

# UTMSU Campus Group Constitution

UTM Global Brigades

## Article I: Campus Group Name

Full Name: Global Brigades at University of Toronto Mississauga

Abbreviation: UTMGB

## Article II: Purpose

Global Medical Brigades is an international movement of students and medical professionals working alongside local communities and staff to implement sustainable health systems. The objective of this group is to become a part of this movement. The goal is to fundraise throughout the year through various events in order to raise enough donations to be able to travel to an under-resourced community that has limited to no access to health care. These trips are 7-9 days in which students are provided with the ability to observe and participate in medical care at rural mobile clinics. The group is also being mobilized to raise awareness about these communities and the healthcare crisis to the student body.

## Article III: Membership

Membership is open to all UTMSU members (aka UTM undergraduate students). Community members and alumni may be offered associate membership (this is something that can be offered to those who are not current fee paying members for the campus group and are not UTM undergraduate students). Associate membership consists in the ability to participate in all matters of the group EXCEPT FOR voting in elections and general meetings, and/or becoming an executive. Thus, associate members do not have voting rights and candidacy rights). Voting members need to be registered with the chapter and hold an active spot on the membership list.

## Article IV: Executives

1. *Chapter leaders (Presidents)*
  - a. Oversee all operations and members
  - b. Communicate with the PA from Global Brigades to execute the chapter and stay on a timeline
  - c. Work closely with all VP positions and coordinators
  - d. Keep a weekly report of where the chapter is at
2. *Vice President*
  - a. Oversee operations and assist the chapter leaders in planning, organizing, and executing events

- b. Work closely with all VP positions
  - c. Report back to chapter leaders
3. *VP Outreach*
- a. Spread knowledge of the importance of holistic implementation in developing communities, reflected by the various brigade disciplines on campus.
  - b. Contact all relevant personnel (i.e. pharmacies, clinics, medical companies, businesses) for sponsorship or donations of medical, dental, and hygiene supplies (includes filling out applications to request donations)
  - c. Thoroughly review applications of students seeking to volunteer abroad with UTMGB.
  - d. Monitor the official UTMGB email account and promptly forwarded messages to the appropriate executive member(s)
  - e. Facilitate collaboration between clubs on-campus in areas of recruitment, fundraising, brigade preparation, and education
  - f. Manage and supervise the work of the Outreach coordinator to ensure there is awareness spread about UTMGB all over campus
  - g. Plan and help organize events on campus
4. *VP Marketing and Design*
- a. Monitor and work with Design coordinators to develop posters, videos, and flyers for events
  - b. Create posts for social media and promote fundraising/educational events
  - c. Spread knowledge of the importance of holistic implementation in developing communities, reflected by the various brigade disciplines on campus
  - d. Update all UTMGB social media accounts (Facebook, Instagram)
  - e. Take pictures of our events, activities and brigade for social media and sponsors
5. *VP Fundraising / Finance*
- a. Coordinate various fundraising events for UTMGB throughout the year
  - b. Coordinate with members and volunteers to assist with event
  - c. Oversee the preparation of materials and other necessities for fundraising event
  - d. Research potential sponsorships and meet with sponsors (apply for internal and external funding)
  - e. Handle all financial communication between sponsors and the brigade
  - f. Maintain a financial record
  - g. Maintain inventory of all supplies/donations
  - h. Present the chapters financial health after events and at meetings
  - i. Submit bi-annual audit to UTMSU
6. *Marketing Design Coordinator (x2)*
- a. Work under VP Marketing and Design
7. *Fundraising Coordinators (x3)*
- a. Work under VP Fundraising
8. *Outreach Coordinator (x2)*
- a. Work under VP Outreach

## **Article V: Meetings**

1. Executive Meetings
  - a. The executive committee shall meet on a biweekly basis. The date and time will be set by a chapter leader or the Vice-President.
2. General Meetings
  - a. A minimum of one general meeting will be held for each academic term.
  - b. General members will be given a 2 week notice for the meeting
  - c. Discussions will include the chapters mission, goals, accomplishments, future plans, etc

## **Article VI: Elections**

The chapter will follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Presidents may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. The election will be supervised by a CRO and 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 CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope.

### Election Procedures:

- There will be 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 be 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.

**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

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

### General Member Removal

Removal from office/club can occur at any time from the campus group's Executive Committee vote. Any member of the club who fails to meet the constitutions guidelines and/or commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, will be given warning. For further incidents, a notice of removal will follow.

Two-thirds of the committee must be in favour of the removal to terminate the member. The member will have the right to appeal to the general membership team. A final voting process will occur and if majority are against then the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

### Executive Removal

Same guidelines as general member removal, involving the executive team.

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

Any registered U of T member may propose and vote on amendments to this constitution; but only UTMSU can approve and make any amendments. The Executive Committee will administer the process of having amendments discussed at general meetings. All amendments must be approved by the groups membership via their General Meetings. Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance. All amendments must be approved by UTMSU before they are formalized.