

Constitution of “ Open Hearts Club (OHC)”

1. Article One – Name and Purpose

The official name of the recognized student group is “Open Hearts Club (OHC)”

The purpose of this not-for-profit student-run organization is to provide students with a safe place where they feel empowered to foster open and empathetic communication with each other. Our mission is to educate and practice healthy communication skills among students struggling with their mental health and who are not able to open up to other people. "Open Hearts" is dedicated to providing a safe and non-judgmental environment where individuals can freely express their thoughts, feelings, and experiences. In our approach, we aim to provide members with effective communication tools. We believe that clear and compassionate communication is the foundation of understanding, empathy, and connection. Through our programs and resources, we strive to equip our community with the skills and knowledge needed to express themselves authentically, listen actively, and foster meaningful connections with others.

2. Article Two – Membership and Membership Fee

1. The group shall maintain a list of group members.
2. Voting membership is open to all registered students of the University of Toronto.
3. Voting membership is open only to registered students of the University of Toronto.
4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not

hold any rights awarded to voting members.

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

6. General members will be those who have voting and non-voting membership

3. Article Three – Rights of Members

1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.

2. All voting members have a right to attend all general meetings of members.

3. All voting members have a right to cast votes at all general meetings of members.

4. All voting members have a right to stand for election unless otherwise stated in this document.

5. All voting members have a right to cast votes in all group elections and referenda.

6. All voting members have a right to propose and vote on amendments to this constitution.

7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

1. The term for all positions on the Executive Committee shall be for full academic year,

2. The Executive Committee shall be composed of SIX (6) voting members.

3. All voting members of the Executive Committee must be currently registered students of

the University of Toronto.

4. Non-voting members may hold only non-voting positions on the Executive Committee.

5. The maximum amount of non-voting positions on the Executive Committee shall be one

(1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

5. Article Five - Executive Committee Composition and Duties

A. The Co-Presidents shall:

1. There is to be 2 Co-Presidents,
2. Serve as the official spokesperson for the group,
3. Chair and be eligible to cast votes at meetings of the Executive Committee. In the absence of both Co-Presidents, the Vice President will chair meetings of the Executive Committee,
4. Oversee the operations, management, and success of the group,
5. Preside over meetings of the Executive Committee and/or members,
6. Ensure a transition of office from one year to the next.
7. Responsible for the creation of a vision plan for the group with short and long term goals,
8. Approve the releasing of all documentations on behalf of the group.

9. Must have been a member of the Executive role to fulfill this position in. The only exception is when Open Hearts are composed of minimum members of the Executive Committee.

B. The Vice President of Administration shall:

1. Be eligible to cast votes at meetings of the Executive Committee,
2. Assume duties of the Co-Presidents in their absence,
3. Schedule executive meetings,
4. Record notes and and motions for each meeting,
5. Maintain a contact list of all general members,
6. Draft agenda items for executive meetings,
7. Oversee the organization of the groups Gmail inbox, Google Drive,
8. Ensure activities of the club comply with the policies of the University of Toronto.

3. The Vice President of Finance shall:

1. Hold signing and financial authority alongside the Co-Presidents,
2. Be eligible to cast votes at meetings of the executive committee,
3. Record all financial transactions of the group,
4. Maintain a budget of income and expenses,
5. Advise members on financial position of the group,
6. Prepare an annual budget for the group,
7. Responsible for searching and applying for additional funding, grants and any other form
of monetary resources,

8. Ensure banking information is accurate and up to date and keep all banking details safe.

C. The Vice President of Events shall:

1. Be eligible to cast votes at the meeting of the executive committee,
2. Responsible for planning, organizing and coordinating all event for the group,
3. Record and maintain all relevant documentation regarding all social events, this includes

but is not limited to: event attendees, room/space booking information, materials needed, receipts, etc.

4. Prepare and coordinate the schedule for all social events and meetings with calendars,
5. Resolve and mitigate any issues that may arise in the social event planning process,
6. Develop any strategic improvements to be implemented in future social events, based on
previously held events.

5. The Vice President of Media & Marketing shall:

1. Be eligible to cast votes at the meeting of the executive committee,
2. Responsible for the creation, distribution, and promotion for all media and marketing materials,
3. Manage and oversee all social accounts of the group,
4. Responsible for finding partnerships with other UofT student organizations/ clubs/
groups
or external organizations approved by the Co-Presidents,

5. Responsible for overseeing the daily operations of Connections newsletter,

6. Responsible for coming up with marketing strategies to increase engagement.

D.The Vice President of Finance shall:

1. Hold signing and financial authority alongside the Co-Presidents,
2. Be eligible to cast votes at meetings of the executive committee,
3. Record all financial transactions of the group,
4. Maintain a budget of income and expenses,
5. Advise members on financial position of the group,
6. Prepare an annual budget for the group,
7. Responsible for searching and applying for additional funding, grants and any other form of monetary resources,
8. Ensure banking information is accurate and up to date and keep all banking details safe.

6. Article Six – Elections

1. All voting positions on the Executive Committee shall be filled through an annual election.
2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
5. The nominee winning the plurality of votes cast in the election for each position

shall be deemed the winner.

6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

1. The Vice President of Finance shall keep an active record of income and expenses.

2. The Vice President of Finance shall present the group's updates on the group's financial position at annual general meetings.

3. The Vice President of Finance must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

4. The group may not engage in activities that are essentially commercial in nature.

5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

1. The Executive Committee shall meet monthly . The quorum for Executive

Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.

3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

9. Article Nine - Termination of Membership

1. The Executive Committee may revoke the membership of 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.

2. A vote to revoke membership must be held at a meeting of the Executive Committee.

3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

2. All voting members may propose and vote on amendments to the constitution.

3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.

4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.