

Constitution of Ready Our Youth

1. Name

The official name of this recognized student group is Ready Our Youth

The acronym or abbreviation of this group is: ROY

2. Purpose and Objectives

A student-led organization dedicated to spreading awareness regarding the opioid epidemic. The goal of Ready Our Youth (ROY) is to spread awareness regarding the opioid epidemic and mental health. We believe that it is important for students to be aware of what an opioid overdose is, what the symptoms are, and what they can do if they witness someone experiencing one. We do this by inviting guest speakers, such as pharmacists or professors, to discuss these topics and train students on the use of Naloxone. Not only do we hope to spread opioid overdose and mental health awareness on our campus, but also in other campuses, high schools, or any other establishment that allows us to spread our message.

3. Membership

Membership to the group is open to all students attending the University of Toronto Mississauga, who are permitted to run, nominate, and vote in elections.

Ready Our Youth members are permitted to run, nominate, and vote in elections and constitutional amendments. Community members and alumni may also be a part of the organization as associates, but will not be afforded the same benefits. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

4. Executive List and Duties

The executive committee shall be composed of six (6) appointed officers. These include a President, Events Executive, Finance Director, Media Executive, Vice President of External Affairs, and Research Director.

The President shall:

- Settle disputes or concerns within the team
- Hold executives accountable for their responsibilities
- Interview and train new executives
- Inquire about potential sponsorships and alternative funding sources
- Inquire about potential awards that may be awarded to Ready Our Youth
- Form and maintain good-standing relationships with organizations and other potential parties
- Hold veto power if voting for executive decisions comes to a tie
- Represent and promote the goals of Ready Our Youth through social media and in-person

The Vice President of Internal Affairs shall:

- Keep attendance records to meetings and events, as well as club participation
- Remain updated on potential funding opportunities and sponsorships
- Communicate news of potential collaborations to the President
- Book meeting rooms (or zoom links) and coordinate scheduled times with the Executive Team
- Keep track of all executive meetings via Meeting Minutes
- Represent and promote the goals of Ready Our Youth through social media and in-person
- Regularly assess and discuss employee team performance alongside the President

The Events Director shall:

- Come up with event proposals and present them to the Executive team.
- Assist in all aspects of planning and execution of events.
- Work with the Finance Director to come up with cost-effective events
- Communicate with the Executive team to delegate tasks
- Find creative ways to attract people to attend the events to boost our community engagement
- Represent and promote the goals of Ready Our Youth through social media and in-person
- Keep a record of all events department meetings via Meeting Minutes

The Finance Director shall:

- Keep a financial record of the club expenses throughout the year
- Create and submit audit reports before deadlines
- Deposit and deliver cheques when required
- Plan the training of new financial members
- Create a yearly budget for expected expenses and keep it updated throughout the year
- Maintain financial integrity and honesty
- Maintain bank account information
- Represent and promote the goals of Ready Our Youth on social media and in-person
- Keep track of records in all financial department meetings via Meeting Minutes

The Media Coordinator shall:

- Create weekly designs for the club's Instagram, Facebook, Linked-In, and TikTok
- Create achievable quarterly goals for their department and take the actions required to fulfill such goals
- Remain active on all the club's social media platforms
- Answer any messages received from social media platforms
- Remain updated on social media trends
- Track the metrics and statistics of the social media accounts, and create a social media strategy based on volume, engagement, and reach every month
- Represent and promote the goals of Ready Our Youth through social media and in-person
- Keep a record of all media department meetings via Meeting Minutes

The Vice President of External Affairs shall:

- Maintain a good-standing relationship with external organizations and parties
- Build a good connection with outside clubs and seek opportunities for collaborations
- Remain updated on potential funding opportunities and sponsorships
- Create achievable quarterly goals for their department and take the actions required to fulfill such goals
- Represent and promote the goals of Ready Our Youth through social media and in-person
- Keep a record of all external department meetings via Meeting Minutes

The Research Director shall:

- Communicate the responsibilities and performance measurements to the research department and executive team

- Create achievable quarterly goals for their department and take the actions required to fulfill such goals
- Research ideas, topics and statistics relevant to themes presented by the club
- Represent and promote the goals of Ready Our Youth through social media and in-person
- Keep a record of all research department meetings via Meeting Minutes

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:

Removal of member of the University of Toronto Mississauga Students' Union Clubs Committee:

VP Campus Life has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be two-thirds of the executives in favour of removal. In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter.

The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office. Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied: A request is submitted to the VP Campus Life which should: Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive membership Specify the alleged incidents of neglect of duty Upon receipt of the request, the council shall be required to hold a referendum within twenty (20) days. In case of a council member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) from the general members of the committee to conduct and hold

elections in March. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of 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. Club members who wish to be nominated for an executive position must hold an associate position for the minimum period of 1 academic year. Club members who wish to be nominated for the president position must hold an executive position for the minimum period of 1 academic year.

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 shall create a google form and provide the link to club members during the voting period. Club members will submit their votes electronically.

In preparation for a tie, the CRO 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 in order to break the tie.

After the election is over, the CRO shall count the votes. The candidate with the most votes shall be elected to the position. The CRO 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.

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

6. Finances

The Finance Director shall keep records of all income and expenses. The Finance Director 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. General meetings are open to all members of the club.

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.

8. Amendments

Any registered UofT 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.