

CONSTITUTION

Her Campus at UTM

Article I – Name

Name: Her Campus at UTM

Abbreviation: HCUTM

Article II – Purpose

Her Campus at UTM (HCUTM), in affiliation with the national Her Campus organization, provides a space where creativity and empowerment converge to amplify student voices. Through writing, journalism, and storytelling, we provide an outlet for students to express their unique perspectives, share experiences, and connect with a community that celebrates individuality. Our online magazine serves as the foundation of this creative expression, offering students a platform to publish their work and reach a broader audience. Built on values of inclusivity, creativity, and growth, our chapter offers opportunities to develop professional skills, explore passions, and make influential connections. Beyond the page, we embrace our campus culture by hosting community events that unite students and spark inspiration. By highlighting topics from university life and local interests to global issues, HCUTM strives to enrich the student experience, empowering every voice to be heard and every story to be told.

Article III – Initiatives

We will illustrate our purpose through a variety of initiatives, including, but not limited to:

- a) **Writing and Content Creation:** Through our student-run online magazine, HCUTM provides a platform for students to publish engaging articles on topics ranging from campus life to global trends.
- b) **Community-Building Events:** Organize inclusive and engaging events, such as themed socials, wellness workshops, and collaborative activities with internal and external organizations, to nurture connections, celebrate campus culture, and create a sense of connectedness among our diverse student body.
- c) **Professional Development Opportunities:** Organize writing workshops, networking events, and collaborations with industry professionals, providing students with valuable opportunities to nurture their skills, build connections, and explore career pathways in journalism, marketing, and beyond.

Article IV – Membership

- a) Membership to HCUTM is open to all members of the University of Toronto (UofT). This includes all students, staff, faculty and alumni.
- b) UofT members are permitted to run, nominate, and vote in elections and constitutional amendments.
- c) The group is open to non-UofT members. However, these members do not hold the aforementioned rights.
- d) Members must register with a designated executive by submitting their full name and a valid email address.
- e) Members will not be required to pay a membership fee.

Article V – Executive Committee

<i>Executive Position</i>	<i>Responsibilities</i>
ADMINISTRATIVE TEAM	
President (x1)	<ul style="list-style-type: none"> • Provide overall leadership and direction for HCUTM. • Represent the chapter in official capacities and act as the primary liaison with the Her Campus national team and UTM. • Serve as the head administrator for the Community Engagement Team (Events, Outreach, and Publicity). • Oversee and coordinate the efforts of the Community Engagement Team to ensure alignment with chapter goals. • Approve and review event proposals, publicity campaigns, and outreach strategies. • Lead executive meetings and ensure all chapter operations run smoothly. • Facilitate smooth transition of office to future Executives. • Address member concerns and promote a positive and inclusive chapter culture.
Vice-President (x1)	<ul style="list-style-type: none"> • Support the President in managing the chapter and fulfill duties in their absence. • Serve as the head administrator for the Editorial and Writing Teams (Editor-in-Chief, Editors, and Writers). • Oversee editorial processes and ensure high-quality, timely content publication. • Coordinate with team leaders to maintain consistent communication and productivity.

	<ul style="list-style-type: none"> • Assist in recruiting, onboarding, and mentoring new team members. • Collaborate with the President to implement chapter goals and initiatives.
Treasurer (x1)	<ul style="list-style-type: none"> • Manage the chapter's finances, including budgeting, tracking expenses, and handling reimbursements. • Prepare and present financial reports during executive meetings. • Apply for grants and funding opportunities to support chapter initiatives. • Collaborate with the President and Vice President to allocate resources effectively. • Ensure compliance with UTM's financial policies and procedures.
Secretary (x1)	<ul style="list-style-type: none"> • Record minutes, discussions, and decisions during executive and general meetings and distribute them promptly to members. • Maintain an organized record of chapter documents, including meeting notes, event plans, and financial reports. • Monitor and manage chapter communications, including responding to emails and inquiries. • Assist with scheduling meetings and maintaining a shared calendar for chapter activities. • Communicate with the Editor-in-Chief, Events Director, and Marketing Director to keep the shared calendar updated.
EDITORIAL TEAM	
Editor-in-Chief (x1)	<ul style="list-style-type: none"> • Lead the Editorial Team and oversee all content creation and publication processes. • Manage the editorial calendar to ensure timely and consistent article submissions. • Review and edit all articles for quality, accuracy, and alignment with Her Campus guidelines before publication. • Collaborate with the Writing Team to brainstorm and assign engaging, relevant topics, ensuring there are no repeats between writers or past articles. • Provide constructive feedback to writers and editors to enhance their skills and content quality. • Act as the primary liaison between the Editorial Team, Writing Team, and the Vice President. • Develop and implement strategies to maintain high editorial standards and a strong chapter voice.

<p>Associate Editors (x4)</p>	<ul style="list-style-type: none"> • Reviewing and editing articles for quality, grammar, and adherence to Her Campus guidelines. • Work closely with their respective writers (1 full-time writer and 1 part-time writer) to provide detailed feedback and suggestions for improvement. • Ensure assigned articles are submitted on time for review by the Editor-in-Chief and meet editorial standards. • Collaborate with the Editorial Team to brainstorm and refine article ideas. • Support the Editor-in-Chief in managing the editorial calendar and tracking content progress. • Step in as needed to handle editorial responsibilities in the absence of the Editor-in-Chief.
<p>WRITING TEAM</p>	
<p>Full-Time Writers (x4)</p>	<ul style="list-style-type: none"> • Submit TWO original, high-quality pieces per month that align with HCUTM’s editorial themes and guidelines. • Collaborate with the Editorial and Writing Teams to brainstorm and pitch creative and relevant article ideas. • Adhere to the publication schedule and ensure pieces are submitted on time. • Actively engage with the HCUTM community, sharing and promoting published content.
<p>Part-Time Writers (x4)</p>	<ul style="list-style-type: none"> • Submit ONE original, high-quality piece per month that aligns with HCUTM’s editorial themes and guidelines. • Collaborate with the Editorial and Writing Teams to brainstorm and pitch creative and relevant article ideas. • Adhere to the publication schedule and ensure pieces are submitted on time. • Actively engage with the HCUTM community, sharing and promoting published content.
<p>COMMUNITY ENGAGEMENT TEAM</p>	
<p><i>Events</i></p>	
<p>Events Director (x1)</p>	<ul style="list-style-type: none"> • Oversee the planning and execution of all HCUTM events, ensuring alignment with the chapter's vision and goals. • Manage event logistics, including booking venues, coordinating with vendors, and organizing materials. • Develop event proposals and ensure activities comply with UTM event policies and guidelines. • Collaborate with the Treasurer to create and adhere to event budgets, ensuring cost-effectiveness and resource allocation.

	<ul style="list-style-type: none"> • Lead the Events Associates, delegating tasks and providing support to ensure smooth event execution. • Work closely with the President and Community Engagement Team to promote events and maximize participation. • Brainstorm creative and engaging event ideas that align with Her Campus values and student interests. • Evaluate the success of events through participant feedback and attendance metrics to inform future planning. • Act as the point of contact for event-related inquiries and coordinate with external and internal stakeholders.
<p>Events Associates (x3)</p>	<ul style="list-style-type: none"> • Assist the Events Director in planning, organizing, and executing HCUTM events. • Handle logistics, such as setting up and taking down event materials, managing registration, and organizing materials. • Collaborate with team members to brainstorm creative and innovative event ideas. • Ensure events comply with UTM guidelines and assist in obtaining necessary approvals and permits. • Monitor inventory and prepare materials needed for events, such as decorations, handouts, activity supplies, etc. • Provide on-site support during events to ensure all activities run smoothly and address participant needs. • Collect feedback from attendees and share insights with the Events Director to improve future events. • Work within allocated budgets and assist in cost tracking for event-related expenses. • Support promotional efforts by sharing event details through personal networks or assisting with publicity materials.
<i>Outreach</i>	
<p>Outreach Director (x1)</p>	<ul style="list-style-type: none"> • Act as the primary representative of HCUTM for establishing partnerships with internal campus organizations and external groups. • Develop and maintain a comprehensive list of potential collaborators and sponsors. • Proactively reach out to organizations, businesses, and campus groups to initiate partnerships, secure sponsorships, and plan collaborations. • Draft and send professional emails or proposals to sponsors and partners, showcasing the value of working with HCUTM.

	<ul style="list-style-type: none"> • Work closely with the Events and Marketing Directors to ensure successful execution of collaborative events and initiatives. • Track and maintain records of sponsorship agreements, collaborations, and outreach efforts. • Provide regular updates to the President and Community Engagement Team regarding outreach activities and progress. • Brainstorm and implement creative strategies to strengthen HCUTM’s presence and network within and beyond campus. • Ensure all partnerships and sponsorships align with the chapter’s values and purpose.
<i>Publicity</i>	
Marketing Director (x1)	<ul style="list-style-type: none"> • Develop and execute comprehensive marketing campaigns to promote HCUTM initiatives, events, and articles. • Collaborate with the Community Engagement Team to strategize outreach efforts and increase brand visibility on campus. • Analyze campaign performance metrics to optimize future marketing strategies. • Coordinate with the Graphic Designers to create promotional materials, ensuring alignment with HCUTM branding. • Work closely with the Social Media Director to integrate marketing campaigns across digital platforms, adhering to a posting schedule. • Brainstorm innovative approaches to engage the student body and encourage membership growth.
Graphic Designers (x2)	<ul style="list-style-type: none"> • Create visually appealing graphics, posters, and promotional materials for HCUTM events, campaigns, and articles. • Ensure all designs adhere to HCUTM branding guidelines and reflect the chapter’s creative vision. • Collaborate with the Marketing Director and Social Media Director to align visuals with campaign goals. • Adhere to a posting schedule, ensuring all materials are submitted on time. • Design templates and resources for team use, such as article displays or social media story frames. • Stay updated with design trends and incorporate fresh ideas to maintain engaging content.

Social Media Director (x1)	<ul style="list-style-type: none"> • Manage and curate HCUTM's social media platforms to maintain an active and engaging online presence. • Establish a posting schedule and content calendar • Plan and schedule posts, stories, and reels that highlight articles, events, and chapter initiatives. • Collaborate with the Marketing Director to align social media campaigns with HCUTM's overall promotional goals. • Interact with followers by responding to comments, messages, and questions to foster community engagement. • Track social media performance metrics and adjust strategies to maximize reach and engagement. • Brainstorm and implement creative ideas for contests, Q&A sessions, and interactive content to attract and retain followers.
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Article VI – Termination of Executive or General Membership

- a) **THREE-OFFENCE SYSTEM** – HCUTM upholds high standards of accountability, reliability, and engagement among executive members. To address concerns regarding performance, a three-offence system will be implemented:
- i. **First Offence:** An executive member who misses deadlines, skips meetings, or displays a lack of engagement without prior notice will be approached directly by the President and one other member of the administrative team. This discussion will serve as a warning, providing the member an opportunity to explain their circumstances. Support will be offered to help them balance their responsibilities and remain engaged.
 - ii. **Second Offence:** If the behaviour persists, the executive member will receive a formal and final warning issued by the President and a member of the administrative team. The executive member will be asked to reflect on their ability to fulfill their role and reminded that another missed obligation will result in further consequences.
 - iii. **Third Offence:** Upon a third offence, the administrative team will review the situation to determine appropriate action. If this final strike is issued, the executive member’s position within HCUTM will be terminated for the remainder of the academic year.
- b) **GENERAL TERMINATION POLICY** – Any member who commits an act that severely disrupts the integrity, reputation, or operations of the club may be given notice of removal outside of the three-offense system.
- c) **MEMBERSHIP RIGHTS IN THE TERMINATION PROCESS** –

- i. The member up for removal has the right to defend their actions before the club's executive team.
 - ii. A two-thirds majority vote by the executive team is required for removal.
 - iii. If removal is voted on, the member has the right to an appeal before the general membership. The majority vote of the general membership will serve as the final decision.
- d) LOSS OF MEMBERSHIP PRIVILEGES** – If a member is removed, they will lose all privileges associated with being a part of HCUTM for the remainder of the academic year.

Article VII – Elections

a) General Guidelines

- i. Elections must follow the timeline and procedures set by the UTMSU.
- ii. The election process includes nomination, majority voting, and eligibility of vote, as outlined by UTMSU regulations.
- iii. Elections must be held by the end of May.
- iv. A Senior Election Officer (SEO) will oversee the elections to ensure fairness and transparency.
 - A. The SEO must be an unbiased individual who is not running for an executive position.
 - B. The SEO must be approved by the outgoing executive team and the UTMSU Clubs Coordinator.

b) Eligibility for Candidacy

- i. Candidates must:
 - A. Be registered U of T members (students, faculty, staff, or alumni).
 - B. Be in good standing with the group.
 - C. Have been members of the club for at least one month before the nomination period.

c) Election Timeline and Process

- i. Advertising Period:
 - A. Elections must be advertised for at least one week.
 - B. Notifications, including mass emails, must be sent to all UTMSU-registered members of the club.
- ii. Nomination Period:
 - A. Open to all eligible members for at least one week following the advertising period.
 - B. Self-nominations will be accepted and overseen by the SEO.
- iii. All Candidates Meeting:

- A. A mandatory meeting will be held for all nominees to review election rules and processes.
 - B. Candidates unable to attend must send a representative.
 - iv. Campaign Period:
 - A. Candidates may campaign to the club's members for one week following the nomination period.
 - v. Voting Period:
 - A. Voting must take place over two or three consecutive weekdays before March 30th.
 - B. Registered UTMSU members in good standing for at least 30 days before the election are eligible to vote.
 - C. Voting will occur through an approved platform managed by the SEO.
 - vi. Results:
 - A. The SEO will count the ballots and announce the results.
 - B. In the event of a tie, a pre-designated executive's sealed ballot will be opened to break the tie.
- d) Transition of Executive Positions**
 - i. Newly elected executives will serve as non-voting members until May 1st, after which they will assume their full responsibilities.
 - ii. The term for executive positions is from May 1st to April 30th.
- e) Re-Elections and Disputes**
 - i. If election procedures are deemed unfair, the results may be contested through a petition to the UTMSU Clubs Committee.
 - ii. Complaints must be submitted in writing to the UTMSU Clubs Coordinator within 72 hours of the election.
 - iii. If deemed necessary, re-elections will be supervised by the UTMSU Clubs Coordinator.
- f) By-Elections and Vacant Positions**
 - i. If no candidate is elected for a position, the outgoing executives may collectively appoint a suitable candidate, subject to approval by the VP Campus Life.
 - ii. By-elections must follow the same regulations as general elections.
- g) Prohibited Actions**
 - i. Registered U of T members may not vote by proxy.
 - ii. Non-U of T members may not nominate or vote in elections.
 - iii. Any complaints regarding elections must respect the recommendations made by university authorities.

Article VIII – Finances

a) Management of Funds

- i. The Treasurer will oversee all financial matters, including maintaining records of all income and expenses.
 - ii. Funds will be used for operational expenses, event organization, community engagement activities, and necessary supplies to support the chapter's initiatives.
- b) Financial Reporting**
- i. The Treasurer will present a financial report outlining the group's financial health at each monthly executive meeting.
 - ii. A yearly financial report will be prepared, summarizing all expenses and income, and shared with the executive team.
- c) Approval of Expenditures**
- i. Financial decisions involving expenditures exceeding \$100.00 will require majority approval from the executive team during a meeting.
 - ii. In case of a tie, the President will make the final decision.
- d) Compliance and Documentation**
- i. The Treasurer will ensure proper documentation for all financial transactions, including receipts and audits, and submit them as required to the UTMSU or other relevant organizations.
 - ii. The Treasurer will also be responsible for applying for funding opportunities and grants where applicable.
- e) Budget Planning**
- i. The Treasurer will collaborate with the President and Vice President to create an annual budget that aligns with the group's goals and anticipated activities.
 - ii. A portion of the budget will be reserved for contingency expenses, ensuring financial stability throughout the year.
- f) Fundraising**
- i. Any funds raised will be used exclusively for supporting the organization's mission and activities.
 - ii. Fundraising activities will align with university policies and will not serve commercial purposes.
- g) Use of Funds**
- i. Funds may be used for:
 - A. Purchasing supplies for events or community initiatives.
 - B. Supporting marketing efforts, including social media and promotional materials.
 - C. Covering costs associated with guest speakers, venue rentals, or workshops.
- h) Transparency and Accountability**
- i. All financial decisions will be communicated transparently to the executive team and, when necessary, to the general membership.

- ii. Regular financial updates will ensure accountability and adherence to the group's financial guidelines.

Article IX – Meetings

a) Executive Meetings

- i. Monthly executive meetings (online or in-person) are mandatory for all executive members to attend.
- ii. The President will lead these meetings, with the Vice-President assuming this responsibility in the President's absence.
- iii. The Secretary must be available to scribe meeting minutes, discussions, and decisions.
- iv. Decisions presented during these meetings will be established through a majority vote based on all attending members.

b) Editorial and Writing Team Meetings

- i. The Editorial and Writing Teams must meet regularly to discuss article topics, editing processes, publication timelines, and other relevant matters.
- ii. The Editor-in-Chief will lead these meetings, with the Vice-President attending if needed. The Secretary may attend as required.
- iii. The Editor-in-Chief must document meeting discussions and maintain a record of topics and articles being written by each team member.
- iv. These meetings are mandatory to ensure the consistent provision of high-quality articles.

c) Community Engagement Team Meetings

- i. Each Community Engagement Team (e.g., Events, Outreach, Publicity) must meet at least once to brainstorm new opportunities, plans, or strategies, and at least once more to finalize and formally plan the selected initiatives.
- ii. The Secretary must be available to scribe these meetings, and the President may attend if needed.

d) Attendance Expectations

- i. Members required to attend any meeting must provide a minimum of 24 hours' notice if they cannot attend.
- ii. Valid reasons for absence will be reviewed on a case-by-case basis by the President, Vice-President, or Secretary.

Article X – Amendments

- a) Any registered member of the group may propose an amendment to the constitution.
- b) Proposed amendments must be submitted to the Executive Committee for initial assessment before being presented to the general membership.

- c) After assessment by the Executive Committee, proposed amendments must be discussed and voted upon during a General Meeting.
- d) A majority vote of the group's general membership is required for the amendment to be approved.
- e) Proposed amendments must be circulated to all members at least one (1) week prior to the General Meeting.
- f) Upon approval by the general membership, the Executive Committee shall formally adopt the amended constitution.
- g) The revised constitution must be submitted to the appropriate university offices, such as the UTMSU and the Centre for Student Engagement, within two (2) weeks of its approval.
- h) The amendment procedure aims to prevent arbitrary or excessive alterations to the constitution, ensuring the group's foundational principles and objectives remain intact.
- i) A copy of the revised constitution, along with the date of its adoption, must be kept in the group's official records for transparency and reference.