

# Constitution of “Indus Hospital UTM”

## Article I: Campus Group Name

The official name of this recognized campus group is “Indus Hospital UTM.”

## Article II: Purpose

Indus Hospital UTM’s purpose is to support and promote the efforts of the Indus Development Foundation in Pakistan through the Indus Hospital Network (based in Canada). We aim to raise awareness about the healthcare services provided by the foundation, fundraise to support its initiatives and create opportunities for students and community members to get involved and contribute to the mission of accessible healthcare in Pakistan.

## Article III: Membership

Membership is open to all UTMSU members (i.e. all UTM undergraduate students). There is no membership fee associated with this campus group.

A voting member needs to be registered with Indus Hospital UTM (i.e. be part of the club as a general member).

## Article IV: Executives

There are 16 executive positions, divided into 10 distinct roles, available. These include Presidents (1), Secretary (1), Vice-President of Internal Affairs (1), Event Coordinators (2), Finance Coordinators (2), Vice-President of External Affairs (1), Outreach Coordinator (2), Marketing Director (1), Graphic Designers (3) and Research Coordinators (2). The duties of each position are outlined below:

1. President - responsible for overseeing the group’s practice and chief of decision making; primary contact for the group; facilitating effective communication and collaboration between team members; setting clear goals for the club’s growth, events and outreach efforts; and addressing any conflicts or challenges that arise within the team.
2. Secretary - responsible for assisting the executive members in managing the club’s affairs; undertaking the President’s duties in their absence; maintaining an up-to-date list of all registered members; recording comprehensive notes during meetings; notifying members of upcoming meetings, events, and important announcements; and coordinating and overseeing the club’s email account.
3. Vice-President of Internal Affairs - responsible for managing the club’s internal affairs (including supervising event planning and controlling finances); validating internal decisions; and regularly reporting to the President on the status of internal affairs.
4. Event Coordinator - responsible for planning, organising and overseeing events; collaborating closely with the Vice-President of Internal Affairs and other team members to ensure that all members are well-informed of upcoming events; coordinating event logistics, including venue and equipment booking, catering and required permits; and working in conjunction with the Finance Coordinators to plan and manage budgets.
5. Finance Coordinator - responsible for handling financial resources and cash flow; keeping records of receipts, finances, and spending; designing budgets in

collaboration with the Vice-President of Internal Affairs; and submitting the bi-annual audit report to the UTMSU.

6. Outreach Coordinator - responsible for implementing a comprehensive outreach strategy to expand Indus Hospital UTM's membership and reach a broader audience; defining the club's goals, deciding when fundraising campaigns should start and the nature of such campaigns, and planning a timeline; and regularly reporting to the Vice-President of External Affairs.
7. Vice-President of External Affairs - responsible for managing the club's external affairs (such as public relations with the Marketing director and collaborations with other campus groups); acting as the club's representative in external events; validating external decisions; and regularly reporting to the President on the status of external affairs.
8. Marketing Director - responsible for overseeing the club's marketing strategies and ensuring their effectiveness in promoting the club's initiatives and events; managing the Graphic Designers and Research Coordinators; and regularly reporting to the Vice-President of External Affairs.
9. Graphic Designer - responsible for designing and creating visual content for club promotions, events, and social media under the direction of the Marketing Director; and collaborating with the Marketing Director and Outreach Coordinator to develop visuals communicating club activities and initiatives.
10. Research Coordinator - responsible for staying up-to-date with the Indus Development Foundation (Canada) and the Indus Hospital Health Network (Pakistan); compiling research on personal stories of those who have benefitted from the organisation, important Islamic dates (ex. Eid, Arafat, Ramadan), and preventable diseases to emphasise the importance of accessible healthcare (i.e. providing content for the Graphic Designers under the direction of the Marketing Director).

#### **Article V: Meetings**

Executive meetings will be held bi-weekly to ensure executive members are on the same page in regards to club activities. Specific dates and timings will be communicated beforehand.

General meetings are open to all members of the group and will be held once each semester, in the Fall and Winter. These meetings will serve as a get-together for all registered members of the club. The club's mission, goals and accomplishments will be shared during this time, and a detailed report on the financial condition of the group if particularly requested by any member.

#### **Article VI: Elections**

Elections will be held in the Winter Semester following the timeline set by the UTMSU. The UTMSU procedure of nomination, majority vote and eligibility of vote must be adhered to. A Chief Returning Officer (CRO) will be appointed to supervise the elections. The CRO will be an unbiased third party to the election approved by the outgoing executives and the Campus Groups Coordinator. Elections must be open to all interested candidates who are UTMSU registered (i.e. UTM students) members of the group.

The following timeline must be adhered to during the election period:

- 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 organise the voting platform.

The CRO shall provide each voting member access to the voting platform during the voting dates. After the election is over, the CRO shall count the votes. The candidate with the most votes shall be elected to the position. Registered UTM may not vote by proxy. Non-UTM members may not nominate or vote in elections. In the event of a tie, the CRO will hold another vote, this time just among the ones who tied, for the tied position. The other members shall then vote between them two. The CRO shall submit a report of the results of the elections to the Executive Committee and general members.

In the event of a tie, the CRO will hold another vote, this time just among the ones who tied, for the tied position. The other members shall then vote between them two.

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.

#### **Article VII: Removal from office**

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). 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

A written notice will be issued to the member indicating the reasons for removal. Reasons include, but aren't limited to:

- After 1 written warning issued to the individual for misconduct or violation of club policies.
- After missing 3 consecutive meetings without proper warning and communication.
- An executive member failing to perform their duties as defined by the constitution.

This notice will be sent at least one week prior to any voting process.

#### General Member Removal

- The executive committee will vote on the removal, with a two-thirds majority required for the motion to pass.
- The member has 7 days to appeal the decision in writing to the executive committee.
- If appealed, a general meeting will be called where all members can vote on the removal. A simple majority vote is required for the decision to be final.

#### Executive Removal

- The executive committee will vote on the removal, with a three-fourths majority required for the motion to pass.
- The executive member has 14 days to appeal the decision in writing to the general membership.
- If appealed, a general meeting will be called where all members can vote on the removal. A two-thirds majority is required for the decision to be final.

If an executive is removed, the remaining executive members may appoint a replacement or call for a by-election within 30 days of the removal.

#### **Article VIII: Amendments to the Constitution**

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.

All amendments must be approved by the group's membership via their General Meetings.

All amendments must be approved by UTMSU before they are formalised.