

# Constitution of “Group Name(DeepSpark UofT)”

## 1. Article One – Name and Purpose

1.1. The official name of the recognized student group is “Group Name(DeepSpark UofT)”

1.2. The official acronym or abbreviation of the group is “Group Acronym(UT DeepSpark)”

The purpose, objectives, mission and/or mandate of the organization is to Group Purpose(The mission of DeepSpark is to provide students who are interested in becoming psychotherapists or learning about psychotherapy with the resources and opportunities to expand their knowledge, skills, and practical experience in this field. Our club aims to provide members with workshops, guest speakers, and practice sessions that cover various topics and approaches to psychotherapy, as well as opportunities to connect with professionals in the field and gain real-life experience in providing psychotherapy. Through DeepSpark, members will gain valuable skills and experience that will not only help them with their future aspirations but also their personal growth.

1.3. )

## 2. Article Two – Membership and Membership Fee

2.1. The group shall maintain a list of group members.

2.2. Voting membership is open to all registered students of the University of Toronto.

2.3. Voting membership is open only to registered students of the University of Toronto.

2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

2.5. The membership fee will be \$Group Fee(0) per year.

## 3. Article Three – Rights of Members

3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.

3.2. All voting members have a right to attend all general meetings of members.

3.3. All voting members have a right to cast votes at all general meetings of members.

3.4. All voting members have a right to stand for election unless otherwise stated in this document.

3.5. All voting members have a right to cast votes in all group elections and referenda.

3.6. All voting members have a right to propose and vote on amendments to this constitution.

3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

## 4. Article Four - Executive Committee

4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.

- 4.2. The Executive Committee shall be comprised of Number of Executives(5) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

## **5. Article Five - Executive Committee Composition and Duties**

- 5.1. **The Position One(2 co-presidents) shall:**
  - 5.1.1. Leadership: Serve as the primary leaders of the club, providing vision, direction, and motivation to members.
  - 5.1.2. Decision-Making: Collaboratively make executive decisions for the club, considering the best interests of the organization and its members.
  - 5.1.3. Club Administration: Oversee day-to-day operations of the club, ensuring that tasks are delegated appropriately and deadlines are met.
  - 5.1.4. Meetings: Prepare and preside over club meetings, setting agendas, facilitating discussions, and encouraging member participation.
  - 5.1.5. Communication: Represent the club to external organizations, university authorities, and other stakeholders. Maintain regular communication with club members through various channels, such as email, social media, or club newsletters.
  - 5.1.6. Goal Setting: Work with club members to establish short-term and long-term goals for the organization, developing strategies to achieve them.
  - 5.1.7. Collaboration and Teamwork: Foster a collaborative and inclusive environment, encouraging teamwork and cooperation among club members.
  - 5.1.8. Event Coordination: Provide guidance and support in planning and organizing club events, ensuring their successful execution.
  - 5.1.9. Member Engagement: Promote active engagement of club members, encouraging their involvement in club activities and initiatives.
  - 5.1.10. Conflict Resolution: Address conflicts or disputes within the club, mediating discussions and finding amicable resolutions.
  - 5.1.11. Member Support: Serve as a resource for club members, providing guidance, mentorship, and support when needed.
  - 5.1.12. Transition Planning: Facilitate smooth transitions between incoming and outgoing club leadership, ensuring important club information and knowledge are transferred effectively.
  - 5.1.13. Collaboration with University: Establish and maintain a positive relationship with university authorities, seeking support and recognition for the club's activities when necessary.

- 5.1.14. Financial Oversight: Work in conjunction with the club treasurer to ensure that the club's finances are managed responsibly, budgets are adhered to, and financial reports are accurate.
- 5.1.15. Upholding the Club's Constitution: Ensure that all club activities and decisions align with the constitution and bylaws of the organization.
- 5.2. **The (Position Two (public relation Vice President)) shall:**
  - 5.2.1. Liaison with University Authorities: Act as the primary point of contact between the club and the university administration, faculty, staff, or any relevant university department.
  - 5.2.2. Event Planning and Approval: Coordinate with university authorities to ensure that all club events, activities, and initiatives comply with the university's policies, rules, and regulations. This includes obtaining necessary approvals and permissions.
  - 5.2.3. Collaboration and Sponsorship: Seek opportunities for collaboration with other university clubs, departments, or organizations to promote joint events or initiatives that align with the club's mission and goals. Facilitate potential sponsorships or funding opportunities.
  - 5.2.4. University Representation: Represent the club in university-wide events, such as club fairs, information sessions, or student organization meetings, to raise awareness about the club and its activities.
  - 5.2.5. University Resources: Be knowledgeable about the resources and support services offered by the university, and assist club members in accessing and utilizing these resources as needed.
  - 5.2.6. Communication: Keep club members informed about any relevant university policies, updates, or opportunities that may impact the club's activities or members.
  - 5.2.7. Networking: Foster relationships with university staff, faculty, and administrators to facilitate open communication channels and create a positive image of the club within the university community.
  - 5.2.8. Alumni Engagement: Collaborate with university alumni relations offices or clubs to explore opportunities for alumni involvement, mentorship programs, or guest speaker events.
  - 5.2.9. Reporting: Provide regular reports or updates to the club leadership and members regarding interactions with university authorities, collaborations, and any significant developments.
  - 5.2.10. Upholding University Values: Ensure that the club's activities and behavior align with the values, code of conduct, and reputation of the university.
- 5.3. **The (Position Three (marketing Vice President)) shall:**
  - 5.3.1. Creating a Marketing Strategy: Developing a comprehensive marketing plan and strategy to effectively promote the club's mission, events, and activities.
  - 5.3.2. Social Media Management: Managing and maintaining the club's social media accounts (such as Facebook, Instagram, Twitter) to engage with the target audience, post updates, and share relevant content.
  - 5.3.3. Content Creation: Generating content such as posters, flyers, videos, or blog posts to market the club, events, and initiatives. This may involve designing visually appealing content or writing compelling copy.
  - 5.3.4. Event Promotion: Designing and implementing promotional campaigns for club events, including utilizing online and offline marketing channels to attract attendees.

- 5.3.5. Membership Recruitment: Developing strategies to recruit new members and retain existing members through targeted marketing approaches.
- 5.3.6. Market Research: Conducting market research to understand the preferences, interests, and needs of the target audience, which can help shape the club's marketing strategies.
- 5.3.7. Collaborating with other Roles: Working closely with other club leaders and team members to ensure consistent and coordinated messaging across all club activities.
- 5.4. **The (Position Four) (Sponsorship Vice President) shall:**
  - 5.4.1. Sponsor Prospecting: Research and identify potential sponsors and partners who align with the club's goals, values, and activities.
  - 5.4.2. Sponsorship Proposals: Prepare and pitch sponsorship proposals to potential sponsors, highlighting the benefits and value that the club can offer in return for their support.
  - 5.4.3. Relationship Building: Establish and maintain strong relationships with existing sponsors, ensuring regular communication and providing updates about the club's activities.
  - 5.4.4. Sponsorship Negotiation: Collaborate with potential sponsors to negotiate the terms and conditions of sponsorship agreements, including financial contributions, in-kind support, or other forms of assistance.
  - 5.4.5. Sponsor Recognition: Develop strategies to acknowledge and promote sponsors' support through various channels, such as social media, events, websites, or club merchandise.
  - 5.4.6. Sponsor Fulfillment: Ensure that the club fulfills its commitments and obligations to sponsors, such as displaying sponsor logos, providing agreed-upon advertising space, or organizing sponsor-specific events or benefits.
  - 5.4.7. Sponsorship Renewal: Evaluate the effectiveness of current sponsorships and work on renewing or expanding partnerships with existing sponsors, leveraging successful collaborations.
  - 5.4.8. Reporting and Documentation: Keep accurate records of sponsor agreements, financial transactions, and sponsorship-related communications. Provide regular reports to the club leadership and members regarding sponsorship activities and progress.
  - 5.4.9. Seek In-Kind Contributions: Explore opportunities to secure in-kind contributions from sponsors, such as discounted or free services, products, or venues that can benefit the club and its activities.
  - 5.4.10. Ethical Considerations: Ensure that the club maintains its integrity and does not compromise its values or reputation in the pursuit of sponsorships. Seek sponsorships that align with the club's mission and do not create conflicts of interest.
- 5.5. **The (Position Four) (Treasurer) shall:**
  - 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 5.5.2. Record all financial transactions of the group,
  - 5.5.3. Hold signing and financial authority along with the President,
  - 5.5.4. Maintain a budget of income and expenses,
  - 5.5.5. Advise members on financial position of the group,
  - 5.5.6. Prepare an annual budget for the group.

## **6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

## **7. Article Seven – Finances**

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **9. Article Nine - Termination of Membership**

- 9.1. 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a 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 (2) 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.