

Constitution of “ University of Toronto Student Chapter for Healing on Practice Education (U of T’s H.O.P.E)”

1. Name and Purpose

The official name of the recognized student group is “University of Toronto Student Chapter for Healing on Practice Education”

The official acronym or abbreviation of the group is “U of T’s H.O.P.E” The purpose, objectives, mission and/or mandate of the organization is to Group Purpose.

Healing On Practice Education H.O.P.E focuses on cultivating compassionate and skilled medical professionals in the Dominican Republic, fostering solidarity, and bridging healthcare gaps for equitable access. While doing so, to educate and empower healthcare professionals to serve vulnerable communities in the Dominican Republic, emphasizing humanization and friendly medical practice.

U of Ts H.O.P.E is a chapter of H.O.P.E. U of T's H.O.P.E has 4 main goals.

1. To raise as much funds as possible for club donations and to purchase medical supplies for the Dominican Republic.
2. To educate as many trippers, general members, and students at U of T as possible about the lack of access to healthcare
3. Build and strengthen connections with other H.O.P.E. chapters, as well as relevant organizations and healthcare professionals globally, to exchange ideas, share resources, and collaborate on initiatives aimed at shaping a global network of empathetic healers dedicated to serving underserved communities.
4. To create a medical volunteer trip that is rewarding, memorable, safe, and enjoyable for both participants and HOPE staff. The trip will encompass two different settings: first, we will visit communities without access to medical care, providing essential services under the supervision of local doctors to ensure our efforts are impactful and sustainable. Second, participants will have the opportunity to shadow medical professionals in local hospitals, gaining experiences not available in Canada and developing a global health perspective. Additionally, all participants will be involved in planning the trip, with the option to request specific places to volunteer, such as orphanages, nursing homes, or communities for individuals with disabilities, tailoring the experience to their interests and ensuring a diverse impact.

2. Membership and membership fee

The group welcomes all University of Toronto affiliates (students, staff, faculty, and

alumni), particularly those passionate about healthcare and volunteering in the field. U of T H.O.P.E does not discriminate based on age, citizenship, color, disability, gender, race, religion, national origin, political affiliation, or sexual orientation when it comes to membership or participation. University of Toronto members can engage fully in elections and constitutional changes, including running for positions, nominating, and voting. External individuals can also join the group but won't have the same rights. To become a member, individuals must register with a designated executive by providing their full name and a valid email address.

3. Article Three- Rights of Members

All members may apply for a full refund of their membership fee within one (1) month of becoming a member. All voting members have the right to attend all general meetings of members, cast votes at all general meetings of members, stand for election unless otherwise stated in this document, cast votes in all group elections and referenda, and propose and vote on amendments to this constitution. The rights prescribed in Article-Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

The term for all positions on the Executive Committee extends from May 1st to April 30th annually. The Executive Committee consists of four (4) voting members, all of whom must be currently registered students of the University of Toronto. Non-voting members may occupy only non-voting positions on the Executive Committee, with the maximum number of such positions limited to one (1) or ten per cent (10%) of the total Executive Committee positions, whichever is greater. Those holding non-voting positions are restricted from serving as officers, financial authorities, signing authorities, primary contacts, or secondary contacts. Furthermore, individuals currently serving as financial or signing authorities for another recognized student group at the University of Toronto are ineligible to hold such roles within this organization. Additionally, the Executive reserves the right to appoint Directors or Coordinators for various committees, who lack executive decision-making authority and are not entitled to vote during Executive Committee meetings.

5. Executive Committee Composition and Duties

The Co-presidents shall:

1. Supervising the overall operations, management, and success of the club.
2. Leading all general and executive meetings.
3. Collaborating closely with all other executive members on projects and events.
4. Ensuring effective communication among all divisions.
5. Taking notes and recording motions during meetings.

6. Being accountable for all actions taken on behalf of the organization.
7. Serving as the official representative and spokesperson for the club.
8. Sharing signing authority with the Internal VP for financial matters.
9. Setting clear goals and ensuring they are met throughout the year.
10. Facilitating a smooth transition for future executives, such as through the handbook and reflections.
11. Keep close communication with HOPE staff for smooth planning of medical trips

The Vice-President External shall:

1. Manage the marketing and promotion of events and the club by sending email updates to members, advertising in newsletters, and making in-class announcements.
2. Supervise the planning of both academic and fundraising outreach events.
3. Recruit executives and associates and assign them shifts and tasks.
4. Remain up to date on all planned events and monitor scheduled events closely
5. Involvement in Events and Projects:
 - a. Actively participate and ensure smooth completion in all events and projects initiated by the external affairs division.
6. Ensure the Following for External Affairs Division:
 - a. Organize information booths at relevant events.
 - b. Create and distribute promotional materials.
 - c. Maintain and manage the club's online presence (e.g., website, social media).
 - d. Organize and manage donation drives for various causes.

The Events Directors shall:

1. Organize and initiate fundraising or voluntary events that sign with the club's mission.
2. Work alongside the co-presidents to create event timelines, budget, and task lists.
3. Book venues, equipment, and any necessary services (e.g. catering)
4. Handle event setup, cleanup and coordination on the day of the event
5. Seek partnerships throughout the school year with external organizations to enhance the club's outreach.
6. Ensure all events follow university policies and safety guidelines
7. Maintain communication with co-presidents and the External Vice president about events.
8. Conduct post-event reviews to assess success and areas for improvement

The Sponsorship directors shall:

1. Reach out to sponsorships throughout the school year with external organizations to support the operation of the club
2. Maintain a detailed Excel log of all contacted sponsors, including their responses and communication history.
3. Identify potential sponsors aligned with the club's values and goals
4. Maintain strong relationship with sponsors through regular updates
5. Coordinate with the Finance Director to track and allocate sponsorship funds
6. Coordinate with the Social Media and Events Directors to fulfil sponsor obligations and

- promotion
7. Stay informed with sponsorship application deadlines offered by the university and apply beforehand

The Vice-President Internal shall:

1. Maintain the general member lists and executive member lists.
2. Attend all the meetings and take notes.
3. Make sure the communication between all the executive members are smooth.
 - a. Oversee club-related issues such as recording involvements of all members and coordinating with ULife for CCR.
4. Organize meetings for internal affairs division
5. Be involved in all internal affairs division's events and projects
6. Ensure internal affairs division:
 - a. Finds sponsorships and obtains funding
 - b. Organizes trip information sessions, recruits trippers and books air tickets in time
7. Manage the bank account along with the co-presidents.
8. Work closely with the financial director to set the annual budget as well as the budget for each specific event.

The Social Media directors shall:

1. Design and create promotional content for all events (e.g. posters, videos)
2. Manage and update the club's instagram account
3. Promote club events, meetings, collaborations through Instagram and email.
4. Develop promotional ideas for major events across all platforms
5. Respond to messages, comments, and inequities on instagram in a timely manner
6. Coordinate with other student groups for cross-promotion
7. Be involved in all internal affairs division's events and projects
8. Attend all the meetings.

The Finance director shall:

1. Budget Management
 - a. Develop and maintain the club's annual budget
 - b. Track income and expense throughout the year to ensure it aligns with the initial plan
2. Prepare a financial report at the end of each semester to present to the Executive Committee and general meetings
3. Maintain accurate records of all financial transactions
4. Ensure financial practise comply with university policies
5. Be involved in all internal affairs division's events and projects

6. Article Six – Elections

All positions on the Executive Committee shall be filled through an annual election, and each voting position must be open to all student members.

Elections for executive members will be held each spring semester. The election date will be announced at least one week in advance and will occur on a weekday. The President will oversee the election process. If open spots for the team remain, further elections will be held at least one week after the university's Club's Fair in September.

Candidates must submit their nominations at least two days before the election. Nominees must be general or executive members of U of T, in good standing, and have been part of the group for at least one month before the nomination period. While it is recommended that candidates have attended or volunteered at least twice as general members or attended 80% of events and meetings as executive members, this is not a requirement, recognizing that not all students will have schedules that align with event offerings.

Candidates are required to prepare a brief speech for election day. If unable to attend, they may submit a video recording or a script for the President to read on their behalf.

Respectful conduct is mandatory, and any political attacks will result in disqualification and possible termination of club membership.

Voting will be conducted via google form. The link will be sent out on election day. Votes should be cast anonymously and within 3 days. Only registered U of T members in good standing (with similar attendance requirements as candidates) 30 days before the election can vote, and proxy voting is not allowed. Non-U of T members cannot participate in nominations or voting. Membership and T-Cards will be verified before voting.

Each member has one vote per position, and any ballot not following these guidelines will be considered spoiled and discarded.

The Executive Committee will appoint at least three impartial general or executive members to the Elections Committee, who must disclose any conflicts of interest and are responsible for counting ballots twice for accuracy. Ideally, Elections Committee members should not be candidates, but if necessary, they cannot count ballots for their own positions.

The candidate with the most votes wins the position. In case of a tie, ballots will be recounted immediately. If the tie persists, the position can be shared.

After the elections, current executives will meet with the incoming executives to hand over the constitution, handbook, bank account details, and reports to ensure a smooth transition. Executive terms run from May 1st to April 30th.

7. Article Seven – Finances

The Finance Director is responsible for maintaining records of all income and expenses, keeping all invoices and receipts for the year. They will report on the group's financial status at annual general meetings and executive meetings. The Treasurer will also assist with budgeting at the beginning of each semester and for each event and project. They have signing authority for financial matters, including the bank account, alongside the President.

Expenditures over \$100.00 must be approved by a majority vote of the Executive Committee at an executive meeting. The group's executive or general members are prohibited from engaging in commercial activities. However, this does not prevent the collection of membership fees to cover group expenses, charges for specific activities, programs, or events, or legitimate fundraising efforts. The group will not primarily function as an on-campus extension of a commercial organization, will not provide goods and services for profit unless the profit is used for the organization's purposes, and will not pay salaries to any members.

8. Article Eight – Meeting

1. General Meetings

The group will hold general meetings once per semester. The Executive Committee will announce the meeting dates one week in advance on the website, social media, and via email. It will take place on campus on a weekday and are open to all members, both general and executive, as well as interested individuals who want to learn about the club and consider joining.

These meetings aim to review the group's annual activity plan, financial status, and other club-related matters. Motions require a $\frac{2}{3}$ majority of registered members present to pass, and the motion with most votes will be approved.

2. Executive meetings

The Executive Committee will meet at least every two months, with dates announced via Whatsapp. Meetings will be held on campus on a weekday and will include executive members and associates.

These meetings focus on ensuring communication among divisions, reviewing the group's activity plan for the period, budgeting for upcoming activities and other club-related issues.

9. Article Nine - Termination of Membership

Any club member who engages in activities detrimental to the club's interests, such as failing to disclose a significant or ongoing conflict of interest, may be issued a notice of removal. The member facing removal has the right to defend their actions. A vote will be conducted at an executive meeting, and a two-thirds majority of the current executives present is required for removal. The member also has the right to appeal to the general membership, with the final decision resting on a majority vote by the general membership, unless the initial vote took place before the general membership. If removed, the member will lose club membership and any associated privileges. Executive members are also subject to this termination or impeachment process and may lose their executive position and membership based on the vote's outcome.

10. Article Ten – Trip Cancellation

Upon applying for the medical service trip, participants are required to sign a commitment form acknowledging their obligation to attend. This document outlines the requirement to pay a cancellation fee. If a participant chooses to withdraw after the group flight ticket has been purchased, they are responsible for finding a suitable replacement to avoid jeopardizing the group's travel arrangements. Failure to do so will require the participant to cover the full cost of their plane ticket to ensure the group's flight plans remain intact.

11. Article Eleven - Amendments

The constitution can be amended through a written proposal requiring a $\frac{2}{3}$ majority vote for approval. Any registered U of T member can propose and vote on amendments. Non U of T members do not have these rights.

The Executive Committee will formally adopt the new constitution and submit the revised version to the appropriate University offices (e.g., The Office of Student Life, The University of Toronto Student's Union) within two weeks of approval by the general members.