Executives spearheading the event or workshop. The proposal will then be voted on by the executive team with a passing vote of 75% or higher.

For recognition by the University of Toronto Students’ Union (UTSU), the Organization must maintain a minimum of 30 members, a total of 51% must be UTSU members. The Organization 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 **12** elected positions. These include a Creative Director, Creative Associate, Secretary, Financial Director, Outreach Director, Communications Director, Graphics Designer, Visual Arts Director, Performing Arts Director, Accessibility Director, First-Year Representative, and STEM Representative. The amount of Executive Members per position may vary according to the Team's yearly needs. The requirement of more or less positions may be appraised by the incoming team at their discretion.

The Creative Director shall:

- Oversee the operations, management and success of the Organization.
- Be the main contact and spokesperson for the Organization.
- Hold signing officer authority along with the Financial Director for financial purposes.
- Preside over board meetings as well as general meetings.
- Ensure the transition of office to the future Executives.
- Finalize the Organization's recruitment.

The Creative Associate(s) shall:

- Assume the duties of the Creative Director in their absence.
- Oversee the Organization's various projects.
- Ensure that all the activities of the Organization meet regulations and policies of the University of Toronto.
- Coordinate the Organization's recruitment efforts when necessary.

The Secretary shall:

- Notify all members of meetings.
- Record notes and motions / proposals for meetings.
- Maintain a list of all registered General Members.
- Track the Executive Members' completion of required training sessions.
- Handle official correspondence of the Organization.

The Financial Director shall:

- Record and track all financial transactions of the Organization.
- Hold signing officer authority along with the Creative Director for financial purposes.
- Maintain a budget of income and expenses, along with all receipts.
- Advise members on the financial position of the Organization.
- Prepare an annual budget for the Organization as well as budgets for specific events or workshops.

The Outreach Director shall:

- Represent the Organization to external parties.
- Generate enthusiastic engagement in the work of the Organization.
- Initiate and communicate potential collaborations with Directors.
- Maintain communication with both the University of Toronto Mississauga (UTM) and University of Toronto Scarborough (UTSC) peers and groups.
- Share information regarding the Organization's events, workshops, and initiatives to on- and off-campus groups.

- Manage partners and update the Social Media Partnership Agreement as necessary

The Communications Director shall:

- Maintain the Organization's social media accounts.
- Update the Organization's website.
- Post marketing material in a timely manner.
- Communicate with event attendees and collaborators via social media.
- Respond to incoming messages and comments on social media.
- Communicate with social media partners, as per the Social Media Partnership Agreement

The Graphics Designer shall:

- Generate original marketing materials including business cards, posters, and social media advertisements within a timely manner.
- Providing expertise on the Organization's design-related tasks, including curation of the website.

The Events Director(s) shall:

- Develop and facilitate arts-related events, workshops, and initiatives.
- Conduct outreach of potential collaborators and sponsors for arts-related programming.
- Initiate contact and communicate with potential arts programming facilitators.
- Collaborate with the Accessibility Director when necessary.

The Accessibility Director shall:

- Research and apply information on making the arts as accessible as possible.
- Gather accessibility-related data from attendees and inform Directors of any necessary accommodations.
- Optimize the virtual accessibility of programming for all attendees.
- Initiate contact and communicate with potential accessibility-related facilitators (i.e. ASL interpreters, translators, etc.).
- To manage accessibility-related concerns as they arise during programming.

The First-Year Representative(s) shall:

- Maintain communication with first-year peers and groups (including but not limited to First-Year Learning Communities, Residence Councils and Dons, Commuter Dons, Mentorship programs, etc.).
- Share information regarding the Organization's events, workshops, and initiatives to first-year peers and groups.
- Aid in the planning and facilitation of a session specifically geared towards first-year students.

The STEM Representatives shall:

- Maintain communication with science, technology, engineering and mathematics (STEM) related peers and groups.
- Share information about the Organization's events, workshops, and initiatives to STEM peers and groups
- Aid in the planning and facilitation of a session specifically geared towards STEM students.

All Executives are required to complete the following free online training modules by the end of September during their term, if not already completed:

- 1) Identify, Assist, Refer (IAR)

2) Gender-Based Analysis Plus (GBA+)

A virtual copy of the Certificates must be forwarded to the Secretary for tracking. Additional recommended training sessions include safeTALK and Applied Suicide Intervention Skills Training (ASIST), when accessible.

It is mandatory for the Organization's accounts passwords (i.e., email, social media) be changed every year at the transition of Executive teams.

Termination of Executives or General Members:

Any Member of the Organization who commits an act negatively impacting the interests of the Organization and its members, including non-disclosure of a significant and/or continuing conflict of interest, may be given notice of removal. The member up for removal shall have the right to defend their 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 Organization's Membership and will lose any privileges associated with being a Member of the Organization.

Executives 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 Organization.

Both Executives and General Members will be given two (2) notices prior to Termination proceedings. The Member should be given at least 2 weeks between each notice and Termination to remedy the situation.

5. Internal Election, Recruitment & Hiring

The Executive Committee shall appoint and sign on one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers (SZS) from randomly selected General Members to conduct and hold a hiring process in March/April of the Winter term. The CRO is to be an Executive member who will not be returning to the Organization the following year and shall be unbiased in the hiring process, be required to disclose any and all conflicts of interest, and foster diversity and inclusion.

All voting positions on the Executive Committee shall be filled through an annual election, and all voting group members shall be eligible to seek nomination and cast a ballot for each voting position.

It is recommended that the CRO and SZS conduct an internal election process with the current Executive members. The internal hires must be in good standing within the Organization and at the University. The internal hires must also be studying at the University the following academic year (Fall-Winter).

Then, the CRO and SZS should accept applications for unfilled Executive positions from registered U of T students at the beginning of the external hiring process. External applicants have to be in good standing at the University and be studying at the University the following academic year (Fall-Winter).

The CRO and SZS should set meeting dates within a timely manner with each applicant and conduct the interview process. Each applicant must receive an interview slot time. It is the responsibility of the CRO and external applicants to communicate an appropriate meeting time.

After the interview process is over, the CRO and internal Executive hires will discuss and select Executive members from the external applicant pool.

The term of executive positions shall be from May 1st to April 30th.

6. Finances

The Financial Director shall keep records of all income and expenses. The Financial Director shall present the Organization's financial health at the Annual General Meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an Executive meeting.

The Organization'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 Organization, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the Organization 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.

The Organization's Executives and Members can not earn an honorarium if they are representing h2art. If they are offered and/or given an honorarium, the payment is counted as group funding and placed into the h2art budget and bank account.

The Organization's Executives may need to pay for event-related commodities (i.e. materials, honorariums, etc.) out of pocket, and then get reimbursed post-event.

7. Meetings

A) Annual General Meetings (AGMs):

The Organization shall hold general meetings at least twice per year (i.e. once per academic term).

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the Organization'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 weekly basis where date and times are to be set by the Creative Director and/or the Secretary. The quorum of Executive meetings shall be 50%+1 of Executives.

The Organization's Executives must attend a combined minimum of 4 Executive Meetings and/or h2art-hosted events per month. If it is calculated that Executives do not meet the minimum by the middle of the academic year, see 4. Termination of Executives or General Members.

8. Amendments

Any registered General 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 $\frac{2}{3}$ (67%) majority to be passed at Annual 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.