

Constitution of “UTM Campus Connections”

1. Name: UTM Campus Connections

The official name of this recognized campus group is “**UTM Campus Connections**”

The acronym or abbreviation of this group is: **UTMCC**

2. Purpose

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

- UTM Campus Connections is a club that strives to promote an inclusive community that supports individuals who have intellectual disabilities. The core mission of UTM Campus Connections is to break down barriers and challenge societal norms by promoting understanding, acceptance, and respect for people with intellectual disabilities. UTM Campus Connections aims to raise awareness about the importance of inclusivity and the value of individuals with intellectual disabilities within the community. It strives to educate the campus and broader society on the challenges these individuals face and promotes understanding, acceptance, and support through its various initiatives and programs.

- How? By hosting workshops and inviting speakers who are experts in the field of intellectual disabilities or individuals with intellectual disabilities themselves, the club will educate the university community about the challenges faced by these individuals. These events will be geared towards dismantling misconceptions and providing accurate information about intellectual disabilities and individuals who have them.

- How? The club will organize inclusive events and activities that encourage interaction between students and individuals with intellectual disabilities. These activities will be designed to facilitate friendships, understanding, and mutual respect, breaking down social barriers in the process.

- How? The club will foster collaborations with other university clubs, local organizations, and disability advocacy groups to amplify its impact. These partnerships will help in pooling resources, sharing knowledge, and reaching a wider audience.

- How? The club will act as a resource hub, providing information, support, and referrals to both students and individuals with intellectual disabilities. This includes information on academic accommodations, community resources, and support services.

3. Membership

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

Executive members are required to have prior volunteer experience with any organization. Alternatively, they should be actively volunteering with or be in the process of becoming a volunteer with Community On Campus.

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 **\$0.00** 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 and Duties

The executive committee shall be comprised of 7 elected officers. These include a: President, Vice-President, VP Media, VP Finance, VP Events, VP External, and VP Volunteer Director

The President shall:

- Oversee the operations, management and overall success of the group
- Responsible for leading club meetings. In meetings, the President will address any arising issues within the club, and discuss potential event ideas, social media posts, etc..
- Responsible for the UTMSU/Ulife renewal and making sure the constitution is up to date throughout the year.
- Attends the CCR Training Meeting in the Fall. Responsible for leading the validator meeting with the VP three times a year.
- Responsible for making sure the CCR process is properly done, and all the necessary documents are submitted
- Responsible for attending all the UTMSU mandatory executive and elections training.

- 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

The Vice-President shall:

- Must be present at UTMCC events in the absence of the president
- Work closely with president to oversee the operations and management of the club
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Works with the VP Internal for CCR Application and doing the edits at the end of the year.
- Ensuring all the CCR Individual tracking templates are complete and the CCR process is completely done with the VP Internal.
- Responsible for reaching out to the validators for CCR.
- Works with the President in building relationships with the outside organizations and clubs, in addition, looking for opportunities to collaborate.
- Responsible for attending the UTMSU training in the absence of the President.
- Responsible for conducting application interviews with the VP Internal.
- Responsible for completing the awards application with the VP Internal
- Must attend mandatory executive meetings

VP Media shall:

- Makes decisions related to social media
- Oversees everything related to social media, post content, and event promotion
- Responsible for posting on IG or or Discord or LinkedIn or any other social media platforms
- Responsible for sending out event posts to UTM clubs for promotions
- Responsible for being engaged on social media through posts and IG stories
- Responsible for increasing followers on social media platforms (followers, interactions)
- Assists with advertisements of events at least 10 days prior
- Assists with creation of reels or IG TV.

VP Volunteer Director shall:

- Innovate and implement strategies for recruiting volunteers, leveraging events, advertisements, and social media campaigns.
- Organize and oversee events specifically aimed at volunteer recruitment, ensuring engagement and informative sessions for potential volunteers.
- Create compelling advertisements and promotional materials to attract a diverse group of volunteers. This includes managing online and offline campaigns.
- Design and streamline the volunteer onboarding process, making it easy and inviting for individuals to join the community on campus.

- Serve as the primary point of contact for potential volunteers, providing them with detailed information on how to get involved and the benefits of volunteering with the community on campus.
- Implement strategies to keep volunteers engaged and motivated, including recognition programs, feedback sessions, and social events.
- Foster relationships with other clubs, societies, and external organizations to create more volunteer opportunities and partnerships.
- Attend all required executive meetings.

VP External shall:

- Manage and lead all external club-related activities.
- Coordinate partnerships and outreach efforts with other clubs/societies.
- Initiate contact with guest speakers and organizations.
- Collaborate closely with the president to foster relationships with clubs and organizations.
- Handle all external communications, including emails.
- Seek out collaboration opportunities with external organizations whenever feasible.
- Participate in all collaborative meetings alongside the President or Vice-President.
- Engage in networking activities with organizations, legal professionals, guest speakers, etc.
- Identify and secure guest speakers, providing support for events.
- Aim to establish a sponsorship program, if feasible.
- Proactively contact professionals and external organizations, including email communications and LinkedIn connections.
- Attend all required executive meetings.

VP Events shall:

- Tasked with the coordination, planning, and execution of WILA events throughout the year alongside the executive team.
- Collaborates closely with the President to strategize and devise plans for upcoming events.
- Handles all event-related preparations, including presentations, catering, leadership roles, and communication for collaborations.
- Ensures detailed event planning and preparation are completed well in advance, at least one month prior to each event.
- Communicates effectively with all executive members to keep them informed about upcoming events.
- Generates reports summarizing each event's outcomes and feedback.
- Monitors the overall success of events, ensuring they proceed without any issues.

- Introduces and implements innovative event ideas with support from the executive team.
- Manages the creation of Google Form sign-ups for events and monitors participant registration.
- Participates in all compulsory executive meetings.

VP Finance shall:

- Responsible for overseeing everything relating to finance
- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Responsible for completing the UTMSU Audits and records on time.
- Responsible for managing the club cheques and money.
- Holds the signing officer authority along with the President for financial purposes such as depositing the cheque in the club account.
- Work with VP of events to assist with budgeting of events and distribution throughout the year
- Responsible for attending the UTMSU Audit training.
- Responsible for applying to any bursaries or sponsorships when needed.
- Responsible for collected and saving receipts of all club expenses
- Must attend mandatory executive meetings

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 his/her actions.

A two-thirds majority vote of the current members present in favour 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.

5. 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.

6. Finances

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

7. 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 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.

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.