

Title of Organization:

“UofT Friendships, Academics, and Mental Wellness Alliance” hereby referred to as “UofT FAM Alliance”.

Purpose & Objective:

The purpose & objective of UofT FAM Alliance is to provide an inclusive and supportive community for all students at the University of Toronto by prioritizing academic-related sessions, friendship, and team-building activities, as well as focusing on mental wellness by providing a non-judgmental space for students to express themselves in a positive way. This organization is a student group that aims to support students through their academic achievements and mental well-being.

Article 1- Membership:

1.1 Membership is open to every UofT student regardless of race, creed, gender, and sexual orientation, alongside physical and mental disabilities

1.2 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.

1.3 The membership fee will be \$0 per year.

1.4 For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of the membership must be 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.

Executive Titles:

The Executive Committee must abide by the rules of the UofT FAM Alliance constitution.

The Executive Committee shall consist of at a minimum:

- a) President(s)
- b) Financial Director(s)
- c) Marketing Director(s)
- d) Marketing Associate
- e) Advocacy Director(s)
- f) Advocacy Associate
- g) Secretary

The Executive Committee shall consist of at a maximum 10 Executive Positions including:

- a) President(s)
- b) Secretary
- c) Financial Director(s)
- d) Marketing Director(s)
- e) Marketing Associate
- f) Advocacy Director(s)
- g) Advocacy Associate

SUBSECTION A: Executive Duties:

1.5 President - The President(s) shall:

- a) Officially represent UofT FAM Alliance.
- b) Be responsible for the operations, management, and success of the group.
- c) Preside at all executive and board meetings.
- d) Hold signing officer authority along with the Financial Director for financial purposes.
- e) Ensure a smooth transition of office to the future Executives.

1.6 Financial Director(s) - The Finance Director(s) shall:

- a) Be the financial officer.
- b) Maintain all financial transactions for UofT FAM Alliance.
- c) Hold signing officer authority along with the President for financial purposes.
- d) Maintain a budget of income and expenses along with the receipts.
- e) Present a financial report with updates after each semester to the Executive Committee.
- f) Propose an estimated budget in September, in collaboration with the President and Vice-President, for UofT FAM Alliance activities throughout the school year.
- g) Seek and apply to sources of funding.
- h) Assist the other Executive Directors in their duties.

1.8 Marketing Director(s) - The Marketing Director(s) shall:

- a) Be responsible for creating posts to promote the events of UofT FAM Alliance.
- b) Be responsible for generating ideas regarding advertising and publicity for UofT FAM Alliance.
- c) Oversee marketing content (e.g, Posters, Pamphlets, Promotional videos, etc.).
- d) Be responsible for the creation of marketing strategies to enhance promotion and gain traction for events and club presence.
- e) Communicate UofT FAM Alliance's vision to students at UofT.
- f) Assist the other Executive Directors in their duties.

1.9 Marketing Associate - The Marketing Associate shall:

- a) Assist Marketing Directors with captions for Instagram, Facebook and LinkedIn posts and posting relevant stories on Instagram of posters and the use of social media.
- b) Manage all social media accounts for UofT FAM Alliance by responding to direct messages on all social media accounts (Instagram, Facebook and LinkedIn).
- c) Be responsible for the promotion of FAM Alliance events and club presence.
- d) Communicate UofT FAM Alliance's vision to students at UofT.
- e) Assist the other Executive Directors in their duties.

1.9 Secretary - The Secretary shall:

- a) Keep a record of all members of UofT FAM Alliance: UofT and of members' appropriate contact information, including but not limited to email, phone number, and college affiliation.
- b) Keep minutes of all Executive Meetings.
- c) Be responsible for uploading the minutes to the UofT FAM Alliance folder.
- d) Notify members of Executive Meetings.
- e) Keep an ongoing record of attendance at meetings for all members.
- e) Handle official correspondence of the organization.
- f) Assist the other Executive Directors in their duties.

1.10 Advocacy Director(s) - The Advocacy Director(s) shall:

- a) Be responsible for creating and leading inclusive events regarding "current situations" that affect the mental wellness of UofT students and the community.
- b) Be proactive in supporting UofT students and the community regarding all situations that affect mental wellness.
- c) Provide students at UofT with all resources pertaining to mental wellness.
- e) Collaborate with other clubs that support the mental wellness of UofT students and the community.
- f) Assist the other Executive Directors in their duties.

1.11 Advocacy Associate - The Advocacy Associate shall:

- a) Assist Advocacy Directors with creating and planning inclusive events regarding "current events" that affect the mental wellness of the UofT community.
- b) Be proactive in supporting UofT students and the community regarding all situations that affect mental wellness.
- c) Provide students at UofT with all available resources pertaining to mental wellness.
- d) Assist the other Executive Directors in their duties.

*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 power and authority.

Article 2- Finance:

2.1 The Financial Director shall keep records of all income and expenses.

2.2 The Financial Director shall present the group's financial health and the beginning and end of each semester. The Executive Directors will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

2.3 The group's Executive Directors or general 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.

2.4 UofT FAM Alliance 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 3- Meetings:

SUBSECTION A: Annual General Meetings

3.1 Annual general meetings shall be held twice per year at a minimum, i.e. once per academic term.

3.2 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 $\frac{2}{3}$ majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

SUBSECTION B: Executive Meetings:

3.3 The Executive Directors will meet on a monthly basis where date and times are to be set by the Presidents.

3.4 Executive Directors must be informed of each meeting at least four (4) days in advance unless circumstances do not permit such an early declaration of meeting the latest a council may be informed 24 hours prior to the meeting.

3.5 Quorum shall consist of fifty percent (50%) plus one of the Executive Directors.

3.6 Any member who misses 5 regular group meetings throughout their term will be motioned to be removed from the group; unless their planned absence was notified a week in advance for an adequate reason determined by the Presidents. The motion for member removal will be voted on at the next available group meeting and passed with a majority vote of more than 50% by present members.

3.7 At a minimum, members must give at least a 24-hour notice to inform the Presidents if they are not able to attend a meeting. Exceptions to missing meetings can be due to class, exams, hospital stays, and/or attending funerals.

Article 4- Elections:

- 4.1 A General meeting shall be held before the last week of March in order to nominate and elect the President.
- 4.2 The nominations must be seconded.
- 4.3 During the election period, often a single day if not meeting the selected candidates may present a speech stating their platform and justifying their reason for running
- 4.4 The election shall be held by secret ballot.
- 4.5 A non-nominated member shall chair the proceedings and report the result, as there will be no restrictions on the number of terms the elected can run.
- 4.6 Candidates need a majority to be elected.
- 4.7 Term of executive positions shall be from May 1st to April 30th.

Article 5- Amendments:

- 5.1 Any registered U of T members may propose and vote on amendments to the constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.
- 5.2 Amendments to the constitution shall be reviewed annually.
- 5.3 Amendments to the constitution must pass by a two-thirds (2/3) vote of the registered U of T members present at an Annual General Meeting.
- 5.4 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.

Article 6- Impeachment:

- 6.1 A motion to remove a member of the club must be signed by at least twenty percent (20%) of the Executive Directors of the club.
- 6.2 The motion shall be presented in writing at an Executive Directors meeting where it shall be inscribed on the agenda of the next regular meeting of the club, whereupon the impeached individual will be given the right to defend his/her actions.
- 6.3 A quorum of one half (1/2) of the Executive Directors of the club is required to consider a motion to remove a member of the club.
- 6.4 A two-thirds (2/3) majority vote of the members present shall be required to remove a member of the club and any responsibilities or privileges associated with such.