



### **Article I: Campus Group Name**

University of Toronto Mississauga Pre Law Organization (UTMPLO)

### **Article II: Purpose**

The University of Toronto Mississauga Pre Law Organization (UTMPLO) aims to provide exposure and information on the various aspects of the law, while facilitating networking opportunities within a supportive environment of like-minded peers. UTMPLO strives to support the academic, social, and professional development of its members through various events, programs, activities, workshops and collaborations including other clubs and organizations outside of the University of Toronto Mississauga. We are a welcoming, inclusive and accessible space for all students who are interested in law to gather together and receive information about the legal field regardless of their program of study.

### **Article III: Membership**

All UTM undergraduate students are eligible for membership in the club. To obtain membership students must sign up as general members using the form in the club's instagram linktree as well as clicking the link sent out in weekly newsletters. Only UTMSU members can gain membership.

A voting member needs to be registered within the group and have been signed up as a general member prior to the voting period. Only general members are able to vote in the elections.

### **Article IV: Executives**

The executive committee shall be comprised 11 positions and 11 elected officers. These executive roles include, President(s), VP Internal, VP External, VP Mentorship(s), VP Finance, VP Sponsorship, VP Communications, VP Marketing, VP Events, and VP Membership.

\* In the event that there are two co-presidents the two signing officers would be the co-presidents

The responsibilities and duties for each role include:

*The President(s) shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the VP Finance for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
- Oversee the hiring of new executives and associates

*The Vice President Internal shall:*

- Book rooms on campus for meetings and events
- Liaison with the UTMSU and Centre for Student Engagement
- Responsible for ULife related work eg. Acquiring CCR for executives and volunteers
- Responsible for overseeing half of the executive team (events, membership, marketing)
- Oversee the hiring of new executives and associates alongside the President

*The Vice President External shall:*

- Work with the Presidents to build relationships with other clubs, on-campus services, and external organizations.
- Research off-campus opportunities that are relevant to our club members.
- Actively look for special guests to attend our events.
- Responsible for overseeing the other half of the executive team (finance, sponsorships, communications).
- Oversee the hiring of new executives and associates alongside the President and VP Internal.

*The Vice President(s) of Mentorship shall:*

- In-charge of the UTMPLD Mentorship Program
- Organize and match mentor and mentee applications
- Lead the mentor trainings
- Schedule and plan monthly check-in meetings and events for members in this program
- Organize and host the Coffee & Chat events with VP Events and President(s)
- Hire (1-2) associates for the VP Mentorship position

*The Vice President of Finance shall:*

- Keep a record of all monetary transactions
- Responsible for creating detailed budgets for each event
- Maintain a budget of income and expenses along with receipts
- Submit financial statements and bank records to the UTMSU
- Organizes fundraising
- Complete audits for the club
- Hire (1-2) associates for the VP Finance position

*The Vice President of Sponsorship shall:*

- Work alongside VP Events to decide where sponsorship opportunities can apply
- Responsible for creating sponsorship agreements
- Responsible for finding contacts for outreach to find sponsorship opportunities

- Responsible for creating sponsorship packages for prospective sponsors
- Hire (1-2) associates for the VP Sponsorship position

*The Vice President of Communications shall:*

- Take detailed minutes of all meetings and shares them with the rest of the executive team
- Maintain a list of all registered members and their contact information
- Write all email communications and all official correspondence for the club
- Keep a record of the club's activities and events
- Hire (1-2) associates for the VP Communications position

*The Vice President(s) of Marketing shall:*

- Design posters, advertisements, sponsorship packages, logo, and other promotional materials
- Develop a comprehensive marketing strategy for each event to engage club members
- Create flyers or planning giveaways to promote club events and programs Posts regularly, maintains, and increases online engagement on all of the club's social media platforms
- Respond to messages on all of the club's platforms (email, Instagram, facebook, etc.)
- Hire (1-2) associates for the VP Marketing position

*The Vice President of Events shall:*

- Plan, develop, and organize club events and programs with support from the associates and the executive team
- Make detailed proposals for events to present to the rest of the exec team
- Coordinate logistics for events and ensure that the events runs properly
- Reach out to general club members for feedback on events and to find out which events they would like to see
- Research and acquire guest speakers, vendors, and venues (where applicable)
- Hire (1-2) associates for the VP Events position

*The Vice President Membership shall:*

- Oversee all associates
- Facilitating associate meetings
- Recruiting and managing volunteers
- Recruiting general club members
- Hire (1-2) associates for the VP Membership position

*The Photo/Videographer shall:*

- Attend all events and take photos and videos for marketing purposes.
- Assist VP Events in podcast editing, filming, and designing.
- Assist VP Marketing with promotional material when necessary.
- Access to camera technology (e.g., DSLR, point-and-shoot, microphone, etc.)

## **Article V: Meetings**

Meetings for the Executive and Associate teams will take place weekly. The General Meetings will take place in September and January of the Fall and Winter semesters. These meetings will talk about the mission, goals and accomplishments of the group, as well as the ability for finances to be spoken about if requested by any member.

## **Article VI: 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 Clubs 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.

In the event of a tie, the individuals who tied can be approached with the opportunity to be CO-VP's. If this is not a desirable outcome a recount may occur in which students can vote once again for the position in question and votes can be counted over again to pick one individual for the position.

### **Article VII: Removal from office**

Removal from office can occur at any time by notice of the UTMSU in case of Harassment, Sexual Harassment and Discrimination. The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If a formal complaint needs to be filed with the UTMSU, a written notice must be sent to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

#### **Executive Removal Procedure:**

- If a member's action is found to violate UTMPLD values and expectations as outlined in this constitution, he/she will be removed through an executive vote if:

#### **1. 3 written warnings have been issued AND**

A written warning includes an email sent to the individual in question or any messages sent privately through executive group chats.

#### **2. 2 consecutive executive meetings have been missed**

Without proper warning or communication.

#### **Appeal Process**

- If a member feels as though they have been wrongfully terminated they can submit an appeal to the club which will be reviewed by all executive and associate members and voted upon to decide if there is a case of wrongful termination or not.

#### **Final Voting Process**

- This would determine the result of the appeal process and determine whether the executive member would be removed. If removed, the executive would be replaced

by appointment at the discretion of the executive team who would be able to vote for approval of the new executive.

#### General Member Removal Procedure:

- If a member's action is found to violate UTMPL0 values and expectations as outlined in this constitution, he/she will be removed through executive vote if they:

##### 1. **Violate general membership expectations**

This includes any responsibilities to volunteer and attend events. For mentors and mentees this includes not attending the minimum required coffee chats, general UTMPL0 events, and check-in meetings per semester.

##### 2. **Show disruptive or inappropriate behaviour at UTMPL0 events**

Any violent, disruptive, discriminatory, exclusive, or inappropriate behaviour online or in-person will automatically result in a removal from the club register.

#### Appeal Process

If a member feels as though they have been wrongfully terminated they can submit an appeal to the club which will be reviewed by all executive members and voted upon to decide if there is a case of wrongful termination or not.

#### Final Voting Process

This would determine the result of the appeal process and determine whether the general member would be removed. If removed the general member would be replaced by appointment at the discretion of the executive team who would be able to vote for approval of the new executive.

**\*If a campus group member is being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures."**

#### Article VIII: Amendments to the Constitution

- Any amendment made to this constitution must be in writing, signed by both parties, and approved by UTMPL0, or it will not come into effect.
- Any general member of the club (UTMSU member) can propose and vote on amendments in the General Meetings
- Constitutional amendments shall require a 2/3 majority to be passed by the Executive Committee.
- 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, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by the Executive Committee.
- All amendments must be approved by the membership of PLO via General Meetings
- All amendments must be approved by the UTMSU before they are formalized

