

Constitution of “University of Toronto Mississauga Mental Health Student Association”

1. Name

The official name of this recognized campus group is “University of Toronto Mississauga Mental Health Student Association”

The acronym or abbreviation of this group is: UTM MHSA

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

The mission of the UTM MHSA is to promote and educate students and staff on the significance of mental health at the University of Toronto Mississauga campus. The association aims to connect students to mental health resources available on and off campus, as well as educate individuals on the importance of achieving mental wellness. Additionally, the association hopes to provide University of Toronto Mississauga students with a community they can use as an outlet when they face mental struggles, as well as a safe space to learn healthy coping mechanisms. The association hopes to achieve this by actively hosting de-stressors and educational seminars whilst also educating students on mental illness while promoting mental wellness on the association's social media throughout the academic year.

3. Membership

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

Current students at the University of Toronto Mississauga 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.

There will be no membership fee.

For recognition by the University of Toronto Mississauga Students’ Union (UTMSU), the group must maintain a minimum of 25 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 is comprised of twenty-five (25) elected officers. These include

The President shall:

- Oversee the operations, management, and success of the group

- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
- Additional responsibilities may include:
 - Possible veto in decision-making processes

The Vice-Presidents shall:

- Assume duties of the President in their absence
- Oversee the various committees
- Ensure all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Additional responsibilities may include:
 - Will report to President

The Secretaries shall:

- Make a list of all registered members
- Maintain an updated members contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization through gmail

The Treasurer shall:

- Hold signing officer authority along with the President for financial purposes
- Record all financial transactions of the group
- Maintain a budget of income and expenses along with receipts
- Be responsible for bi-annual audits to the UTMSU
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

The Fundraising Director(s) shall:

- Reach out to different stakeholders, collaborators, businesses, or groups to foster engagement and collaboration for fundraising
- Plan and execute various events aimed at fundraising
- Work with the Treasurer to ensure any donations are properly secured into the bank account
- Respond to any fundraising requests or inquiries

The Sponsorship Director(s) shall:

- Respond and manage all sponsorship requests or inquiries
- Work in collaboration with the fundraising team to secure sponsorships for various events throughout the year
- Work with the Creative Director(s) to create, edit, and finalize a sponsorship package for dispersal
- Reach out to various entities and individuals to secure sponsorships

The Social Media Director(s) shall:

- Manage and regularly update all social media accounts

- Respond to any inquiries, questions, comments, or concerns received via social media channels, and/or forward any of the aforementioned to the Vice-President(s) or President if required
- Work with the Creative Director(s) to create a workback schedule for the year, with predetermined social media monthly themes and events
- Work with any collaborators on marketing material for upcoming events

The Creative Director(s) shall:

- Work with the Social Media Director(s) to create a workback schedule for the year, with predetermined social media monthly themes and events
- Assist Social Media Director(s) in any capacity, including but not limited to editing social media content, responding to social media inquiries, comments, concerns, etc.
- Plan, create and oversee the strategic vision of the Club

The Mentorship Coordinator(s) shall:

- Create and publish a mentorship package which explains the mentorship program
- Oversee the mentorship program, including recruitment, onboarding, and any/all questions, comments, concerns, or inquiries
- Provide monthly updates to the Vice-President(s) and President on the mentorship program
- Work with the Social Media Director(s) and Creative Director(s) to promote and market the mentorship program

The Diversity, Equity, & Inclusion Director(s) shall:

- Work with the executive team to coordinate a Diversity, Equity, and Inclusion framework for the association
- Oversee any comments, questions, or concerns relating to diversity, inclusivity, and equity within the organization
- Promote aforementioned framework and make it visible and transparent for the student body
- Plan and execute events, initiatives, and workshops that promote diversity, equity, and inclusion
- Create and disseminate a Diversity, Equity, and Inclusion survey

The Committee Member(s) shall:

- Assist any part of the executive team with any tasks delegated
- Join and/or form sub-committees, including but not limited to events, and advertising
- Regularly attend general member meetings and events

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.

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 their 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.

In other circumstances, the UTMSU also has the power and responsibility of removing an executive member if there is clear proof of Harassment, Sexual Harassment and/or Discrimination excuted upon another or others.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) from the general members of the committee to conduct and hold elections in March. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO 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. 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 CRO shall follow the UTMSU Campus Groups Elections timeline. The election timeline shall consist of an advertising, nomination, campaign, and voting 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.

All members who are interested in running for an executive position are able to self-nominate during the nomination period. This will be overseen and managed by the CRO.

During the campaign period, candidates are able to campaign themselves to the Campus Groups's membership.

Registered UTMSU members will be able to vote for their incoming executives during the voting period. The CRO will organize the voting platform.

The CRO 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 CRO 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 CRO shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO 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 of the following year.

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.

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

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per month.

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

8. 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.