

Constitution of “SMILE”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “SMILE”
- 1.2. The official acronym or abbreviation of the group is “SMILE”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to engage students, faculty, and other members of our community in activities that will increase the wellness of their mental health. The club wishes to modify how mental health is treated and change the points of view from which individuals look at it from. We wish to be a part of the forces in our community that are trying to break the stigma surrounding mental illnesses. SMILE strives to educate individuals on their mental health and how they can amplify their mental endurance. Education on these subjects will be done through seminars by guest speakers, workshops and especially, special activities during the examination/midterm periods (e.g. group game nights, exercises, study nights, etc.). Outreach activities, i.e. volunteering in the community, will also be done by the group in order to help students take a break from the stressors of school and their personal lives by giving back to the community. This club hopes to take initiative in helping students build larger social circles, by joining the family that is SMILE. This will ensure a healthier mindset through the school year for students. The motto of this club is sincerity, modification, integrity, liberty and enrichment and it shall be practiced through the aforementioned. SMILE will also provide students with resources by which they can contact when they are in extreme distress.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. 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.
- 2.5. The membership fee will be \$0 per year.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of seven (7) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum number 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.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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

5.1. The Co-presidents (2) shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and general members,
- 5.1.6. Ensure a transition of office from one year to the next.
- 5.1.7. Additional responsibilities may include:
 - 5.1.7.1. Communicate with any outside sources (speakers, organizations) that SMILE may be involved with, and schedule activities for the club,
 - 5.1.7.2. Serve as the contact person for the group

5.2. The Vice-President shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Oversee the various committees,
- 5.2.4. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.5. Coordinate organizational recruitment efforts.
- 5.2.6. Additional responsibilities may include:
 - 5.2.6.1. Communicate with any outside sources (speakers, organizations) that SMILE may be involved with, and schedule activities for the club

5.3. The Secretary shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of all registered group members,
- 5.3.3. Maintain the group website and member contact list,

- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Notify all members of general meetings,
- 5.3.6. Handle official correspondence of the organization,
- 5.3.7. Organize and maintain records of notes, lists of members, contact information of collaborators, and other relevant documentation when requested.

5.4. The Treasurer shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group as well as event-specific budgets,
- 5.4.7. Seek and apply for funding opportunities to support the operations and initiatives of the organization,
- 5.4.8. Contact and seek any organizations willing to support the club's fundraising initiatives
- 5.4.9. Additional responsibilities may include:
 - 5.4.9.1. Organize and maintain records of any fees that the group may have to pay for, regarding sources such as (but not limited to) guest speakers.

5.5. The Equity Director shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Ensure that all promotional entities associated with SMILE are presented in an equitable manner
- 5.5.3. Educate members on ways in which the club can reach out to more members in an equitable way.
- 5.5.4. Additional responsibilities may include:
 - 5.5.4.1. Research new laws, rules & regulations related to mental health at the University of Toronto or Canada in general and inform the team on any news when necessary

5.6. The Social Media and Communications Director shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Manage and maintain SMILE social media accounts,
- 5.6.3. Promote the organization's initiatives through various platforms including, but not exclusive to, the SMILE social media accounts,
- 5.6.4. Create appealing graphic designs to promote SMILE initiatives and events,
- 5.6.5. Respond to correspondences, messages, and notifications for the social media accounts and communicate any relevant or necessary information to the Executive Committee.
- 5.6.6. Additional responsibilities may include:
 - 5.6.6.1. Maintain and update SMILE website(s)

5.7. The Public Outreach Director shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Contact any external individuals or organizations that SMILE may be involved or collaborate with, and coordinate collaborative activities and efforts for the club,
- 5.7.3. Recruit new club members through popup stands and other online platforms, in conjunction with the Social Media and Communications Director,
- 5.7.4. Spread and encourage mental health during events and occasional pop-in to classes
- 5.7.5. Stay informed about all requests and inquiries about collaborations from external organizations
- 5.7.6. Inform the president(s) about new involvements, members, etc.

6. Article Six – General Members and Committees

- 6.1. General members shall contribute to the advancement of the mission and goals of SMILE by:
 - 6.1.1. Promoting SMILE initiatives, raising awareness through SMILE campaigns, and supporting the execution of SMILE events,
 - 6.1.2. Providing the Executive Committee with feedback regarding the impact of SMILE initiatives during bi-annual general member meetings,
 - 6.1.3. And/or participating and contributing as members of the various committees
- 6.2. Each of the committees shall consist of a maximum of 5 members who will work on events to promote the mental wellness of their targeted group(s)
 - 6.2.1. The four committees are:
 - 6.2.1.1. Committee for the Mental Wellness of Racialized students
 - 6.2.1.2. Committee of College representatives (NC, UC, SM, INNIS, Victoria, Trinity College, etc.)
 - 6.2.1.3. Graduate students committee
 - 6.2.1.4. International students committee
 - 6.2.2. The group may appoint Directors or Coordinators for the various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.
 - 6.2.3. Leaders and members of committees are responsible for organizing their own meeting times but must meet with the executive team at least twice a year.

7. Article Seven – Elections

- 7.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 7.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 7.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 7.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 7.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

- 7.6. 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.
- 7.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

8. Article Eight – Finances

- 8.1. The Treasurer shall keep an active record of income and expenses.
- 8.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 8.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 8.4. The group may not engage in activities that are essentially commercial in nature.
- 8.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 8.7. The group will not pay salaries to any of its officers.

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.
- 9.3. 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.

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. 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.

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

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.