

Constitution of “University College United Survivors”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University College United Survivors”.
- 1.2. The official acronym or abbreviation of the group is “UCUS”.
- 1.3. The mission of the University College branch of The PEARS Project at the University of Toronto is to provide support and resources to survivors of sexual violence. As a grassroots, trauma-informed coalition founded and led by survivors, PEARS values survivors as leaders whose voices are essential for driving policy change. By establishing a survivor-led community and resource network, PEARS aims to enhance access to legal, mental health, and capacity-building supports. Collaborating with college branches allows PEARS to foster relationships with broader student communities and promote the efforts of other campus stakeholders.

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 per year.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.

- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. 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 eight (8) 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. President

5.1.1. Description

- 5.1.1.1. The role of the president is to provide leadership, structure, and guidance to UCUS. Presidents must be well-versed in survivor advocacy and university policy.

5.1.2. Duties

- 5.1.2.1. Ensure a culture of consent within the group and within decision-making processes.
- 5.1.2.2. Creating and maintaining the branch's mandate
- 5.1.2.3. Ensuring all members attend training

- 5.1.2.4. Facilitating/supporting any programs, events, or campaigns within UCUS
- 5.1.2.5. Attend all meetings, unless any extenuating circumstances arise, in which case, the President must name a proxy, who is an elected member of the Executive Team, to preside over the meeting.
- 5.1.2.6. Facilitate any necessary internal conflict resolution efforts.
- 5.1.2.7. Democratic Leadership style and skills
- 5.1.2.8. Establishes short- and long-range objectives and goals in conjunction with the rest of the team
- 5.1.2.9. Presides at meetings
- 5.1.2.10. Facilitate collective wellbeing
- 5.1.2.11. Present innovative ideas
- 5.1.2.12. Ensure everyone is heard

5.2. Vice President

5.2.1. Description

- 5.2.1.1. The role of the Vice-President is to aid the President in performing their role including providing leadership, structure, and guidance to UCUS. Vice-Presidents must be well-versed in survivor advocacy and university policy.

5.2.2. Duties

- 5.2.2.1. Ensure a culture of consent within the group and within decision-making processes.
- 5.2.2.2. Creating and maintaining the branch's mandate
- 5.2.2.3. Ensuring all members attend training
- 5.2.2.4. Facilitating/supporting any programs, events, or campaigns within UCUS
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- 5.2.2.11. Present innovative ideas
- 5.2.2.12. Ensure everyone is heard

5.3. Secretary

5.3.1. Description

5.3.1.1. The secretary maintains the smooth running of UCUS's governance through a variety of administrative and clerical duties. The secretary is responsible for ensuring all members have access to the University or provincial policies, and must be well-versed on said policies.

5.3.2. Duties

5.3.2.1. Setting meeting times, dates, and locations (virtual or other)

5.3.2.2. Setting meeting agendas

5.3.2.3. Tracking attendance

5.3.2.4. Taking minutes at all meetings

5.3.2.5. Managing a shared Google Drive containing meeting minutes and other important documents

5.3.2.6. Follow best practices for confidentiality with emails and other digital communication forms

5.4. Treasurer

5.4.1. Description

5.4.1.1. The treasurer is responsible for tracking the financial activities of UCUS. The treasurer must have excellent time management and be able to meet deadlines set by the University College finance departments.

5.4.2. Duties

5.4.2.1. Creating a budget for each semester

5.4.2.2. Proposing said budget with the University College finance departments

5.4.2.3. Managing all receipts

5.4.2.4. Bookkeeping financial history and proof of purchases

5.4.2.5. Ensuring proper reimbursement of members

5.4.2.6. Creating invoices when needed

5.4.2.7. Handling figures and cash

5.4.2.8. Seek out means of finances (PEARS, UTSU, partner groups)

5.4.2.9. Work under full transparency

5.5. Peer Support Executive

5.5.1. Description

5.5.1.1. The Peer Support Executive is responsible for providing peer support and being a resource to refer students to various supports. When not actively providing peer support, the PSC should be working to promote a culture of consent through various activities, events, workshops, or by creating resources, guidelines, etc.

5.5.2. Duties

- 5.5.2.1. Ability to follow best practices regarding disclosures and confidentiality
- 5.5.2.2. Knowledge on resources and tools for survivors
- 5.5.2.3. Understanding of university policy
- 5.5.2.4. Provides resources for each instagram post
- 5.5.2.5. Has a system for survivors requesting support

5.6. Outreach Coordinator

5.6.1. Description

5.6.1.1. The Outreach Coordinator is responsible for leading community outreach efforts, managing important email communications within the UC US team and the wider UC student community, and identifying and securing potential collaborations, partnerships, and financial support. This role also involves working closely with the social media manager to enhance outreach through various social media platforms.

5.6.2. Duties

- 5.6.2.1. Direct community outreach plans
- 5.6.2.2. Manage email correspondence of important news/updates of services within the UC US team as well as with the greater UC student community.
- 5.6.2.3. Search for and connect with potential collaborations, partnerships, and financial support in the community.
- 5.6.2.4. Work closely with social media manager to facilitate outreach on social media platforms

5.7. Social Media Director

5.7.1. Description

5.7.1.1. The social media coordinator is responsible for social media accounts and management, as well as graphic design for promotional materials, events, and campaigns. The social media manager is expected to follow best practices when it comes to survivor-centred approaches and sharing of content/trigger warnings and receiving consent when sharing images.

5.7.2. Duties

- 5.7.2.1. Follow best practices for posting sensitive content
- 5.7.2.2. Implementing and providing necessary trigger warnings, resources, etc in social media posts and promotional material
- 5.7.2.3. Graphic design skills
- 5.7.2.4. Knowledge of social media platforms and analytics

- 5.7.2.5. Work with executives to manage privacy and support for survivors connecting through social media
- 5.7.2.6. Work well with a team
- 5.7.2.7. Be able to work with deadlines
- 5.7.2.8. Will provided with a Canva Pro account
- 5.7.2.9. Manage @ucus.pears

5.8. Equity and Inclusion Officer

5.8.1. Description

- 5.8.1.1. The Accessibility and Equity Advisor is a role responsible for providing aid and support to ensure events are as equitable and accessible as possible to all participants. This role is crucial to recognizing the intersectionalities that impact sexual and domestic violence (eg. disproportionate rates of assault in QTBIPOC communities).

5.8.2. Duties

- 5.8.2.1. Following and promoting best practices for content warnings and trigger management, social constraints, hearing/visual impairments, accessible language, and COVID factors.
- 5.8.2.2. Supporting in proofreading to promote accessible and inclusive language
- 5.8.2.3. Organizing equity/inclusivity/anti-racism/other training for the executive or community
- 5.8.2.4. Ensuring accessibility for all events or social media content promoting cultural awareness and sensitivity
- 5.8.2.5. Ensuring our work is done through an intersectional feminist framework.

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 an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer 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 organisation.
- 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, 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.