



CONSTITUTION

Hemoglobal University of Toronto Mississauga Chapter

SECTION 1 - Name

1. The official name of this recognized student group is: “Hemoglobal UTM Chapter”
2. The acronym or abbreviation of this group is: “UTMHemoglobal”

SECTION 2 - Purpose and Objectives

1. The purpose, objectives, mission and/or mandate of the organization are outlined here:
 - a. Hemoglobal®, is a Canadian charity, co-founded by Dr. Nancy Olivieri (Professor at the University of Toronto and senior scientist at Toronto General Hospital), which works to improve the medical care of children with fatal blood diseases in emerging Asian countries. The UTM chapter aims to involve interested and enthusiastic students to help support the efforts of Hemoglobal®, the charity, and improve the lives of some of the most vulnerable children in Asia through advocacy events, fundraisers, and seeking sponsorships. Please follow this link to the Hemoglobal® website to learn more about the charity (<https://hemoglobal.org/>).

SECTION 3 - Membership

1. Executive membership with hiring privileges is open to all members of UTM including students, faculty, staff, and alumni.
2. Non-hiring membership may be extended to interested staff, faculty, and alumni, or persons from outside the UTM, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights and members must register with a designated executive by submitting their full name and a valid email address and may undergo an application and/or interview as outlined by the Co-Presidents.
3. The membership fee will be \$0 per year.
4. For recognition by the University, the group must maintain the UTM requirements for a student group. These requirements are subject to change and should be checked annually to ensure qualifications are met.

SECTION 4 - Executive List and Duties

1. UTM Hemoglobal is overseen by two (2) Co-Presidents and subdivided into four (4) subgroups: Finance and Sponsorships, Education and Outreach, Public Relations, and Community Engagement. Each subgroup has general member positions titled Coordinator or Volunteer.
2. The Executive Committee shall be composed of at least six (6) hired officers. These include Co-Presidents, Finance and Sponsorships Vice President(s), Education and Outreach Vice President(s), Communications and PR Vice President(s) Vice President(s), and Community Engagement Vice President(s).
3. The Co-Presidents shall:
 - Oversee the operations, management, and success of the group
 - Ensure that all the activities of the club meet regulations and policies of the UTM
 - Handle official correspondence of the organization
 - Provide support and guidance to subgroup leaders and volunteers
 - Lead bi-weekly executive meetings, as well as any and all training sessions
 - Hold signing officer authority along with the Finance and Sponsorships Vice President(s) for financial purposes
 - Make a list of all registered members
 - Notify all members of general meetings
 - Record notes and motions for general meetings
 - Ensure transition of office to the next Executive Committee
4. The Finance and Sponsorships Vice President(s), shall:
 - Actively contact and find sponsors throughout the year
 - Apply for grant opportunities
 - Plan fundraising events (ie. raffle)
 - Hold signing officer authority along with the Co-Presidents for financial purposes
 - Communicate and maintain relationships with all registered members
 - Organize banking information and details while maintaining overall finances (budgets and reimbursements)
 - Hold bi-weekly subgroup meetings with Finance and Sponsorship Coordinators
 - Notify all members of subgroup meetings
 - Record notes and motions for subgroup meetings
5. The Education and Outreach Vice President(s) shall:
 - Form partnerships with students and schools of all grade levels (elementary, middle, secondary)
 - Spread awareness of Hemoglobal's mission of Making Care Fair through presentations and fundraising events
 - Design and execute curriculum for the Hemoglobal Outreach Program
 - Hold bi-weekly subgroup meetings with Education and Outreach Coordinators
 - Notify all members of subgroup meetings

- Record notes and motions for subgroup meetings
6. The Communications and PR Vice President(s) shall:
 - Summarize scientific papers and articles on healthcare ethics that reflect Hemoglobal’s mission of Making Care Fair, and create infographics of the content to upload to social media
 - Post weekly on Instagram, Facebook, LinkedIn, TikTok, and retweet weekly material shared by Hemoglobal® and Dr. Nancy Olivieri on Twitter
 - Promote donation links, raffles, and events throughout the year by working with other subgroups
 - Tag sponsorships and promote top contributing sponsors by creating and sharing summaries of their brands
 - Implement strategies to increase followers on all social media platforms
 - Hold bi-weekly meetings with Communications and PR Coordinators
 - Notify all members of subgroup meetings
 - Record notes and motions for subgroup meetings
 7. The Community Engagement Vice President(s) shall:
 - Recruit Community Engagement Volunteers and engage them in Hemoglobal® efforts
 - Lead the Engagement Volunteers in planning and execution of fundraisers, social events, and educational academic seminars
 - Create and send out monthly newsletters
 - Form partnerships with other University clubs and organizations with aligned goals to host joint events and increase outreach
 - Support other subgroups with the promotion of initiatives they have organized
 - Hold bi-weekly subgroup meetings with Community Engagement Volunteers
 - Notify all members of subgroup meetings
 - Record notes and motions for subgroup meetings
 8. Other Positions:
 - a. The group may appoint Coordinators and/or Volunteers for the various subgroups: Finance and Sponsorships, Education and Outreach, Communications and PR, and Community Engagement; however, such positions do not hold executive decision-making authority.
 9. Coordinators and Volunteers shall:
 - Provide fundamental support in planning, organizing, and execution of the initiatives undertaken by their respective subgroup
 - Attend subgroup and general meetings and participate in discussion
 - Help advertise and support all Hemoglobal efforts
 - Contribute ideas to further Hemoglobal mission and goals

SECTION 5 - Termination of Executives and/or General Members

1. 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 his/her actions. A vote will be held at an executive meeting, and a two-thirds (2/3) majority vote of the current executives 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.
2. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
3. 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.

SECTION 6 - Recruitment and Hiring

1. Executive Committee

- The current Co-Presidents shall open executive membership applications and hold interviews for the Co-presidents positions in *September*.
- The current and hired Co-Presidents will then form the Hiring Committee and be responsible for interviewing and hiring the remaining subgroup interns to form the new Executive Committee by the end of November.
- All members of the Hiring Committee for the Executive 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.
- Executive membership applications from current UTM students, staff, faculty, or alumni members will be accepted.

- After the interviews are complete, the Hiring Committee shall submit a report of the hiring results to the current Executive Committee and general members and make an announcement on social media.
- Term of executive positions shall be from September to June.

SECTION 7 - Finances

1. The Finance and Sponsorships Vice President(s) shall keep records of all income and expenses. The Finance and Sponsorships Vice President(s) shall present the group's

financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

2. The group's registered 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.
3. At the end of the executive position term June 30th Finance and Sponsorships Vice President(s) shall transfer all fundraised money to Dr Nancy Oliveri, the Executive Director of Hemoglobal@. \$200.00 will remain in UTM Hemoglobal's account as budget for the next term.

SECTION 8 - Meetings

1. Annual General Meetings (AGMs):
 - a. The group shall hold general meetings at least twice per year, i.e. once per academic term.
 - b. 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 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed. Meetings will be open to executive members, general members, and the general community.
2. Executive Meetings:
 - a. The Executive Committee shall meet on a bi-weekly basis where date and times are to be set by the Co-Presidents The quorum of executive meetings shall be 50%+1 of executives. These meetings are intended to go over each subgroup's initiative for the upcoming month and discuss short term goals for the team.
3. Subgroup Meetings:
 - a. Each subgroup (Finance and Sponsorships, Education and Outreach, Communications and PR, and Community Engagement) shall meet on a bi-weekly basis where date and times are to be set by respective subgroup Intern(s). The quorum of executive meetings shall be 50%+1 of executives.

These meetings are intended to plan and organize the subgroup's upcoming initiative(s)

SECTION 9 - Amendments

1. Any registered UTM member may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.
2. Constitutional amendments shall require a two-thirds (2/3) majority to be passed at Annual General Meetings by registered UTM members in attendance.
3. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. UTM Students' Union, etc) within two (2) weeks of its approval by general members.