

# **The Constitution Act**

## **Menstruation Redefined UTM (MRed UTM)**

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### **ARTICLE 1: Name**

The official name of this recognized campus group is “Menstruation Redefined UTM”. The abbreviation of this group is “MRed UTM”; the club is referred to as MRed UTM throughout the document.

### **ARTICLE 2: Purpose**

MRed UTM is an organization which works towards promoting and normalizing a biological perspective of menstruation, combating period poverty, and fostering awareness about period health among all genders. We accomplish the aforementioned by encouraging women empowerment via discussion groups/panels, drives, and seminars that display how women in professional careers overcome these issues. These goals are MRed UTM’s stepping stones towards the greater aim of eliminating the negative stigma around menstruation and making UTM a taboo free space where menstruation does not define a woman’s success in life.

### **ARTICLE 3: Membership**

Membership to the group is open to all the University of Toronto members across campuses, including students, staff, faculty and alumni. U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. Non-UofT members, such as high school students, are permitted to sign up as volunteers and/or general members. Any contributions made to MRed UTM events may be awarded with volunteer hours. Non-UofT members must register with a designated executive, by submitting their full name and a valid email address, after which they undergo a preliminary interview to determine eligibility for membership.

Executive members must have completed at least one full year of study at UTM at the beginning of the fall semester of the applied term. Executive members will be selected via interviews with the designated executive (eg, Presidents). Coordinators may be hired as needed by the Executive team and the Co-Presidents.

MRed UTM does not require any membership fee.

## **ARTICLE 4: Executive List and Duties**

### **President:**

- Decide the number and types of events taking place during the year with the entire executive team
- Delegate club tasks to the executive team
- Act as main liaison between MRed UTM, University of Toronto, and UofT Student Union
- Oversee the operations of the executive team and provides leadership and opportunities for improvement through monthly executive meetings
- Hosting club events and competitions and providing the MRed UTMcommunity with opportunities to connect

### **Secretary:**

- Record meeting minutes
- Manage club communications
- Assist in organizing and scheduling club events
- Reports to Co-Presidents
- Handle official correspondence of the organization

### **Internals Officer:**

- Reporting to Co-Presidents and Secretary on the event planning progress
- Handle official correspondence of the organization with oversight from the Secretary
- Supporting the Executive Committee with their projects (eg, ensuring the event meets club goals, ensuring it is within budget, ensuring it is well advertised, etc.)
- Supporting the Communications and Networking Team with outreach, club advertisements, and overseeing communications with general members

### **Communications Director:**

- Maintain the club's newsletter
- Curate content (such as videos and images) and articles for the newsletter
- Communicate with the rest of the club to create content for newsletter
- Maintaining a list of general members

### **Content Creator:**

- Maintaining MRed UTM's social media pages
- Creates posts that follow current social media trends, and relate to educational and advertisement purposes
- Hosts & presents student interviews, cover events, etc.
- Growing social media traction for MRed UTM
- Lead the promotions of all club events

**Networking Lead:**

- Create alliance with other clubs and companies for club events
- Find and reach out to potential guest speakers, sponsors, etc.
- Work with the Finance team to create budget friendly events

**Financial Officer:**

- Manage the club's finances and budget
- Prepare an annual budget as well as budgets for specific club events
- Keep track of expenses and financial transactions of the group
- Collect membership dues and manage fundraising efforts
- Hold signing officer authority along with the President for financial purposes

**Events Lead:**

- Work within the Events Team to brainstorm event ideas in-line with club goals
- Plan, organize, and execute club events, workshops, and activities
- Coordinate logistics for events including venue bookings, equipment, and materials
- Ensure events are well advertised and within allocated budget
- Recruit volunteers and delegate tasks during events

The group may appoint Coordinators when hiring for various committees such as social committee, events committee, and so on. Such positions do not hold executive decision making authority.

**ARTICLE 5: 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. In the event that a notice of removal is given out, MRed UTM will issue two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed with the vote within the executive team to remove the member. The same process will be applied to Executive Members.

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 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 President of the club holds veto power in decisions that result in a tie.

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.

## **ARTICLE 6: Elections**

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members of 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 30<sup>th</sup> 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 been a member in good standing for 30 days prior to election dates are eligible for voting.

Terms of executive positions shall be from May 1st to April 30th.

## **ARTICLE 7: 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 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 8: Meetings**

General Meetings (GMs):

The group shall hold general meetings at least twice per month, i.e. once per two weeks.

The committee meetings shall be held on days and times agreed upon in the beginning of the academic semester by a majority vote. 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.

Miscellaneous Meetings (MMs)

The group will hold meetings in various subgroups as required. These meetings will go over any/all upcoming events, discussions, seminars work that is yet to be executed and/or delegated. One of the presidents must be present in the MMs. The attendance must consist of more than 50% of the predetermined team within the meeting.

## **ARTICLE 9: 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 general meetings by registered executive 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 executive members.