

Constitution of “The Mental Unity Group”

Article I: Name of Organization

1.1 The official name of this recognized student group is “The Mental Unity Group”

1.2 The acronym or abbreviation of this group is: TMUG

Article II: Purpose

2.1 The purpose of TMUG will be to build a stronger UTSC community which is educated and equipped with the skills necessary to promote mental wellness.

2.2 TMUG will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough through:

2.2.1 Teaching. We value teaching, and in providing opportunities for students to learn how to respond to mental health challenges when they present.

2.2.2 Inclusivity. We value inclusivity, and welcome all people. We treat each person with understanding, respect and dignity.

2.2.3 Teamwork. We value teamwork, and we work together in unity to carry out our goal.

2.3 TMUG fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.

2.4 TMUG operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article III: Membership

3.1 Executive members with voting privileges shall be currently registered students of the University of Toronto.

3.2 The term of membership for the will be from September 1 – August 31 each year.

3.3 Staff, faculty, or alumni members may hold non-voting executive positions.

3.3.1 These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest.

3.3.2 Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

3.3.3 Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination.

3.3.4 Non-voting members do not hold the aforementioned rights.

3.3.5 Non-voting members must register with a designated executive by submitting their full name and a valid email address.

3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

3.4 Each member shall possess the following responsibilities relative to participation in :

3.4.1 Support the purpose of the organization;

3.4.2 Uphold the values of the organization;

3.4.3 Contribute constructively to the programs and activities offered by the organization;

3.4.4 Attend general meetings;

3.4.5 Abide by the constitution and subsequent official organizational documents;

3.4.6 Respect the rights of peers and fellow members;

3.4.7 Abide by University of Toronto policies, procedures, and guidelines;

3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

3.5 The will collect a mandatory membership fee from each member each year. This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting. The membership fee will be \$10 per year.

3.5.1 Any member of the club may apply for a refund within one (1) month of becoming a member, and no refunds are permitted 30 days after the election periods.

3.6 The values and respects the personal information of its members. The secures its member's information at all times and will not supply names or other confidential information to third-parties.

3.7 The will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

3.8 For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members.

3.9.1 The group must also maintain recognition from the Office of Student Life.

3.9.2 These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

Article IV: Executive List and Duties

4.1 The executive committee shall be comprised of the following positions; Co-Presidents, Internal Operations Coordinator, Team Directors, Events Team, Promotions Team, Media Creator Team, Share Circle Facilitator, Blog Writer, and General Membership Team. It is obligatory to attend 2 events outside of your team over the course of the fall and winter semesters. Executive members must attend 50% of whole team meetings while also having 70% of their own team meetings. Directors of teams must attend 70% of the team meetings and 70% of their own team meetings. In addition to the members list, there are TMUG General Members which are not voted and pay a \$10 membership fee.

4.2 The broad responsibilities of each executive position are as follows:

4.2.1 Co-presidents will be the official spokespeople of the organization, oversee the operations, management and success of the group. They will also hold signing officer authority along with the Treasurer for financial purposes, preside over board meetings as well as general meetings and ensure transition of office to the future Executives. These responsibilities will be in a manner consistent with the organization's constitution and policies.

4.2.2 The Internal Operations Coordinators shall: Ensure that overall internal operations are running smoothly in terms of organization, scheduling, attendance, and support. Have regular check-ins with executives and general members to ensure that they are satisfied and feel supported in their role. Ensure all Dropbox materials and documentation are complete, correctly archived, and done in a timely manner. Assist with creating schedules and making sure that executive team members are working within the mandated hours of their position

4.2.3 The Events Team shall: Create, plan, and execute various events throughout the semester, including de-stressors, and mental health learning opportunities. Develop and implement strategies and events in alignment with TMUG goals and values, strategies for managing event finances, human resources, scope, schedule, quality, and outcomes. Communicates with other Executives in order to target all components of creating a successful event. Articulates and makes plans to achieve short-term and long-term TMUG event goals and objectives

4.2.4 The Promotions Team shall: Manage TMUG social media platforms (scheduling posts, writing captions, overlooking media statistics). Advertise TMUG events in our social media pages and in person tabling events. Relay poster requirements and deadlines from events team, share circle facilitators, and blog team to artists. Compile information and writing up TMUG monthly newsletters

4.2.5 The Media Content Creator Team shall: Develop and implement promotional materials in alignment with TMUG goals and values, and demonstrates best practices for promotional project management and promotional planning. Convey meaning through writing, speaking, and/or artistic expression and effectively articulate abstract ideas. Generate new promotional ideas, design new promotional materials, and represent ideas and communicate them through artistic means (visual, audio, performing, literary arts, etc.)

4.2.6 The Share Circle Facilitator Team shall: Engage others in discussion in mental health-related topics at TMUG share circles. Seeks involvement with people different from oneself, and exhibit respect and preserve dignity of others in all discussions. Coordinate processes and procedures for share circle discussions, supports inclusive decision making, and guide learning while presenting ideas clearly, effectively, and accessibly

4.2.7 The Blog Writer Team shall: Maintain the blog site, and ensure blogs are posted on a weekly basis. Writing monthly articles. Attend regular meetings to touch base with the team for updates and any changes

4.2.8 The General Membership Team shall: aims for a stronger university community, equipped with the skills necessary to promote mental wellness. Maintains the general member database, enlisted new members, and organized new de-stressors and social events with the team.

4.3 Only student members of the organization may hold executive positions.

4.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.

4.5 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and

execution, member services, and advocating on behalf of members to Administration and student government.

4.6 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

4.7 The term of each executive will last from May 1 following their election to April 30 of the following year.

4.8 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

4.9 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

4.10 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the 3 executive committee, and no ratification by the organization shall be required to make the resignation official.

4.11 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Termination of Executives or General Members:

5.1 The process for removing a member or executive may be initiated when it is determined that:

5.1.1 The member/executive 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.

5.1.2 A member or executive has engaged in unlawful actions or activities;

5.1.3 A member or executive has violated the constitution;

5.1.4 A member or executive has violated University of Toronto policies, procedures, or guidelines;

5.1.5 A member or executive has not fulfilled their organizational responsibilities;

5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

5.2 The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required.

5.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

5.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

5.3 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.

5.3.1 First Tier:

The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

5.3.2 Second Tier:

Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.

The Vice President Human Resources will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

The Vice President Human Resources must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President Human Resources' written response to demonstrate progress or correction of behavior.

5.3.3 Third tier:

Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.

The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.

The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

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

5.5 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.

Article VI: Finances

6.1 The organization's funds shall be spent in accordance with the operating budget approved by the executives at an official meeting

6.2 The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

6.3 Director of Internals Operations Coordination shall keep records of all income and expenses, and present the group's financial health at the annual general meetings.

6.4 The group's executive or members may not engage in activities that are essentially commercial in nature.

6.4.1 TMUG will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

6.4.2. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising.

6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.

6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

6.8 The Presidents shall be the sole signing authorities of banking instruments for the organization.

6.9 Will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

6.10 Will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: General Meetings

7.1 TMUG will hold Annual General Meetings (AGMs):

7.1.1 These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any.

7.1.2 The group shall hold general meetings at least twice per year, i.e. once per academic term.

7.1.3 The Executive Committee will announce these dates two (2) weeks prior to holding the meetings.

7.1.4 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.

7.2 General meetings will be facilitated by a Chairperson selected by the general membership from the executive committee. The Chairperson shall be responsible for:

7.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;

7.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

7.2.3 Moderating the discussion at meetings according to the agenda;

7.2.4 Suspending members from participating in meetings for constitutional or procedural violations.

7.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.

7.4 There shall be a minimum of one (1) general meeting held each month. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.

7.5 General meetings may be called to order by the President, through a petition by a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.

7.6 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.

7.7 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.

7.8 All executives are expected to make brief progress reports on their activities at every general meeting.

7.9 Minutes of all general meetings must be recorded and maintained for reference purposes.

7.10 Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.

7.11 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.

7.12 Any question at a valid general meeting shall be decided by a show of hands.

7.13 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

7.14 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

7.15 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article VIII: Executive Meetings

8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

8.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:

8.2.1 Formulating and distributing an agenda for each meeting;

8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

8.2.3 Moderating the discussion at meetings according to the agenda;

8.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.

8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.

8.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.

8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.

8.8 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.

8.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

8.10 Any question at an Executive Meeting shall be decided by a show of hands.

8.11 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

8.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.'

8.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

8.14 The executive committee shall meet on a monthly basis where date and times are to be set by an executive.

8.15 The quorum of executive meetings shall be a clear majority of the executives of the organization (50% + 1) of executives.

Article IX: Emergency Meetings

9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

9.2 These meetings must abide the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

9.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

Article X: Elections

9.1 The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March.

9.2 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.

9.3 The CRO Returning Officer shall accept nominations only from group members that are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting 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.

9.4 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.

9.5 The CRO and Scrutinizers shall provide each voting U of T registered student with a paper ballot on the voting dates and ask the student to place their ballot in an enclosed box.

9.6 In preparation for a tie, the CRO shall select a U of T registered student 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.

9.7 After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

9.8 Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

9.9 Only registered U of T students 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.

9.10 Term of executive positions shall be from May 1st to April 30th.

Article X: Amendments

10.1 Any registered U of T students may propose and vote on amendments to this constitution.

10.2 The Executive Committee will administer the process of having amendments discussed at general meetings.

10.3 Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings (that has reached quorum by registered U of T members in attendance).

10.4 The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.

Article XII: Transition

12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XIII: Emergency Powers

13.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.

13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

13.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article XIV: Food Handling on Campus

14.1 will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article XV: Precedence of University Policies

15.1 will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of , the University's policies, procedures, and guidelines will take precedent.

Article XVI: Legal Liability

16.1 The University of Toronto Scarborough does not endorse the 's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article XVII: Banking

17.1 agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.

2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with, the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.

2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.

3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.

4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.

2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.

3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.

4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.

2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.

3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.

5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.

6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

VIII. Voting

1. There are 3 basic motions for each item of business:

A motion to adopt a specific action by the board.

A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).

A motion to remove an item from consideration

2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.

3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.

4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.