

UTM Women's Health & Wellness Hub Constitution 2023 - 2024



Article I: Campus Group Name

Women's Health & Wellness Hub

Abbreviation: UTM WHWH

Article II: Purpose

The WHWH aims to cultivate a nurturing and empowering space where women can prioritize their physical, mental, reproductive, social, nutritional and emotional well-being in a safe space while being provided with multiple resources to fill these existing gaps. The WHWH will:

1. Provide a comprehensive range of resources, programs, and services for holistic health;
2. Offer fitness classes, professional nutritional guidance, mental health support, educational workshops, and access to healthcare resources.
3. Foster a sense of community and empowerment among women in their unique health journeys;
4. Create an inclusive, judgment-free, and accessible environment for women to explore and enhance their overall wellbeing.
5. Raise awareness of the importance of holistic wellness by addressing the lack of emphasis on women's health and wellness within the university community.
6. Advocate for women's health and wellness on campus through promoting a diverse range of initiatives and events conducted both virtually and in-person.
7. Uphold the principles of equity, accessibility and inclusion in our work and initiatives to ensure that everyone has equal access to our resources and support.

Article III: Membership

A general member is any UTM affiliated individual who has signed up in the club's membership list.

General members are not required to be UTMSU members to be considered a general member of WHWH.

- 1) Membership Policies Pertaining: Events, Executive Positions, and Club's Communications.
 - Membership in the *Women Health & Wellness Hub* is open to all members of the UTM community (staff, faculty and alumni) and all UTMSU students. Subsequently, all members of the UTM community are permitted to participate in the events and programs that the club organizes and holds.
 - Executive positions, however, are only open to those who will be registered UTM students in the academic year in which they will serve.

- Further, **only** registered general members in the club, who are also **UTMSU-registered**, are permitted to run, nominate, and vote in elections and constitutional amendments.
- All registered general members receive newsletter privileges of newsletter and general updates if they opt to receive them and in the case that the club has formed a newsletter.
- If there is no newsletter, it is the general members' responsibility to check the social media pages of the club which are updated frequently to inform followers of any new initiatives and opportunities from the club.

2) Policies for Participating in General Meetings

- Any individual affiliated with UTM is allowed to be present in general meetings, but is not allowed to vote on club matters and offer their input.
- Only general members of the club who have signed up with a valid email address, and are UTMSU members, are allowed to be present AND participate. This includes sharing thoughts, opinions, and discussing future initiatives.

3) Membership Fees

- The membership fee required to be part of the club is 0\$.
- In the event that a sitting executive committee shall impose a membership fee exceeding 0\$, each executive member will also be required to pay it
- In the event that a membership fee is imposed exceeding 0\$, any member of the club may apply for a refund within one (1) month of becoming a member.
- No refunds are permitted 30 days following the election periods.

Article IV: Executives & Responsibilities

- **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*.
 - ★ Ensures 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 the 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 *Secretary* and *Financial Officer* to maintain the financial health of the organization.
 - ★ 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 (2)**
 - ★ 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.
 - ★ Assist in the smooth 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 mainly 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 & 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.
 - ★ 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 (1)**
 - ★ Supports the *Financial Officer* in their activities.
 - ★ Complete tasks assigned by the *Financial Officer*.
 - ★ Becomes acquainted with the *Financial Officer's* duties.
 - ★ Reports any updates and/or changes to the *Financial Officer*.
- **Secretary (2)**
 - ★ 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 *Media & Marketing Director* in promoting the team through email.
 - ★ Handles any feedback reports about the group's programs and initiatives.
 - ★ 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.

- **Media & Marketing Director (1)**
 - ★ Responsible for the overall promotion, marketing, outreach and engagement of the organization on various social media platforms and in-person events.
 - ★ Works and collaborates with other *Executives* to achieve 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 of the marketing & media team.
 - ★ 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 Directors* 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 monthly calendar of the marketing team's initiatives and activities and submits the calendar to the *President* for review and approval.
 - ★ Completes other tasks assigned by the *President* throughout the academic year.
 - ★ Regularly reports updates and changes to the *President* via meetings and/or appropriate online communication platforms.

- **Research Producer (2)**
 - ★ Contributes ideas to the monthly calendar of the marketing team.
 - ★ Researches health issues and conditions that affect different women populations.
 - ★ Researches and develops short reports about health trends and issues on campus.
 - ★ Produces a semi-monthly post/article about recent discoveries, trends and issues in women health and wellness.
 - ★ Edits and reviews products and content made by the other *Research Producer*.
 - ★ Collaborates with other executive members on the marketing team to develop a system of communications among themselves to ensure smooth flow of the work.
 - ★ Ensure diversity and variability in the research being procured and published.
 - ★ Reports any updates and/or changes to the *Media & Marketing Director*.

- **Graphic Designer (2)**
 - ★ Creates designs using illustration, photo editing and layout software.
 - ★ Identifies the optimal ways to illustrate and communicate the aim of various events and programmes through effective graphics and designs.
 - ★ Works with the *Media & Marketing Director* to develop and design the logo.
 - ★ Designs posters and other promotional materials as directed.
 - ★ Creates flyers as needed and directed for different promotional uses.
 - ★ Reports any updates and/or changes to the *Media & Marketing Director*.

- **Social Media Manager (2)**
 - ★ Regularly maintains and actively updates all social media accounts.
 - ★ Captures pictures and clips of events/fundraisers for social media.
 - ★ Keeps a record of pictures and clips captured at events and campaigns.
 - ★ Promotes the group's activities through different social media platforms.
 - ★ Responses to social media inquiries, comments, concerns, etc.
 - ★ Completes outreach tasks assigned by the *Media & Marketing Director*.
 - ★ Completes other tasks assigned by the *Media & Marketing Director*.
 - ★ Reports any updates and/or changes to the *Media & Marketing Director*.

- **Video Producer & Editor (1)**
 - ★ Brainstorms and prepares various video projects along with the *Media & Marketing Director*.
 - ★ Assists in developing and/or editing video scripts.
 - ★ Produces and edits video footages and photos for multiple platforms.
 - ★ Sources, creates and/or adds graphics, animations, special effects, etc to the videos and clips produced.
 - ★ Publishes video content through different social media platforms.
 - ★ Reports any updates and/or changes to the *Media & Marketing Director*.

- **First Year Representative (2)**
 - ★ Performs outreach activities as directed by the *Media & Marketing Director*.
 - ★ 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 organization.

- ★ Represents the organization in a professional manner.
 - ★ Works to increase the number of memberships.
 - ★ Assists in recruiting volunteers for the organization.
 - ★ Reports any updates and/or changes to the *Media & Marketing Director*.
- **Website Developer (1)**
 - ★ Responsible for the design, construction and maintenance of the organization's website.
 - ★ Ensures that the club's website is up to date with all recent activities and events.
 - ★ Works with the *Financial Officer* to budget fees associated with website set-up.
 - ★ Works continuously to improve the website's content, interactivity, and user experience.
 - ★ Works with the marketing team to publish content and material on the website.
 - ★ Reports any updates and/or changes to the *Media & Marketing Director* and *President*.
- **External Relations Director (1)**
 - ★ Responds and manages all sponsorship requests and inquiries in conjunction with the *Secretary* and/or *Media & Marketing Director*.
 - ★ Researches and connects with a minimum of four 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.
 - ★ 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.
 - ★ Completes other tasks assigned by the *President* throughout the academic year.
 - ★ 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 (2)**
 - ★ Develops a meaningful mentorship program that fits the mission of the group.
 - ★ Creates and distributes a package explaining the mentorship program.
 - ★ Collaborates with the *Secretary* 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 *Media & Marketing Director* to promote the mentorship program.
 - ★ Provide bi-weekly updates to the *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 5+ 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 *Secretary*.
 - ★ 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 school year.
 - ★ Regularly reports updates and changes to the *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.
 - ★ Reserves 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 *Media & Marketing Director* to develop event language for advertising and marketing the organization's events and other initiatives.
 - ★ Works with the *External Director* to incorporate sponsorships into events.
 - ★ Gathers feedback on the success of events from participants and volunteers for the sake of finding new ways to enhance future events.
 - ★ Regularly reports updates and changes to the *Vice President* of the organization via meetings and/or appropriate online communication platforms.

Article V: Meetings

The club will organize and host both executive and general meetings as detailed below.

Executive meetings will generally occur on a weekly basis during the summer term during a time and place agreed upon by the majority of active executive members. During the Fall/ Winter semesters, executive meetings will occur on the third week of every month. Further, two additional executive meetings will be held one week before the beginning of a new semester (i.e. late August and early January). Moreover, meetings amongst sub-teams can be arranged by executive members and will occur as needed. Finally, executive members will be connected and communicating actively on virtual platforms to continue facilitating the activities and initiatives of the group.

Two general meetings will be held at the end of the Fall/Winter semesters, and before the final exams period starts. In general meetings, the mission, goals, and accomplishments of the club will be 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 *Women's Health & Wellness Hub* 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 *Women's Health & Wellness Hub* 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.
- 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 WHWH member 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: Club 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.