

Constitution of Youreka Toronto

Article 1: Name and Purpose

- 1.1 : The name of the organization shall be Youreka Toronto,
- 1.2 : This document serves as the constitution of the Youreka Toronto,
- 1.3 : This organization's first duty is to its members, students, team, and undergraduate students at the University of Toronto,
- 1.4 : This organization's second duty is to its role as a chapter of Youreka Canada and an active club within the University of Toronto and University of Toronto's Students' Union,
- 1.5 The organization formally exists as a student group under the University of Toronto and Students' Union.

Article 2: Objectives

- 2.1 : The objectives of Youreka Toronto shall be:
1. To bring University of Toronto students who have a passion for sciences and research together with faculty at the University of Toronto to create large-scale, scientifically valid, bioinformatics projects relevant to human/environmental health or sciences.
 2. To jointly complete projects relevant to the research interest of the University of Toronto faculty and bring said projects to publication in a variety of student-run and academic research journals
 3. To provide University of Toronto students the opportunity to learn new skills in statistical research techniques, while completing scientifically valid projects.
 4. To provide Undergraduate University of Toronto students the opportunity to mentor passionate high school students as they go through the Youreka Toronto Program, helping them complete the program and facilitating the transfer of knowledge
 5. To organize a year end symposium showcasing the work of students who have completed the Youreka Toronto mentorship program, in order to give members, the opportunity to develop key skills in scientific communication

7. To curate a network of Youreka Toronto alumni as a way for students to share information relevant to advances in scientific research and career development.

Article 3: Membership

3.1 All University of Toronto students are eligible to be members of Youreka Toronto.

3.2 The membership fee will be \$0.00 per year
The membership year begins September 1 and lasts until August 31.

3.3 Any and all members in good standing are entitled to:

- a. Receive notice of Youreka Toronto events, meetings, and activities;
- b. Attend any Youreka Toronto meetings, events, and activities;
- c. Speak at any Youreka Toronto meeting;
- d. Vote at any General Meeting of Youreka Toronto; and
- e. Be eligible to serve on the Youreka Toronto Executive Council.

3.4.1 Any member may resign their membership with the club by sending or delivering written notice to the President of the club.

3.4.2 The Youreka Executive may deem a member not in good standing, if they

- a. Fail to abide by the club's Constitution;
- b. Violate the University of Toronto or Students' Union guidelines;
- c. Fail to abide by Youreka Toronto professional standards and policies at official Youreka Toronto events, meetings, and activities; or
- d. Harmed the reputation, function, or unity of the club through deliberate action or inaction.
- e. Fail to perform any duties; or
- f. Fail to complete duties in a timely fashion.

3.4.3 The following strike system will be used to enforce a member's good standing and reprimand offenses:

Strike 1: A warning will be prescribed to the offender;

Strike 2: The member will not be able to run for an executive position;

Strike 3: The Executive Council will convene to vote on termination from the club.

3.4.4 The Youreka Toronto Executive may request that the Coordinator, Student Organizations and/or the University of Toronto Student Conduct Office recommend the removal of a member if they have:

1. Failed to abide by the club's Constitution;

2. Violated Students' Union or university policy at a club meeting or event;
3. Failed to abide by Youreka Toronto professional standards and policies at official Youreka Toronto events, meetings, and activities; or
4. Harmed the reputation, function, or unity of the club through deliberate action or inaction.

Article 4 - Structure

4.1 Youreka Toronto shall be governed by an Executive Council, which is responsible for managing the affairs of the club.

4.1.2 The powers and duties of the Executive Council shall include:

1. Promoting the objectives of the club as outlined in the constitution;
 2. Promoting membership in the club;
 3. Approving an annual budget for the club;
 4. Maintaining all accounts and financial records of the club;
 5. Paying all expenses for operating and managing the club;
 6. Making policies, rules and procedures for managing and operating the club;
- and
7. Strategic planning.

4.1.3 The Executive Council shall be composed of five Executives elected at the Youreka Toronto AGM, (see section 6.2).

1. Nominations must be received in writing at least one week in advance of the AGM; 2. A Chief Returning Officer (CRO) will be appointed by the outgoing president to oversee all duties involved with elections. They may not be a current executive and may not run or vote in the election;
3. Unchallenged positions will be acclaimed without a vote;
4. Contested positions will be determined by an anonymous written ballot with winners being elected if they receive a majority of votes; and,
5. Written election appeals will be reviewed by the CRO within one week at which time a special meeting may be called to re-do the ballot for the contested position only if evidence of vote tampering is found.

4.1.4 An Executive may resign from office by giving two weeks' notice in writing.

4.1.5 The removal of an executive member for conduct-related complaints must be recommended by the Coordinator, Student Organizations and/or the University of Toronto Student Conduct Office.

4.1.6 The Youreka Toronto Executive may request that the Coordinator, Student Organizations and/or the University of Toronto Student Conduct Office recommend the removal of an Executive for any of the reasons listed in Article 3.4.3. or if they have:

- a. Demonstrated an ongoing conflict of interest that cannot be resolved; or b. Been absent at three consecutive Executive Council meetings without a valid excuse.

4.1.7 If there is any vacancy on the Executive Council, the other Executives may appoint a member in good standing to fill the vacancy for the remainder of the term.

4.1.8 The term of office for Executives shall be June 15 to June 14.

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

4.1.10 All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.1.11 Non-voting members may hold only non-voting positions on the Executive Committee.

4.1.12 Non-voting group members shall not be eligible to cast a ballot for any elected position.

4.1.13 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.

4.1.14 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.1.15 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.

4.1.16 The elections must be held in an unbiased manner.

4.1.17 The nominee winning the majority of votes cast in the election for each position shall be deemed the executive for the upcoming term.

4.2 The annual fiscal year shall be from June 15 to June 14.

4.3 Financial structure

- a. A group bank account must be established every year, with the VP of Finance and President as the two co-signing authorities.

- a. No cash withdrawals are permitted from the group account. Group issued cheque

is the only form of payment out of this account.

- b. Any purchase on behalf of Youreka Toronto by a member must be pre-approved for all costs by the executive council to be eligible for reimbursement.
 - a. All reimbursement must be through a group issued cheque, signed by both co-signing authorities.
- c. All physical and electronic financial records must be kept for 6 years beyond the current fiscal year.

Article 5 - Officers and Duties

5.1 The Executive Council shall be composed of the following Executive offices:

- a. President;
- b. Senior Vice President;
- c. 2 Co-Vice Presidents of Academics;
- d. Vice President of Finance;
- e. Vice President of Events; and
- f. Vice President of External Affairs;
- g. 2 Co-Vice Presidents of Marketing Outreach;
- h. Vice President of Internal Affairs;

5.2.1 The President shall be responsible for:

- a. Supervising the affairs of the Executive Council;
- b. Presiding over all club meetings including the AGM;
- c. Completing annual reporting requirements in conjunction with the Vice President of Finance;
- d. Ensuring that the club is compliant with its own rules and the rules of third-party organizations;
- e. Being responsible for, and a co-signing authority for all club financial matters;
- f. Transitioning their elected successor; and
- g. Carrying out other duties as assigned by the Executive Council.

5.2.2 The Senior Vice President shall be responsible for:

- a. Assisting the President in all roles assigned there in;
- b. Overtaking the role of the President in their absence;
- c. Assisting with maintaining member accountability;
- d. Assisting all Vice Presidents in the execution of their offices, as required;
- e. Transitioning their elected successor; and
- f. Carrying out other duties as assigned by the Executive Council.

5.2.3 The Vice President of Finance shall be responsible for:

- a. Collecting all monies from their respective sources;
- b. Acquiring additional funding to expand operations;
- c. Authorizing expenses with integrity;
- d. Presenting a monthly budget update at executive meetings, with any amendments to the pre-approved yearly budget up for a vote, as necessary;
- e. Reimbursing members when required;
- f. Transitioning their elected successor; and
- g. Carrying out other duties as assigned by the Executive Council.

5.2.4 The Co-Vice Presidents of Academics shall be jointly responsible for:

- a. Creating all required teaching and supplementation materials;
- b. Keeping members accountable of their academic duties and timelines;
- c. Teaching all the curriculum in a timely manner;
- d. Transitioning their elected successor; and
- e. Carrying out other duties as assigned by the Executive Council.

5.2.5 The Vice President of Events shall be responsible for:

- a. Planning all events to be hosted by the club;
- b. Leading the execution of all events to be hosted by the club;
- c. Leading a subcommittee of officers to help fulfill the duties of the office;
- d. Transitioning their elected successor; and
- e. Carrying out other duties as assigned by the Executive Council.

5.2.6 The Vice President of External Affairs shall be responsible for:

- a. Coordinating strategic partnerships with community partners on behalf of the chapter;
- b. Creating a marketing strategy to grow the club brand;
- c. Communicating with third parties related to university's faculty and external organizations to further club objectives;
- d. Managing public relations and maintaining communication with students throughout the program;
- e. Leading a subcommittee of officers to help fulfill the duties of the office;
- f. Transitioning their elected successor; and
- g. Carrying out other duties as assigned by the Executive Council.

5.2.8 The Co-Vice Presidents of Marketing Outreach shall be responsible for:

- a. Designing club logos, graphics, and other materials necessary for a brand image;
- b. Arranging for photography and videography for events or marketing;
- c. Creating a marketing strategy to grow the club brand;
- d. Communicating with third parties related to high-school students to further club objectives;
- e. Managing public relations
- f. Creating press releases and managing media outreach;

- g. Leading a subcommittee of officers to help fulfill the duties of the office;
- h. Transitioning their elected successor; and
- i. Carrying out other duties as assigned by the Executive Council.

5.2.9 The Vice President Internal Affairs shall be responsible for:

- a. Preparing and sending out meeting notices, as well as publishing meeting notes;
- b. Leading the interview process for program positions for high-school and undergraduate students;
- c. Ensuring that all internal documents (volunteer agreement, program specifications and expectations) from all members are registered and recorded.;
- d. Responsible for room bookings for club meetings and the Youreka Program;
- e. Creating press releases and managing media outreach;
- f. Transitioning their elected successor; and
- g. Carrying out other duties as assigned by the Executive Council.

5.3 All executive positions shall be filled via the electoral process defined in Article 6, excluding the Co-Vice Presidencies of Academics.

5.4 The Co-Vice Presidents of Academics shall be appointed by the elected Executive Council at their discretion.

5.5 Executive Transitions shall begin immediately following the Annual General Meeting and will include:

- a. The transition period will span one calendar month;
- b. Outgoing Executives are responsible for ensuring incoming Executives have UTORids and administrative privileges on the Student Organization portal, access to club emails, bank accounts, and social media accounts, and all relevant club documents; and
- c. Outgoing executives are responsible for all end-of-year responsibilities to the Students' Union.

5.6 The Executive Council may erect subcommittees to be populated by appointed Officers to aid in the fulfillment of the duties of any Executive offices or organizational duties, at their own discretion.

Article 6 - Meetings

6.1 Executive Council Meetings

6.1.1 The Executive Council shall meet for the purpose of managing the operations and affairs of the club as detailed in Article 4.

6.1.2 The Executive Council shall meet weekly or bi-weekly as called by the President.

6.1.3 The President shall call Special Meetings of the Executive Council if any two Executives make a request in writing stating the intended business of the meeting.

6.1.4 Five business days' notice shall be required for all Executive Council meetings, unless the Executive Council unanimously agrees to waive the notice requirement.

6.1.5 Quorum for Executive Council meetings shall be a majority of Executives.

6.1.6 Each Executive member has one vote. The President does not have a second vote in the case of a tie vote. A tie vote means the motion is defeated.

6.1.7 Meetings of the Executive Council shall be open to club members, however, only Executives may vote and members may only participate in discussion when invited to do so by the Board.

6.2 Annual General Meeting

6.2.1 The Executive Council shall call an Annual General Meeting no later than May 31 of each year for the purposes of:

1. Electing Executive Council members;
2. Providing a report of the club's activities;
3. Reviewing the club's financial statements up to date;
4. Approving amendments to this Constitution; and
5. Considering other matters specified in the meeting notice.

6.2.2 Notice for the Annual General Meeting shall be provided to all club members at least 14 days before the Annual General Meeting. This notice shall state the time, date and location of the meeting, and the agenda for the meeting.

6.2.3 Quorum for the Annual General Meeting shall be 10% of club members.

6.2.4 Every member of the club has one vote. The President does not have a second vote in the case of a tie vote. A tie vote means the motion is defeated. Votes by proxy are not permitted.

6.2.5 Annual General Meetings shall be open to the public.

6.2.6 A majority of members present shall decide each issue, with the exception of constitutional amendments, which require a special-majority approval (two-thirds of members voting in favor).

6.3 Regular Meetings

6.3.1 Regular weekly meetings to conduct activities and practices aimed towards completing the objectives of the club and the progress of the team;

6.3.2 Regular meetings are to be attended by all club officials;

6.3.4 Special meetings can be called by the President, Vice President or any two executives to deal with specific business;

6.3.5 Five business days' notice shall be required for any non-scheduled special meetings, unless the majority (50% + 1) and a majority of executives agree to waive the notice requirement;

Article 7 - Constitutional Amendments

7.1 This Constitution may be amended or repealed at any Annual General Meeting.

7.2 7 days' notice for the Annual General Meeting must include details of the proposed resolution to change the Constitution.

7.2.1 Any proposed resolution to change the Constitution must be sent to the President at least 8 days before the Annual General Meeting, who will send out the 7 days' notice for the Annual General Meeting and include the details of said resolution.

7.2.2 Constitutional amendments must be introduced at the start of the Annual General Meeting, in writing, and must explicitly state the precedent for such a change.

7.3 Changes to this constitution shall require approval by two-thirds of members present at an Annual General Meeting.

7.4 The amended Constitution shall take effect after approval at the Annual General Meeting.

7.4.1 The constitutional amendments shall be voted on before the election of the executive committee.

Article 8 - Dissolution

8.1 The club shall not pay any dividends or distribute its property among its members.

8.2 If the club is dissolved, any funds or assets remaining after paying debts are to be returned to the parent organization, Youreka Canada. If the parent organization is dissolved as a whole, all remaining funds or assets are to be paid to a non-profit organization with objectives similar to those of Youreka Toronto.

8.3 Members are to select the organization to receive the assets by a two-thirds majority at an Annual General Meeting. At no time shall any members receive any assets of the club.