Constitution of "Home EC Society"

1. Name

The official name of this recognized campus group is "Home EC Society"

The acronym or abbreviation of this group is: HEC

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:
The Home EC Club at UTM is dedicated to helping students develop practical life skills that promote independence, responsibility, and overall well-being. While university provides academic knowledge, many students enter adulthood without learning essential everyday skills such as cooking, budgeting, time management, household management, and healthy living habits. Our goal is to create a supportive environment where students can learn these essential skills and build confidence in their daily lives.

Through workshops, guest speakers, interactive activities, and peer-to-peer learning, members will gain valuable knowledge in nutrition, meal preparation, financial literacy, personal organization, self-care, and responsible living. By encouraging healthy habits, accountability, and self-sufficiency, the Home EC Club aims to help students become more capable, well-rounded individuals both during university and beyond.

**Note: The purpose for your club must include the overall mission, vision, goals, and the direction of your group. In addition to this, please elaborate further on <u>how</u> you are going to achieve the above. Will it be through seminars, workshops, outreach, advocacy, etc. It's important to talk about the how, the medium, and the "product" of your group. (Delete this paragraph when submitting the final copy).*

3. Membership

Membership to the group is open to all registered student members of the University of Toronto. Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University.

U of T 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 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.

4. Executive List and Duties

The executive committee shall be comprised of four (4+) elected officers. These include a President, Vice-President, Secretary, Treasurer, Director of Social Media, Director of Events, Director of Health and Wellness, and First Year Representatives

The President shall:

- *Oversee the operations, management and success of the group*
- *Be the spokesperson for the group*
- *Hold signing officer authority along with the Treasurer for financial purposes*
- *Preside over board meetings as well as general meetings*
- *Ensure transition of office to the future Executives*

Additional responsibilities may include:

- *Lead executive recruitment and selection processes*
- *Represent the club at university events and meetings*

The Vice-President shall:

- *Assume duties of the President in his/her absence*
- *Oversee the various committees*
- *Ensure that all the activities of the club meet regulations and policies of the University of Toronto*
- *Coordinate organizational recruitment efforts*

Additional responsibilities may include:

- *Assist in resolving internal conflicts within the team*
- *Monitor progress of executive members and committees*

The Secretary shall:

- *Make a list of all registered members*
- *Maintain the web sites and member contact list*
- *Record notes and motions for meetings*
- *Notify all members of meetings*
- *Handle official correspondence of the organization*

Additional responsibilities may include:

- *Reach out to external organizations for collaborations*
- *Manage email communications and newsletters*

The Event Directors(s) shall:

- *Plan, organize, and execute club events*
- *Coordinate logistics such as booking spaces and materials*
- *Work with executives to develop event ideas and schedules*
- *Ensure events run smoothly and efficiently*
- *Evaluate events and suggest improvements*

Additional responsibilities may include:

- *Create event countdowns and promotional campaigns*
- *Respond to messages and engage with followers*

The Director of Health and Wellness shall:
· Promote healthy lifestyle habits and wellness initiatives within the club and university community
· Plan and coordinate health, wellness, and self-care related events and workshops
· Educate members on topics such as nutrition, stress management, sleep, and personal well-being
· Collaborate with other executives to incorporate wellness-focused activities into club programming
· Support the creation of a positive, inclusive, and healthy environment for all members
Additional responsibilities may include:

- *Researching and presenting health and wellness resources relevant to students*
- *Building partnerships with health-focused organizations, clubs, and campus services*
- *Assisting with event planning and member engagement initiatives related to wellness*
- *Monitoring member feedback and suggesting improvements to club wellness programming*

The Social Media Director shall:
· Manage and update all club social media platforms
· Create and post engaging content to promote events and initiatives
· Ensure consistent branding across all platforms
· Track engagement and suggest improvements for outreach
· Collaborate with the Director of Marketing for campaigns
Additional responsibilities may include:

- *Create event countdowns and promotional campaigns*
- *Respond to messages and engage with followers*

The First-Year Representative(s) shall:
· Represent the interests and concerns of first-year members
· Assist in promoting events to first-year students
· Support executive members during events and initiatives
· Encourage engagement and participation within the club
· Provide feedback to improve first-year involvement
Additional responsibilities may include:

- *Help run orientation and recruitment events*
- *Gather feedback from first-year members and report to executives*

The Treasurer 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*

Additional responsibilities may include:

- *Set up digital payment platforms(venmo, paypal, etc) for on-site donations and tickets for events and for securing and bringing small bills/coins to events*
- *Have a track of members and donors to show how close the club is to its fundraising for specific events*

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

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) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The SEO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The SEO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The SEO shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the SEO 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 SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO 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 paid any applicable membership fees and 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.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer 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.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

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.

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. Centre for Student Engagement, etc) within two (2) weeks of its approval by general members.