

Constitution of “Humanities and Social Sciences Research Initiative at UTM”

1. Name

The official name of this recognized campus group is the “Humanities and Social Sciences Research Initiative at the University of Toronto Mississauga.”

The applicable acronym for this group is UTM HSSRI.

2. Purpose and Objectives

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

The Humanities and Social Sciences Research Initiative at the University of Toronto Mississauga (UTM HSSRI) aims to provide student-directed opportunities in research and professional development opportunities for students in humanities and social sciences programs. The group aims to promote the intellectual and interdisciplinary collaboration of the arts to further engage original research projects and scholarly dialogues. To maintain the core values of intellectual growth and development, the initiative aims to develop programming focused on workshops, mentorships, panels, and a final culmination in an annual research conference. We aim to bridge connections between students, faculty, and external partners to highlight and pursue opportunities, funding, and further education for our membership, and the initiative thus aims to develop the undergraduate experience for aspiring humanities and social sciences researchers at UTM.

3. Membership

Membership to the group is open to all registered students of the University of Toronto (therefore referred to as “Student Members”). Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University (therefore referred to as “External Members”).

Student Members are permitted to run, nominate, and vote in elections and constitutional amendments. External Members do not hold the aforementioned rights. All members must register with the designated Executive by completing the appropriate General Member form with their full name, affiliation (Student/Faculty/Alumni/Other) and a valid email address.

There is no associated membership fee.

4. Executive List and Duties

The Executive Committee shall be composed of eight (8) elected officers. These include an Executive Chair, Vice-Chair, Humanities, Vice-Chair, Social Sciences, Secretary, Treasurer,

Director, Conference Development, Director, Research Development, and Director, Public Relations.

The Executive Chair Shall:

- Oversee the operations, management, and success of the group.
- Be the official spokesperson and liaison for the group.
- Hold signing officer authority along with the Treasurer for financial purposes.
- Preside over board and general meetings.
- Ensure the transition of office to future Executives.

The Vice-Chair, Humanities Shall:

- Assist the Executive Chair in coordinating events and initiatives related to the humanities.
- Serve as the primary liaison between the Society and humanities departments and faculty.
- Organize and support student outreach, mentorship, and academic support for humanities students.
- Help identify guest speakers and scholars for humanities-related events.
- Collaborate with the Vice-Chair, Social Sciences to promote interdisciplinary programming.
- Be a student enrolled in a minimum of **one** Humanities discipline (History, English/Drama, Linguistics, Language Studies, Philosophy, Visual Culture).

The Vice-Chair, Social Sciences Shall:

- Coordinate academic and outreach initiatives related to the social sciences.
- Serve as the liaison between the Society and social science departments and faculty
- Organize student-led research roundtables, panels, and collaborations in social sciences.
- Support interdisciplinary work with the Humanities Vice-Chair and Conference Director.
- Assist with outreach to faculty and promote research opportunities for social science students.
- Be a student enrolled in a minimum of **one** Social Sciences discipline (Criminology/Sociology, Political Science, Commerce/Management/Economics, CCIT).

The Treasurer Shall:

- Record all financial transactions of the group.
- Hold signing officer authority along with the Executive Chair for financial purposes.
- Maintain a budget of income and expenses along with receipts.
- Advise members and executives of the financial position of the group.
- Prepare an annual budget, alongside event-specific budgets, and bi-annual financial reports for the group.

The Secretary Shall:

- Maintain the list and administrative recording of all registered members.
- Maintain member contact lists and any relevant or affiliated websites.
- Record notes and motions for meetings.
- Inform members of upcoming scheduled meetings.
- Handle official correspondence of the organization between clubs.

The Director, Conference Development Shall:

- Lead the design, planning, and execution of the Society's annual research conference and other large-scale academic events.
- Coordinate logistics such as venue booking, scheduling, call-for-papers, delegate registration, and accessibility arrangements.
- Liaise with guest speakers, faculty advisors, and external partners to secure high-quality presentations and panels.
- Collaborate with the Public Relations and Research Development teams to promote the conference and support student involvement.
- Ensure event programming aligns with the Society's interdisciplinary research mission and represents both humanities and social sciences.
- Responsible for securing venues, catering, guest speakers, and supplies as needed.

The Director, Research Development Shall:

- Develop and lead research-related programming such as writing workshops, research skills seminars, and faculty-student research panels.
- Coordinate mentorship initiatives to connect junior and senior students in research development.
- Maintain a database or repository of research opportunities, grants, and calls for papers.
- Advise students on preparing abstracts, applications, and presentation materials for academic conferences.
- Collaborate with the Secretary and PR Director to advertise research-focused opportunities.

The Director, Public Relations Shall:

- Be responsible for monitoring the Society's digital presence on social media, newsletters, or other promotional forms.
- Design and distribute promotional materials.
- Act as a public-facing Executive during outreach campaigns.

The group may appoint additional, non-executive Directors, Coordinators, or Associates throughout the year based on operational need. For the purpose of staffing social committees, workshop committees, or other programs. These positions do not hold executive decision-making authority.

Termination of Executives 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 his/her actions.

A two-thirds majority vote of the Executive Committee 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 student 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 to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general Student Membership on the committee to conduct and hold elections in March. 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.

The SEO Election Officer shall accept nominations only from student members of the group for candidacy of 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.

The SEO 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.

The SEO shall provide each Student Member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the SEO shall select an 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.

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

Student Members may not vote by proxy. External Members may not nominate or vote in elections.

Only Student Members who have registered their membership with the Secretary and have been in attendance of **one general meeting** throughout the preceding school year are eligible for voting.

The term of Executive positions shall be from May 1st to April 30th. Any Executive positions that are not filled by elections will be opened to Student Members on the basis of application. These applications are to be reviewed by the Executive Committee, and a decision shall be made within 30 days of the new Executive's starting date.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the bi-annual General Meetings. The Executive Committee will vote on expenditures of over \$250.00 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 exclude the collection of membership fees to cover group expenses, or to charge for specific activities or engage with external vendors/services to provide items to group members. Legitimate fundraising and activities that involve the promotion and advancement of collector knowledge are acceptable, though the group will not function primarily in methods where services or goods are sold at a profit when that profit is used for purposes other than benefiting the organization.

7. Meetings

A) Bi-Annual General Meetings (AGMs):

The group shall hold General Meetings at least **twice per year, once per academic term.**

The Executive Committee will announce these dates two (2) weeks prior to the meetings. These meetings are meant to summarize the Group's ongoing activity plan, financial health, and to vote on any pressing constitutional amendments. Motions will require a $\frac{2}{3}$ majority of Student Members in attendance for a vote to be cast. The motion with the most votes will pass.

B) Executive Meetings:

The Executive Committee shall meet on a monthly basis where date and times are established at the beginning of each term. Additional meetings may be set up as needed.

8. Amendments

Any Student or Executive Member may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a $\frac{2}{3}$ majority to be passed at Annual General Meetings by Student Members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, etc) within two (2) weeks of its approval by the general student membership.

First Version Complete: June 15th, 2025 by Darrion Singh