

Constitution of the “University of Toronto Mississauga Mental Health Student Association”

1. Name

The official name of this recognized campus group is “University of Toronto Mississauga Mental Health Student Association”

The acronym or abbreviation of this group is: UTM MHSA.

2. Purpose and Objectives

The purpose, objectives, mission, and/or mandate of the organization are outlined here:

The mission of the UTM MHSA is to promote and educate students and staff on the significance of mental health at the University of Toronto Mississauga campus. The association aims to connect students to mental health resources available on and off campus, as well as educate individuals on the importance of achieving mental wellness. Additionally, the association hopes to provide University of Toronto Mississauga students with a community they can use as an outlet when they face mental struggles, as well as a safe space to learn healthy coping mechanisms. The association hopes to achieve this by actively hosting de-stressors and educational seminars while also educating students on mental illness and promoting mental wellness on the association's social media throughout the academic year.

3. Membership

Membership in the group is open to all University of Toronto Mississauga members (students, staff, and faculty).

Only UTMSU members are permitted to run, nominate, and vote in elections. Members must register with a designated executive by submitting their full name and a valid email address.

There will be no membership fee.

For recognition by the University of Toronto Mississauga Students’ Union (UTMSU), the group must maintain a minimum of 25 members; a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Center for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee is comprised of twenty-five (28) elected officers. These include

The President shall (1):

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure the transition of the office to future executives
- Additional responsibilities may include:
 - Possible veto in decision-making processes

The Vice President(s) shall (2):

- Assume duties of the President in their absence
- Oversee the various committees
- Ensure all the activities of the club meet the regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Additional responsibilities may include:
 - Will report to President

The Secretaries shall (2):

- Make a list of all registered members
- Maintain an updated member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle the official correspondence of the organization through email

The Treasurer shall (1):

- Hold signing officer authority along with the President for financial purposes
- Record all financial transactions of the group
- Maintain a budget of income and expenses along with receipts
- Be responsible for bi-annual audits of the UTMSU
- Advise members on the financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

The Events Director(s) shall (4):

- Reach out to different stakeholders, collaborators, businesses, or groups to foster engagement and collaboration for fundraising
- Plan and execute various events aimed at fundraising
- Work with the Treasurer to ensure any donations are properly secured in the bank account
- Respond to any fundraising requests or inquiries

The VP External(s) shall (2):

- Respond to and manage all sponsorship requests or inquiries
- Work in collaboration with the events team to secure sponsorships for various events throughout the year
- Work with the Treasurer to create, edit, and finalize a sponsorship package for dispersal
- Reach out to various entities and individuals to secure sponsorships

The Social Media Director(s) shall (2):

- Manage and regularly update all social media accounts
- Respond to any inquiries, questions, comments, or concerns received via social media channels, and/or forward any of the aforementioned to the Vice President(s) or President if required
- Work with the Creative Director(s) and Photographer(s) to create a workback schedule for the year with predetermined social media monthly themes and events
- Work with any collaborators on marketing material for upcoming events

The Creative Director(s) shall (6):

- Work with the Social Media Director(s) to create a workback schedule for the year with predetermined social media monthly themes and events
- Assist the Social Media Director(s) in any capacity, including but not limited to editing social media content, responding to social media inquiries, comments, concerns, etc.
- They create all sorts of promotional materials (reels, infographics) alongside the Social Media Director(s)
- Plan, create and oversee the strategic vision of the Club

The Mentorship Coordinator(s) shall (4):

- Create and publish a mentorship package that explains the mentorship program
- Oversee the mentorship program, including recruitment, onboarding, and any or all questions, comments, concerns, or inquiries
- Provide monthly updates to the Vice President(s) and President on the mentorship program
- Work with the Social Media Director(s) and Creative Director(s) to promote and market the mentorship program

The Diversity, Equity, & Inclusion Director(s) shall (2):

- Work with the executive team to coordinate a Diversity, Equity, and Inclusion framework for the association
- Oversee any comments, questions, or concerns relating to diversity, inclusivity, and equity within the organization
- Promote the aforementioned framework and make it visible and transparent for the student body
- Plan and execute events, initiatives, and workshops that promote diversity, equity, and inclusion
- Create and disseminate a Diversity, Equity, and Inclusion survey

The Photographer(s) shall (2):

- Work with the advertising team (social media directors and creative directors) to create content for the social media pages
- Take photos and videos at events and help edit them
- Take introductory executive photos at the beginning of the year

The Committee Member(s) shall:

- Assist any part of the executive team with any tasks delegated
- Join and/or form sub-committees, including but not limited to events and advertising
- Regularly attend general member meetings and events

The group may appoint directors or coordinators for various committees, such as the social committee, the publicity committee, and so on; however, such positions do not hold executive decision-making authority. We hope to expand the team shortly and add additional executive subcommittees and/or associates; however, this is still in the works.

Termination of Executives, Associates, or General Members:

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 their 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.

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 in the group.

In other circumstances, the UTMSU also has the power and responsibility to remove an executive member if there is clear proof of harassment, sexual harassment, and/or discrimination committed against another or others.

Removal Process

The removal process involves initiating a termination or impeachment procedure against an executive member. The group then conducts a vote to decide the outcome. If the vote is in favor of removal, the executive member loses their executive position and their membership in the group.

A strike policy would also be implemented. If an executive member receives three strikes, they will still remain in the club but not be eligible for CCR. A strike can be given if they don't complete a task without notice, don't attend a certain number of meetings or events throughout the year, etc.

Appeal Process

The purpose of the appeal process is to ensure fairness, provide due process, and address any potential errors or injustices in the initial termination process. It allows the terminated executive to challenge the decision formally. The administrative team notifies the executive of their right to appeal, requires the submission of a written appeal within a specified timeframe, and reviews the case. Following the review, a decision is made to uphold, modify, or overturn the termination decision, and the executive is informed of the outcome.

5. Elections

Campus groups must follow set election dates and procedures, including the procedures 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.

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 be open to all interested candidates who are UTMSU registered members of the group. UTMSU members are permitted to run, vote and nominate for elections.

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 election rules. This meeting is mandatory for all future candidates, and if they are unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves for 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 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.
- The non-occurrence of elections will result in the immediate cancellation of a group or status. Non-submission of election results will result in a later loss of group recognition status through the Club 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.

Tie-Breaking Procedure

In the event of a tie in an election, a tie-breaking procedure ensures a fair and decisive outcome. The procedure will involve the elected team and current general members casting a vote. Essentially, the tied candidates will face off in a new round of voting but only amongst elected club members. A majority of votes are required in order to win the election.

6. Finances

The treasurer shall keep records of all income and expenses. The treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures exceeding \$100.00 by majority vote at an executive meeting.

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

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per month. 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 a 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 a weekly basis, where dates and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Only UTMSU members can make changes to the constitution.