

Constitution of “Cardiovascular Disease Student Association - University of Toronto”

1. Article One – Name and Purpose

- 1.1.** The official name of the recognized student group is “Cardiovascular Disease Student Association”
- 1.2.** The official acronym or abbreviation of the group is “CVDSA”
- 1.3.** The purpose, objectives, mission and/or mandate of the organization is to engage UofT students in making a real difference in the fight against heart and cardiovascular diseases. We partner with organizations like the Heart & Stroke Foundation of Canada to raise awareness, support groundbreaking research, and promote healthy living in our communities.

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 \$0.00 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 12 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 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.

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 President and Vice President (2) shall be responsible for: 5.1.1. The general management of all the activities of the CVDSA

5.1.2. Being the public face for the club and acting as the representative of the CVDSA Executive

5.1.3. Presiding over meetings of the Executive Committee as well as general meetings where all members are present

5.1.4. Administering the overall strategic development of the organization 5.1.5. Acting as the major liaison between the U of T Club and the larger Heart and Stroke Foundation of Canada.

5.1.6. Maintaining the Listserv of General members, ensuring that members are informed of new events and meetings.

5.1.7. Overseeing and coordinating the work and activities of the outreach and marketing/awareness committee

5.1.8. Holding at least two meetings per semester with all executive team members to discuss progress

5.2. Secretary (1) shall be responsible for:

5.2.1. Maintain a list of group members for the validation of CCR and volunteer opportunities.

5.2.2. Record notes and motions for meetings

5.2.3. Maintaining the Listserv of General members, ensuring that members are informed of new events and meetings.

5.2.4. Work with the presidential team in finding and applying for awards, grants, club certifications, and other paperwork.

5.2.5. Fulfilling the reimbursement process alongside the directors of Finance and Sponsorship.

5.2.6. Attending monthly meetings with the rest of the executive team to discuss progress

5.3. The Director of Finance and Sponsorships (2) shall be responsible for: 5.3.1.

Approaching local businesses for sponsorships or donations requests to support CVDSA

- 5.3.2. Reach out and communicate with businesses on various communication platforms
- 5.3.3. Keep an active record of income and expenses.
- 5.3.4. Planning and executing fundraising events for the CVDSA that align with the mission statement and purpose of the organization and that fit within the budget
- 5.3.5. Leading a subcommittee of finance and sponsorship members to obtain sponsorships and plan fundraising events
- 5.3.6. Attending monthly meetings with the rest of the executive team to discuss progress

5.4. The Director of Awareness and Marketing (2) shall be responsible for:

- 5.4.1. The production and development of flyers/posters, web postings and manage all communication channels to get the word out about CVDSA UofT events
- 5.4.2. Working alongside the rest of the executive team to ensure that the planned events are properly advertised.
- 5.4.3. Leading a subcommittee of awareness and marketing members
- 5.4.4. Develop graphics (for awareness, event promotion, etc.) for Instagram and Facebook.
- 5.4.5. Assist with website design and online graphic features.
- 5.4.6. Assist in the creation of posters, team apparel, etc.
- 5.4.7. Monitor social media accounts and respond to all messages.
- 5.4.8. Manage raffles and prizes.
- 5.4.9. Liaising with campus organizations, institutions, professors, and students to increase CVDSA presence on campus
- 5.4.10. Attending monthly meetings with the rest of the executive team to discuss progress

5.5. The Director of Education and Events (2) shall be responsible for:

- 5.5.1. Executing and assisting in the planning of fundraising events for the CVDSA that align with the mission statement and purpose of the organization and that fit within the budget
- 5.5.2. Liaising with campus organizations, institutions, professors, and students to increase CVDSA presence on campus
- 5.5.3. Leading a subcommittee of education and events members
- 5.5.4. Develop innovative events targeted to the community
- 5.5.5. Manage events through detailed event outlines
- 5.5.6. Communicate with senior execs and team members to plan events
- 5.5.7. Book venues, events spaces and vendors
- 5.5.8. Attending monthly meetings with the rest of the executive team to discuss progress

5.6. The Director of Development (2) shall be responsible for:

- 5.6.1. Executing and assisting in the planning of fundraising events for the CVDSA that align with
- 5.6.2. Develop and maintain our website to showcase our organization.

- 5.6.3. Leading a subcommittee of development members
- 5.6.4. Organize a monthly newsletter to showcase advancements in research locally, nationally and globally along the Research Directors.
- 5.6.5. Liaising with campus organizations, institutions, professors, and students to increase CVDSA presence on campus
- 5.6.6. Attending monthly meetings with the rest of the executive team to discuss progress

5.7. The Director of Research (2) shall be responsible for:

- 5.7.1. Writing Research Articles and Blog Posts: Coordinating the creation of research articles and blog posts that share the literature reviews, findings and insights regarding heart disease and stroke.
- 5.7.2. Leading a subcommittee of research team members
- 5.7.3. Supplying the club's social media team with relevant research material to support their content creation.
- 5.7.4. Hosting Research Seminars or Events along the Events and Education Directors
- 5.7.5. Contributing to the club's monthly newsletter by providing research-related content.
- 5.7.6. Attending monthly meetings with the rest of the executive team to discuss progress

5.8. The Committee Members shall be responsible for:

- 5.8.1. Collaborate effectively with other team members, committees, and stakeholders.
- 5.8.2. Maintain open and clear communication channels to ensure smooth workflow and coordination.
- 5.8.3. Carry out assigned tasks and responsibilities efficiently and effectively. Meet deadlines and deliver quality work that aligns with the team's goals and objectives
- 5.8.4. Take responsibility for your work and outcomes. Provide regular progress reports or updates to the Director as required. Seek feedback.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.

6.7. The elections must be held in a nonbiased manner. No individual who is seeking an election may participate in planning or administering the election.

7. Article Seven – Finances

7.1. The Directors of Finance shall keep an active record of income and expenses.

7.2. The Directors of Finance shall present the group's updates on the group's financial position at annual general meetings.

7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

7.4. The group may not engage in activities that are essentially commercial in nature.

7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

8.2. 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, and financial health, and propose or vote on constitutional amendments.

8.3. 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.

9. Article Nine - Termination of Membership

9.1. 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.

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

9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

9.5. 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.

9.6. 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. 9.7.

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

10. Article Ten – Amendments

10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

10.2. All voting members may propose and vote on amendments to the constitution.

10.3. 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. **10.4.** 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.