

Constitution of “ University of Toronto Speech Language Pathology Student Union”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Speech Language Pathology Student Union”
- 1.2. The official acronym or abbreviation of the group is “SLPSU”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to provide a platform for students of the MHSc Speech Language Pathology Program to work with faculty in a cooperative and structured environment, and provide social and advocacy events for the general University of Toronto community.

2. Article Two - Affiliation

- 2.1. The Association is affiliated with, and a constituent of, the University of Toronto Graduate Students’ Union, hereafter called the “UTGSU”.

3. Article Three – Membership and Membership Fee

- 3.1. The group shall maintain a list of group members.
- 3.2. All registered students in the MHSc Speech Language Pathology Program have access to meeting minutes as well as the general members.
- 3.3. There is no membership fee.

4. Article Four – Rights of Members

- 4.1. All voting members have a right to attend all general meetings of members.
- 4.2. All voting members have a right to cast votes at all general meetings of members.
- 4.3. All voting members have a right to cast votes in all group elections and referenda.
- 4.4. All voting members have a right to propose and vote on amendments to this constitution.
- 4.5. All members have a right to withdraw from their position with sufficient notice (2 weeks) to the acting presidents.

5. Article Five - Executive Committee

- 5.1. The term for all positions on the Executive Committee shall be from the 4th week of September to September 1st.
- 5.2. The executive committee are elected for 2 terms.
- 5.3. The Executive Committee shall comprise approximately 60 voting members. 30 members for each year of the program to aid in the transition from year to year.
- 5.4. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 5.5. Non-voting members may hold only non-voting positions on the Executive Committee.
- 5.6. 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.
- 5.7. 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.
- 5.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

6. Article Six - Executive Committee Composition and Duties

- 6.1. The following student council representatives are required to serve a two-year term.
- 6.2. Students volunteer for these positions or in some cases may be elected by their classmates (e.g., where several students volunteer to be class presidents in which the election process is laid out in *Article 7*).
- 6.3. The elected co-presidents are responsible for emailing a soft copy of the council representatives and their roles to the Student Affairs Office no later than the end of September.
- 6.4. The following roles and duties:
 - 6.4.1. **President(s)**: The class president or co-presidents (up to two) represent their peers at the Rehabilitation Student Council, the Student-Faculty Liaison Committee, and other events. They provide support and leadership to their classmates on all issues. They are also called upon to organize a student council for their cohort and to participate in various departmental activities (such as the MHSc

Information Session tours). This is an elected position; students nominate themselves and their peers vote to select the representatives.

- 6.4.2. **The Resource Room Representatives** organize incoming and outgoing resources. These representatives are responsible for making sure the resources and the rooms are maintained in good order. They attend a yearly meeting with a faculty member in order to discuss any issues that have arisen. Resource Room representatives are involved in improving the sign-out procedures to ensure that resources do not go missing. Resource room representatives are paid a nominal amount of \$300.00 per year.
- 6.4.3. **The Floater Representatives** help any other representatives during busy times and during events when needed. If there is something that needs to be done and there is no representative for the task, the floater can take on that role.
- 6.4.4. **The Curriculum Representative** attends meetings if a request is made for evaluation or curriculum content purposes.
- 6.4.5. **The Interprofessional Education (IPE) Representatives** act as a liaison between the students and the faculty involved in the IPE curriculum and she/he has the opportunity to discuss and provide input to the curriculum. The IPE representatives also serve as the Interprofessional Healthcare Students' Association (IPHSA) representatives. The IPHSA representative is involved in planning and running IPE social events and educational activities for students with a goal of promoting interprofessionalism among the 12 health science programs at the University of Toronto.
- 6.4.6. **The Athletic Representatives** plan sporting related events for the entire class (e.g., Blue Jays games, rock climbing, skating at Nathan Phillip square, etc.) and coordinate intramurals, both with the other rehabilitation students as well as SLP specific teams (if there are enough players within the class).
- 6.4.7. **The Food Representatives** annually review the policies on the [University of Toronto Food and Beverage](#) website and disseminate this information to representatives involved in planning events and fundraising activities. Annually, the food representatives will review [policies for potlucks](#) at the University of Toronto. If a potluck is planned, the food representatives will conduct a class poll for dates and send out sign-up sheets for a variety of dishes (e.g., main course and dessert), make sure there is enough food for everyone and that dietary needs are met (e.g., allergies, etc.). Food

representatives may also volunteer to bake for fundraiser bake sales. The University of Toronto [bake sale form](#) must be completed, submitted, and approved prior to the sale.

A bake sale is defined as fundraising through the sale of dry baked goods that will not spoil in the absence of refrigeration and that are not potentially hazardous foods. Commercially produced baked goods are not permitted in this category. Space in the lobby will not be approved for a bake sale unless the student group forwards the approval from the University of Toronto to the Rehabilitation Science Sector Receptionist.

- 6.4.8. **The Treasurer** collects class money (e.g., for student-led orientation events, class merchandise, etc.), opens a class account (if the class decides to do so), reimburses various representatives for their class- related purchases, collects the Graduate Student Union cheque in the new year and keeps track of the funds.
- 6.4.9. **The Alumni Representatives** liaise with the University of Toronto SLP Alumni Association, attend monthly meetings, keep the class informed on Alumni Association activities and help organize the Buddy Breakfast in September.
- 6.4.10. **The Speech-Language and Audiology Canada (SAC) Representatives** liaise with SAC to organize student events to recruit students (including teleconferences with SAC representatives from other universities), solicit SAC for money for student-benefitted causes and raise awareness among the student population about the organization. The majority of this work begins mid-year.
- 6.4.11. **The Graduate Student Union (GSU) Representatives** represent SLP students on the University of Toronto Graduate Student Union, attend monthly meetings and keep the class informed of GSU activities, student benefits, elections, etc.
- 6.4.12. **The Social Representatives** organize outings, get-togethers, parties, etc. that are accessible to all classmates and foster a sense of inclusion in the SLP class. They encourage classmates to create a healthy work-life balance through their attendance and participation in social events. They also liaise with other program representatives to plan and promote joint events.
- 6.4.13. **The Fashion Representatives** organize SLP-branded clothing for the class. They also organize goodie bags to be provided to incoming

students during their orientation. This includes connecting with local organizations to obtain merchandise and information for the goodie bags.

- 6.4.14. **The Fundraising Representatives** raise funds for class activities where necessary (see Food Representatives for information about bake sales).
- 6.4.15. **The Environmental Representatives** promote environmentally friendly practices in the classroom, including scanning instead of photocopying of materials, using reusable cups and keeping the class up-to-date on environmental events and happenings on campus. The environmental representatives find creative and innovative ways to make their class more environmentally friendly.
- 6.4.16. **The AV/Tech Representative** is an expert on the audiovisual system and recording microphone used in the SLP classrooms and is available to trouble-shoot problems experienced by instructors during lectures. They are also responsible for maintaining the class Discord server to ensure that the class has a means to remain connected beyond the classroom.
- 6.4.17. **Clinical Education Representatives** are responsible for liaising with clinical coordinators to assist with placement planning and preparation. see the Clinical Education Placement Process, Principles and Practice document on the Clinical Education site on the Quercus.
- 6.4.18. **The Academic Representative** facilitates appropriate collaboration while promoting a high standard of academic integrity. This representative organizes study help sessions to capitalize on diverse academic strengths in the class. They also coordinate and promote accessibility of shared academic resources.
- 6.4.19. **The Birthday Representatives** collect class birthday days at the beginning of the academic year and celebrate class birthdays.
- 6.4.20. **The Card Representative** presents thank you cards to guest lecturers/speakers on behalf of the class. They are also responsible for obtaining additional cards (as needed) with class funds.
- 6.4.21. **The Hanen Representatives** plan and organize Hanen training for the class in the second year.
- 6.4.22. **The Hear to Speak Representatives** raise awareness for the not-for-profit organization that aims to ensure that high quality speech-language and hearing services are universally accessible. They also participate and organize fundraisers that support the organization.
- 6.4.23. **The Mind your Mind Representatives** are passionate about wellness and support the leadership in a formal role to plan,

organize and execute activities to help students practice self-care, prevent burn-out, achieve wellness, and foster a sense of mindfulness, balance, and positive thinking.

- 6.4.24. **The SLP EDI (Equity, Diversity, and Inclusion) Representatives** join the existing Committee that comprises alumni and faculty to increase awareness and promote actions supporting EDT (Equity, Diversity, and Inclusion) within the SLP Department at UofT. This Committee meets on a monthly basis with a rotating Chair and Secretary from within the membership.
- 6.4.25. **The May Month Representatives** create graphics to promote the month of May as Speech and Hearing month, and what SLPs and audiologists do. This role involves volunteering with local agencies and hospitals to assist them with their May month activities.
- 6.4.26. **The Research Representatives** are responsible for keeping the class up to date on new and exciting research from the department and in the field of SLP. They also share opportunities for research, volunteer, work-study positions, and research conferences.
- 6.4.27. **The International Centre for Disability and Rehabilitation (ICDR) representative** works with this organization to promote equity and improve the well-being of individuals of all abilities in Canada and all over the world through advocacy, rehabilitation research and education. This organization plans various events throughout the year to foster critical thinking skills, bring awareness to inequities, and raise proceeds that go towards initiatives aimed at helping people with disabilities in resource-poor settings.
- 6.4.28. **The Public Outreach & Communications Representatives** occasionally meet with the department faculty to discuss ideas for public outreach. They also help develop projects that are aimed at informing others about our program and SLP profession. They will also update the SLP social media accounts.
- 6.4.29. **Yearbook Representative:** This rep will be responsible for collecting photos and other memories to be compiled into a yearbook (virtual or hard copy as decided by the cohort).
- 6.4.30. **The Orientation Leaders** work alongside department faculty and orientation leaders from other Rehabilitation Science programs to plan and organize events for student orientation in the Fall. This is an elected position; students nominate themselves and their peers vote to select the representative.

- 6.4.31. **The Orientation Week Volunteer Representatives** assist with the O-Week activities and can take over leadership roles where needed.

7. Article Seven – Elections

- 7.1. The following roles are elected upon by the general committee.
- 7.1.1. Presidents (2)
 - 7.1.2. Orientation Leaders (2)
 - 7.1.3. Any role that is contested by the general committee
- 7.2. Other roles as noted may only require appointment from the class presidents if there are no competing candidates for the role.
- 7.3. If an election is required, videos are requested from the candidates to explain their campaign. The videos are submitted to the current presidents within a week of the election called.
- 7.4. If the presidential role is being elected on, a 3rd party student may be elected to present the videos to the general committee.
- 7.5. Elections are held every year prior to the 3rd Friday of September for the incoming class.
- 7.6. If roles are contested throughout the year, a re-election can be requested to the council at an executive assembly.
- 7.7. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 7.8. 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.
- 7.9. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 7.10. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the position(s) through a by-election and vote of simple majority (50% + 1) or volunteer appointment.

8. Article Eight – Finances

- 8.1. The Treasurer shall keep an active record of income and expenses.
- 8.2. The Financial Year (in accordance with tracking and grant financial reports shall start on the 1st of September of each year and end on the 31st of August each year.

- 8.3. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 8.4. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 8.5. The group may not engage in activities that are essentially commercial in nature.
- 8.6. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.7. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 8.8. The group will not pay salaries to any of its officers. Exception is to the resource room representation, however this nominal payment will not be on behalf of the SLPSU's fund, rather the department would pay the fee.

9. Article Nine – Meetings

- 9.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 9.2. 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. This can be in the form of a town hall, organized by the faculty.
- 9.3. The Executive Committee must announce the date of a general meeting to the general membership at least one (1) week prior to the date of the meeting.
- 9.4. Minutes of executive meetings shall be shared with the general membership upon request

10. Article Ten - Termination of Membership

- 10.1. 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.
- 10.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

- 10.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 10.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 10.5. 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.
- 10.6. Executive Committee members are subject to the same termination of membership process as general members.
- 10.7. If termination occurs of an executive member, they will remain general membership for the duration of the program.

11. Article Eleven – Amendments

- 11.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 11.2. All voting members may propose and vote on amendments to the constitution.
- 11.3. 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.
- 11.4. 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.