

Constitution of “UTM Campus Connections”

1. Name: UTM Campus Connections

The official name of this recognized campus group is “UTM Campus Connections”

The acronym or abbreviation of this group is: UTMCC

2. Purpose

The purpose, objectives, mission and/or mandate of organization are outlined here:

- UTM Campus Connections is a club that strives to promote an inclusive community that supports individuals who have intellectual disabilities. The core mission of UTM Campus Connections is to break down barriers and challenge societal norms by promoting understanding, acceptance, and respect for people with intellectual disabilities. UTM Campus Connections aims to raise awareness about the importance of inclusivity and the value of individuals with intellectual disabilities within the community. It strives to educate the campus and broader society on the challenges these individuals face and promotes understanding, acceptance, and support through its various initiatives and programs.

- How? By hosting workshops and inviting speakers who are experts in the field of intellectual disabilities or individuals with intellectual disabilities themselves, the club will educate the university community about the challenges faced by these individuals. These events will be geared towards dismantling misconceptions and providing accurate information about intellectual disabilities and individuals who have them.

- How? The club will organize inclusive events and activities that encourage interaction between students and individuals with intellectual disabilities. These activities will be designed to facilitate friendships, understanding, and mutual respect, breaking down social barriers in the process.

- How? The club will foster collaborations with other university clubs, local organizations, and disability advocacy groups to amplify its impact. These partnerships will help in pooling resources, sharing knowledge, and reaching a wider audience.

- How? The club will act as a resource hub, providing information, support, and referrals to both students and individuals with intellectual disabilities. This includes information on academic accommodations,

community resources, and support services.

3. Membership

Membership in the group is open to all the University of Toronto members (students, staff, faculty and alumni).

Executive members must be UTMSU members

Only UTMSU members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0.00 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 100% 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 and Duties

The executive committee shall be comprised of 11 elected officers.

President (1 position):

- Oversee the operations, management and overall success of the group
- Responsible for leading club meetings. In meetings, the President will address any arising issues within the club, and discuss potential event ideas, social media posts, etc..
- Responsible for the UTMSU/Ulife renewal and making sure the constitution is up to date throughout the year.
- Attends the CCR Training Meeting in the Fall. Responsible for leading the validator meeting with the VP three times a year.
- Responsible for making sure the CCR process is properly done, and all the necessary documents are submitted
- Responsible for attending all the UTMSU mandatory executive and elections training.
- Hold signing officer authority along with the Treasurer for financial purposes ● Preside overboard meetings as well as general meetings
- Ensure transition of office to the future Executives

Vice President (1 position):

- Must be present at UTMCC events in the absence of the president
- Work closely with president to oversee the operations and management of the club • Ensure that all the activities of the club meet regulations and policies of the University of Toronto • Coordinate organizational recruitment efforts
- Works with the VP Internal for CCR Application and doing the edits at the end of the year.
- Ensuring all the CCR Individual tracking templates are complete and the CCR process is completely done with the VP Internal.
- Responsible for reaching out to the validators for CCR.
- Works with the President in building relationships with the outside organizations and clubs, in addition, looking for opportunities to collaborate.
- Responsible for attending the UTMSU training in the absence of the President.
- Responsible for conducting application interviews with the VP Internal.
- Responsible for completing the awards application with the VP Internal
- Must attend mandatory executive meetings

VP Media (1 position):

- Makes decisions related to social media
- Oversees everything related to social media, post content, and event promotion • Responsible for posting on IG or or Discord or Linkedin or any other social media platforms • Responsible for sending out event posts to UTM clubs for promotions
- Responsible for being engaged on social media through posts and IG stories • Responsible for increasing followers on social media platforms (followers, interactions) • Assists with advertisements of events at least 10 days prior
- Assists with creation of reels or IG TV.

VP Marketing (2 positions):

- Create and implement marketing strategies to promote club events and initiatives. • Design and distribute promotional materials for club events (e.g., flyers, posters, digital ads). • Work with other club executives to align marketing efforts with club goals and activities. • Develop initiatives to keep current members informed and engaged.
- Track and report on the effectiveness of marketing activities and adjust strategies as needed.

VP Volunteer Director (1 position):

- Innovate and implement strategies for recruiting volunteers, leveraging events, advertisements, and social media campaigns.
- Organize and oversee events specifically aimed at volunteer recruitment, ensuring engagement and informative sessions for potential volunteers.

- Create compelling advertisements and promotional materials to attract a diverse group of volunteers. This includes managing online and offline campaigns.
- Design and streamline the volunteer onboarding process, making it easy and inviting for individuals to join the community on campus.
- Serve as the primary point of contact for potential volunteers, providing them with detailed information on how to get involved and the benefits of volunteering with the community on campus.
- Implement strategies to keep volunteers engaged and motivated, including recognition programs, feedback sessions, and social events.
- Foster relationships with other clubs, societies, and external organizations to create more volunteer opportunities and partnerships.
- Attend all required executive meetings.

VP External (1 position):

- Manage and lead all external club-related activities.
- Coordinate partnerships and outreach efforts with other clubs/societies.
- Initiate contact with guest speakers and organizations.
- Collaborate closely with the president to foster relationships with clubs and organizations.
- Handle all external communications, including emails.
- Seek out collaboration opportunities with external organizations whenever feasible. ● Participate in all collaborative meetings alongside the President or Vice-President. ● Engage in networking activities with organizations, legal professionals, guest speakers, etc. ● Identify and secure guest speakers, providing support for events.
- Aim to establish a sponsorship program, if feasible.
- Proactively contact professionals and external organizations, including email communications and LinkedIn connections.
- Attend all required executive meetings.

VP Events (3 positions):

- Tasked with the coordination, planning, and execution of UTMCC events throughout the year alongside the executive team.
- Collaborates closely with the President to strategize and devise plans for upcoming events. ● Handles all event-related preparations, including presentations, catering, leadership roles, and communication for collaborations.
- Ensures detailed event planning and preparation are completed well in advance, at least one month prior to each event.
- Communicates effectively with all executive members to keep them informed about upcoming events.
- Generates reports summarizing each event's outcomes and feedback.
- Monitors the overall success of events, ensuring they proceed without any issues. ● Introduces

and implements innovative event ideas with support from the executive team. • Manages the creation of Google Form sign-ups for events and monitors participant registration. • Participates in all compulsory executive meetings.

VP Finance (1 position):

- Responsible for overseeing everything relating to finance
- 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
- Responsible for completing the UTMSU Audits and records on time.
- Responsible for managing the club cheques and money.
- Holds the signing officer authority along with the President for financial purposes such as depositing the cheque in the club account.
- Work with VP of events to assist with budgeting of events and distribution throughout the year
- Responsible for attending the UTMSU Audit training.
- Responsible for applying to any bursaries or sponsorships when needed.
- Responsible for collected and saving receipts of all club expenses
- Must attend mandatory executive meetings

VP Internal (1 Position):

- Makes critical decisions related to the CCR application and club meetings
- Responsible for organizing the interview process for new applicants and must be present during interviews with other associated executive(s).
- Responsible for making everyone in the club (execs and associates) aware and informed on club meetings and events.
- Takes attendance for all club meetings and events to ensure club execs and associates are participating.
- Reports to the President and Vice President on all internal affairs in the club. • Responsible for booking rooms on campus for the club meetings and events. • Responsible for taking minute notes and important notes during the club meetings. • Responsible for keeping track of club memberships and adding all the new members to the mailing list.
- Responsible for completing UTMSU/Ulife awards applications at the year-end. • Responsible for completing the CCR Application and doing the edits at the year-end with the Vice President
- Keeps track of all club documents such as CCR Individual Tracking Templates of all executives, CCR required documents and awards applications.
- Acting chief of human resources
- Must attend mandatory executive meetings

5. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings bi-weekly.

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 a monthly 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

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 open to all interested candidates that 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 Groups'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.

- **Tie Procedure:** In the event of a tie, a runoff election will be held between the tied candidates. The runoff election must take place within one week of the initial voting period's conclusion and will follow the same procedures for advertising, voting, and supervision by the CRO.

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.

7. Termination of Executives or General Members:

a) General Member Removal

Any general 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.

A two-thirds majority vote of the Executive Committee is required to proceed with the termination. Once removed, the member will be expelled from the club and will lose all associated privileges.

General members have the right to appeal their removal. The appeal must be submitted in writing to the Campus Groups Coordinator within 14 days of the removal decision. A panel consisting of the UTMSU Campus Groups Coordinator and two unbiased members appointed by the Clubs Committee will conduct a hearing.

The decision to initiate a vote to terminate a general member must be made by mutual agreement of the President and Vice President.

b) Executive Member Removal

Executive member removal will occur after an executive member fails to perform their duties three times as defined by this constitution. Additionally, any executive 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 removal must be conducted through the Executive Committee for cases that do not warrant immediate termination. In these cases, a two-thirds majority vote of the Executive Committee is required to proceed with the termination. Once removed, the member will be expelled from the club and will lose all associated privileges.

Executive members have the right to appeal their removal. The appeal must be submitted in writing to the Campus Groups Coordinator within 14 days of the removal decision. A panel consisting of the UTMSU Campus Groups Coordinator and two unbiased members appointed by the Clubs Committee will conduct a hearing.

The decision to initiate a vote to terminate an executive member's position must be made by mutual agreement of the President and Vice President. After a removal has been finalized, it must be sent to the UTMSU.

If an executive member is removed, a by-election will be held to fill the vacant position, following the election rules outlined under "Election Procedures." Alternatively, the Executive Committee may appoint a new member to the position, subject to approval from the Campus Groups Coordinator.

8. Finances

VP Finance shall keep records of all income and expenses. The VP 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.

9. 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. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.