

## **Name**

The Official name of this University of Toronto Mississauga campus club is “Hearts to Hearts Student Association”

The abbreviation is HTH

## **Purpose and Objective**

Hearts to Hearts Student Association (HTH) is a club that truly seeks to bring attention to the topic of cardiovascular illnesses and diseases. This organization will ensure factual spreading of information as an educational source for all. More so, the club will establish events and activities to provide encouragement and interest for students to not only learn but apply the learned information to experience a healthier lifestyle. HTH will fundraise, research, and spread awareness of cardiovascular illness and diseases. HTH will pursue these means within a safe and enthusiastic community.

## **Membership**

To be a member of HTH one must be attending University of Toronto as a student, part of the faculty, staff, or alumni.

In the case of voting periods, UTM students that have signed up to be members of HTH are eligible to vote for who they believe deserves the position in all executives' roles. However, supposing that the co-presidents must step down or leave the club, they have the power in deciding who replaces their role.

Those of which who would like to run for any position in the club must be a UTM student, with no need for previous experience in the club. UTM students who would like to run for co-presidents must have one year of experience within the club to do so.

General members can sign up through links posted on all club social media with a \$0 fee and no expected continuous commitment.

## **Executive list and details**

HTH will consist of a total of nine positions, of which two will be co-presidents, and one individual for finance, marketing director, social media director, secretary, research director, outreach/sponsorship coordinator, events coordinator

Co-presidents:

1. establishing and carrying out the club's vision, aims, and objectives with the assistance of the other co-president.
2. directing the club's activities and ensuring that they all adhere to its goals and purpose.

3. overseeing meetings and ensuring that each participant has a chance to speak and engage.
4. collaborating with other club officials and committees to make sure that every activity is well-planned and carried out.
5. representing the company to outside groups like other businesses, sponsors, or the general public.
6. managing administrative responsibilities like record-keeping, budgeting, and interacting with members and other partners.
7. resolving disputes through mediation and making certain that each member is accorded regard and fairness.

#### Finances:

1. establishing and managing the club's budget, making sure it is accurate and in line with its aims and objectives.
2. To guarantee the club's financial stability and compliance with legal and regulatory requirements, financial policies and procedures are being developed.
3. managing the club's finances, including its investments, petty funds, and bank accounts.
4. putting together financial reports and statements, such as cash flow statements, income statements, and balance sheets, to give a general picture of the club's financial performance and situation.
5. Taking care of the club's spending, including making payments to suppliers, contractors, and service providers.
6. creating financial projections and forecasts to assist the club in planning and preparing a budget for upcoming endeavors and projects.
7. ensuring accurate recording, classification, and reconciliation of the club's money transactions.
8. working in tandem with other club leaders to create fundraising strategies

#### Marketing Director:

1. creating and putting into practice marketing plans to bring in new members, keep the ones you already have, and advertise the club's events and projects.

2. conducting market research to find growth opportunities and learn about the wants and requirements of the target market.
3. Creating marketing materials to inform prospective members of the club's offerings and advantages, such as brochures, flyers, and social media posts.
4. Taking charge of the club's social media and online presence, including its website and social media pages, in order to interact with members and fans and advertise the club's events.
5. coordinating with other club executives to plan and carry out actions and events that support the club's marketing goals.
6. establishing and maintaining connections with outside parties to assist the club's promotion, such as sponsors, suppliers, and other groups.

#### Social Media Director:

1. creating and putting into practice a social media strategy that is in line with the aims and objectives of the organization.
2. Taking care of the club's social media pages on sites like Facebook, Twitter, Instagram, and LinkedIn as well as producing material that appeals to followers and members.
3. Keeping an eye on social media trends and analytics to spot engagement opportunities and gauge how successful social media campaigns are.
4. Creating social media policies and guidelines will help the organization maintain a consistent online image that supports its mission and values.
5. coordinating with other club leaders to organize and market activities and events via social media.
6. managing one's internet reputation and answering members' and followers' inquiries, comments, and concerns.
7. locating, interacting, and collaborating with leaders and other stakeholders

#### Research Director:

1. creating and implementing a study plan that is in line with the club's objectives and goals.
2. determining and ranking study initiatives and fields that are pertinent to the club's activities.

3. conducting literature reviews and other research tasks to find the best strategies, patterns, and insights relevant to the club's area of concentration.
4. coordinating with other club officials and outside partners to plan and carry out research projects that provide insightful information.
5. analyzing and understanding research data to produce conclusions and suggestions that assist the club's aims and objectives.
6. providing the club's executive committee, members, and other stakeholders with research insights and results.
7. establishing and maintaining connections with external research collaborators and suppliers to assist the club's research endeavors.
8. utilizing best practices and remaining current with the most recent research trends and methodologies to improve the club's research output.

Secretary:

1. keeping meticulous minutes and attendance logs for club meetings.
2. handling e-mails and other correspondence with group members, other clubs, and outside organizations.
3. maintaining the bylaws, constitution, and membership list, which are the club's official records and papers.
4. helping the president and other group members plan and organize events and activities.
5. assisting in the planning of club fundraisers, charitable activities, and other projects.
6. arranging travel, booking venues, and managing group funds, among other logistical concerns.
7. ensuring that all club gatherings and events adhere to all applicable laws and regulations.
8. Adding pertinent material to the club's website, social media accounts, and other channels of communication.

Events Coordinator:

1. locating and choosing appropriate locations for events, as well as making deals with suppliers and service providers.

2. Organizing and coordinating the event's arrangements, including travel, lodging, and catering.
3. creating and handling event budgets, as well as making sure that events are economical and adhere to financial restrictions.
4. collaborating with other club officials to create the themes, schedules, and marketing materials for events.
5. coordinating registration and attendance for events, making sure they are well-attended and operate smoothly.
6. ensuring that all required permits and licenses are obtained, and that events adhere to health and safety regulations.
7. assessing the performance of events and offering comments and suggestions for future upgrades.
8. co-hosting or taking part in events that support the club's aims and objectives by working with other clubs and organizations.

Outreach/sponsorship Coordinator:

1. locating and investigating prospective donors, partners, and sponsors who would support the club's aims and objectives.
2. developing and putting into practice approaches to contact prospective partners and sponsors, such as cold calling, networking gatherings, and email campaigns.
3. putting together donation packages that list the advantages and possibilities for sponsors, such as visibility, brand exposure, or networking possibilities.
4. managing the connection with sponsors and partners and negotiating sponsorship contracts.
5. establishing and maintaining a database of donors, partners, and sponsors, as well as keeping track of sponsorship and financing targets and results.
6. collaborating with other club executives to find chances for alliances and partnerships that are consistent with the club's aims and objectives.
7. establishing and maintaining a database of donors, partners, and sponsors, as well as keeping track of sponsorship and financing targets and results.
8. ensuring that all funding, partnerships, and sponsorships adhere to moral principles and that the club's image is preserved

## **Elections**

In order to conduct and hold elections in March, the co-president committee must appoint and name one (1) Chief Returning Officer (CRO) from among the committee's executive members. The CRO must be impartial towards the outcome of the election and must declare any and all conflicts of interest.

Before **the start of March**, the CRO Election Officer will only accept nominations for executive positions from group members who are also currently enrolled UTM students and HTH members.

Prior to the nomination period, candidates has to be in good standing and have been a part of the organization **for at least a year**.

Each HTH member will receive a paper ballot from the CRO on the voting dates, and they will be instructed to place it in a box that is enclosed. Alternately, the CRO must develop a secure online voting system and make it available to all members.

In case of a tie, the CRO will choose a member of the executive committee to cast the vote and seal the ballot in an envelope.

The CRO is responsible for tabulating the results of the election. The person who receives the most votes is chosen to fill the position. The Executive Committee, the UTMSU, and general members will receive a report from the CRO detailing the outcomes of the elections. Voting by proxy is not permitted for legitimate HTH members. Election nominations and voting are not open to non-HTH members.

## **Finances**

All income and expenditures must be documented by the finance executive. At the annual general meetings, the finance executive must present the group's financial situation. At an executive meeting, the Executive Committee will decide by majority vote on any expenses that total more than \$150.

The executive or members of the group are not permitted to take part in endeavors that are primarily commercial in nature. This is not meant to forbid organizations from collecting membership fees to cover operating costs, fees for particular activities, programmes, or events, or to restrict organizations from carrying out lawful fundraising activities.

The group will not, however, perform a major activity that would make it an on-campus affiliate of a for-profit organization, offer services and goods for a profit when that profit is diverted from the organization's objectives, and it will not pay some or all of its officers salaries.

## **Meetings**

HTH will hold both general meeting as well as executive meetings

General meetings will take place at least once a month to keep everyone on track of what is happening and what must happen. A set date of the week will be announced according to availability of the team. Attendance must be at least 60% to all organized meetings.

Executive meetings will not take place as frequent as general meetings, as they will only be done when needed. Attendance of executives must be at least 70% to all organized meetings.

## **Amendments**

Amendments to this constitution may be proposed by and voted on by any enrolled HTH members. The procedure for having amendments discussed at general meetings is managed by the Executive Committee. The approval of constitutional amendments at the annual general meeting by present registered U of T members requires a 2/3 majority. Within two (2) weeks of the new constitution's approval by general members, the Executive Committee must formally adopt it and submit the revised version to the appropriate university offices (such as The University of Toronto Mississauga Students' Union, etc.). The University of Toronto, the Centre for Student Engagement, and the UTMSU have mandated that the constitution always uphold the standard of equity and inclusion. The constitution cannot be amended or accepted if these are not included.