

Constitution of “The Mental Unity Group”

1. Name

The official name of this recognized student group is “The Mental Unity Group”

The acronym or abbreviation of this group is: TMUG

2. Purpose and Objectives

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

Our Goal:

To build a stronger UTSC community which is educated and equipped with the skills necessary to promote mental wellness.

Our Values:

Teaching. We value teaching, and in providing opportunities for students to learn how to respond to mental health challenges when they present.

Inclusivity. We value inclusivity, and welcome all people. We treat each person with understanding, respect and dignity.

Teamwork. We value teamwork, and we work together in unity to carry out our goal.

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 per cent (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.

The membership fee will be \$10 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership 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 comprised of the following positions; Co-Presidents, Internal Operations Coordinator, Team Directors, Events Team, Promotions Team, Media Creator Team, Share Circle Facilitator, Blog Writer, and General Membership Team. It is obligatory to attend 2 events outside of your team over the course of the fall and winter semesters. Executive members must attend 50% of whole team meetings while also having 70% of their own team meetings. Directors of teams must attend 70% of the team meetings and 70% of their own team meetings. In addition to the members list, there are TMUG General Members which are not voted and pay a \$10 membership fee.

The Co-Presidents shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

The Internal Operations Coordinators shall:

- Ensure that overall internal operations are running smoothly in terms of organization, scheduling, attendance, and support
- Have regular check-ins with executives and general members and ensure that they are satisfied and feel supported in their role
- Ensure all Dropbox materials and documentation are complete, correctly archived, and done in a timely manner
- Assist with creating schedules and making sure that executive team members are working within the mandated hours of their position

The Events Team shall:

- Create, plan, and execute various events throughout the semester, including de-stressors, and mental health learning opportunities
- Develop and implement strategies and events in alignment with TMUG goals and values, strategies for managing event finances, human resources, scope, schedule, quality, and outcomes

Communicates with other Executives in order to target all components of creating a successful event

Articulates and makes plans to achieve short-term and long-term TMUG event goals and objectives

The Promotions Team shall:

Managing TMUG social media platforms (scheduling posts, writing captions, overlooking media statistics)

Advertising TMUG events in our social media pages and in person tabling events

Relaying poster requirements and deadlines from events team, share circle facilitators, and blog team to artists

Compiling information and writing up TMUG monthly newsletters

The Media Content Creator Team shall:

Develop and implement promotional materials in alignment with TMUG goals and values, and demonstrates best practices for promotional project management and promotional planning

Convey meaning through writing, speaking, and/or artistic expression and effectively articulate abstract ideas

Generate new promotional ideas, design new promotional materials, and represent ideas and communicate them through artistic means (visual, audio, performing, literary arts, etc.)

The Share Circle Facilitator Team shall:

Engage others in discussion in mental health-related topics at TMUG share circles

Seeks involvement with people different from oneself, and exhibit respect and preserve dignity of others in all discussions

Coordinate processes and procedures for share circle discussions, supports inclusive decision making, and guide learning while presenting ideas clearly, effectively, and accessibly

The Blog Writer Team shall:

Maintain the blog site, and ensure blogs are posted on a weekly basis

Writing monthly articles

Attending regular meetings to touch base with the team for updates and any changes

The General Membership Team shall:

The Mental Unity Group (TMUG) aims for a stronger university community, equipped with the skills necessary to promote mental wellness.

Maintains the general member database, enlisted new members, and organized new de-stressors and social events with the team.

TMUG General Members:

Assist various in achieving and maintaining TMUG's goals and values

Assist in the promotion and outreach of TMUG activities and events

Assist in the general facilitation of events, and assist the Events Team in coordinating and executing events

Attend a minimum of 5 events throughout the year, including Share Circles, Q&A Panels, and general TMUG events

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

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 to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each voting U of T registered student with a paper ballot on the voting dates and ask the student to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select a U of T registered student executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Only registered U of T students who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

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

6. Finances

Director of Internals Operations Coordination shall keep records of all income and expenses. They shall present the group'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 group'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 group, or 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.

7. Meetings

a) Annual General Meetings (AGMs):

The group 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 group'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 monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. 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 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.