

Constitution of “HLBA UTM”

1. Name

The official name of this recognized campus group is the “*Health, Law and Business Association at UTM*”

The acronym or abbreviation of this group is: *HLBA UTM*

2. Purpose

The purpose of HLBA UTM is to advocate for and educate students on both the individual and interconnecting aspects of the fields of health, law, and business. The vision is to increase the diversity of students in the employment field by educating them about all three programs, their respective academic and career pathways, and by providing a wider variety of career options that are interconnected within these three major fields. Many students are currently enrolled in Business (e.g., Accounting, Management, Business, etc.), Health (e.g., Biology, Psychology, Health Sciences, etc.), and Law (e.g., Political Science, etc.) at the University of Toronto Mississauga.

This vision will be fulfilled by providing educational resources on both individual and interconnected pathways within each field, along with interactive opportunities involving alumni, professors, and large-scale events such as workshops and conferences. Methods of outreach regarding interactive sessions will extend beyond U of T alumni and faculty to include influential community members with experience across all three fields (e.g., representatives from law firms, business associates, company executives, entrepreneurs, healthcare professionals, biopharmaceutical companies, etc.)

3. Membership

Membership to the group is open to all University of Toronto Mississauga Students' Union (UTMSU) members, which includes all UTM undergraduate students.

Only UTMSU members hold voting rights and are eligible to run for executive positions.

Associate membership is open to all other individuals, including non-UTMSU members (e.g., graduate students, staff, faculty, and alumni). Associate members are welcome to participate in events and initiatives, but they do not have voting rights and are not eligible to run for executive positions.

The membership fee will be **\$0** per year.

Any member of the club may apply for a refund within one (1) month of becoming a member.

No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 25 members, a total of 51% of membership are UTMSU members.

The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

4. Executive List

The executive committee shall comprise **24 elected officers**. These include:

- President (x1)
- Vice-President (x1)
- Secretary (x1)
- Vice-President of Finance (x1)
- Vice-Presidents of Communications (x3)
- Vice-President of Admin (1)
- Admin Associate (2)
- Vice-President of Events (x3)
- Vice-President of Design (x4)
- Vice-Presidents of Internal (x2)
- Vice-President of Social Media and Marketing (2)
- Vice-President of Health, Law, and Business Relations (3)

The President shall:

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group
- Preside over board meetings as well as general meetings
- Hold overall authority on decisions in agreement with the Vice-President on club decisions
- Be in constant update from the Vice President as well as the VP of Finances on financial decisions
- Ensure transition of office to the future Executives

The Vice-President shall:

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Hold bank signing officer authority along with the VP of Finance for financial purposes, while providing constant updates to the President
- Coordinate organizational recruitment efforts

The Secretary (x1) shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

The Vice-President (VP) of Administration (x1) shall:

- Work closely with the President and Vice-President to allow for the smooth progress of executive members completion of tasks
- Hold bi-weekly meetings with executive teams to gather progress updates on the work that has been assigned to them during meetings held by the president

- Report back to the President and Vice-President to fill them in on any important matters such as who is not attending mandatory meetings held by the VP of Admin and their associates

The Admin Associate (x2) shall:

- Assist the VP of Admin in any matters of importance such as creating charts to keep track of the tasks required to be completed by the executive teams.
- Attend the meetings held by the VP of Admin

The Vice-President (VP) of Communications (x3) shall:

- Collaborate with the President and Vice-President to engage in communications with potential collaborative organizations and individuals
- Connect with members of the UTM community including students, faculty, and club general members during events and activities
- Engage in outreach with members of the external community by establishing connections with professionals in the health, law, and business fields, while creating potential opportunities for guest speakers and external collaborations
- Establish a professional online and in-person presence through proper, clear, and respective communication

The Vice-President (VP) of Internal (x2) shall:

- Handle the student memberships (Adding new club members and their details, sending out emails about the events), and assigning of the teams
- To maintain internal communication with the students and executives
- Responsible for internal communications in the club; answering questions and responding to emails
- Sending out upcoming events via email to all the club members

The Vice-President (VP) of Design (x4) shall:

- Design social media posts and online content for publishing on the club's social media page
- Provide and lead designs for other methods of outreach, such as club websites, posters, videos, and interviews
- Lead the designs for club-related accessories such as team merchandise

The Vice-President (VP) of Social Media and Marketing (x2) shall:

- Maintain outreach and engagement through social media
- Plan strategies to promote club and club events

The Vice-President (VP) of Finance (x2) shall:

- Record all financial transactions of the group
- Hold bank signing officer authority along with the Vice-President for financial purposes, while providing constant updates to the President
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group

- Prepare an annual budget for the group as well as budgets for specific events
- Responsible for UTMSU audit

The Vice-President (VP) of Events (x3) shall:

- Schedule and find large community events to boost club recognition
- Find and sign-up for conferences and public events held by health/law/business corporations and organizations
- Engage (alongside VPs of Communication) in recruiting potential key speakers for events
- Find potential collaborations with other university-affiliated clubs
- Work alongside VP of Design when promoting event-specific media

The Vice-President (VP) of Health, Law, and Business Relations (x3) shall:

- Engage in productive research on topics concerning the aim and vision of the club, such as background information of each field, potential careers within each field, possible internship opportunities, as well as interrelated career paths that are influenced by each field
- Work closely with communications by presenting the above ideas to them and helping with the facilitation of events (ex.guest speakers)
- Complete research in their respective area (health, law, or business) and seek out potential sponsorships
- Utilize professional and reliable online sources of information
- Properly review and finalize editing of research information to send to the VP of Design for social media editing and posting

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.

5. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term. General meetings will include financial reporting if requested by a member.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on at least a bi-weekly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

6. Elections

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 Group'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 Club's 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.

Resolving ties:

In the event of a tie during any HLBA election:

1. **Re-vote Among Tied Candidates:** A secondary vote will be held exclusively between the tied candidates. All eligible voting members will be invited to cast their vote again.

7. Removal From Office

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). 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 you need to file a formal complaint with the UTMSU, please send a written notice 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.

Example of removal procedure:

- Removal after 1 written warning issued to the individual
- Removal after missed 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

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

8. Amendments to the Constitution

Only UTMSU members (UTM undergraduate students) may propose amendments to this constitution. Proposed amendments must be submitted in writing to the Executive Committee, which will be responsible for facilitating discussion of the proposed changes at a General Meeting.

Only UTMSU members in attendance at the General Meeting may vote on proposed amendments. A proposed amendment shall require a two-thirds (2/3) majority vote by UTMSU members present at the General Meeting in order to be passed.

All constitutional amendments must receive formal approval from the University of Toronto Mississauga Students' Union (UTMSU) before they can be implemented.

