

Menstruation Redefined UTM (MRed UTM)

Constitution Act 2025-2026

ARTICLE 1: Name

The official name of this campus group shall be Menstruation REDefined UTM.

The official abbreviation of the group shall be MRed UTM, which will be used throughout this document to refer to the club.

An informal abbreviation, MensRED, may be used in casual, creative, or promotional contexts, but shall not replace the group's official name or abbreviation in formal communications or documentation.

ARTICLE 2: Purpose

Menstruation Redefined UTM is dedicated to promoting awareness, education, and open dialogue about menstrual health and rights across all genders. We aim to destigmatize menstruation by addressing both the biological and social dimensions of the menstrual experience, and by creating an inclusive, safe space on campus for discussion and support.

Our goals include:

1. Promoting a comprehensive understanding of menstruation and related health conditions that values both its biological realities and its social, cultural, and emotional dimensions.
2. Supporting efforts to improve menstrual equity by providing access to a diverse range of menstrual products and addressing period poverty.
3. Advocating for more scientific research to fill critical gaps in menstrual health literature.
4. Collaborating with healthcare professionals, researchers, and community organizations to deliver evidence-based information and resources.
5. Hosting community-building events that foster inclusivity, empathy, and empowerment for all students, regardless of gender.

Through workshops, panel discussions, educational campaigns, and collaborations with campus and community organizations, we strive to redefine how menstruation is perceived and experienced within our campus community.

ARTICLE 3: Membership

Membership in Menstruation REDefined UTM (MRed UTM) is open to all members of the University of Toronto Mississauga (UTM) community, including currently registered students, staff, faculty, and alumni.

General membership is granted to all currently registered undergraduate students at UTM. General members are entitled to:

- Participate in club events and initiatives,
- Join the club mailing list,
- Contribute as associate members,
- Nominate candidates, run for office, and vote in Executive Team elections,
- Vote on constitutional amendments.

Members of the **Executive Team** (as defined in Article 4) shall be selected through an election process as outlined in Article 8. Additional Executive Team members (e.g., Finance Leads, Events Leads) may be appointed by the existing Executive Team as needed.

Associate positions (as defined in Article 5) may be created and filled at the discretion of the Executive Team and the Presidents to support the club's initiatives.

MRed UTM does not charge a membership fee. Participation in events and activities is open to all eligible individuals as defined above.

ARTICLE 4: Executive List and Duties

President:

- Decide the number and types of events taking place during the year.
- Delegate club tasks to the executive team.
- Act as the main liaison between MRed UTM, University of Toronto, and UofT Student Union.
- Oversee the operations of the executive and associate team and provide leadership and opportunities for improvement.
- Host bi-weekly check-ins with Executive Team
- Host club events and provide the MRed UTM community with opportunities to connect.
- Attend all club training sessions on behalf of UTMSU and CSE, and maintain all necessary club documentation.
- Must be part of the Executive Team at least 1 year prior to taking up Presidency

- Keep a record of all President meetings via Meeting Minutes

Internals Director:

- Record meeting minutes
- Manage club communications
- Assist in organizing and scheduling club events
- Assist and Report to Co-Presidents
- Handle official correspondence of the organization
- Collaborate with the Executive Committee to achieve club objectives.
- Maintain an updated database of member information and track general member participation and engagement.
- Ensure executive members are informed about upcoming events, opportunities, and important updates.
- Track Executive Team and Associates hours spent each month, and ensure the executive team/associates are putting in the required amount of hours per month
- During CCR Period:
- Manages CCR recognition procedures
- Attends CCR trainings by SOP and UTMSU

Finance Lead:

- Manage the club's finances
- Prepare an annual budget and event budgets
- Keep track of expenses and financial transactions
- Collect membership dues and manage fundraising efforts
- Hold signing officer authority for financial purposes
- Coordinate and manage the financial logistics of events.
- Keep a record of all Finance department meetings via Meeting Minutes

Events Lead:

- Brainstorm event ideas
- Plan, organize, and execute club events, workshops, and activities
- Coordinate logistics for events
- Ensure events are well advertised and within allocated budget
- Delegating and executing events
- Maintain a good-standing relationship with external organizations and parties
- Build a good connection with outside clubs and seek opportunities for collaborations
- Remain updated on potential funding opportunities and sponsorships
- Represent and promote the goals of Menstruation Redefined through social media and in-person
- Keep a record of all events department meetings via Meeting Minutes

- Create alliance with other clubs and companies for club events
- Find and reach out to potential guest speakers, sponsors, etc.
- Work with the Finance team to create as budget friendly events as possible!

Research Lead:

- Research ideas, topics and statistics relevant to themes presented by the club
- Collect primary research articles which will be discussed at research article discussion events
- Represent and promote the goals of Menstruation Redefined through social media and in-person
- Communicate the responsibilities and performance measurements to the research department and executive team
- Keep a record of all research department meetings via Meeting Minutes
- The Head of Research will be responsible for overseeing all research-based activities and events within the club. Research-based activities will include the collection and analysis of relevant research about menstrual and women's health that relates to the club values. All findings will be shared with the research team and general members of the club upon request. The Head of Research will support the development of research member's initiatives and foster group work and support. The Head of Research shall collaborate with other leaders to ensure that all initiatives are inclusive, impactful, and grounded in the latest health science.

Communications Lead:

- Maintain the club's newsletter and create content for newsletter
- Oversees content created (such as videos and images) and articles for the newsletter
- Send out informative and well-structured emails.
- Ensure that newsletters and emails are of high quality, visually appealing, and designed to be engaging and attention-grabbing.
- Communicate effectively with the rest of the club
- Keep a record of all Communication/Marketing department meetings via Meeting Minutes

Content Lead:

- Maintain social media platforms
- Lead the promotions of all club events
- Create engaging content to enhance social media presence
- Create posts educating/raising awareness on topics related to menstruation
- Advertise upcoming events
- Create instagram posts
- Work closely with the Events and Research Teams to create posts as needed

- Keep a record of all Content/Marketing department meetings via Meeting Minutes

ARTICLE 5: Associates List and Duties

Internals Associate:

- Provide general administrative support to the Internals Director.
- Collaborate with the Executive Committee to achieve club objectives.
- Maintain an updated database of member information and track member participation and engagement.
- Ensure members are informed about upcoming events, opportunities, and important updates.
- Remain updated on potential funding opportunities and sponsorships
- Keep a record of all internal department meetings via Meeting Minutes

Finance Associate:

- Provide general administrative and event support to the Finance Directors
- Support budget monitoring and expense tracking for events, ensuring events remain within budget and identifying opportunities for cost savings (doesn't require prior budgeting experience).
- Process and record all financial transactions, including donations, sponsorships, and expenditures.
- Assist in the planning and execution of fundraising events and campaigns
- Keep a record of all Finance department meetings via Meeting Minutes

Event Associate:

- Gain hands-on experience in event planning and management!
- Coordinate all logistical aspects of events, including venue selection, catering, transportation, and equipment rental
- Oversee the setup, execution, and breakdown of events, ensuring all activities run smoothly
- Work closely with other coordinators and executives to ensure events align with the club's overall mission and strategy
- Keep a record of all event department meetings via Meeting Minutes

Research Associate:

- Aid Research leads in finding research ideas, topics and statistics relevant to themes presented by the club

- Collect primary research articles which will be discussed at research article discussion events
- Represent and promote the goals of Menstruation Redefined through social media and in-person
- Communicate the responsibilities and performance measurements to the research department and executive team
- Keep a record of all research department meetings via Meeting Minutes

Communication Associate:

- Assist the Communications leads
- Create content such as visuals, and designs to add into emails and newsletters
- Help create videos and images
- Keep a record of all Communication/Marketing department meetings via Meeting Minutes

Content Associate:

- Create weekly designs for the club's Instagram
- Able to shoot, record and edit videos and photos off camera as well!
- Remain updated on social media trends
- Enjoys being on camera and creating Reels
- Willing to Host & Present Student Interviews, Cover Events, and more!
- Keep a record of all Content/Marketing department meetings via Meeting Minutes

ARTICLE 6: Meetings

The Executive Team shall meet on a bi-weekly basis, at a recurring time agreed upon by all members.

Executive Team members who **fail to attend more than three (3) scheduled meetings** without prior notification to the Presidents or Vice Presidents **shall be subject to immediate removal from office.**

EXECUTIVE TEAM MEETINGS (ETMs)

Any Executive Leader may call an Executive Team Meeting (ETM) to address team-specific responsibilities such as event planning, budgeting, or task delegation.

Executive Leaders may invite relevant Associates and members from other departments as necessary. The Presidents may attend these meetings at their discretion.

A designated Executive Leader or Associate must record meeting minutes, including discussion points, outcomes, and assigned next steps.

Following the meeting, the outcomes must be communicated to at least one of the Presidents and/or the Internals Director via written correspondence or a check-in meeting.

In the event of a conflict of interest (defined as any action by an Executive Leader or Associate that may compromise the integrity of the club or its members) the incident must be documented in the meeting minutes and reported immediately to the Presidents and the Internals Director. Appropriate follow-up action shall be taken as outlined in Article 9.

ASSOCIATE MEETINGS (AMs)

Executive Team members shall meet with their respective Associates on a monthly basis, or biweekly during events-intensive periods.

Associates who **fail to attend more than two (2) meetings** without valid excuse or prior notice shall be subject to **immediate removal from their position**.

FULL TEAM MEETINGS (FTMs)

A Full Team Meeting (FTM) shall include all Executive Leaders and Associates.

FTMs must be scheduled at least one (1) week in advance with input from all members.

FTMs must occur at least once per semester during both the Fall and Winter semesters, and at least 2/3 of current members must be in attendance.

The purpose of FTMs is to:

- Review the club's activity plan and progress
- Discuss goals, initiatives, and financial standing
- Share important updates and announcements
- Propose and/or vote on constitutional amendments

GENERAL MEMBERS' MEETINGS (GMMs)

MRed UTM shall host a General Members' Meeting at least once per semester during both the Fall and Winter terms.

GMMs shall provide:

- An overview of the club's mission, vision, and goals
- A summary of past and upcoming events
- A report on the club's financial standing, to be presented upon request by any member

ARTICLE 7: Finances

The Finance Lead shall maintain accurate and up-to-date records of all club income and expenses. Upon request by any member, the Finance Lead shall present a financial report at the General Members' Meeting (GMM).

The Finance Lead and the club shall not engage in activities that are primarily commercial in nature. However, this does not prevent the following:

- The collection of membership fees to cover club-related expenses,
- The assessment of fees for specific programs, events, or activities,
- The pursuit of legitimate fundraising efforts aligned with the club's mission.

The club shall not:

- Align itself primarily with a commercial entity on campus,
- Provide goods or services for profit where such profit is used for purposes outside of the club's objectives,
- Compensate any Executive Leaders or Associates through salary or wage.

ARTICLE 8: 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 can 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 election 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' 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.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the elections to the Executive Committee and general members.

ARTICLE 9: Termination of Executives or General Members

The Executive Team reserves the right to revoke the Executive, Associate, or General membership of any individual who engages in conduct that compromises the interests, reputation, or operations of the club or its members. Grounds for removal may include, but are not limited to:

- Non-disclosure of a significant or ongoing conflict of interest,
- Inappropriate conduct that violates University of Toronto policies or its Code of Conduct,
- Harassment, discrimination, or abuse of power,
- Persistent failure to fulfill assigned responsibilities.

Executive Team members who fail to attend more than three (3) scheduled meetings without valid excuse or prior notification shall be subject to immediate removal from office, as outlined in Article 6: Meetings.

Associates who fail to attend more than two (2) scheduled meetings without valid excuse or prior notification shall be subject to immediate removal from their position, as outlined in Article 6: Meetings.

The following disciplinary process shall apply to all Executive Team members and Associates:

- **Strike One:** An informal written warning will be issued via text or email, outlining the concern and expectations for resolution.
- **Strike Two:** A meeting will be held involving the concerned individual(s), the President(s), and the Internal Director(s) to address the issue and determine next steps.
- **Strike Three:** A formal written notice will be issued via email requesting the individual's resignation from office.

In cases where a serious or urgent violation has occurred, the Presidents may bypass the standard disciplinary procedure and initiate immediate removal.

If the individual refuses to comply with the three-strike protocol or declines to resign upon formal request, they may call a meeting with all club members (Executive Team and Associates) to appeal the decision. A two-thirds (2/3) majority vote of the Executive and Associate members present at the meeting shall be required to uphold the removal.

Upon termination, the individual shall be removed from the club's membership and shall forfeit all associated privileges and responsibilities.

The Executive Team is responsible for reporting all removals to the UTMSU in a timely manner.

In the event that a removal results in a vacancy on the Executive Team, an official appointment may be made if a suitable candidate is available. If not, an emergency hiring period shall be initiated.

ARTICLE 10: Amendments

Any registered UTM student may propose amendments to this constitution and vote on them.

Proposed amendments must be brought forward at a General Members' Meeting (GMM). The Executive Leaders are responsible for facilitating this process, including scheduling the discussion and ensuring proper notice is provided.

An amendment must receive a two-thirds (2/3) majority vote from the Executive Leaders present at the GMM in order to proceed.

Following Executive approval, the amendment must be presented to the General Members at the same GMM. A two-thirds (2/3) majority vote of General Members present is required to ratify the amendment.

Once ratified, the amended constitution shall be formally adopted by the Executive Leaders and Associates. The Presidents shall submit the revised document to the appropriate University offices (Centre for Student Engagement, and University of Toronto Mississauga Students' Union) within two (2) weeks of ratification.

All constitutional amendments must be approved by UTMSU before they are considered official.