

Constitution of “University of Toronto Institute of Transportation Engineers Student Branch”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Institute of Transportation Engineers Student Branch”
- 1.2. The official acronym or abbreviation of the group is “UT-ITE SB”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to promote transportation to the university community, acquaint students with topics of interest in transportation and traffic engineering through talks and activities, and make connections with the broader ITE community.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Membership will be open to all registered student members of the University without restriction on the grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination.
- 2.3. Voting membership is open to all registered students of the University of Toronto.
- 2.4. Voting membership is open only to registered students of the University of Toronto.
- 2.5. Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination.
- 2.6. The membership is free.

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.

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 four (4) voting members.
- 4.3. Executive members with voting privileges shall be currently registered students¹ of the University of Toronto.

- 4.4. Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent
- 4.5. (10%) of the full executive body, 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.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Hold signing and financial authority,
- 5.1.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.3. Oversee the operations, management, and success of the group,
- 5.1.4. Serve as spokesperson for the group,
- 5.1.5. Hold signing and financial authority along with the Treasurer,
- 5.1.6. Preside over meetings of the Executive Committee and/or members,
- 5.1.7. Ensure a transition of office from one year to the next.

5.2. The Vice President shall:

- 5.2.1. Assist the president in planning and organization tasks,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.4. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.5. Help organize and plan academic and social events as needed,
- 5.2.6. Coordinate organizational recruitment efforts.

5.3. The Administrative Officer/Secretary shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Conduct administrative tasks as needed, including communication, booking of equipment, amenities, and places,
- 5.3.4. Help organize academic and social events as needed,
- 5.3.5. Maintain the group website and member contact list,
- 5.3.6. Record notes and motions for meetings,
- 5.3.7. Notify all members of general meetings.

5.4. The Financial Officer/Treasurer shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Apply for financial support and grants as needed,
- 5.4.4. Hold signing and financial authority along with the President,
- 5.4.5. Maintain a budget of income and expenses,
- 5.4.6. Advise members on financial position of the group,
- 5.4.7. Prepare an annual budget for the group.

6. Article Six – Elections

- 6.1. The organization will conduct itself in an open, accessible, and democratic manner.
- 6.2. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.3. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.4. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.5. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.7. 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.
- 6.8. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

- 7.1. The Financial Officer/Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. 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, financial health, and propose or vote on constitutional amendments.
- 8.3. 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. Article Nine - Termination of Membership

- 9.1. 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, including non-disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. 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.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. 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.
- 10.4. 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.