

Constitution of “University of Toronto Accessibility Awareness Club/ U-TAAC”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Accessibility Awareness Club”
- 1.2. The official acronym or abbreviation of the group is “U-TAAC”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to foster monthly discussions on disability issues and form a community of disability student advocates.

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 membership fee will be \$0 per year.

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 8 voting members.
- 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 amount 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.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.
- 5.1.7. Plan events and meetings
- 5.1.8. Foster & maintain collaborations with Accessibility Services, other registered clubs, non-profit organizations and University staff for programs, projects and events.

5.2. The Vice-President shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts.
- 5.2.5. Assist the president in planning events and meetings. Preside over executive meetings as well as general meetings and hosting events.
- 5.2.6. Foster & maintain collaborations with Accessibility Services, other registered clubs, non-profit organizations and University staff for programs, projects and events.

5.3. The 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. Maintain the group website and member contact list,
- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Notify all members of general meetings, events and socials
- 5.3.6. Handle official correspondence of the organization
- 5.3.7. Create and send forms to determine availability and member participation in the forming and voting on monthly topics.

5.4. The 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. Hold signing and financial authority along with the President,
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group.

5.5. **The Social Media Coordinator Shall:**

- 5.5.1. Design, post and organize all social media posts
- 5.5.2. Maintain engagement as well as outreach for new members
- 5.5.3. Keep members updated on recent events and club activities

5.6. **The Online Editor Shall:**

- 5.6.1. Manage and maintain the club's website
- 5.6.2. Create and publish blog posts frequently to update members on events and meetings
- 5.6.3. Inform fellow executives of new collaborations and those who reach out using the contact form.

6. **Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. Candidates running for head executive positions (President, Vice President) must have been a long-time regular member of the club, **at least 8 months**, and **held a junior executive position before running**.
- 6.9. Candidates running for junior executive positions (secretary, online editor, social media coordinator) must have been a regular member for **at least 4 months** and **must have experience** in a similar role.
- 6.10. **Caveat:** Unless the junior executive role has remained vacant for a month and the executive team needs the position to be filled, current and new/non-members are free to apply for the position, as long as they align with the vision of the club and have the necessary experience.
- 6.11. **In the case of a vacancy of the Presidential/Head Executive role:**
 - 6.11.1. If there is a Vice-President, the VP will assume the President position.
 - 6.11.2. If there is no VP, former and current executives may run for the position role and the position they originally ran for may be shifted over to the next runner up or be open for applications.
 - 6.11.3. If the VP is Vacant the President will assume their duties.

- 6.12. The Head Executive/Secretary shall provide each voting U of T registered student an electronic ballot on voting dates and ask the student to submit their ballot via google form.
- 6.13. Should a tie happen, an executive will cast their ballot and seal in an envelope before voting. When it comes to a tie, that will be open and will be included in the poll to break the tie. The candidate with the most votes shall be elected to the position.
- 6.14. Term of executive positions shall be from May 1st to April 30th.
- 6.15. The summer term is reserved for executives to plan out the future term and host light socials with their members to gain engagement and new membership.

7. Article Seven – Finances

- 7.1. The 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 bi-weekly. 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.
- 8.4. Throughout the academic school year, there should be at least (6) general monthly meetings (2) socials and (1) yearly conference.
- 8.5. Socials are used for members to engage and interact
- 8.6. Conferences are used to promote engagement, collaboration and awareness on campus.
- 8.7. Monthly meetings are to foster engagement, interaction and spreading awareness of disability issues.

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.