

Constitution of “The Mental Unity Group”

Article I:

1.1 The official name of the Campus Group will be “The Mental Unity Group”

1.2 The campus group may be referred to by the acronym “TMUG”

1.3 The purpose, objectives, mission and/or mandate of the organization is to build a stronger UTSC community which is educated and equipped with the skills necessary to promote mental wellness. TMUG will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough through:

- Teaching. We value teaching, and in providing opportunities for students to learn how to respond to mental health challenges when they present.
- Inclusivity. We value inclusivity, and welcome all people. We treat each person with understanding, respect and dignity.
- Teamwork. We value teamwork, and we work together in unity to carry out our goal.

Article II: Membership

2.1 The group shall maintain a list of group members.

2.2 Voting membership is open to all registered students of the University of Toronto.

2.3 Voting membership is open only to registered students of the University of Toronto.

2.4 Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

2.5 The membership fee will be \$5 per year.

Article III: Rights of Members

3.1 All members may apply for a full refund of their membership fee within one (1) month of becoming a member.

3.2 All voting members have a right to attend all general meetings of members.

3.3 All voting members have a right to cast votes at all general meetings of members.

3.4 All voting members have a right to stand for election unless otherwise stated in this document.

3.5 All voting members have a right to cast votes in all group elections and referenda.

3.6 All voting members have a right to 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.

Article IV: Executive Committee

4.1 The term for all positions on the Executive Committee shall be from May 1st to April 30th.

4.2 The Executive Committee shall be comprised of 8 voting members.

4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.4 Non-voting members may hold only non-voting positions on the Executive Committee.

4.5 The maximum amount 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 greatest.

4.6 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.7 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.

4.8 The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

Article V: Elections

5.1 All voting positions on the Executive Committee shall be filled through an annual election.

5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.

5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

5.6 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.

5.7 The elections must be held in a non-biased manner. No individual who is seeking election may participate in planning or administering the election.

5.8 For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

Article VI: Termination of Membership

6.1 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.

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

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

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

6.5 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.

6.6 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.

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

Article VII – Amendments

7.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

7.2 All voting members may propose and vote on amendments to the constitution.

7.3 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.

7.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.

7.5 The executive committee shall be comprised of the following positions; Co-Presidents, Internal Operations Coordinator, Team Directors, Events Team, Promotions Team, Media Creator Team, Share Circle Facilitator, Blog Writer, and General Membership Team. It is obligatory to attend 2 events outside of your team over the course of the fall and winter semesters. Executive members must attend 50% of whole team meetings while also having 70% of their own team meetings. Directors of teams must attend 70% of the team meetings and 70% of their own team meetings. In addition to the members list, there are TMUG General Members which are not voted and pay a \$10 membership fee.

7.6 The broad responsibilities of each executive position are as follows:

7.6.1 Co-presidents will be the official spokespeople of the organization, oversee the operations, management and success of the group. They will also hold signing officer authority along with the Treasurer for financial purposes, preside over board meetings as well as general meetings and ensure transition of office to the future Executives. These responsibilities will be in a manner consistent with the organization's constitution and policies.

7.6.2 The Internal Operations Coordinators shall: Ensure that overall internal operations are running smoothly in terms of organization, scheduling, attendance, and support. Have regular check-ins with executives and general members to ensure that they are satisfied and feel supported in their role. Ensure all Dropbox materials and documentation are complete, correctly archived, and done in a timely manner. Assist with creating schedules and making sure that executive team members are working within the mandated hours of their position

7.6.3 The Events Team shall: Create, plan, and execute various events throughout the semester, including de-stressors, and mental health learning opportunities. Develop and implement strategies and events in alignment with TMUG goals and values, strategies for managing event finances, human resources, scope, schedule, quality, and outcomes. Communicates with other Executives in order to target all components of creating a successful event. Articulates and makes plans to achieve short-term and long-term TMUG event goals and objectives

7.6.4 The Promotions Team shall: Manage TMUG social media platforms (scheduling posts, writing captions, overlooking media statistics). Advertise TMUG events in our

social media pages and in person tabling events. Relay poster requirements and deadlines from events team, share circle facilitators, and blog team to artists. Compile information and writing up TMUG monthly newsletters

7.6.5 The Media Content Creator Team shall: Develop and implement promotional materials in alignment with TMUG goals and values, and demonstrates best practices for promotional project management and promotional planning. Convey meaning through writing, speaking, and/or artistic expression and effectively articulate abstract ideas. Generate new promotional ideas, design new promotional materials, and represent ideas and communicate them through artistic means (visual, audio, performing, literary arts, etc.)

7.6.6 The Share Circle Facilitator Team shall: Engage others in discussion in mental health-related topics at TMUG share circles. Seeks involvement with people different from oneself, and exhibit respect and preserve dignity of others in all discussions. Coordinate processes and procedures for share circle discussions, supports inclusive decision making, and guide learning while presenting ideas clearly, effectively, and accessibly

7.6.7 The Blog Writer Team shall: Maintain the blog site, and ensure blogs are posted on a weekly basis. Writing monthly articles. Attend regular meetings to touch base with the team for updates and any changes

7.6.8 The General Membership Team shall: aim for a stronger university community, equipped with the skills necessary to promote mental wellness. Maintains the general member database, enlisted new members, and organized new de-stressors and social events with the team.

7.7 Only student members of the organization may hold executive positions.

7.8 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

7.9 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

7.10 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

7.11 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to

the executive committee, and no ratification by the organization shall be required to make the resignation official.

7.12 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

7.13 The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

7.14 The organization's funds shall be spent in accordance with the operating budget approved by the executives at an official meeting

7.15 The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

7.16 Director of Internals Operations Coordination shall keep records of all income and expenses, and present the group's financial health at the annual general meetings.

7.17 The group's executive or members may not engage in activities that are essentially commercial in nature.

7.18 TMUG will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7.19 This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising.

7.20 The Vice-President Operations shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.

7.21 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

7.22 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.

7.23 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any

part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

7.24 The President, the Vice-President Operations, and only in special circumstances shall be the sole signing authorities of banking instruments for the organization.