

Constitution of “HLBA UTM”

1. Name

The official name of this recognized campus group is the “*Health, Law and Business Association at UTM*”

The acronym or abbreviation of this group is: *HLBA UTM*

2. Purpose

The purpose of HLBA UTM is to advocate and educate students on both the individual as well as the interconnecting aspects of all three fields of health, law, and business. It is our vision to be able to increase the diversity of students in the employment field by educating them about all three programs, their respective academic and career pathways, as well as providing a wider variety of career paths that are interconnected *within* these three major programs/fields, as many students are enrolled in the Business (e.g. Accounting, Management, Business, etc.), Health (e.g. Biology, Psychology, Health Sciences, etc.) and Law (e.g. Political Science, etc.) at the University of Toronto Mississauga.

We aim to fulfil this vision by providing educational resources on both the individual as well as the interconnected pathways that are found in each field, as well as providing interactive resources with alumni, professors, as well as larger-scale interactive events such as workshops, conferences, and online interviews (especially with adherence to the guidelines provided for the current COVID-19 situation). Our methods of outreach, with respect to interactive sessions, will not only be limited to UofT alumni and faculty, but will also aim to include influential members from our community who have experience within all three fields (e.g. representatives from law firms, business associates, company executives, entrepreneurs, healthcare professionals, biopharmaceutical companies, etc.).

3. Membership

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

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.

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

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

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

The executive committee shall be comprised of **13 elected officers**. These include:

- **President (x1)**
- **Vice-President (x1)**
- **Vice-President of Finance (x1)**
- **Vice-Presidents of Communications (x2)**
- **Vice-President of Events (x3)**
- **Vice-President of Design (x2)**
- **Vice-Presidents of Research (x2)**

▪ **Secretary (x1)**

The President shall:

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group
- Preside over board meetings as well as general meetings
- Hold overall authority on decisions in agreement with the Vice-President on club decisions
- Be in constant update from the Vice President as well as the VP of Finances on financial decisions
- Ensure transition of office to the future Executives

The Vice-President shall:

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Hold bank signing officer authority along with the VP of Finance for financial purposes, while providing constant updates to the President
- Coordinate organizational recruitment efforts

The Secretary (x1) shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

The Vice-President (VP) of Finance (x1) shall:

- Record all financial transactions of the group

- Hold bank signing officer authority along with the Vice-President for financial purposes, while providing constant updates to the President
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Responsible for UTMSU audit

The Vice-President (VP) of Events (x1) shall:

- Schedule and find large community events to boost club recognition
- Find and sign-up for conferences and public events held by health/law/business corporations and organizations
- Engage (alongside VPs of Communication) in recruiting potential key speakers for events
- Find potential collaborations with other university-affiliated clubs
- Work alongside VP of Design when promoting event-specific media

The Vice-President (VP) of Design (x1) shall:

- Design social media posts and online content for publishing on the club's social media page
- Provide and lead designs for other methods of outreach, such as club websites, posters, videos, and interviews
- Lead the designs for club-related accessories such as team merchandise

The Vice-President (VP) of Communications (x2) shall:

- Collaborate with the President and Vice-President to engage in communications with potential collaborative organizations and individuals
- Connect with members of the UTM community including students, faculty, and club general members during events and activities
- Engage in outreach with members of the external community by establishing connections with professionals in the health, law, and business fields, while creating potential opportunities for guest speakers and external collaborations

- Establish a professional online and in-person presence through proper, clear, and respective communication

The Vice-President (VP) of Research (x2) shall:

- Engage in productive research on topics concerning the aim and vision of the club, such as background information of each field, potential careers within each field, as well as interrelated career paths that are influenced by each field
- Utilize professional and reliable online sources of information
- Properly review and finalize editing of research information to send to the VP of Design for social media editing and posting

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.

5. Removal from Office

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.

6. 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.

7. Finances

The VP of Finance shall keep records of all income and expenses. The VP of Finance 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.

8. 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 at least a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

9. 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.