

Constitution of “HLBA UTM”

1. Name

The official name of this recognized campus group is the “*Health, Law and Business Association at UTM*”

The acronym or abbreviation of this group is: *HLBA UTM*

2. Purpose

The purpose of HLBA UTM is to advocate and educate students on both the individual as well as the interconnecting aspects of all three fields of health, law, and business. It is our vision to be able to increase the diversity of students in the employment field by educating them about all three programs, their respective academic and career pathways, as well as providing a wider variety of career paths that are interconnected *within* these three major programs/fields, as many students are enrolled in the Business (e.g. Accounting, Management, Business, etc.), Health (e.g. Biology, Psychology, Health Sciences, etc.) and Law (e.g. Political Science, etc.) at the University of Toronto Mississauga.

We aim to fulfil this vision by providing educational resources on both the individual as well as the interconnected pathways that are found in each field, as well as providing interactive resources with alumni, professors, as well as larger-scale interactive events such as workshops, and conferences. Our methods of outreach, with respect to interactive sessions, will not only be limited to UofT alumni and faculty, but will also aim to include influential members from our community who have experience within all three fields (e.g. representatives from law firms,

business associates, company executives, entrepreneurs, healthcare professionals, biopharmaceutical companies, etc.).

3. Membership

Membership to the group is open to any student currently enrolled in an undergraduate program at the University of Toronto Mississauga.

These individuals are permitted to run, nominate, and vote in elections and constitutional amendments. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be **\$0** per year.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 25 members, 100% 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

The executive committee shall be comprised of **25 elected officers**. These include:

- **President (x1)**

- **Vice-President (x1)**
- **Secretary (x1)**
- **Vice-President of Finance (x1)**
- **Vice-Presidents of Communications (x4)**
- **Vice-President of Admin (1)**
- **Admin Associate (2)**
- **Vice-President of Events (x3)**
- **Vice-President of Design (x4)**
- **Vice-Presidents of Internal (x2)**
- **Vice-President of Social Media and Marketing (2)**
- **Vice-President of Health, Law, and Business Relations (3)**

The President shall:

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group
- Preside over board meetings as well as general meetings
- Hold overall authority on decisions in agreement with the Vice-President on club decisions
- Be in constant update from the Vice President as well as the VP of Finances on financial decisions
- Ensure transition of office to the future Executives

The Vice-President shall:

- 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
- Hold bank signing officer authority along with the VP of Finance for financial purposes, while providing constant updates to the President
- Coordinate organizational recruitment efforts

The Secretary (x1) shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

The Vice-President (VP) of Administration (x1) shall:

- Work closely with the President and Vice-President to allow for the smooth progress of executive members completion of tasks
- Hold bi-weekly meetings with executive teams to gather progress updates on the work that has been assigned to them during meetings held by the president
- Report back to the President and Vice-President to fill them in on any important matters such as who is not attending mandatory meetings held by the VP of Admin and their associates

The Admin Associate (x2) shall:

- Assist the VP of Admin in any matters of importance such as creating charts to keep track of the tasks required to be completed by the executive teams.
- Attend the meetings held by the VP of Admin

The Vice-President (VP) of Communications (x3) shall:

- Collaborate with the President and Vice-President to engage in communications with potential collaborative organizations and individuals
- Connect with members of the UTM community including students, faculty, and club general members during events and activities
- Engage in outreach with members of the external community by establishing connections with professionals in the health, law, and business fields, while creating potential opportunities for guest speakers and external collaborations
- Establish a professional online and in-person presence through proper, clear, and respective communication

The Vice-President (VP) of Internal (x2) shall:

- Handle the student memberships (Adding new club members and their details, sending out emails about the events), and assigning of the teams
- To maintain internal communication with the students and executives

- Responsible for internal communications in the club; answering questions and responding to emails
- Sending out upcoming events via email to all the club members

The Vice-President (VP) of Design (x4) shall:

- Design social media posts and online content for publishing on the club's social media page
- Provide and lead designs for other methods of outreach, such as club websites, posters, videos, and interviews
- Lead the designs for club-related accessories such as team merchandise

The Vice-President (VP) of Social Media and Marketing (x2) shall:

- Maintain outreach and engagement through social media
- Plan strategies to promote our club and club events

The Vice-President (VP) of Finance (x2) shall:

- Record all financial transactions of the group
- Hold bank signing officer authority along with the Vice-President for financial purposes, while providing constant updates to the President
- 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
- Responsible for UTMSU audit

The Vice-President (VP) of Events (x3) shall:

- Schedule and find large community events to boost club recognition
- Find and sign-up for conferences and public events held by health/law/business corporations and organizations
- Engage (alongside VPs of Communication) in recruiting potential key speakers for events
- Find potential collaborations with other university-affiliated clubs
- Work alongside VP of Design when promoting event-specific media

The Vice-President (VP) of Health, Law, and Business Relations (x3) shall:

- Engage in productive research on topics concerning the aim and vision of the club, such as background information of each field, potential careers within each field, possible internship opportunities, as well as interrelated career paths that are influenced by each field
- Work closely with communications by presenting the above ideas to them and helping with the facilitation of events (ex.guest speakers)
- Complete research in their respective area (health, law, or business) and seek out potential sponsorships
- Utilize professional and reliable online sources of information
- Properly review and finalize editing of research information to send to the VP of Design for social media editing and posting

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.

5. 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 at least a bi-weekly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

6. Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a

petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

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.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must open to all interested candidates who are UTMSU registered members of the group.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group

- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

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 a group's status.

Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election

results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

7. Removal From Office

a) General Member Removal

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 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 member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

b) Executive Member Removal

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.

8. Amendments to the Constitution

The constitution of a club must be subject to an amendment procedure that prevents arbitrary alterations to it. All amendments must be approved by UTMSU before they are formalized.