

CONSTITUTION

of the

Buddhism and Psychology Student Union (BPSU)

UNIVERSITY OF TORONTO

Last Amended July 2025

1. ARTICLE ONE – Name of Organization

- 1.1. The official name of the organization is the **Buddhism and Psychology Student Union**.
- 1.2. The official acronym or abbreviation is **BPSU**.
- 1.3. The organization may be referred to as the or “Buddhism & Psychology Student Union” “Buddhism, Psychology, and Mental Health Student Union.”

2. ARTICLE TWO – Purpose of Organization

- 2.1. BPSU is a non-profit recognized student-run organization
- 2.2. BPSU is dedicated to promoting ongoing dialogue between Buddhism and the mind sciences. We welcome students in the Buddhism, Psychology, & Mental Health (BPMH) Program and others to help build community to create a deep sense of interconnectedness and belonging.
- 2.3. BPSU is dedicated to the fulfillment of the following goals:
 - (1) To promote and provide information about the Buddhism, Psychology, & Mental Health (BPMH) Program;
 - (2) To promote ongoing dialogue between Buddhism and the mind sciences
 - (3) To offer an open and respectful forum to discuss the implications of integrating Buddhist and other spiritual practices with Western psychology;
 - (4) To actively foster community among students in the BPMH program and others to create a deep sense of interconnectedness and belonging;
 - (5) To build a network and provide opportunities that encourage academic, social, and cultural development and support and enhance students’ academic careers.
- 2.4. BPSU shall not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, political belief, etc.

3. ARTICLE THREE – General Committee Membership (and Membership Fee)

- 3.1. The membership fee will be \$0.
- 3.2. Voting membership is open to all registered students of the University of Toronto who are enrolled in the BPMH program or enrolled in a BPMH program course during the academic term.
- 3.3. Non-voting membership is open to University of Toronto staff, faculty, alumni, and persons from outside the University.
- 3.4. Voting members, non-voting members, or non-members are all welcome to join BPSU social events, seminars, conferences, and general meetings.

4. ARTICLE FOUR – Rights of General Committee Members

- 4.1. All voting members have a right to propose and vote on amendments to this constitution.
- 4.2. All voting members have a right to cast votes at all general meetings.
- 4.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 4.4. All voting members have a right to cast votes in all group elections and referenda.
- 4.5. The rights prescribed in Article Four are not awarded to non-voting members as described in Article Three.

5. ARTICLE FIVE – Executive Committee

- 5.1. The term for positions on the Executive Committee shall be from May 1st to April 30th.
- 5.2. All Executives must be either currently registered University of Toronto students or:
 - 5.2.1. enrolled in the BPMH program or enrolled in a BPMH program course during the academic term
 - 5.2.2. or have graduated with a BPMH minor.
- 5.3. Eligible former and current members are permitted to apply and run for executive positions, but only currently eligible registered students of the University of Toronto have voting privileges.
- 5.4. All Executives must also be full-time undergraduate students in the Faculty of Arts and Science or fee-paying members of the Arts & Science Student Union (ASSU).
- 5.5. The Executive Committee shall be comprised of at least five (5) voting members.
- 5.6. All voting members of the Executive Committee must be currently registered students of the University of Toronto enrolled in the BPMH program or enrolled in a BPMH program course during the academic term.

- 5.7. Non-voting members may hold only non-voting positions on the Executive Committee.
- 5.8. The maximum number of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greater.
- 5.9. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 5.10. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 5.11. The Executive may appoint Coordinators or Advisors for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.
- 5.12. The Executive Committee may consist of:
- Core Executives:
 1. President (1 person)
 2. Vice President of Internal Affairs (VP Internal) (1 person)
 3. Vice President of External Affairs (VP External) (1 person)
 4. Vice President of Events (VP Events) (1 person)
 5. Treasurer (1 person)
 - General Executives:
 1. Secretary (1 person)
 2. Senior Advisor (1 or 2)
 3. Events Coordinator (1 or 2)
 4. Social Media and/or Communications Coordinator (1 or 2)
 5. Conference Coordinators (1 or 2)
 6. Seminar Coordinators (1 or 2)
 7. Volunteer Coordinators (1 or 2)
 8. Chief Editor of the Journal (& Associate Editor of the Newsletter) (1)
 9. Chief Editor of the Newsletter (& Associate Editor of the Journal) (1)
- 5.13. Executive meetings will be held at least once a month
- 5.14. Each executive member is required to attend at least 60% of BPSU events and assist other executives in the execution of their events. Any Executive member who does not adhere to this minimum requirement without valid excuses shall be in jeopardy of losing her/his seat.

- 5.15. Executive members will hold office hours by appointment
- 5.16. All responsibilities are fulfilled, all roles are Co-Curricular Record (CCR) approved at the end of the year with the approval of CCR paperwork.

6. ARTICLE SIX – Executive Committee Composition and Duties

Core Executives

6.1. President - 1 Person

- 6.1.1. Oversees overall organization and management of executive committee
- 6.1.2. Hold signing and financial authority along with the Treasurer,
- 6.1.3. Preside over meetings of the Executive Committee and/or members,
- 6.1.4. Ensure a transition of office from one year to the next, running meetings (with the exception of the Journal Board meeting(s), discussed further under the Editor in Chief of the Journal position),
- 6.1.5. sharing of/helping with the duties of each executive member and monitoring their progression,
- 6.1.6. helping to resolve conflicts among the executive members,
- 6.1.7. listening to all student grievances and acting as a liaison between the students and the Department
- 6.1.8. Monitor and be aware of communications with internal and external stakeholders regarding club affairs (i.e. club emails, meetings)

6.2. Vice President of Internal Affairs (VP Internal) - 1 Person:

- 6.2.1. Supports the President in their duties and assume duties in their absence
- 6.2.2. Ensure activities of the club comply with policies of the University of Toronto,
- 6.2.3. Attends meetings with ASSU or New College if the president is unable to attend.
- 6.2.4. Takes attendance and minutes at each meeting and emails a copy of notes to all Executive members within 24 hours of meetings (in absence of the Secretary).
- 6.2.5. Obtains a copy of each Executive member's ACORN schedule and work schedule to decide a date and time for monthly meetings and events.
- 6.2.6. Writes up constitution changes after an amendment voting has taken place.
- 6.2.7. Takes care of CCR and fills out risk assessment forms.
- 6.2.8. Coordinate organizational recruitment efforts.

6.3. Vice President of External Affairs (VP External) - 1 Person:

- 6.3.1. Supports the President in their duties and assumes duties in their absence

- 6.3.2. Develops flyers/posters/advertising for all events hosted by the BPSU.
- 6.3.3. Updates the Twitter, Facebook, and Instagram accounts.
- 6.3.4. Helps communication coordinators make Facebook events.
- 6.3.5. Helps the Editor-in-Chief of the Journal with duties.
- 6.3.6. Takes pictures at events.
- 6.3.7. Attends meetings with ASSU or New College if the president is unable to attend.
- 6.3.8. Ensure activities of the club comply with policies of the University of Toronto.

6.4. **Vice President of Events (VP Socials) - 1 Person:**

- 6.4.1. Organizes and plans at least one monthly social event for BPSU throughout the academic year (e.g., film viewings, potlucks, activities/games, meditation retreats) with at least one being a charity event and the last event being an end-of-year party.
- 6.4.2. Specific responsibilities include set-up and cleanup at each event, acquiring the materials for the event, finding room space for the event to be held in, as well as communicating these events to the VP External and Communication Coordinator at least two weeks in advance.

6.5. **Treasurer - 1 Person:**

- 6.5.1. Acts as the second signing officer on all financial transactions, ensures all grants received from ASSU are used appropriately by the BPSU and unused or inappropriately used funds are returned to ASSU.
- 6.5.2. Keeps track of all financial transactions for the BPSU (i.e., collects and keeps a detailed record of all receipts of money spent on BPSU events, of which all transactions must have first received the President's approval), and allocates fundraised money to the relevant charity or organization.
- 6.5.3. The BPSU funds will be used to finance events, such as conferences/seminars and social events (e.g., covering expenses for food, equipment or other necessary materials [e.g., for advertising, decorating]), so the Treasurer must ensure that all Executive members are aware of the budget limit of each event.
- 6.5.4. Record all financial transactions of the group,
- 6.5.5. Hold signing and financial authority along with the President,
- 6.5.6. Maintain a budget of income and expenses,
- 6.5.7. Advise members on financial position of the group,
- 6.5.8. Prepare an annual budget for the group.

Non-Voting Executive Positions

6.6. Secretary- 1 person

- 6.7. Takes attendance and minutes at each meeting and emails a copy of notes to all Executive members. Creates a calendar and reminds executives of upcoming meetings, events/deadlines.
 - 6.7.1. Maintain a list of group members,
 - 6.7.2. Maintain the group website and member contact list,
 - 6.7.3. Record notes and motions for meetings,
 - 6.7.4. Notify all members of general meetings.

6.8. Senior Advisor - 1 or 2 persons:

- 6.8.1. Provide support with knowledge of club operations to all subteams, work with the President, VP Internal, VP External, VP of Socials, Treasurer, and other executives to ensure smooth operations and that actions are in line with the club mission and values. Be available to take over the roles of VPs, should any VP take leave for any reason. Draft public statements or other materials relating to social activist issues. Helps the president with whatever they are unable to do/need help with.

6.9. Social Media & Communications Coordinator - 1 or 2 Persons:

- 6.9.1. Maintains the BPSU social media pages and website, which includes updating it with upcoming events and relevant contact information. Also posts interesting articles, photos and statuses, and sharing events created by sister organizations. May have experience creating visual graphics to boost engagement and effectively convey information using Canva or other creative design platforms. Update Linktree with the journal, newsletter, public statements, and more. Act as the liaison between the General Committee and the Executive by responding to general inquiries directed to the BPSU via Instagram, Facebook, and Twitter.

6.10. Social Coordinator(s) - 1 or 2 persons:

- 6.10.1. Organizes and plans at least one monthly social event for BPSU throughout the academic year (e.g., film viewings, potlucks, activities/games, meditation retreats) with at least one being a charity event and the last event being an end-of-year party. Specific responsibilities include set-up and cleanup at each event, acquiring the materials for the event, finding room space for the event to be held in, as

well as communicating these events to the VP External and Communication Coordinator at least two weeks in advance.

6.11. Seminar Coordinator - 1 or 2 persons:

- 6.11.1. Organizes 1 seminar per semester at the very least. Specifically, this responsibility includes obtaining speakers, finding room space for the seminars to be held in, acquiring necessary equipment for the event (e.g., microphones, speakers, projectors etc.), set-up and clean-up for events, organizing and serving refreshments. and notifying the VP External and Communication Coordinator two to three weeks prior to the event. Also, this task requires obtaining transcripts/recordings from each seminar and making these available for students two weeks after the seminar by sending them to the Social Media & Communications Coordinator to upload on the BPSU website. If help is needed, Seminar Coordinator will seek other BPSU members for help.

6.12. Conference Liaison - 1 Person:

- 6.12.1. Organizes 1 to 2 conferences per academic year in accordance with ASSU regulation to obtain funding. Specifically, this responsibility includes obtaining speakers, finding room space for the conference to be held in, acquiring necessary equipment for the event (e.g., microphones, speakers, projectors etc.), set-up and clean-up for events, organizing and serving refreshments (e.g., finding a caterer or buying food/drinks and utensil supplies), and notifying the VP External and Communication Coordinator two to three weeks prior to the event. Also, this task requires obtaining transcripts/recordings from each seminar and making these available for students two weeks after the seminar by sending them to the Social Media & Communications Coordinator to upload on the BPSU website

6.13. Editor in Chief of the Journal (and Associated Editor of the Newsletter) - 1 Person:

- 6.13.1. Creates the outline of the journal (e.g., decides on number of pages for the journal, determines the format and layout of the journal), ensures flyers and announcements are made advertising for submissions, contacts the Social Media & Communications Coordinator for an email announcement to be sent out for a call for submissions, creates a journal information sheet which provides information about the BPSU's publication and guidelines for essay formatting, accepts all submissions to the journal from U of T students via email, edits each submission with the Associate

Editor of the Journal, negotiates prices and printing deadlines with the external printers as well as picking up the journals, distributes journals to students on campus, and sends a PDF version of the journal to the Social Media & Communications Coordinator to upload onto the BPSU website within at least two weeks of the release of the hard copy. The Editor in Chief of the Journal brings submissions to the Journal Board meeting(s) (held during a regular scheduled executive meeting and at the meeting(s) they will lead the majority it). Also the Editor in Chief of the Journal acts as an Associated Editor for the newsletter, which entails helping to edit students' submissions and proofreading the Editor in Chief of the Newsletter's final draft of the newsletter before it is sent to print.

6.14. Editor in Chief of the Newsletter (and Associated Editor of the Journal) - 1 Person:

- 6.14.1. Creates the outline of the newsletter. The Editor-in-Chief of the Newsletter and the President should have to agree on whatever gets issued. Sends out tests to President before the final draft is sent out. A rough estimate of 3 or 4 newsletters will be sent out per semester. Also, the Editor in Chief of the Newsletter acts as an Associated Editor of the Journal, which entails helping to edit students' submissions and proofreading the Editor in Chief of the Journal's final draft of the journal before it is sent to print. Newsletters will concern events related to BPSU mandate, such as mindfulness practice, meditation retreats, psychotherapy, and student life.

7. ARTICLE SEVEN – Executive Elections

- 7.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 7.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 7.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 7.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 7.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 7.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

- 7.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 7.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the position(s) through a by-election and a vote of simple majority (50% + 1)
- 7.9. The Executive Committee elections will take place the last week of March for the following year. If this is not possible or if all of the executive positions have not been filled, elections must take place within 45 days of the fall term.
- 7.10. In order to vote during elections, voters must be registered students of the University of Toronto enrolled in the Buddhism, Psychology and Mental Health (BPMH) program or enrolled in a BPMH course during the academic term.
- 7.11. To be eligible to be on the Executive Committee, prospective executives must be a full-time Arts and Science student or an ASSU fee paying member AND be either a UofT student in the enrolled BPMH minor, enrolled in a BPMH course during the year that person will be active on the Executive committee, or a UofT student that has graduated with an BPMH minor.
- 7.12. The election must be held after a two-week notice is given to the General Committee (e.g., by listerv and social media). During the application process, candidates will be asked to indicate the position for which they intend to run for. If there are more candidates running for a role than available positions, all interested candidates will present a speech expressing their interest in the role and campaign. Afterwards, executives and general members will be given an opportunity to vote for their preferred candidate. The candidate with the majority of votes will be appointed to the position. Graduating students may vote.
- 7.13. At least one of the members of the Executive elected cannot be entering their graduating year.

8. ARTICLE EIGHT – Finances

- 8.1. 7.1. The Treasurer shall keep an active record of income and expenses.
- 8.2. 7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 8.3. 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 8.4. 7.4. The group may not engage in activities that are essentially commercial in nature.
- 8.5. 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.6. 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

8.7. 7.7. The group will not pay salaries to any of its officers.

9. ARTICLE NINE - Meetings

9.1. 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

9.2. 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.

9.3. 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

10. ARTICLE TEN – Removal of Members and Executives

10.1. 1.1. 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.

10.2. 1.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

10.3. 1.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

10.4. 1.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

10.5. 1.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

10.6. 1.6. 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.

10.7. 1.7. Executive Committee members are subject to the same termination of membership process as general members.

10.8. Any Executive member who misses two consecutive Executive meetings without valid excuses shall be in jeopardy of losing her/his seat. The member must inform the Executive the reason(s) the meetings were missed by the meeting immediately following the missed meetings. The remaining Executive members must, by a majority vote, accept the reason(s). If the majority does not accept the reason(s) or if no reason(s) has been submitted, the member shall lose her/his seat.

- 10.9. One (1) general member/executive member can submit a formal complaint with the club's complaint form through email/website regarding an issue. The complaints could be under any of the following reasons:
- (1) Fail to abide by the clubs' constitution
 - (2) Unlawful actions or activities
 - (3) Violate Student Union or university policy at club meetings or events
 - (4) Harassed or violated another student's rights
 - (5) Harmed the reputation, function, and unity of the club through deliberate action or inaction

11. ARTICLE ELEVEN – Amendments

- 11.1. 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 11.2. 10.2. All voting members may propose and vote on amendments to the constitution.
- 11.3. 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 11.4. 10.4. 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.
- 11.5. Any member of the BPSU General Committee shall be permitted to bring forth proposed amendments to the constitution, as well as vote on the passing of constitutional amendments. Any amendments to the BPSU By-laws that are put in motion will be passed if a quorum of two-thirds majority vote is obtained from the General Committee. The General Committee must be notified (e.g., via listserv, flyer postings) two weeks prior to the amendment voting date.