



Article I: Campus Group Name

University of Toronto Mississauga Pre-Law Organization (UTMPLO)

Article II: Purpose

The University of Toronto Mississauga Pre-Law Organization (UTMPLO) aims to provide exposure and information on the various aspects of the law, while facilitating networking opportunities within a supportive environment of like-minded peers.

UTMPLO strives to

support the academic, social, and professional development of its members through various events, programs, activities, workshops and collaborations including other clubs and organizations outside of the University of Toronto Mississauga. We are a welcoming space for all who are interested in law to gather together and receive information about the legal field regardless of their program of study.

Article III: Membership

All UTM undergraduate students are eligible for membership in the club. To obtain membership students must sign up as general members using the form in the club's instagram linktree as well as clicking the link sent out in weekly newsletters. Only UTMSU members can gain membership.

A voting member needs to be registered within the group and have been signed up as a member prior to the voting period. Only members are able to vote in the elections.

Article IV: Executives

The executive committee shall be comprised 10 positions and 11 elected officers. These executive roles include, President(s), VP Internal, VP External, VP Mentorship(s), VP Finance, VP Sponsorship, VP Communications, VP Marketing, VP Events, and VP Membership. The responsibilities and duties for each role include:

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 VP Finance for financial purposes
- Preside over board meetings as well as general meetings

- Ensure transition of office to the future Executives

The Vice President Internal shall:

- Book rooms on campus for meetings and events
- Liaison with the UTMSU and Centre for Student Engagement
- Responsible for ULife related work eg. Acquiring CCR for executives and volunteers
- Responsible of all club documentation (ie. meeting minutes)
- Responsible for overseeing half of the executive team (events, membership, marketing)

The Vice President External shall:

- Work with the Presidents to build relationships with other clubs, on-campus services, and external organizations
- Coordinate with the VP Finance to actively look for funding, grants, and sponsorships Research off-campus opportunities that are relevant to our club members
- Actively look for special guests to attend our events
- Responsible for overseeing the other half of the executive team (finance, sponsorships, communications)

The Vice President(s) of Mentorship shall:

- Be In-charge of the UTMPLO Mentorship Program
- Organize and match mentor and mentee applications
- Lead the mentor trainings
- Schedule and plan monthly check-in meetings and events for members in this program
- Organize and host the Coffee & Chat events with the VP Membership and Presidents

The Vice President of Finance shall:

- Keep a record of all monetary transactions
- Responsible for creating detailed budgets for each event
- Maintain a budget of income and expenses along with receipts
- Submit financial statements and bank records to the UTMSU
- Organizes fundraising

The Vice President of Sponsorship shall:

- Work alongside the events to decide where sponsorship opportunities can apply
- Responsible for creating sponsorship agreements
- Responsible for finding contacts for outreach to find sponsorship opportunities
- Responsible for creating sponsorship packages for prospective sponsors

The Vice President of Communications shall:

- Take detailed minutes of all meetings and shares them with the rest of the executive team
- Maintain a list of all registered members and their contact information
- Write all email communications and all official correspondence for the club
- Respond to messages on all of the club's platforms (email, Instagram, facebook, etc.)

- Keep a record of the society's activities and events

The Vice President(s) of Marketing shall:

- Design posters, advertisements, sponsorship packages, logo, and other promotional materials
- Develop a comprehensive marketing strategy for each event to engage club members
- Create flyers or planning giveaways to promote club events and programs Posts regularly, maintains, and increases online engagement on all of the club's social media platforms

The Vice President of Events shall:

- Plan, develop, and organize club events and programs with support from the associates and the executive team
- Make detailed proposals for events to present to the rest of the exec team
- Coordinate logistics for events and ensure that the events runs properly
- Reach out to general club members for feedback on events and to find out which events they would like to see
- Research and acquire guest speakers, vendors, and venues (where applicable)

The Vice President Membership shall:

- Oversee all associates
- Facilitating associate meetings
- Recruiting and managing volunteers
- Recruiting general club members

Article V: Meetings

Meetings for the Executive and Associate teams will take place weekly, with full team meetings taking place biweekly. The General Meetings will take place in November and March of the semester. These meetings will talk about the mission, goals and accomplishments of the group, as well as the ability for finances to be spoken about if requested by any member.

Article VI: Elections

Election Procedure:

- ❖ The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) 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 CRO 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 CRO 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 CRO 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 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 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.

Election Timeline:

- ❖ Advertising Period: March 4 - March 8
- ❖ Nomination Period: March 11 - March 15
- ❖ Campaign Period: March 18 - March 29
- ❖ Voting Period: March 27-29

Election Policies:

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of the group's status. Non-submission of election results will result in later loss of groups recognition status. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Club Committee/ASAC by the VP Campus Life or VP University Affairs.

Article VII: Removal from office

Removal from office can occur at any time by notice of the UTMSU in case of Harassment, Sexual Harassment and Discrimination. The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If a formal complaint needs to be filed with the UTMSU, a written notice must be sent to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Removal Procedure:

- If a member's action is found to violate UTMPL0 values and expectations as outlined in this charter, he/she will enter a 3-strike reflection process.

1. **First Strike:**

A reflection meeting will be set and led by the President of UTMPL0. The meeting will include discussions that outline the responsibilities of the given role in UTMPL0, as compared to the individual's current involvement.

2. **Second Strike:**

A second reflection meeting will be set and led by the President and VP Internal of UTMPL0. The aim would be to reflect on the situation and achieve a solution. If no compromise is possible, termination could be considered up to the discretion of those leading the meeting.

3. **Third Strike:**

If a termination is the necessary decision, it will be mentioned in the meeting and be followed by an official notice of termination via the UTMPL0 email.

- If the violator is the VP Internal, then the termination is up to the discretion of the President. If the violator is the President, then the termination is up to the discretion of the VP Internal. The termination of President(s) must be approved by the unanimous decision of the Executive Team.

Article VIII: Amendments to the Constitution

- ❖ Any amendment made to this charter agreement must be in writing, signed by both parties, and approved by UTMPL0, or it will not come into effect.
- ❖ Any Associate or Executive members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at a Executive Committee meeting
- ❖ Constitutional amendments shall require a 2/3 majority to be passed by the Executive Committee.
- ❖ 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 the Executive Committee.
- ❖ All amendments must be approved by the membership of PLO via General Meetings
- ❖ All amendments must be approved by the UTMSU before they are formalized