



Constitution of Students for Health Humanities UTM

ARTICLE I: CAMPUS GROUP NAME

1. The official name of this recognized campus group is “Students for Health Humanities UTM.”
2. The acronym or abbreviation of this group is: SHH UTM.

ARTICLE II: PURPOSE AND OBJECTIVES

Students for Health Humanities UTM (SHH UTM) was founded upon the desire to incorporate compassion and empathy in the healthcare field by approaching health and medicine through a humanities-based lens. SHH UTM is the first Canadian chapter of Students for Medical Humanities, an international student organization that introduces the humanities into medical education and practice. Our primary objectives are to:

- Raise awareness about the role of humanities in medicine and healthcare
- Serve the wider community through health humanities projects, activities, volunteerism and advocacy
- Engage the student body in exploring health humanities in their career, academic, and personal lives

The nature of SHH UTM involves a collaboration between students, professors, legislators, healthcare professionals, authors, artists, poets, musicians, and policymakers among various others. This organization thrives on interdisciplinary collaboration, and as such, people from all programs of study are welcomed and encouraged to participate. Club experiences will revolve around topics and activities such as:

- Narrative medicine
- Perceptions of illness and recovery
- Medical representation in art, film, & dance
- Volunteerism and advocacy-based projects
- Research activities and opportunities
- Student-facing campaigns and awareness efforts
- Creative exhibitions on the topic of health humanities
- Professional development opportunities (workshops)

ARTICLE III: MEMBERSHIP

Membership is open to all tri-campus members of the University of Toronto (students, staff, faculty and alumni). Membership fees to attend this program are **zero** (membership is free).

UTMSU members (UTM undergraduate students) are permitted to run in elections, nominate candidates, and vote in elections and on constitutional amendments. Individuals who are not UTMSU members,



including community members and alumni, may be included as general members. These members may participate in activities but do not have voting rights or eligibility to run for executive positions.

Members must register through a standardized membership form or through the President, by submitting their full name, a valid email address, and their student number (if applicable). No fees will be collected as membership at SHH UTM is free.

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

ARTICLE IV: EXECUTIVES AND RESPONSIBILITIES

The executive committee of SHH shall comprise six (6) elected officers. These include a President (1), Vice President (VP) Events (1), VP Marketing (1), VP Research (1), VP Finance (1), and VP Communications (1).

The President shall:

- Oversee the operations, management, and success of the group
- Act as the spokesperson for the group
- Hold signing officer authority along with VP Finance for financial purposes
- Preside over board meetings as well as general meetings
- Ensure the transition of office to the future Executives
- Report project summaries to affiliated parent Students for Health Humanities organization
- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto
- Coordinate organizational recruitment and election efforts

VP Communications shall:

- Make a list of all registered members and maintain the member contact list
- Notify all members of meetings
- Handle official correspondence of the organization
- Act as the primary liaison between the executive committee and general members
- Establish a sense of rapport with the team members
- Maintain internal communication with the students, executive team and faculty, and act as a liaison between them about non-academic concerns

VP 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 the financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Coordinate fundraising initiatives in collaboration with VP Events
- Prepare grant/award applications and proposals

VP Research shall:

- Initiate and oversee the development of SHH UTM's online publication and information-based social media posts
- Research and develop both short and long-form academic articles for public consumption
- Liaise with authorities in the medical humanities to source relevant information and opinions
- Ensure all information going out from SHH UTM is scientifically validated and/or fact-based
- Editing and reviewing any SHH UTM written works as needed
- Coordinate research projects and opportunities for members
- Connect with relevant faculty, staff, and professors at the University of Toronto for research highlights and opportunities.
- Create event surveys and reflections following all events.

VP Events shall:

- Plan, organize and implement social events and initiatives for members of SHH UTM and the community
- Work closely with VP Marketing to ensure effective promotion and consistency across branding
- Provide an event debrief/review following every event
- Develop close working relationships with any internal and external partners both on and off-campus

VP Marketing shall:

- Coordinate aspects of SHH UTM's visual online presence and public perception
- Design and maintain the website and other social media platforms
- Coordinate advertising/media initiatives
- Act as a liaison between the SHH UTM team and the community through publicity and community engagement initiatives
- Maintain and update SHH UTM's social media networks (i.e. Instagram, LinkedIn, etc.)
- Develop and abide by a monthly social media and communications plan
- Post about services, upcoming events and activity announcements on all SHH UTM public platforms

Students for Health Humanities additionally reserves the right to hire Directors and Associates, who work as team members under each Vice President and assist them in performing the duties as outlined above according to any agreements set out between the Vice President and the Director/Associate. These positions are not elected.



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.

ARTICLE V: MEETINGS

1. General Meeting and Semester Social (GMSS):
 - a. This meeting will be held once per academic term and is required to be in-person.
 - b. The Executive Committee will announce the dates two (2) weeks prior to holding the meetings.
 - c. The role of the GMSS are as follows:
 - i. Provide updates on group activities
 - ii. Share goals and accomplishments in executed events, activities and projects
 - iii. Propose or vote on constitutional amendments, if any
 - iv. Provide financial updates if requested
2. Executive Meetings
 - a. These meetings will be held every two weeks at a date and time agreed on by the Executive Committee (i.e, through a scheduling poll).
 - b. All Executive Committee members are required to attend all Executive Meetings, with the exception of last minute circumstances which will need to be communicated with the President.
3. Executive-Associate Meetings
 - a. These meetings will be held every two weeks (alternating with the Executive Meetings) at a date and time agreed on by both the Executive Committee and the team of Associates and Directors.
 - b. All Executives, Associates, and Directors are required to attend all Exec-Assoc Meetings with the exception of last minute circumstances which will need to be communicated with the President.

ARTICLE VI: ELECTIONS

6.1 ELECTION OVERVIEW AND PROCEDURE

SHH will hold elections during the Winter Semester in accordance with the timelines and procedures established by UTMSU. Elections will be conducted in a fair, transparent, and accessible manner to ensure all eligible members have an equal opportunity to participate.



A Chief Returning Officer (CRO) shall be appointed to oversee the election process. The CRO is an unbiased third party approved by both the outgoing executive team and the Events and Membership Engagement Coordinator and may not be running for a position on the incoming executive team.

The CRO shall:

- Accept nominations only from SHH UTM members that are also registered UTMSU members (staff, faculty, students and alumni) before the end of March. Candidates are required to be members in good standing for at least one month before the nomination period.
- Manage and host the All Candidates' Meeting. A meeting with all the candidates must be held to go over the election's rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Select three (3) consecutive election dates, falling before March 30th, for the voting period. These dates will be announced a minimum of two (2) weeks prior (the Campaign Period), and must fall on weekdays.

Voting will occur on an online form submission platform (e.g. Google Forms), that is able to be closed for votes by the last election date at 5:00 p.m. EST. Registered UTMSU members may not vote by proxy. Non-UTMSU members may not nominate or vote in elections.

All UTMSU members are allowed to vote on executive leadership. The term of all executive positions shall be from May 1st to April 30th. All candidates must be UTM undergraduate students at the time of the election and must maintain their UTM undergraduate status for the full duration of their elected term.

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.

6.2 ELECTION TIMELINE

- **Advertising Period:** Elections must be advertised for a minimum of one week to all registered group members.
- **Nomination Period:** Eligible members may self-nominate for executive positions during this period under the supervision of the CRO.
- **All Candidates Meeting:** All candidates must attend a mandatory meeting reviewing election rules and procedures. If unable to attend, a representative must be sent.
- **Campaign Period:** Candidates may campaign to the group's membership during this period.
- **Voting Period:** Eligible UTMSU members may vote for incoming executives through a voting process organized by the CRO.

6.3 ELECTION POLICIES



Any complaints related to the election process must be submitted in writing to the Events and Membership Engagement Coordinator within 72 hours of the election.

The Clubs Committee and ASAC reserve the right to nullify election results in cases of misconduct or unfair election practices. Failure to hold elections or submit election results may result in the loss of group recognition status. Suspected undemocratic election procedures may also be referred to UTMSU for review.

6.4 VACANT POSITION/TIE PROCEDURE

A tie in the elections will result in the election of Co-Presidents or Co-Vice Presidents.

If at any point an Executive Member resigns or is terminated from office, the vacant position will be appointed through a hiring process (submission of resume/coverletter/relevant experience, etc.). The Executive Committee will vote on Executive Candidates. A unanimous vote is required by all Executive Committee members to appoint the Executive Candidate to office.

6.5 RATIFICATION OF RESULTS

The CRO will ratify election results, including:

- Confirming candidates are UTM undergraduate students, and other requirements as stated herein
- Verifying eligibility requirements
- Sharing results publicly for one week

ARTICLE VII: REMOVAL FROM OFFICE

7.1 UTMSU-INITIATED REMOVAL

Removal from office may occur at any time by notice from UTMSU in cases involving harassment, sexual harassment, discrimination, or other violations of UTMSU policies (refer to UTMSU Procedural Policies).

In such cases, UTMSU will conduct an investigation and notify the individual of any resulting sanctions. These sanctions may include, but are not limited to:

- Temporary or permanent removal from campus group activities
- Mandatory consent or anti-oppression training
- Temporary or permanent restrictions from UTMSU spaces
- Temporary or permanent restrictions from campus group events

Individuals wishing to file a formal complaint with UTMSU must submit a written notice to the Events and Membership Engagement Coordinator.

7.2 INTERNAL EXECUTIVE REMOVAL PROCESS



In addition to UTMSU intervention, removal from office may occur through a formal process conducted by SHH's executive committee.

Executive Members

1. Grounds for Removal
 - a. Any Executive of SHH UTM may be removed from office for any of the following:
 - i. Failure to perform their duties as outlined in the constitution
 - ii. Misconduct or behavior detrimental to the club or its members
 - iii. Breach of university policies or codes of conduct
 - iv. Non-disclosure of a significant or continuing conflict of interest.
 - v. Failure to attend two or more meetings without valid excuse
 - b. Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination. The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions include but are not limited to:
 - i. Permanent/Temporary ban from campus group activities
 - ii. Mandatory consent/Anti-oppression trainings
 - iii. Permanent/Temporary ban from UTMSU spaces
 - iv. Permanent/Temporary ban from campus group events
2. Initiation of Removal Process
 - a. A motion for removal must be submitted to a member of the Executive Committee by email.
 - b. The motion will be addressed in the next upcoming Executive Meeting.
3. Notice and Hearing
 - a. The accused Executive will be notified in writing 7 days prior to the meeting where the vote will occur.
 - b. The accused Executive has the right to present their case before the Executive Committee in the Meeting.
4. Vote for Removal
 - a. A two-thirds ($\frac{2}{3}$) majority vote of the Executive Members present at the Executive Meeting is required for removal.
 - b. Quorum must be met for the vote to be valid.
5. Vacancy
 - a. Upon removal, the Executive Position will be considered vacant, and the process for re-appointment of a new Executive Position will be followed as per ARTICLE VI.
 - b. The removed Executive Member may appeal the decision in writing within 7 days to the UTMSU.

General Members/Associates/Directors

1. Grounds for Termination of Membership
 - a. A General Member/Associate/Director may be removed from SHH UTM for:
 - i. Repeated disruption of club activities or events



- ii. Harassment, discrimination, or violation of university policy
 - iii. Failure to meet membership obligations (i.e. attendance of 80% of general meetings by the end of the semester without further communication).
- 2. Initiation of Removal Process
 - a. After 2 missed meetings without proper warning or communication, a written warning will be issued to the member.
 - i. Following an unexplained absence from the general meeting after a written warning, the member will be sent a notice of termination of membership.
 - b. Alternatively, a complaint will be submitted to a member of the Executive Committee by email.
- 3. Notice and Hearing
 - a. Following a complaint or a written warning, a notice will be sent to the member informing them of the complaint 7 days prior to the Executive Meeting where the vote will occur.
 - b. The member will be given 7 days to respond formally in writing prior to the Executive Meeting.
 - c. A majority vote of the Executive Members present at the Executive Meeting is required for removal.
- 4. Appeal Process
 - a. The member may appeal the decision in writing within 7 days to the UTMSU.

ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION.

SHH UTM members may propose and vote on amendments to this constitution. The constitution of SHH is subject to an amendment procedure that prevents arbitrary alterations.

Constitutional amendments shall require a 2/3 majority to be passed at the General Meeting and Semester Social (GMSS) by eligible UTMSU members to pass. The Executive Committee will administer the process of having amendments discussed at general meetings. All amendments must be submitted to and approved by UTMSU prior to being formalized and adopted.

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.

ARTICLE IX: COMPLIANCE AND RESPONSIBILITIES

9.1 ADHERENCE TO THE CONSTITUTION

All campus group members, and particularly members of the executive team, are expected to be familiar with and adhere to the provisions outlined in this constitution.



9.2 UTMSU POLICIES AND HANDBOOK

All campus group members are required to review and comply with the UTMSU Campus Groups Handbook, as well as all applicable UTMSU policies and procedures, as published on the UTMSU website.

Campus groups are responsible for ensuring that their operations, decision-making processes, and activities remain consistent with these governing documents at all times.

9.3 POLICY COMPLIANCE

Any amendments, provisions, or practices that are inconsistent with UTMSU policies and procedures will not be approved or recognized.