

# Constitution of “Mending Minds”

## 1. Name

The official name of this recognized campus group is “Mending Minds UTM”

The acronym or abbreviation of this group is: MMUTM

## 2. Purpose and Objectives

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

The purpose of "Mending Minds" is to create a social space for students to improve their mental wellbeing and decrease the rate of student burnout. Our vision is to create a safe space for students to socialize, de-stress and access peer support in order to improve mental health amongst the student body and to leave lasting positive effects for students whose time at UTM comes to a close. Our goal is for students to create lasting connections, gain valuable coping skills to deal with stress and anxiety, and to relieve some of the pressures of university through fun, engaging activities such as paint nights or group talk. We would like for this group to last for years after the founding members leave UTM and would love for students to have somewhere to engage in their mental well-being while not being under such pressures of sigma similar to some of the resources (although helpful) that the university may provide for students. The club will provide seminars, workshops, outreach, and events in order to help reach the goals of the club. These may include, professional or motivational guest speakers, de-stressor events, social events, and a peer support program. Note: We will have resources available for any person(s) who may need additional support by a professional.

## 3. Membership

Membership to the group is open to all the UTM Students.

Mending Minds members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-UTM students such as other U of T students, staff and faculty. 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.

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 four (4) elected officers. These include a President, Vice-President, Secretary, and a Treasurer.

*The President shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Financial Director for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
- Record notes and motions for meetings

Additional responsibilities may include:

*The Vice-President shall (2):*

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

Additional responsibilities may include:

*The Social Media Director shall:*

- Make a list of all registered members
- Maintain the web sites and member contact list
- Notify all members of meetings
- Handle official correspondence of the organization
- Maintain Social Media Accounts

Additional responsibilities may include:

*The Financial Officer shall:*

- 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
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- be responsible for the biannual UTMSU audit

Additional responsibilities may include:

*The Fundraising Director shall:*

- Be responsible for fundraising throughout the year
- plan and host at least one fundraiser per semester

Additional responsibilities may include:

*The Events Coordinator shall (2):*

- Be responsible for planning and executing events throughout the year
- plan and host at least one event per semester

Additional responsibilities may include:

*The Creative Director shall:*

- Be responsible for any and all promotional material needed for events throughout the year

Additional responsibilities may include:

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

#### **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 their 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 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) Chief Returning Officer (CRO) from the general members on the committee to conduct and hold elections. 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 CRO shall accept nominations only from registered UTM students for candidacy of executive positions from the general membership. Candidates can be general members or new members of the club.

The CRO shall follow the election timeline set by the UTMSU and announced by the Campus Groups Coordinator. Dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO shall provide each Mending Minds member with a ballot or link to a secure voting platform on the voting dates and ask the member to place their ballot in an enclosed box/submit their vote virtually.

In preparation for a tie, the CRO 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 CRO shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the elections to the Executive Committee and general members.

Registered Mending Minds members may not vote by proxy. Non-Mending Minds members may nominate and vote in elections.

All Mending Minds members are able to vote.

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

## **6. 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 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 Mending Minds 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 Mending Minds 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.