

Constitution of Students for Health Humanities UTM

1. Name

The official name of this recognized campus group is “Students for Health Humanities UTM”

The acronym or abbreviation of this group is: SHH UTM.

2. Purpose and Objectives

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

SHH UTM focuses on incorporating empathy and compassion in the healthcare field through humanities-based discussions, interactive projects, and volunteerism. This organization thrives on interdisciplinary collaboration, and as such, people from all programs of study are welcomed and encouraged to participate. Club experiences will revolve around topics such as:

- Narrative medicine
- Perceptions of illness and recovery
- Medical representation in art, film, & dance
- Bioethics and religion etc.

This chapter is affiliated with Students for Health Humanities (SHH), an international student organization that introduces the humanities into medical education and practice. SHH has several chapters across schools in the United States of America and globally. We aim to become the first Canadian chapter of SHH. We will incorporate this club into UTM Student Life through community service, advocacy efforts, public policy outreach and healthcare programs. In particular, we hope to facilitate events such as art/poetry therapy workshops for local patients/providers, painting a mural at a free clinic, guest speaker panel interviews, or dance/theatre production. All are welcome to get involved including students, professors, legislators, healthcare professionals, authors, artists, poets, and musicians. Key projects are the health humanities online publication and the Spring Exhibition.

3. Membership

Membership in the group is open to all the University of Toronto members (students, staff, faculty and alumni).

There are no fees associated with membership in this organization.

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. 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.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 30 members, a total of 51% of the membership are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be comprised of fourteen (14) elected officers. These include a President (1), Vice President (1), Secretary (1), Treasurer (1), VP of External Affairs (2), VP of Internal Affairs (1), Research Director (2), Events Director (3), Creative Director (1), and Marketing Director (1).

The President shall:

- Oversee the operations, management, and success of the group
- Act as 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 the transition of office to the future Executives
- Report project summaries to affiliated parent Students for Health Humanities organization

Additional responsibilities may include:

- Aiding in the completion of other Executive Member's tasks when needed

The Vice-President shall:

- Assume duties of the President in their absence
- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto
- Oversee the various committees
- Coordinate organizational recruitment efforts

Additional responsibilities may include:

- Acting as signing authority on SHH UTM accounts, if necessary

The Secretary shall:

- Make a list of all registered members
- Maintain the member contact list
- Book rooms and schedule meeting times
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

Additional responsibilities may include:

- Any other administrative duties as necessary

The Treasurer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget for income and expenses along with receipts
- Advise members on the financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Coordinate fundraising initiatives in collaboration with the Events Director

Additional responsibilities may include:

- Any other administrative duties as necessary

The VP of External Affairs shall:

- Plan and lead initiatives with external projects and affiliations by managing external conferences, events and meetings to advocate for team functions
- Identify and manage any timeline conflicts or issues with external projects
- Coordinate and collaborate on activities across campus and externally
- Communicate the necessary tasks to be completed with other members a
- Develop policy guidelines and fact sheets to create an organized plan for external events

Additional responsibilities may include:

- Assisting the Event Director with any event planning and execution as necessary

The VP of Internal Affairs shall:

- Act as the primary liaison between the executive committee and general members
- Establish a sense of rapport with the team members
- Maintain internal communication with the students, executive team and faculty, and act as a liaison between them about non-academic concerns
- Prepare grant/award applications and proposals
- Maintain and update the Constitution with the President as need be

Additional responsibilities may include:

- Working closely with the Treasurer and Secretary on other administrative tasks as needed

The Research Director shall:

- Initiate and oversee the development of SHH UTM's online publication and information-based social media posts
- Research and develop both short and long-form academic articles for public consumption
- Liaise with authorities in health humanities to source relevant information and opinions
- Ensure all information going out from SHH UTM is scientifically validated and/or fact-based

Additional responsibilities may include:

- Editing and reviewing any SHH UTM written works as needed

The Events Director shall:

- Plan, organize and implement social events and initiatives for members of SHH UTM and the community
- Work closely with the Creative Director and the Marketing Director to ensure effective promotion and consistency across branding
- Provide an event debrief/review following every event
- Develop close working relationships with any internal and external partners both on and off-campus

Additional responsibilities may include:

- Assisting the VP of External Affairs with any outreach initiatives as necessary

The Creative Director shall:

- Coordinate aspects of SHH UTM's visual online presence and public perception
- Demonstrate creativity to the SHH UTM brand using graphic design and other artistic mediums
- Design and maintain the website and other social media platforms
- Work closely with the Marketing Director to coordinate advertising/media initiatives

Additional responsibilities may include:

- Adopting the Marketing Director's tasks in their absence, if necessary

The Marketing Director shall:

- Act as a liaison between the SHH UTM team and the community through publicity and community engagement initiatives
- Maintain and update SHH UTM's website and other online social media networks (i.e. Instagram, TikTok, etc.)
- Develop and abide by a monthly social media and communications plan
- Work in conjunction with the Creative Director to develop promotional materials
- Post about services, upcoming events and activity announcements on all SHH UTM public platforms

Additional responsibilities may include:

- Adopting the Creative Director's tasks in their absence, if necessary

The group may appoint Directors or Coordinators for various committees such as the 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 two-thirds majority vote of the current members present in favour 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.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members of 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 conflicts of interest in the election.

The SEO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for or candidacy for 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 before the nomination period.

The SEO 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 SEO shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their vote in an enclosed box.

In preparation for a tie, the SEO shall select an 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 to break the tie.

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

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

Only U of T members who 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

The Treasurer shall keep records of all income and expenses. The Treasurer 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 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 weekly 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 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 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. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.