

UTM Women Student Association Constitution 2023 - 2024

Article I: Campus Group Name

Title: UTM Women Student Association

Abbreviation: UTM WSA

Article II: Purpose

The UTM Women Student Association is an inclusive and vibrant university club dedicated to fostering a strong community among women students. Our purpose is to create a fun and refreshing environment where women can come together, forge meaningful connections, and support each other's personal and professional growth. We strive to cultivate a spirit of empowerment by organizing engaging activities, promoting networking opportunities, and providing a platform to discuss and address pertinent issues faced by women worldwide. Through fundraising events, we aim to raise awareness and contribute to causes that uplift women, such as gender equality, women health, and women education. We hope to bring the women of UTM together in celebrating and championing the accomplishments, aspirations, and strengths of women everywhere.

Article III: Membership

Membership in the UTM Women Student Association is open to all female, and male, students who are UTMSU members, including undergraduates and graduates. We actively promote and recognize principles of fairness, equity, and social justice across various intersections, such as race, age, color, disability, faith, religion, ancestry, national origin, citizenship, sexual orientation, social class, economic class, and ethnicity. We value the collective and individual talents, skills, and perspectives of our members, constituent groups, and partners, fostering a culture of belonging, collaboration, innovation, and mutual respect. Our club seeks to empower and engage female students in meaningful actions that contribute to accomplishing our club's goals. There is no membership fee for this club, ensuring accessibility for all women who wish to be part of our vibrant community.

Article IV: Executives & Responsibilities

The executive committee shall be composed of four (4) elected officers. These include the President, the Vice President, the first Events Coordinator, and the second Events Coordinator.

- **President (1)**

- ★ Oversees the operations, management, and success of the group.

- ★ Provides leadership, mentorship and direction to the group's executives.
 - ★ Be the spokesperson for the organization.
 - ★ Holds signing officer authority along with the *Financial Officer*.
 - ★ Ensure all the activities of the organization meet regulations and policies of the University of Toronto Mississauga and the UTM Student Union.
 - ★ Understands and adheres to UTMSU guidelines.
 - ★ Maintains regular contact with UTMSU regarding group activities.
 - ★ Presides over and leads executive meetings as well as general meetings.
 - ★ Structures the organization to ensure continuity of leadership by providing opportunities for all executives and members to develop.
 - ★ Coordinates with the *Internal Relations Director* and *Financial Officer* to maintain the financial health of the association.
 - ★ Establishes short-term and long-term objectives and goals in conjunction with the *Vice Presidents* and other executives to ensure the growth of the organization.
 - ★ Oversees and approves all group's formal communications.
 - ★ Ensures the smooth transition of office to the future *Executives*.
 - ★ Ensures the completion of the annual report and submits the required documents to UTMSU by the deadline communicated.
 - ★ Commits to incorporating the principles of equity, inclusion, and diversity into the framework of the organization and its activities.
- **Vice President (1)**
 - ★ Presides over the duties of the *President* in their absence.
 - ★ Attends all group's general and executive meetings.
 - ★ Becomes thoroughly acquainted with the *President's* duties and plans.
 - ★ Assists the *President* in recruiting new executive members as needed.
 - ★ Conducts onboarding and training procedures for recruited executive members.
 - ★ Assists executive members, as assigned by the *President*, in coordinating their prospective programs and initiatives.
 - ★ Reminds executive members of approaching deadlines and programmes.
 - ★ Ensures all the activities of the organization meet regulations and policies of the University of Toronto Mississauga and the UTM Student Union.
 - ★ Provides data and materials of previous initiatives to help the coordinators/ directors benefit from past experience and provide suggestions for improvement.
 - ★ Regularly reports updates and changes to the *President* via meetings and/or appropriate online communication platforms.
 - ★ Assists in the transition of office to the future *Executives*.
 - ★ Completes other tasks assigned by the *President* throughout the academic year.

- **Financial Officer (1)**
 - ★ Holds signing officer authority along with the *President* for financial purposes.
 - ★ Records all financial transactions of the group.
 - ★ Maintains a budget of income and expenses along with receipts.
 - ★ Prepares an annual budget for the group as well as budgets for specific events.
 - ★ Attends audit training sessions held by the UTMSU.
 - ★ Be responsible for bi-annual audits to the UTMSU.
 - ★ Advises executive members on the financial position of the group.
 - ★ Ensures that adequate budgeting and financial controls are maintained.
 - ★ Collaborates with the *External Relations Director* to secure sponsorships and funding for the group.
 - ★ Responsible for depositing any cheques issued to the organization.
 - ★ Responsible for safekeeping any cash received from fundraisers or via other means.
 - ★ Supervises, manages, and directs the activities of the finances team.
 - ★ Regularly attends bi-weekly executive meetings and participates in events.
 - ★ Assists the *President* in preparing the annual reports and general meetings.
 - ★ Regularly reports updates and changes to the *President* via meetings and/or appropriate online communication platforms.
- **Finances Associate (2)**
 - ★ Supports the Financial Officer in their activities.
 - ★ Completes tasks assigned by the Financial Officer.
 - ★ Becomes acquainted with the Financial Officer's duties.
 - ★ Reports any updates and/or changes to the Financial Officer.
- **Internal Relations Director (1)**
 - ★ Maintains a record of all registered members of the organization.
 - ★ Assists the *President* and *Vice President* in preparing an agenda for executive and general meetings.
 - ★ Notifies and reminds all members and executives of planned meetings.
 - ★ Attends all executive and general meetings of the organization.
 - ★ Maintains and distributes notes and summaries after each meeting.
 - ★ Maintains a record of all activities of the organization.
 - ★ Handles and stays up-to-date with all communications and E-mails.
 - ★ Regularly updates a designated calendar and with details and summaries of all implemented events and fundraisers.
 - ★ Maintains organizational records, storage, and office.
 - ★ Assists the *President* in preparing contracts for all executive positions.
 - ★ Assists the *Mentorship Directors* in preparing contracts for mentors and mentees.

- ★ Assists the *Marketing Director* in promoting the team through email.
 - ★ Handles any feedback reports about the group's programs and initiatives.
 - ★ Regularly attends bi-weekly executive meetings and participates in events.
 - ★ Remains fair and impartial during the organization's decision making process.
 - ★ Regularly reports updates and changes to the *President* via meetings and/or appropriate online communication platforms.
- **Marketing Director (2)**
 - ★ Responsible for the overall promotion, marketing, outreach and engagement of the organization on various social media platforms and in-person events.
 - ★ Collaborates with the other *Marketing Director* to achieve common marketing objectives.
 - ★ Manages the group's activity and presence on various social media platforms.
 - ★ Utilizes various methods and mediums to actively promote the organization.
 - ★ Supervises, manages, and directs the activities and tasks delegated to the marketing associates and first year representatives.
 - ★ Collaborates with *Events & Fundraising Coordinators* to promote and advertise upcoming events and campaigns; including before, during and after the event.
 - ★ Collaborates with the *External Relations Director* in producing social media content.
 - ★ Collaborates with the *Mentorship Director* to promote and market the mentorship program and increase engagement and interest in the program.
 - ★ Responsible for increasing memberships by at least 5-15 members per month.
 - ★ Prepares a detailed monthly calendar of the marketing team's initiatives and activities and submits the calendar to the *President* for review and approval.
 - ★ Regularly attends bi-weekly executive meetings and participates in events.
 - ★ Regularly reports updates and changes to the *President* and *Vice President* via meetings and/or appropriate online communication platforms.
 - **Marketing Associate (2)**
 - ★ Supports the *Marketing Directors* in their activities and work.
 - ★ Completes tasks assigned by the *Marketing Directors*.
 - ★ Assists in planning and implementing marketing and advertising activities
 - ★ Becomes acquainted with the *Marketing Directors'* duties.
 - ★ Regularly reports new updates and changes to the *Marketing Director* via meetings and/or appropriate online communication platforms.
 - **External Relations Director (1)**
 - ★ Responds and manages all sponsorship requests and inquiries in conjugation with the *Internal Relations Director* and/or *Marketing Directors*.
 - ★ Researches and connects with a minimum of three entities and/or individuals monthly in an attempt to secure sponsorships for the organization.

- ★ Collaborates with the *Fundraising Coordinators* to secure and utilize sponsorships for various events and initiatives throughout the year.
- ★ Researches and pursues speakers, female leaders and professionals for varying virtual and in-person initiatives and programmes.
- ★ Supervises, manages, and directs the activities of the external relations team.
- ★ Maintains a relationship with external, outside campus, collaborators, sponsors, and speakers for the future viability and growth of the organization.
- ★ Maintains a record/database of suitable collaborators and sponsors regardless of the level of communication executed towards them.
- ★ Regularly attends bi-weekly executive meetings and participates in events.
- ★ Regularly reports updates and changes to the *President* via meetings and/or appropriate online communication platforms.
- **Sponsorships Associate (1)**
 - ★ Supports the *External Relations Director* in their activities and work.
 - ★ Completes tasks assigned by the *External Relations Director*.
 - ★ Becomes acquainted with the *External Relations Director's* duties.
 - ★ Keeps a record of all sponsorships utilized by the group.
 - ★ Regularly reports new updates and changes to the *External Relations Director* via meetings and/or appropriate online communication platforms.
- **Mentorship Director (1)**
 - ★ Develops a meaningful mentorship program that fits the mission of the group.
 - ★ Creates and distributes a package explaining the mentorship program.
 - ★ Collaborates with the *Internal Relations Director* to prepare contracts for incoming mentors and mentees.
 - ★ Researches and pursues suitable mentors for the program.
 - ★ Oversees the mentorship program, including recruitment, onboarding, and any/all questions, follow-ups, comments, concerns, or inquiries.
 - ★ Works with the marketing team to promote the mentorship program.
 - ★ Regularly attends bi-weekly executive meetings and participates in events.
 - ★ Provides monthly updates to the *President* and *Vice President* on the program's progress.
- **Fundraising Coordinator (2)**
 - ★ Prepares a semi-annual calendar; projecting and detailing potential fundraisers along with the causes; and submits the calendar to the *President* for review and approval.
 - ★ Collaborates with the *External Relations Director* to contact different stakeholders, collaborators, or businesses, to foster collaboration for fundraising.
 - ★ Plans revenue generation according to sponsorship goals and campaigns.
 - ★ Plans and executes a minimum of five fundraisers for causes that align with the mission.

- ★ Reverses and books spaces and venues for planned fundraisers.
- ★ Works with the *Financial Officer* to ensure any donations and profits are properly secured into the bank account and transferred to the intended stakeholder.
- ★ Responds to fundraising requests and/or inquiries in conjunction with the *Internal Relations Director*.
- ★ Evaluates the successes and challenges of the implemented fundraisers to make the appropriate improvements and adjustments in the future.
- ★ Maintains a record of fundraising activities and related information and statistics throughout the academic year.
- ★ Regularly attends bi-weekly executive meetings and participates in events.
- ★ Regularly reports updates and changes to the *President & Vice President* via meetings and/or appropriate online communication platforms.
- **Events Coordinator (4)**
 - ★ Brainstorms new event ideas and activities that support the group's mission.
 - ★ Prepares a monthly calendar detailing the events team's plans and activities and submits the calendar to the *President & Vice President* for review and approval.
 - ★ Develops and executes various events with the support of other executive members.
 - ★ Coordinates logistics for events and ensures events run smoothly.
 - ★ Pursues speakers and other student group collaborators.
 - ★ Reverses and books spaces and venues for events.
 - ★ Ensures diverse and meaningful event programming.
 - ★ Collaborates with the *Financial Officer* to develop event budgets.
 - ★ Works with the *Marketing Directors* to develop event language for advertising and marketing the association's events and other initiatives.
 - ★ Works with the *External Director* to incorporate sponsorships into events.
 - ★ Collects feedback on the success of events from participants and volunteers for the sake of finding new ways to enhance future events.
 - ★ Regularly attends bi-weekly executive meetings.
 - ★ Regularly reports updates and changes to the *Vice President* of the association via meetings and/or appropriate online communication platforms.
- **First Year Representative (2)**
 - ★ Performs outreach activities as directed by the *Marketing Directors*.
 - ★ Informs other first year students about the group, its mission, and its initiatives.
 - ★ Promotes the organization through personal social media platforms.
 - ★ Assists in outreach and advertising activities of the association.
 - ★ Represents the organization in a professional manner.
 - ★ Works to increase the number of memberships.

- ★ Assists in recruiting volunteers for the organization.
- ★ Regularly attends bi-weekly executive meetings and participates in events.
- ★ Reports any updates and/or changes to the *Marketing Directors*.
- **General Committee Coordinator (1)**
 - ★ Recruits qualified candidates to serve as the general committee of the organization.
 - ★ Ensures that the duties and responsibilities of the committee are carried out.
 - ★ Holds regular meetings with the General Committee for the purpose of discussing upcoming projects, brainstorming ideas for new initiatives, and assigning tasks.
 - ★ Coordinates the tasks, involvement, and engagement of the general committee members.
 - ★ Works with the *Events & Fundraising Coordinators* to involve the General Committee in the events and fundraisers of the club.
 - ★ Regularly reports updates and changes to the *President* of the organization via meetings and/or appropriate online communication platforms.

Article V: Meetings

Executive meetings will generally take place bi-weekly during a set time, and as agreed upon by the executive members. At least 50% of the executive meetings will take place in-person. Executive meetings will be organized and led by the *President* and *Vice President* of the association. Meetings among sub-team and other executive members collaborating on an initiative will take place as needed and requested. Executive members will be communicating actively on virtual platforms to continue facilitating the activities and initiatives of the club and continue to be connected.

A general meeting will be held at the end of the Fall and at the end of the Winter semesters where the mission, goals, and accomplishments of the club are shared with all club members in addition to a detailed report on the financial condition of the club if particularly requested by any member.

Article VI: Elections

The *UTM Women Student Association* will follow election dates and procedures set by the UTMSU; including the procedure of nomination, majority vote and eligibility of vote. The club will recruit for additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- The *UTM Women Student Association* will hold an election in the fourth week of March during the Winter Semester, following the timeline set by the UTMSU.

- A Chief Returning Officer (CRO) will be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections will be open to all interested candidates that are UTMSU registered members and are registered general members of the group; but female students are more encouraged to run.
- Prior to the week of accepting nominations, emails shall be sent to all UTMSU-registered club members as well as the Club's Coordinator and VP Campus Life.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaigning Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- Voting Period: UTMSU students are eligible to vote in elections only if they are registered members of the club. Registrations will be accepted throughout the year without exceptions. The CRO will organize the voting platform. Further, elections shall take place over a week, unless otherwise stated by the Executive Committee.

Election Policies

- Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.
- The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.
- Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.
- Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC.
- If undemocratic election procedures are suspected, the election results or the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

- Former executives have the power to nominate a qualified candidate for a position if no one chooses to participate in the election for that position. This nominee must then be authorized by the VP Campus Life.
- On the last day of the academic year, the newly elected Executive Committee will take over management of the group.

Article VII: Finances

The Financial Officer shall keep records of all income and expenses. The Financial Officer 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.

Article VIII: Removal from Office

Removal from office can occur after the VP Campus Life has issued two verbal warnings and the Clubs Committee has issued one written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them.

Alternatively, an executive member may be removed from office by the club itself for failing to perform his/her duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied:

1. A request be submitted to the VP Campus Life which should:
 - a. Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive membership
 - b. Specify the alleged incidents of neglect of duty.
2. Upon receipt of request, the council shall be required to hold a referendum within twenty days.
3. 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".

Article IX: Amendments to Constitution

Any registered UTM WSA 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.

Article X: Recognition

- A serving executive committee must, under any and all circumstances, seek recognition from the UTMSU before the communicated deadline.
- A serving executive committee must, under any and all circumstances, seek recognition from Ulife before the team's official expiration date.
- A serving executive committee must, under any and all circumstances, seek recognition for CCR before the team's official expiration date
- Failure to do the above will lead to an illegitimate executive body and another reformation will need to take place before the club resumes its activities
- Executive positions that are gained through election results depend on votes and the previous executive teams are not responsible for the outcomes of the results of the election.