

The Constitution of UTM Miscarriages of Justice Club (UTMMJ)

1. Club Name

The official name of this recognized campus group is “UTM Miscarriages of Justice”

The acronym or abbreviation of this group is: UTMMJ

2. Purpose and Objectives

- A. The purpose of the club is to unite students passionate and interested in the awareness of injustices in the criminal justice system. An aim for the club is to highlight injustices by encouraging students and club members to critically analyze the wrongdoings of the criminal justice system and proceedings.
- B. In achieving this goal, the UTMMJ will partake in activities such as
 - a. Inviting speakers active in the miscarriages of justice community to give guest talks. Including but not limited to, legal professionals, the wrongly convicted, forensic practitioners and campaigners.
 - b. UTMMJ will also host charity fundraisers and exciting social events for like minded people to find close friends.
 - c. Lastly, the club will provide resources for students to learn more about miscarriages of justice and preventative measures.

3. Membership

- A. Membership shall be open to any student currently enrolled at the University of Toronto Mississauga in an undergraduate program. UTMMJ will not deny membership to any University of Toronto student based on race, religion, gender, academic inclination, age, and sexual orientation. UTMMJ will not require members to pay membership fees.
- B. 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.
- C. 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 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 consist of 4 elected officers. These include President, Vice president, 2 VP Events and VP internal.
- Executive Members
 - President
 - Serve as the official representative and spokesperson of UTMMJ;

- Responsible for the general management and supervision of the operations of UTMMJ;
- Ensure communication between executive members;
- Ensure executive members are completing their responsibilities and assignments whilst providing support to executive members in need;
- Manage the Society's emails and responding promptly when necessary;
- Perform such other duties as ordinarily pertaining to this office.

Vice President

- Shall be responsible for internal communications;
- Shall act as the Interim-President in the absence of the President;
- Manage UTMMJ email account, updating and managing UTMMJ google drive, folders, and calendar;
- Assist the Executive Council with duties;
- Organize and manage membership mailing list and member eligibility for spring elections;
- Work with the President in upkeeping club documents;
- Assist with the facilitation of events.

VP Graphics and Social Media (2)

- Responsible for creating marketing materials for the club;
- Creating graphics and videos for UTMMJ to be distributed to and/or posted online regarding upcoming events and services;
- Manage UTMMJ social media accounts, such as posting promotional information on social media pertaining to events and services as well as responding to messages and comments;
- Work with VP Events on creating graphics and marketing materials which covers pertinent details and is distributed to the public appropriately.

VP Outreach

- Create connections with other Academic Societies and Clubs at UTM;
- Coordinate efforts and events, with the help of VP Events and President with other Clubs and Societies at UTM;
- Work alongside the President in connecting with outside affiliations that may be interested in partaking in guest talks;
- Assist in executing events and initiatives that include other clubs, societies, faculty members and guests.

VP Finance

- Responsible for handling financial resources and cash flow, maintain the UTMMJ bank account;
- Maintain records of receipts, finances, and spending;
- Design, develop and execute budgets in collaboration with the President and other executives for events and expenses;
- Submit the bi-annual audit report to UTMSU;
- Keep an itemized account of all receipts and expenditures and make reports as directed;

- Contributing to the planning and execution of all UTMMJ events from a financial standpoint.

VP Research (2)

- Responsible for researching recent events, trials, cases that may be in jeopardy of a miscarriage of justice;
- Relaying research findings to the rest of the executive team during executive meetings;
- Work with VP Events in creating events that are based on research findings;
- Propose initiatives and events pertaining to recent events that may be at interest for UTMMJ.

VP Events (2)

- Responsible for attending, creating, and facilitating events;
- Maintaining a file of the club's record with relevance to events;
- Propose and take lead on planning, organizing and executing events;
- Review all events and initiatives of the club to ensure appropriate standards of equity, diversity and diversity are met;
- Work alongside VP Research in creating time sensitive events and initiatives;
- Collaborate with VP Outreach in regards to events with other Clubs, Societies, faculty members, or guest speakers.

VP Internal

- In charge of administration responsibilities
- Manage internal communications between Associates, VP's, President, and Vice president

Podcast Director (2)

- Creating interview questions for special guests
- Recording, editing, and hosting monthly podcast specials on miscarriage of justice cases
- Work with President and Vice President on monthly guest episodes
- Create scripts for monthly case study episodes

- Eligibility for Office
 - Executive members must have successfully completed at least one full year of studies at UTM by the beginning of the fall semester of the applied term, and be a member of UTMMJ.
- Term and Vacancy
 - All executive members shall serve for one year and their term of office shall begin at the commencement of the summer semester. If any officer feels they cannot keep their position any longer, two (2) weeks' notice must be given to the President.

- If a vacancy occurs in the office of the President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

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 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) Senior Election Officer (SEO) 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 SEO 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.

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 ballot 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 in order 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 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:

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 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

Meetings will be held as follows:

- A. General meetings will be held at least twice each year, and will be open to all University of Toronto students. General meetings will promote events, raise issues, and talk upon goals, and accomplishments of the club.
- B. Executive meetings will be held bi-weekly beginning the fall semester of the office year. Meetings will be held online until in person activities resume.

8. Amendments to the Constitution

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.

