Constitution of “Master of Teaching Student Association”

1. **Name**

The official name of this recognized campus group is “Master of Teaching Student Association”

The acronym or abbreviation of this group is: MTSA

2. **Purpose and Objectives**

The Master of Teaching Student Association (MTSA) is a student organization that works to maximize Master of Teaching (MT) student experiences at the Ontario Institute for Studies in Education (OISE). The MTSA acts as a liaison between MT students, Cohort Representatives, and OISE administration. In addition, the MTSA plans academic and professional development, social, and extracurricular opportunities for MT students. We strive to create an enhanced education experience for MT students considering equity to keep all social events accessible, affordable, and inclusive. These opportunities include but are not limited to special events, seminars, workshops, off-site social activities, advocacy for education, and more.

Further, it is our goal to work towards OISE’s mission and assist MT students in their preparation as professional teacher-researcher-leaders to be equipped with the skills and global awareness required to influence policy and practice in their fields.

3. **Membership**

Membership to the group is open to all University of Toronto members (students, staff, faculty and alumni). Only registered students at the University of Toronto are permitted to run, nominate, and vote in elections. Members who are not already automatically enrolled in the membership due to their non-status as a Master of Teaching student, must register with a designated executive by submitting their full name and valid email address.

There will be no membership fee.

4. **Executive List and Duties**

The executive committee shall be composed of eight (8) elected officers who are registered students at the University of Toronto. These include President, Director of Outreach and Communications, Director of Finance, Director of Student Experience, Director of Social Engagement, Director of Academic Development, Director of Professional Development, and Director of Fundraising.

The group may appoint volunteers, first year representatives, and cohort representatives for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

<u>ALL</u> Executive members shall:

- Attend MTSA meetings as scheduled, or otherwise communicate their absences in advance

- Support initiatives by volunteering to represent MTSA at various events at OISE, as needed (including Welcome Nights, Orientation, workshops, etc)
- Support other areas of the MTSA as needed
- Act as Meeting Chair to moderate MTSA executive meetings on a rotational basis
- Maintain transparency of information to students
- Respond to students' inquiries via email and in-person during office hours and events
- Maintain a strong connection with the MT leadership team through professional and regular contact

4(a) **President**

Overview Role Description: The President of the MTSA is responsible for monitoring the day-to-day operations of the MTSA. This includes supporting the other executives in their positions, offering guidance, advice, and direction in team initiatives. The President represents the students of the Master of Teaching program on several fronts, including on the Teacher Education Liaison committee (TELC), the Graduate Students' Association (GSA), as well as hiring of OISE staff upon invitation. Where the President cannot, they will appoint another executive to fulfil representation. The incumbent will also facilitate a resolution regarding immediate concerns of students and/or faculty involving the MTSA, and any internal conflicts of the MTSA. They will lead a collaborative, open, and professional space for students and other executives to be heard.

Major Responsibilities: *The President Shall:*

- Support MTSA executive team members in the planning and facilitation of programming, events, workshops and fundraising
- Assist with the planning and execution of the Professional Preparation Conference
- Hold signing officer authority along with the Director of Finance for financial purposes and assist Finance with grant writing and budgeting of MTSA funds
- Preside over board meetings as well as general meetings
- Oversee the operations, management and success of the group, including:
    - the organization and planning of MTSA executive team meetings (bi-weekly and/or as needed)
    - organization of bi-monthly Master of Teaching Cohort Representative Council (MTCRC) meetings
- Be the spokesperson for the group, managing public relations of the MTSA with the broader OISE and University of Toronto community, especially in the following roles:
    - sit on Teacher-Education Liaison Committee (TELC) - or assure student representation from the MT program
    - sit on the Graduate Students' Association (GSA) - or assure student representation from the MT program
    - Maintain a strong relationship with the Master of Arts in Child Study and Education's Student President(s)
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Ensure transition of office to the future Executives

4(b) **Director of Outreach and Communications**

Overview Role Description: The Director of Outreach & Communications demands daily interaction with all correspondence-heavy aspects of the MTSA, including updates to the website and engagement/monitoring of social media platforms and the Pepper folder. They manage the MTSA email inbox by acting as a first responder or relaying specific emails to the appropriate Director. They manage all major contacts of the MTSA, and work with the Director of Fundraising to approach local businesses for sponsorship. They are also dedicated to taking accurate meeting minutes of all MTSA meetings, and responsible for maintaining transparency of information to students with guidance of the President.

Major Responsibilities: *The Director of Outreach and Communications shall:*

- Assume the duties of the President in his/her absence
- Coordinate organizational recruitment efforts
- Make and maintain a list of all registered members
- Record all meeting minutes and motions for MTSA and make available to all members
- Notify all members of meetings
- Monitor and regularly update MTSA website and remain active on all MTSA social media platforms to keep students engaged and informed (Snapchat, Facebook page, Twitter, Instagram)
- Oversee the MTSA email inbox – first responder to general emails or correctly relays specific emails to the appropriate Director
- Assist with the creation of all promotional material for MTSA events
- Work with Director of Fundraising to approach businesses for sponsorship and donations
- Keep a master list of all important contacts and connections for the MTSA
- Maintain a strong relationship with other student groups at OISE and the University of Toronto to gather information and promote their events, as well as prevent event overlap

4(c) **Director of Finance**

Overview Role Description: The Director of Finance manages all aspects of budgeting and financing within the MTSA, verifying all expenditures and maintaining appropriate records. They work closely with the Director of Fundraising to monitor revenue and assist with sponsorship tiers. They draft and submit all applications for grants and funding to the Curriculum, Teaching and Learning (CTL) department. They also work closely with the Bank of Montreal to manage financial accounts.

Major Responsibilities: *The Director of Finance shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- 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
- Maintain function and record of last use for the MTSA tablet
- Authorize expenses carried out by all members
- Maintain the online MTSA bank account, sharing account information with only the President
- Keep record of: Expenses, Reimbursements, Receipts
- Prepare applications for funding, especially the budget package to gain initial funding from CTL at the beginning of the year

- Collect and deposit all cheques and cash flow
- Work with Square, or similar company to manage tablet reader
- Provide monthly budget updates to the MTSA Exec committee

4 (d) **Director of Student Experience**

Overview Role Description: The Director of Student Experience considers the major influencers which shape the student experience at OISE. They play a critical role in organizing first year Orientation events. They coordinate all activities and workshops related to student mental and physical health, and evaluate the needs of all individuals by implementing strategies for inclusivity based on student feedback. They facilitate events between cohorts and streams to encourage intermingling. They also advocate on behalf of wider University of Toronto experiences, and can readily answer questions related to tuition, admissions, schedules, and campus services.

Major Responsibilities: *The Director of Student Experience shall:*

- Reach out to the MT Team to support Orientation through:
    - Promotion fair
    - Tours
    - Social event (our choice to coordinate)
- Coordinate mental and physical health related activities, including but not limited to:
    - Workshops on related topics (mindfulness and meditation, mental health in schools, etc)
    - Therapy animals
    - Intramurals
    - Yoga, aerobics
- Contact Passion Planners to apply for, order and promote free giveaway to students at the beginning of the school year
- Build relationships with international students by focusing on their specific needs and coordinating international students and Canadian students mingling activities
- Facilitate and plan events between cohorts and streams
- Develop surveys/system to gain student input at various points in the year, and on-going
- Promote International Student Identity Card (ISIC) and wider U of T events which pertain to MT students
- Order Edvantage cards and distribute to all cohorts for December

4 (e) **Director of Social Engagement**

Overview Role Description: The Director of Social Engagement creates opportunities for students to bond in life beyond academics. They organize and coordinate all major and minor social events for MT students, working within budgets and maintaining a safe, equitable, and fun environment for students. They seek out cost-effective venues for major events and communicate with various organizations and businesses to host events, acting professionally to maintain long-term relationships. They organize to space out events accordingly while considering other events within OISE. They listen to students' feedback to continuously meet their expectations and keep all social events accessible, affordable, and inclusive.

Major Responsibilities: *The Director of Social Engagement shall:*

- With the support of the other MTSA members, plan and coordinate all social events during the school year including but not limited to: Pub nights, Music nights, Trivia sessions, Lunchtime meetups, Movie nights, Group outings and events (Wonderland, ROM, skating, Paint Nite, etc)
- Oversee execution and coordination of End of Year event
- Create opportunities for and facilitate volunteer groups/events that have a positive impact on the local and global community (garbage pick-up, food drives, blood donor clinic, etc)
- Operate within budgets and run all financial expenses through Director of Finance and President of MTSA
- Work with Director of Student Experience to gather feedback from MTSA community.
- Coordinate all CCR (Co-Curricular Record) applications for MTSA and cohort representatives

4 (f) **Director of Academic Development**

Overview Role Description: The Director of Academic Development focuses on opportunities to support students in their academic role in the Master of Teaching program. Through various workshops dedicated to improving writing and research, as well as inviting speakers to share insight on important educational topics, the Director of Academic Development works to enhance the teacher-researcher role of all candidates. They also support the practicum experience tremendously by working with the Practicum Coordinators to relay important information regarding placements to students, and host practicum preparation workshops.

Major Responsibilities: The *Director of Academic Development shall:*

- Connect with the appropriate parties to facilitate various workshops and information sessions related to academic development, including but not limited to:
    - Writing workshops – academic papers, proofreading, etc
    - Research development
    - OISE Library workshops
    - Technology in the classroom
    - Study groups/spaces
- Coordinate guest speakers for social justice, and current topics in education
- Support practicum by:
    - Hosting practicum information sessions for students in conjunction with the MT practicum team
    - Maintaining contact with the Practicum Coordinator team in order to ensure accuracy and relevance of information, which may include attending the Practicum Advisory Committee meetings in November and February
    - Advocating and providing information for fifth, optional practicum in May
- Oversee the (on-going) Second Year Mentorship program
- Maintain consistent and ongoing information to relay to students on scholarships and research funding

4 (g) **Director of Professional Development**

Overview Role Description: The Director of Professional Development focuses on providing opportunities to prepare students for the educational workforce. They coordinate with several outside agencies and individuals to bring real-world insight and experience into life after graduation through informative workshops and presentations. They also coordinate an OISE alumni Q&A panel. As well, the Director of Professional Development will work with organizations to coordinate group training to enhance the professional skills of students.

Major Responsibilities: *The Director of Professional Development shall:*

- Organize professional headshots
- Connect with the appropriate parties to facilitate various workshops related to professional development, including but not limited to:
    - Teacher board applications
    - Teacher interviews
    - Other careers in Education
    - Resume writing
    - Working abroad/out-of-province
    - Acquiring Additional Qualifications (AQs)
    - Social media presence/LinkedIn
- Plan and host an OISE alumni panel/meet and greet
- Arrange and coordinate various group trainings that hold benefits to professional development, including but not limited to:
    - First-Aid
    - ASIST
    - Non-Crisis Intervention
    - HIGH-FIVE

4 (h) **Director of Fundraising**

Overview Role Description: The Director of Fundraising plans and coordinates all events throughout the year related to generating revenue for MTSA-run events and subsidizing event costs for students. They will also design donor packages, and in conjunction with other Directors, approach businesses for donations and sponsorships. The Director of Fundraising will work closely with the Director of Finance to monitor funds and budgets within the MTSA, as well as assist in grant proposals. They will be an ambassador to both OISE and the Master of Teaching program, supporting students and initiatives in the school.

Major Responsibilities: *The Director of Fundraising shall:*

- Create business donor packages for major events (ie. End of Year event, Orientation)
- Work with fellow MTSA executives to contact and reach out to small and large scale established organizations for sponsorship
- Coordinate events for OISE students for profit generation and to create a subsidy bank, including but not limited to:
    - Bake sales
    - Clothing sales
    - Used book sales

- If end-of-year revenue allows, plan and determine graduation gift for students with support of the MTSA
- Work closely with the Director of Finance to monitor funds and budgets for the MTSA, as well as grant applications
- Coordinate with other Directors to support their financial needs in upcoming events
- Maintain a professional relationship with businesses and act as a strong representative of the Master of Teaching program

4 (i) **Termination of Executives or General Members:**

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, may be given notice of removal. The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. **Elections**

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO shall accept nominations only from registered University of Toronto students for candidacy of executive positions from the general membership before the end of March. It is highly recommended, although not necessary, for Executive Committee candidates to be Master of Teaching students. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period. Candidates will be asked to submit a short bio detailing their experience, ideas and other relevant information to be accessible by all voters.

All MTSA elections will follow a clear and structured process to ensure fairness and transparency. Campaigning must remain respectful and follow the procedures outlined by the MTSA. Candidates are not permitted to send mass emails, pressure individuals, or use any form of coercion to gain support. All campaign efforts should be limited to appropriate social media platforms, approved posters, and respectful word-of-mouth. Failure to comply with the outlined procedures or attempts to influence voters through mass messaging or coercion may result in disqualification

The CRO shall follow the minimum two week (14 -day) voting period before March 30th . These dates must fall on weekdays. The CRO and Scrutinizers shall provide each member of the course union with candidate bio information via *Pepper* and include candidates bios on voting systems such that all voting members are informed voters.

The CRO and Scrutinizers will organize and prepare a voting system to be accessible during the selected voting period. It is essential that the CRO ensures all members of the course union have equal and fair access to voting, in the event electronic voting poses an accessibility and equity concern, the CRO must make alternate arrangements for the member to cast a ballot. All votes remain anonymous.

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

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections. Only U of T members who have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th the following year.

6. **Finances**

The Director of Finance shall keep records of all income and expenses. The Director of Finance shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over $100.00 by majority vote at an executive meeting.

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

The MTSA will also allocate $500 for the MTBEA head grant, to be given in November. This amount can be reevaluated each year for increase, as voted for by the MTSA executives.

7. **Meetings**

A) Annual General Meetings (AGMs):

The group may hold general meetings 1-2 times per year. The Executive Committee will announce the date two (2) weeks prior to holding the meeting. These meetings are intended to ensure transparency with MT Students and review the group's annual activity plan, financial health and propose or vote on

constitutional amendments, if any. Motions will require 2/3 majority of 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 a regular basis as necessary where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. **Amendments**

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.