

Constitution of “New College Students Against Sexual Assault & Harassment”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “New College Students Against Sexual Assault & Harassment”
- 1.2. The official acronym or abbreviation of the group is “NASAH”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to serve as the New College branch of the PEARS Project at the University of Toronto. The PEARS Project is a grassroots, trauma-informed coalition that provides support and resources to survivors of sexual violence across the University of Toronto. Founded and led by survivors, PEARS recognizes survivors as leaders in the field and the voices which need to be heard to implement policy change. By formalizing a community and resource network that is by and for survivors we can better support one another and increase access to legal, mental health, and capacity-building supports. Additionally, by integrating NASAH and the other college ‘branches’, PEARS will be better able to create mutual relationships with broader student communities and help promote the work of other divisional stakeholders.

2. Article Two – Membership and Membership Fee

- 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 \$0 per year.

3. Article Three – 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.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four – 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 eight (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.

5. Article Five – Executive Committee Composition and Duties

5.1. Administrative Coordinator

5.1.1. Description

- 5.1.1.1. The role of the Administrative Coordinator is to provide leadership, structure, and guidance to NASAH. The Administrative Coordinator must be well-versed in survivor advocacy and university policy. The Administrative Coordinator serves as the main point of contact, and liaison between NASAH and PEARS.

5.1.2. Duties

- 5.1.2.1. ensuring a culture of consent within the group and within decision-making processes
- 5.1.2.2. creating and maintaining the branch's mandate
- 5.1.2.3. ensuring all members attend training
- 5.1.2.4. facilitating/supporting any programs, events, or campaigns within NASAH
- 5.1.2.5. attend all meetings
- 5.1.2.6. facilitate any necessary internal conflict resolution efforts
- 5.1.2.7. uses democratic leadership style and skills
- 5.1.2.8. establishes short-term and long-term objectives and goals in conjunction with the rest of the team
- 5.1.2.9. facilitates collective wellbeing
- 5.1.2.10. presents innovative ideas
- 5.1.2.11. ensures that everyone on the team is heard

5.2. Secretary

5.2.1. Description

5.2.1.1. The secretary maintains the smooth running of NASAH's governance through a variety of administrative and clerical duties. The secretary is responsible for ensuring all members have access to the University or provincial policies, and must be well-versed on said policies.

5.2.2. Duties

- 5.2.2.1.** setting meeting times, dates, and locations (virtual or other)
- 5.2.2.2.** setting meeting agendas
- 5.2.2.3.** tracking attendance
- 5.2.2.4.** taking minutes at all meetings
- 5.2.2.5.** managing a shared Google Drive containing meeting minutes and other important documents
- 5.2.2.6.** follow best practices for confidentiality with emails and other digital communication forms

5.3. Treasurer

5.3.1. Description

5.3.1.1. The treasurer is responsible for tracking the financial activities of NASAH. The treasurer must have excellent time management and be able to meet deadlines set by the New College finance departments.

5.3.2. Duties

- 5.3.2.1.** creating a budget for each semester
- 5.3.2.2.** proposing said budget with the New College finance departments
- 5.3.2.3.** managing all receipts
- 5.3.2.4.** bookkeeping financial history and proof of purchases
- 5.3.2.5.** ensuring proper reimbursement of members
- 5.3.2.6.** creating invoices when needed
- 5.3.2.7.** handling figures and cash
- 5.3.2.8.** seek out means of finances (NCSC, PEARS, UTSU, partner groups)
- 5.3.2.9.** work under full transparency

5.4. Media Coordinator (MC)

5.4.1. Description

5.4.1.1. The Media Coordinator (MC) is responsible for social media accounts and management, as well as graphic design for promotional materials, events, and campaigns. The MC is expected to follow best practices when it comes to survivor-centered approaches and sharing of content/trigger warnings and receiving

consent when sharing images.

5.4.2. Duties

- 5.4.2.1. follow best practices for posting sensitive content (trigger warnings, resources, etc)
- 5.4.2.2. graphic design skills for all media (Canva)
- 5.4.2.3. knowledge of social media platforms and analytics
- 5.4.2.4. keep up with all events, and social campaigns and dates
- 5.4.2.5. follow the NASAH Brand Guide
- 5.4.2.6. work with executives to manage privacy and support for survivors connecting through social media
- 5.4.2.7. manage @NasahUofT, and linktr.ee/nasah

5.5. Campus Marketing Coordinator (CMC)

5.5.1. Description

- 5.5.1.1. The Campus Marketing Coordinator (CMC) is responsible for managing our in-person marketing, as well as designing and printing promotional materials for our group, events, and campaigns. The CMC is expected to amplify NASAH's presence on campus and ensure that our posters, cards, and brochures are stocked in the designated areas.

5.5.2. Duties

- 5.5.2.1. graphic design skills for our in-print materials (Canva)
- 5.5.2.2. knowledge of campus areas and events for promotion
- 5.5.2.3. keep up with all events, and social campaigns and dates
- 5.5.2.4. follow the NASAH Brand Guide
- 5.5.2.5. work with other executives and New College representatives to ensure that NASAH is properly represented

5.6. Peer Support Coordinator (PSC)

5.6.1. Description

- 5.6.1.1. The Peer Support Coordinator (PSC) is responsible for providing peer support and being a resource to refer students to various supports. When not actively providing peer support, the PSC should be working to promote a culture of consent through various activities, events, workshops, or by creating resources, guidelines, etc.

5.6.2. Duties

- 5.6.2.1. ability to follow best practices regarding disclosures and confidentiality
- 5.6.2.2. knowledge on resources and tools for survivors
- 5.6.2.3. understanding of university policy
- 5.6.2.4. provides resources for each instagram post

5.6.2.5. has a system for survivors requesting support

5.7. Internal Affairs Coordinator (IAC)

5.7.1. Description

5.7.1.1. The Internal Affairs Coordinator (IAC) is responsible for the liaison between NASAH and other PEARS branches. The IAC is also the main point of contact between NASAH and other UofT student groups. They are also responsible for the outreach and planning of collaboration events within the UofT student community

5.7.2. Duties

5.7.2.1. direct outreach plans within the PEARS and UofT student community

5.7.2.2. manage email correspondence of important news/updates of services within the PEARS and UofT student community

5.7.2.3. provides knowledge and dates of events held by other PEARS branches and relevant UofT groups

5.7.2.4. search for and connect with potential collaborations, partnerships, and financial support within the PEARS and UofT student community

5.7.2.5. work closely with social media manager to facilitate outreach on social media platforms

5.8. External Affairs Coordinator (EAC)

5.8.1. Description

5.8.1.1. The External Affairs Coordinator (EAC) is responsible for the liaison between NASAH and UofT/New College. The EAC is also the main point of contact between NASAH and other Toronto organizations. They are also responsible for the outreach and planning of collaboration events within the New College community & GTA.

5.8.2. Duties

5.8.2.1. direct outreach plans within the New College community

5.8.2.2. manage email correspondence of important news/updates of services within the UofT, Toronto and New College communities.

5.8.2.3. provides knowledge and dates of events held by relevant GTA and UofT organizations

5.8.2.4. search for and connect with potential collaborations, partnerships, and financial support within the UofT, Toronto and New College communities.

5.8.2.5. work closely with social media manager to facilitate outreach on social media platforms

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 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.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 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.
- 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.
- 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.

9. Article Nine - Termination of Membership

- 9.1. 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.

- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. 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.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 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.
- 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.