

The Constitution of UTM Global Health Organization

1. Name

The official name of the student group is UTM Global Health Organization.

The abbreviation or acronym of the name of the club is UTMGHO or GHO.

2. Purpose and Objectives

UTM Global Health Organization (UTMGHO) is committed to global health promotion by providing insight to health equity and promoting careers in global healthcare fields. The club will help students with gaining knowledge of healthcare, health equity, building networks, and obtain insight into the many interdisciplinary fields of global health. The club strives to aid students in the UTM community in their journey of growth and development whilst providing the opportunity for involvement in global healthcare systems.

Increase accessibility of healthcare resources to students. Lack of clarity with healthcare resources has increased misunderstanding of healthcare coverage offered by the university. The club will aim to make healthcare more accessible to students by increasing health literacy, such as learning about healthcare coverage and resources provided on and off-campus. Health resources will include understanding of physical, mental, and sexual health for students to make appropriate health decisions.

Understand and learn about health disparities and promote health equity. The club will raise awareness about global health disparities among all individuals and advocate for health equity and literacy. Members will have the opportunity to research and learn health issues and present them to the greater UTM community. The club will aim to provide resources to students for research purposes, independent learning, and advocacy through petition, donations, and fundraisers.

Network with healthcare professionals and organizations. UTMGHO will help students gain networking and communication skills with healthcare professionals in the interdisciplinary fields of healthcare by hosting events with external organizations and individuals. Students will gain the opportunity to learn about career opportunities, further education, and volunteer opportunities beyond university.

Explore interdisciplinary fields of global healthcare systems. Global health incorporates various fields of study and expertise for students to explore and learn about volunteer opportunities, career paths, and more. The club aims to be inclusive of students in all programs, so the club will act as a resource for students to learn about the importance of their field of study in areas of healthcare systems and what career opportunities are available within their area of interest.

Membership

Membership is open to all registered UTMSU students. Community members, other UofT students and alumni may also be a part of the organization as associates but not as official members. UTMGHO will not charge any membership fees, thus being a member costs \$0.00 CAD. The club is permitted to accept donations.

UTMSU members are permitted to run, nominate, and vote in elections and constitutional amendments. Membership will be restricted to UTMSU members, however events will be open to non-U of T members. Members must register by submitting their full name, a valid UofT email address, UTorID, and student number. Membership will be complete through a registration form within the club.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU) and ULife Recognition, the group must maintain a minimum of 25 members. The group must also maintain CCR recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

Executives

All executives take office and assume the duties of their given position starting May of every academic year. The executive committee is composed of thirteen (13) elected officers. The executives include: Co-Presidents (2), VP External, VP Internal, Events Director (3), Marketing Director (2), Associate Director, Communications Director, Finance Director, and Outreach Director. There can only be two signing officers in a club, therefore the financial director and both co-presidents cannot all be signing officers.

Co- Presidents (2)

The Co- Presidents will oversee all club operations, administrative tasks, events, projects, and initiatives. They will ensure all executives fulfill their responsibilities by delegating club tasks and achieving all club duties to completion. They are required to be in attendance and organize all executive board meetings of UTMGHO along with being chair to Annual General Meetings. They will act as the signing authority for the club. The Co-Presidents will act as the spokesperson for UTMGHO to its general members and the public. At the end of each semester, the Co- Presidents will be responsible for submitting reports to UTMSU and have consistent, direct communication with both UTMSU and ULife club committees. To achieve the club's short and long term visions, the Co- Presidents will make finalized decisions to executive matters. In the case of the absence of one of the Presidents, the present President can make final executive decisions on club related matters.

VP External (1)

The VP External will communicate with all members of the GHO community, including executives, the external team, and associates.. VP External must be able to organize and manage all events, produce schedules for the external team and distribute any responsibilities. VP External must also hold relations with the UTMSU and help organize administrative work. They must also oversee collaborations conducted with external organizations along with the Communications Director and the Outreach Director. All logistics of events must be organized and approved by the VP External. The VP External will also oversee the activities of the Associate Director, Outreach Director, Marketing Director, and Events Director. In the case of the absence of the Co-Presidents, the VP External can make final executive decisions on external-related matters.

VP Internal (1)

The VP Internal will directly communicate, organize, and collaborate with general members. VP Internal must be able to communicate clearly with the volunteers and executives in a detailed manner. They will organize the schedule of the volunteers, communicate goals and priorities of the club, and manage ongoing meetings held within the club. They will plan any

schedules or deadlines according to the schedule of executives and directors in an achievable timeframe. VP Internal will be responsible for being in contact with the External Team as well as contact with UTMSU, and organize any administrative work such as CCR recognition. Finally the VP Internal will also supervise the roles of the Communications Director, the Finance Director, the Health Equity Officer and the Associate Director. In the case of the absence of the Co- Presidents, the VP Internal can make final executive decisions on internal-related matters.

Events Director (3)

The Events Director is responsible for coordinating the logistics of all events by drafting a structured timeline for the planning process and duration of the event. They must also book any venue for the events, organize any online zoom meeting or in- person meeting, and create registration forms for participants. They will also be in charge of any catering for in-person events by planning what materials and resources are necessary to host the event. The Events Director must brainstorm activities for members and guests during the events with the assistance of other executive members, associates or general members. The Events Director must report all information and changes to the VP External and/or the Co- Presidents.

Marketing Director (2)

The Marketing Director will be in charge of UTMGHO's social media presence, brand and imaging, and promotional material for UTMGHO initiatives. The Marketing Director will be responsible for creating and posting any promotional material for all initiatives planned including informational posts. For each initiative they are promoting, they must devise a plan and strategize methods on best promotion and communication of the initiative to the UTM community. The Marketing Director will create and post materials in a timely manner with the assistance of associates when necessary. They will also be responsible for informing the executive team of any and all inquiries aimed at GHO through its social media and delegating responsibility of responding to the appropriate executive member. The Marketing Director will report all important information or changes to the plans to the VP External and/or the Co-President.

Associate Director (1)

The Associate Director is responsible for raising awareness about the interdisciplinary fields of healthcare to promote the notion that all UofT degrees are relevant to the healthcare field and any student with any degree can advance into a healthcare career path. The Associate Director will be hiring a team of associates, each who represent an interdisciplinary field of healthcare. They will oversee the associate team and communicate all details back to the VP External or the Presidential Team. The Associate Director will schedule to meet with associates monthly and take notes for the meetings to share with both executive and associate teams. The Associate Director will be responsible for providing opportunities to the associate team, such as hosting panels, seminars and discussions to communicate informational materials to the UTM community. For CCR, the Associate Director will draft the associate application alongside tracking the hours of associates for CCR eligibility. The Associate Director must report all information and changes to the VP External and/or the Co- Presidents.

Outreach Director (1)

The Outreach Director will be responsible for communicating outside of UTM with all external organizations, healthcare professionals, and creating an external network. They will also be the main point of contact for all campuses including UTSG and UTSC for any applicable collaborative events. They will also monitor the UTMGHO emails with the Communications Director. The Outreach Director will work closely with the Communications Director when producing emails, promotional materials and public speech addresses. They will also be responsible for responding to inquiries and concerns from external UTM organizations. The Outreach Director must report all information and changes to the VP External and/or the Co- Presidents.

Communications Director (1)

The Communications Director will be responsible for sending club newsletters to all members, ensuring there's no gap in information, and drafting public announcements with the president. The Communications Director will be the primary contact for internal organizations, faculty and staff members. They will be responsible for monitoring our primary sources of communication including the UTMGHO email, website, and newsletters. If a script is needed for an event, promotional material, or public speech address, the Communications Director will

create the written material for the purpose of the club. They will also act as the primary point of contact for general members inquiring or raising concerns about the club. Meeting minutes during executive meetings will be taken by the Communications Director. The Communications Director must report all information and changes to the VP Internal and/or the Co- Presidents.

Finance Director (1)

The Finance Director is responsible for overseeing the financial direction and strategizing where and how many funds will be placed. These responsibilities include creating and maintaining a budget, keeping track of all expenses and revenues, providing consistent financial updates, and processing financial proposals. They will also be responsible for clearly communicating when funds are being irresponsibly used as well as being solely responsible for the UTMSU Audit (Fall and Winter). They are also responsible for planning and assisting in financial acquisition to increase balance. Reimbursements for club expenses and direct payment of invoices are managed by the Finance Director. The composition and issuing of financial reports directly to the president will be managed by the Finance Director, and will require a sign off by another executive. Finally, the Finance Director will be responsible for the supervision of fundraising efforts. The Finance Director must report all information and changes to the VP Internal and/or the President.

Elections

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

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.

Procedure in the event of a tie

In the event of a tie, the acting presidents will hold interviews to assess who the better candidate is for the particular position and appoint the better qualified candidate to the position.

Termination of Executive from Office

Removal of Executive Members

Notice of Removal

If an executive member is deemed to be unfit in executing their positional duties, they will be given a written or verbal notice of removal that will, subsequently, lead to a voting period.

Voting Process

If a majority (50%) of executives determines that another executive is unfit for their position, a general vote can be cast among all members of the club whether or not to remove the individual from office.

Appeal Process

There will be a possible appeal process to appeal the removal decision. If during the appeal, there is still a majority (60%) of the votes cast to remove the individual, they will be stripped of their position immediately; however, they can continue to be a member of the club*.

Final Voting Process

If the general members of the club are dissatisfied with the current executives, multiple votes can be cast for the removal of multiple sitting executives, if a majority of 60% is reached on a particular executive, they will be removed from office immediately.

Appointment/Re-election

Followup elections will be held immediately afterwards, where a simple majority would win the position (the most votes).

Removal of General Members

Notice of Removal

If a general member is deemed to be unfit in executing their positional duties, they will be given a written or verbal notice of removal that will, subsequently, lead to a voting period.

Voting Process

If a general member or executive is determined to be disruptive or undesired, the member can be removed given a unanimous decision by the executives OR a 60% majority among other general members.

Appeal Process

The member/executive has 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.

All executives and members are expected to follow the UTMSU club policies and the University of Toronto's Policy on the Recognition of Student Groups. Any violation of these terms will result in immediate termination of membership. UTMSU executives or VP Campus Life of UTMSU may also terminate a member from office. *If the executive performs a criminal act, ie. sexual harassment, financial embezzlement, hate speech and etc. then the removed executive officer will not be welcome as a member of the club and a vote is not necessary.

If an executive was voted to step down by the executive board or a member of the club; they would have an opportunity to appeal to the general members, via a written process. In writing, the executive/member will state how they believe that their termination was unjustified, this statement would be received by the rest of the executive committee.

Final Voting Process

If the committee deems the appeal is valid and justified, a hearing would be scheduled for all members. If a quorum of 50%+1 of general members are present then a hearing of the appeal can proceed. First, the executive team will justify their reason for the removed executive's/member's termination. Then, the defending executive can justify themselves and explain their perspective. Once both sides have explained their positions on the matter, they may conclude with final statements and the general vote will begin, where a 60% majority is necessary to remove the individual.

Finances

Acquisition of funds will be tunneled through three major sources: fundraising efforts (specifics detailed by Events Director and put into action by Finance Director), club events, and club funding via the UTMSU. The acquisition of funds will be strictly noncommercial in nature, and group members and executives may not engage in commercial activities while representing the club. This applies insofar as a member of a noncommercial club; members would not engage or provide services, goods, or make transactions that serve to create a profit that is to be used for non-organization based needs. Funds may be used for any club related activity, provided that permission is granted from the other members of the executive committee and that no event takes up more than one third of the estimated funds in possession. The executive committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting before being sent for approval by UTMSU.

For funding events, scheduling information including date, time, and location of where the event is to take place must be provided. A cost breakdown of the event must be provided. This includes the itemization of the costs of all components of the event. If needed, direct costs and indirect costs must be specified. Each event will require a single spreadsheet to keep track of expenses, revenues, etc.

Refund Policy:

If executives make a purchase that accounts as a necessity for the club's objectives, incentives, or any initiative, the executive member is eligible for a refund. An electronic receipt *must* be presented with time and date, retailer, and any additional information of the purpose of the spending. The receipt will be emailed to UTMGHO's email to be eligible for reimbursement of funds and be utilized in the audit report submitted to the UTMSU at the end of each academic semester.

Members are eligible for a refund if they return the product that was purchased, have an electronic receipt, or received a defective item. An electronic receipt *must* be presented with time and date of purchase as evidence to be a purchase from UTMGHO. The receipt will be emailed to UTMGHO's email to be eligible for reimbursement of funds and be utilized in the audit report submitted to the UTMSU at the end of each academic semester.

Meetings

UTMGHO will be required to hold two Annual General Meetings (AGM) within the academic year, one per semester. The Presidential Team will be responsible for organizing and hosting the meeting for all general members to attend. The President will be the spokesperson for meeting and discussing club contents, upcoming events, and any important details to announce to the general members.

Executive meetings will be held weekly during the fall-winter academic year with the exception of exam period, winter break, and reading week unless requiring immediate attention of the UTMGHO executive team. During the meeting, executive members will discuss logistics and content of upcoming initiatives and the Presidential Team will be responsible for delegating tasks. If executives miss more than three meetings without prior notice, they will receive a warning the first time, but after the third, they may be terminated from the executive team. During the meetings, each executive is responsible for providing a progress report on how much achieved in their task and how others have helped or contributed to their task.

Associate team meetings will be held bi-weekly by the Associate Director during the fall-winter academic year with the exception of exam period, winter break, and reading week unless requiring immediate attention of the Associate team. The Associate Director will be responsible for scheduling the meeting, creating presentation materials, delegating tasks and

communicating any significant notes to the executive team. If an associate misses more than three meetings without prior notice, they will receive a warning the first time, but after the third, they may be terminated from the associate team.

Associates will join the executive team meeting every month during the fall-winter academic year with the exception of exam period, winter break, and reading week unless requiring immediate attention of the Associates. The presidents will be responsible for scheduling the meeting with the associates, creating presentation materials, assigning tasks and communicating any significant notes to the executive team. If an associate misses more than three meetings without prior notice, they will receive a warning the first time, but after the third, they may be terminated from the associate team.

Amendments to Constitution

Amendments may be added throughout the academic year and adjusted according to unforeseen circumstances. The executive committee will organize and propose the amendments during Annual General Meetings where a two-thirds majority (60%) must be required to pass. Any UTMSU member may propose and vote for constitutional amendments. Only UTMSU members can make amendments to the constitution.

All amendments must be approved by the UTMSU before they are formalized into the newly adopted constitution. All executive members must adopt the new constitution.

Amendment #1: Photography Policy

The Photography Policy grants UTMGHO the right to use, exhibit, display, and broadcast photographed or electronic images and/or audio-video recordings of any event that participants have taken for the use of activities in University of Toronto Mississauga or for promoting, publicizing, and explaining UTMGHO or its activities. The photography from the events will purely be used for promotional and social media purposes, but will *not* be distributed in any other form. If any individual would like to withdraw their consent, please send an email prior to the event or activity, or speak with an executive in the duration of the event.

Amendment #2: Conflict Resolution and Incident Reports

If conflict arises with any member of the club, they can submit an incident report detailing the occurrence of the dispute with objective statements in a professional manner. For example, “Person X disclosed confidential information,” and not “Person X made me upset.” Any additional information or evidence to describe the incident should be disclosed to the Presidential Team. The conflict report will be available for the Presidential Team to view and handle the dispute in a professional and confidential manner.

Club members and executives may seek assistance from the Campus Groups Coordinator or UTMSU’s VP Campus Life after they are unable to resolve an issue with the club.

Amendment #3: Disbandment

Disbandment may occur due to perpetuating conflicts or lack of interest from general members for continuation of the club. If the club disbands, the remaining club assets will be donated to an organization with similar function to UTMGHO and will be discussed during a final Annual General Meeting of the club.