

Constitution of “The University of Toronto Future-Living Lab”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Future-Living Lab.” The Group Prefix is “The University of Toronto.”
- 1.2. The official acronym or abbreviation of the group is “UTFLL.”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to provide students with hands-on experience through various building projects to promote and enrich quality of life, strengthen communities, and raise environmental awareness. As a student-run innovation lab with a passion for exploring the future of sustainable building design, we provide opportunities to participate in design studio workshops, seminars with industry experts, field trips, and prototyping projects. Our team consists of architecture and engineering students from the University of Toronto. We focus on conceptual building designs while merging our collective interests in sustainability, building science, architecture, and structural engineering.

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 term of membership for the UTFLL will be from the first day of the Fall term to the day before the following Fall term.
- 2.6. To become a member, one must submit contact information, to be determined by executives.
- 2.7. Members may be appointed to lead certain tasks through mutual agreement and by executives.
- 2.8. The UTFLL will not collect a membership fee from each member.

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.
- 3.8. Each member shall be afforded the following rights through membership in the UTFLL:
 - 3.8.1. The right to participate and vote in elections and group meetings as specified by Article 7;
 - 3.8.2. The right to communicate, discuss and explore all ideas pertaining to the UTFLL;
 - 3.8.3. The right to organize/engage in activities/events that are safe and lawful;
 - 3.8.4. The right to freedom from discrimination on the basis of race, gender, religion, age, disability and sexual orientation; and
 - 3.8.5. The right to distribute on campus, in a responsible way, published material related to and/or by the UTFLL, provided that it is not unlawful.
- 3.9. The UTFLL values and respects the personal information of its members, and will secure it at all times. The UTFLL will not supply confidential information to third-parties unless prior permission is given in writing by the member.
- 3.10. The UTFLL will protect the privacy of members' information and must use it only when agreed upon at an executive meeting.

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 up to eight voting members (President, Vice President, Marketing Director, Architectural Design Lead(s), and Engineering Design Lead(s), and Construction Lead).
- 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 number 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.
- 4.8. Alternatively, the role of President and Vice President can be designated as Co-President if appropriate.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Be enrolled in their third to graduating year in a Bachelor of Applied Science, Bachelor of Science, or Bachelor of Arts program during the fall and winter term of office,
- 5.1.2. Alternatively, the President can also be a graduate student enrolled in any graduate program related to the undergraduate degree programs previously mentioned during the fall and winter term of office,
- 5.1.3. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.4. Oversee the operations, management, and success of the group,
- 5.1.5. Serve as spokesperson and the main representative for the group,
- 5.1.6. Hold signing and financial authority along with the Vice President and the Marketing, Events and Communications Lead,
- 5.1.7. Preside over meetings of the Executive Committee and/or members,
- 5.1.8. Build and maintain connections with other groups and organizations, inside and outside the University of Toronto,
- 5.1.9. Prepare an annual budget for the group,
- 5.1.10. Maintain a budget of income and expenses and record all financial transactions of the group,
- 5.1.11. Record notes and motions for meetings,
- 5.1.12. Ensure a transition of office from one year to the next.

5.2. The Vice President shall:

- 5.2.1. Be enrolled in their second to graduating year in a Bachelor of Applied Science, Bachelor of Science, or Bachelor of Arts program during the fall and winter term of office. Alternatively, the President can also be a graduate student enrolled in any graduate program related to the undergraduate degree programs previously mentioned during the fall and winter term of office,
- 5.2.2. Be eligible to cast votes at meetings of the Executive Committee,

- 5.2.3. Hold signing and financial authority along with the President and the Marketing, Events and Communications Lead,
- 5.2.4. Prepare an annual budget for the group,
- 5.2.5. Maintain a budget of income and expenses and record all financial transactions of the group,
- 5.2.6. Advise members on financial position of the group,
- 5.2.7. Assume duties of the President in their absence,
- 5.2.8. Aid and assist the President with all their tasks, as well as disseminate information to the executives,
- 5.2.9. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.10. Coordinate organizational recruitment efforts,
- 5.2.11. Record notes and motions for meetings.

5.3. The Marketing, Events and Communications Director shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Hold signing and financial authority along with the President and Vice President,
- 5.3.3. Maintain a list of group members and member contact list,
- 5.3.4. Onboard new general members,
- 5.3.5. Promote the UTFL and its projects,
- 5.3.6. Maintain the group website,
- 5.3.7. Manage the group media meant for branding and marketing such as photography, videography, and social media platforms,
- 5.3.8. Create and manage graphic media such as posters, banners, and logos
- 5.3.9. Create and manage written content such as website/blog marketing content, newsletter marketing content, and creating/managing group slogans,
- 5.3.10. Collaborate with the executive team on organizing events.

5.4. The Architectural Design Lead shall:

- 5.4.1. Be enrolled in an undergraduate or graduate architecture program,
- 5.4.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.3. Lead design meetings and charrettes,
- 5.4.4. Guide members in broadly understanding architectural representation techniques and architectural elements of building form,
- 5.4.5. Convey architectural ideas to the group through sketches,
- 5.4.6. Completing drawings and renderings as part of a design team.

5.5. The Engineering Design Lead shall:

- 5.5.1. Be enrolled in an undergraduate or graduate engineering program,
- 5.5.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.3. Lead design meetings and charrettes,
- 5.5.4. Lead, teach and delegate the tasks of structural design and material selection to general members,
- 5.5.5. Complete structural drawings and calculations as part of a design team,
- 5.5.6. Complete structural and building science calculations.

5.6. The Construction Lead shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Collaborate with the Architectural Design Lead and the Engineering Design Lead to seek out support from accredited builders and engineers to confirm the structural soundness of the design,
- 5.6.3. Calculate material and building cost,
- 5.6.4. Coordinate with the President and Vice President to coordinate the purchase and storage of materials,
- 5.6.5. Coordinate building process and determine appropriate delegation of tasks,
- 5.6.6. Take pictures of the building process for the Marketing, Events and Communications Director.

6. Article Six – Group Advisors

- 6.1. An expert project advisor from UofT Faculty or industry may be sought to provide feedback on various aspects of building design and team operation.
- 6.2. Multiple advisors may be sought for each project.
- 6.3. Not all advisors will be responsible for detailed design review to ensure safety of designs. Stamping engineers and architects for the designs, chosen with the client, will take primary responsibility.
- 6.4. The selected advisor(s) dealing with safety will help UTFLL ensure the design meets Canadian standards of engineering practice, and additionally is in accordance with local building code requirements.
- 6.5. Industry advisors will be selected according to the needs of the project.
- 6.6. At least one faculty advisor will be selected to aid in continuity of the project and provide their long term perspective across projects.

7. Article Seven – Elections

- 7.1. All voting positions on the Executive Committee shall be filled through an annual election.

- 7.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 7.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 7.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 7.5. Candidates have to be members in good standing with the group and be part of the group for at least one month prior to the nomination period.
- 7.6. Candidates must be in good standing with the University of Toronto (not under Probation of any kind).
- 7.7. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 7.8. 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. Alternatively, two candidates may share the position.
- 7.9. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

8. Article Eight – Finances

- 8.1. All finance policies shall be consistent with UofT's requirements.
- 8.2. The President, Vice President, and Marketing, Events and Communications Director shall be the signing officers for the account.
- 8.3. The President and Vice President shall keep an active record of income and expenses, including keeping all receipts.
- 8.4. The President and Vice President shall present the group's updates on the group's financial position at semi-annual General Meetings.
- 8.5. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 8.6. Only executive members are able to request reimbursement and only after the expense has been approved by the executive committee.
- 8.7. All requests for reimbursement must be accompanied by a purchase receipt with date, company name, items bought, and the name of the executive requesting reimbursement.
- 8.8. The President and Vice President of the UTFL shall be responsible for the preparation of an annual budget.
- 8.9. Approval of an annual budget shall be considered at or before the first Executive Meeting called during the fall session.

- 8.10. All changes to the budget shall be discussed and voted upon by majority at an Executive Meeting.
- 8.11. Approval of additional activities and events outside of UTFLF budget will require a majority vote by the Executive Committee.
- 8.12. The group may not engage in activities that are essentially commercial in nature.
- 8.13. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.14. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 8.15. The group will not pay salaries to any of its officers.
- 8.16. If possible, unused funds from both budgetary surplus and projects will be used in total budget for the following year.

9. Article Nine – Meetings

- 9.1. The Executive Committee shall meet monthly at minimum. Standing agenda items for Executive Meetings shall be the group's annual activity plan, financial health, upcoming and current project details, and to propose or vote on constitutional amendments, if any, prior to being presented for a vote at the General Meeting (if deemed necessary).
- 9.2. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 9.3. 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, upcoming workshops/events/socials, financial health, and propose or vote on constitutional amendments.
- 9.4. The quorum of a General Meeting shall be one-third ($\frac{1}{3}$) of the UTFLF's General Members, one-half ($\frac{1}{2}$) of the UTFLF's executives, and the President or Vice President of the UTFLF.
- 9.5. It is the responsibility of the President and/or Vice President of the UTFLF to call all scheduled Executive Meetings, General Meetings and emergency meetings. Once called for, meetings are to be scheduled and organized by the President and/or Vice President.
- 9.6. Notice of Executive Meetings and emergency meetings must be given electronically and posted on the UTFLF group at least 48 hours prior to the time chosen for the meeting.
- 9.7. 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.
- 9.8. The President and/or Vice President of the UTFLF shall compile a meeting agenda to be discussed at all meetings.

- 9.9. Any executive may submit additions to the agenda until two hours prior to an Executive Meeting.
- 9.10. Any member may submit additions to the agenda at a General Meeting after all items on the agenda have been addressed, to be discussed upon approval by a simple majority.
- 9.11. Speaking rights at a meeting shall be granted to all members attending the Executive Meeting.
- 9.12. Speaking rights at a General Meeting shall be granted to all members of the UTFLL and any other person approved by a simple majority of a General Meeting.
- 9.13. Executive Meetings may form project committees/teams as needed for specific projects and ad-hoc work groups for other specific tasks that will dissolve once the task is completed.
- 9.14. Executive Members of the UTFLL have one vote in each decision at an Executive Meeting, and the President's vote will be the deciding vote in the event of a tie. In the case that a single person obtains two positions on the Executive Committee, that person may only have one vote in the decision.
- 9.15. Each member of the UTFLL has one vote in each decision at a General Meeting, with the exception of non-UofT students.
- 9.16. Binding decisions of an Executive Meeting can only be made where a quorum is present. Executive Meetings can still take place for informational purposes if quorum is not present.
- 9.17. Binding decisions of a General Meeting can only be made when a quorum is present. General Meetings can still take place for informational purposes if a quorum is not present. Decisions at a General Meeting shall be approved by a simple majority of the voting members at a GM where a quorum is present.

10. Article Ten - Termination of Membership

- 10.1. 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. This includes:
 - 10.1.1. Non-disclosure of a significant or continuing conflict of interest;
 - 10.1.2. Unreasonable dereliction of duties or responsibilities, discrimination; harassment or abuse of any member of the UTFLL based on race, national or ethnic origin, colour, religion, sex, age, gender, sexual orientation, or socioeconomic status;
 - 10.1.3. Unreasonable and unapproved activities performed on behalf of the UTFLL; and

- 10.1.4. Executives that miss more than two consecutive Executive Meetings without reasonable notice.
- 10.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 10.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 10.4. Executives will be automatically recalled without a recall vote if they become ineligible to hold the position by failing to meet any of the position requirements as outlined by the definition of the position and/or eligibility requirements.
- 10.5. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 10.6. 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.
- 10.7. 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.
- 10.8. Executive Committee members are subject to the same termination of membership process as general members.

11. Article Eleven – Amendments

- 11.1. All constitutional amendments shall require a two-thirds ($\frac{2}{3}$) majority vote to be passed at a General Meeting. The agenda for this meeting must explicitly state the Constitution amendments that will be discussed, as well as specific issues with the Constitution.
- 11.2. All voting members may propose and vote on amendments to the constitution.
- 11.3. The full text of such an amendment must be provided to all members of the Executive Committee not less than three (3) days prior to a meeting called for its approval.
- 11.4. 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.
- 11.5. 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.