

THE CONSTITUTION

of

THE SEAHORSE PROGRAM

ARTICLE I - NAME AND PURPOSE

1.1 The official name of the recognized student group is “The Seahorse Program”.

1.2 The official acronym or abbreviation of the group is “TSP”.

1.3 The purpose, objectives, mission and/or mandate of the organization is to support individuals and families navigating the uncharted seas of neurodegenerative diseases such as Alzheimer’s and dementia. Through collaborative efforts with healthcare professionals, researchers, and caregivers, we strive to provide assistance, solutions, and compassion to patients.

ARTICLE II — MEMBERSHIP (INCLUDING VOTING MEMBERSHIP)

2.1 Membership Eligibility (Open Membership)

Membership in TSP shall be **open to all currently registered students of the University of Toronto**.

2.2 Voting Membership (Who may vote)

Voting membership shall be **open only to members of TSP who are currently registered students of the University of Toronto** (“Voting Members”). No non-student or non-registered individual may be a Voting Member.

2.3 Rights of Voting Members

All Voting Members have the right to:

2.3.1 Attend all General Member meetings,

2.3.2 Cast votes at all General Member meetings, including constitutional amendments and elections,

2.3.3 Run for any voting position on the Executive Committee (subject only to the eligibility in **2.4**, with no additional requirements that bar candidacy),

2.3.4 Propose and vote on amendments to this constitution.

2.4 Executive Committee Eligibility (Voting Executive Members)

All individuals holding **voting positions** on the Executive Committee must be **currently registered students of the University of Toronto** and must be Voting Members of TSP for the duration of their term.

ARTICLE III — EXECUTIVE COMMITTEE COMPOSITION AND DUTIES

3.1 Voting Executive Positions

The following positions are voting positions on the Executive Committee and may vote at Executive Committee meetings:

- Co-President (2)
- Vice-President (1)
- Secretary (1)

- Head of Events (2)
- Head of Communications (1)
- Head of Graphics (1)
- Head of Social Media (1)
- Head of Finance (1)

3.2 Non-Voting Executive Positions (Optional)

The Executive Committee may create additional non-voting executive roles (e.g., coordinators, assistants, advisors). If any position is **selected/appointed rather than elected**, it **must be non-voting**.

3.3 Duties

3.3.1 The two (2) Co-Presidents shall:

- a) Oversee the operations, management, and success of the group,
- b) Serve as spokesperson(s) for the group,
- c) Hold signing and financial authority along with the Head of Finance,
- d) Lead Executive Committee meetings,
- e) Ensure a smooth transition of Executive Committee members from one year to the next.

3.3.2 The Vice-President shall:

- a) Assume duties of the Co-Presidents in their absence,
- b) Ensure activities of the club comply with policies of the University of Toronto,
- c) Coordinate organizational recruitment efforts.

3.3.3 The Secretary shall:

- a) Maintain a list of group members and the contact list,
- b) Record notes and motions for meetings,
- c) Notify all members of General and Executive Committee meetings.

3.3.4 The two (2) Head(s) of Events shall:

- a) Plan and execute events,
- b) Ensure all events are within budget,
- c) Coordinate volunteers to help at events.

3.3.5 The Head of Communications shall:

- a) Coordinate outreach efforts to promote the club's events and initiatives,
- b) Establish and maintain partnerships with external organizations,
- c) Frequently check the club's email to respond promptly to external relations.

3.3.6 The Head of Graphics shall:

- a) Create graphics and promotional materials,
- b) Ensure all graphic materials are consistent with the club's brand identity.

3.3.7 The Head of Social Media shall:

- a) Maintain and grow the club's presence on social media platforms,
- b) Share club announcements and updates on social media platforms.

3.3.8 The Head of Finance shall:

- a) Maintain comprehensive records of all income and expenses,
- b) Present financial updates at the Annual General Meeting (AGM) or as requested by Voting Members,
- c) Support event budgeting and ensure appropriate documentation of expenditures.

ARTICLE IV — ELECTIONS

4.1 Annual Elections for All Voting Positions

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

4.2 Nominations (No Screening that bars candidates)

Any Voting Member may run for any voting executive position by submitting a nomination (or self-nomination) by the posted deadline.

No “application review” process may be used to approve/deny candidates beyond confirming eligibility under **2.4**.

4.3 Election Administration (Nonbiased Requirement)

Elections must be held in an unbiased manner.

No individual who is seeking election may participate in **planning, administering, or overseeing** the election.

4.4 Elections Officer / Elections Committee

An Elections Officer (or Elections Committee) shall be appointed to run the election, and must:

- a) Be a Voting Member of TSP,
- b) Not be a candidate in the election,
- c) Oversee nomination intake, ballot preparation, voting, counting, and announcement of results.

4.5 Notice and Procedure

- a) The election date and nomination deadline shall be announced to Voting Members in advance.
- b) Voting shall occur by secret ballot (in-person or secure online format).
- c) Each Voting Member shall have one vote per position.

4.6 Results

The results of the election shall be announced to the Voting Members.

ARTICLE V — FINANCES

5.1 The Head of Finance shall maintain comprehensive records of all income and expenses.

5.2 A regular financial status update will be presented at the Annual General Meeting (AGM).

5.3 Any profits gained from the provision of goods or services shall be solely used for the group’s purposes.

5.4 No salaries shall be disbursed to any executive committee member of the program.

ARTICLE VI - MEETINGS

6.1 The Executive Committee shall have meetings biweekly, with frequency adjusted based on the Co-Presidents' schedules and proximity to event dates.

6.2 The Voting Members shall have meetings at least twice per year, including an AGM where elections occur (unless otherwise scheduled).

6.3 Meetings will be announced well in advance to ensure ample time for members to plan and participate effectively.

ARTICLE VII - TERMINATION OF MEMBERSHIP

7.1 The Executive Committee may revoke the membership of 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.

7.2 A vote to revoke membership must be held at a meeting of the Executive Committee.

7.3 A two-thirds (2/3) majority of the Executive Committee is required to approve any motion to revoke membership.

7.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the Voting Members.

7.5 In the case of an appeal, a simple majority vote at a meeting of the Voting Members shall be required to sustain the revocation of membership.

7.6 Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

7.7 Executive Committee members are subject to the same termination of membership process as Voting Members.

ARTICLE VIII - AMENDMENTS

8.1 All constitutional amendments shall require a two-thirds (2/3) majority vote to be passed at a general meeting.

8.2 All Voting Members may propose and vote on amendments to the constitution.

8.3 The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two weeks.

8.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.