

Robogals University of Toronto Constitution

1. Preamble

The name of the Association shall be “Robogals: University of Toronto Student Chapter”. The Chapter established at the University of Toronto as a student organization will be known as “Robogals UToronto”, or abbreviated as “UofT Robogals”.

2. Objectives

The purposes for which Robogals University of Toronto exist are:

1. To engage female elementary school students in science, engineering and technology topics from a young age, with the intention of ultimately increasing female enrolment in engineering and science courses at universities;
2. To allow university students to engage with and have a positive impact on younger students through mentoring and knowledge transfer; and
3. To provide leadership opportunities for university students.

These purposes are primarily achieved through:

1. Directly engaging female pre-university students with visits from university students centered on science and engineering-related activities that are both fun and educational;
2. Having university students plan and lead workshops to develop their leadership skills;
3. Increasing Toronto schools’ awareness of engineering and technology events, competitions and other such projects aimed at this demographic; and
4. Creating events and other projects which promote science, engineering and technology to this demographic.
5. Working with other local groups and events oriented around the younger demographic to provide engaging and educational workshops to enhance their events with hands-on experiences.

3. Membership

3.1 Eligibility

Any person who has not been banned from the Association, and meets one of the following criteria, is eligible to be a member of the Association:

- a) A current University of Toronto student;
- b) A current University of Toronto staff member;
- c) A former member of the Executive who is also a member of the University of Toronto community (student, staff, alumni); or
- d) Any person who has been granted life membership by two-thirds vote of the Executive and is also a member of the University of Toronto community (student, staff, alumni).

3.2 Commencement of membership

Any person who:

- meets the eligibility for membership; and
- wishes to become a member by their own free choice

may join the Association by informing the President, or any Executive who may then inform the President, who must update the current list of membership accordingly.

3.3 Cessation of membership

A member of the Association may leave at any time by informing the President, or any Executive who may then inform the President, who must update the list of membership accordingly. If this member is on the Executive team, they must inform the President at least two weeks in advance in order to plan for a transition to replace their role.

3.4 Revocation of membership

1. Any person who is not eligible for membership, or who was previously eligible for membership but no longer meets the necessary criteria (for example, by graduating from university), shall have their membership revoked, effective from the date when they ceased to meet the eligibility criteria.
2. Any member who undertakes actions detrimental or potentially detrimental to the Association or otherwise demonstrates serious misconduct may have their membership revoked and be banned from future membership by a two-thirds (2/3) vote of the Executive, with the right to appeal the decision before the general membership; the majority vote by the general membership will determine the status of the membership. A Notice of

Removal must be issued to the member in question within 48 hours of the final decision, but the former member will have the right to defend their actions and appeal again to the general membership after 30 days of their last appeal.

3.5 Register of members

The President shall keep a Register of Members. The Register shall contain the following details of each member (subject to any applicable privacy legislation):

- a) Full name;
- b) Email address (if member chooses to supply one);
- c) Mobile number or phone number (if member chooses to supply one);
- d) University program (if applicable);
- e) Graduation year (if applicable); and
- f) Membership eligibility class, which is one or more of:
 - i. university student;
 - ii. university staff;
 - iii. former member of the Executive; and/or
 - iv. life member.

The Register of Members, with email addresses and phone numbers censored, may be inspected by any Member of the Association who makes a written request to the President. The President must facilitate the inspection of the Register within seven (7) days of receiving the request.

3.6 Membership fees

No joining fee or subscription is payable for membership of the Association.

4. Structure

4.1 Executive

The Robogals Executive is the highest decision-making body of the Association, and is comprised of the following six positions, as defined later in section 5.1:

- a) President (2);
- b) Vice President Finance;
- c) Vice President Training (2);
- d) Vice President External Affairs
- e) Vice President Outreach; and
- f) Vice President Marketing.

4.2 Election of officeholders

1. All officers shall serve one-year terms. There is no restriction on the number of consecutive terms that may be served by any one person.
2. Elections shall take place annually at the Annual General Meeting.
3. Elections at the Annual General Meeting are by silent ballot, and shall be counted by a person appointed by the Executive. This person shall be impartial to all candidates.
4. Elections outside the Annual General Meeting are by show of hands at an appropriate meeting. However, if a show of hands is deemed to be inappropriate, a silent ballot can be taken and counted by a person appointed by the Executive. This person shall be impartial to all candidates.
5. Applications are to be emailed to Members of the Association by the President no later than four weeks prior to the Annual General Meeting.
6. The office of President shall be elected by a majority vote of Members present at the Annual General Meeting. In preparation for a tie, the vote counter 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 the office of President, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie or two Presidents may be appointed.
7. All positions on the Executive Team are elected by a majority vote of Members present at the Annual General Meeting. In preparation for a tie, the vote counter 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.

8. All other positions on the Committee, except Founder, shall be elected by a majority vote of the Members present at the Annual General Meeting. In preparation for a tie, the vote counter 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.
9. Any office which is vacant following the Annual General Meeting due to there being no nominations for that office, or is vacated for any reason, or is held by a temporary officeholder, may be voted on at any appropriate Committee meeting or Executive meeting in the future, depending on whether that office is elected by the Committee or the Executive. Nominations must be received no later than 24 hours prior to the meeting. All rules regarding election of officeholders still apply.
10. A single person may not hold more than one Executive position. A person may apply to multiple Executive positions, and if elected to more than one, must choose which position to take.

If any Member believes that there has been a lack of proper procedure and/or integrity in any election, they may dispute the election result through a talk with the whole Executive team, primarily the President(s).

5. Officers of Duties

5.1 Roles and Responsibilities

President (2)

- Manages the executive team
- Creates timeline and goals for the year
- Conducts regular meetings and sets expectations
- Determines time and venue for meetings and writes up meeting agendas
- Empowers and keeps track of all executive members
- Responsible for co-signing for club financial transaction along with VP Finance
- Represents Robogals University of Toronto both locally and internationally
- Coordinates executive application processes
- Compile the Annual Report

VP Finance

- Keeps accurate bookkeeping of all income and expenditure

- Provides a budget and tracks all financial activities within Robogals University of Toronto
- Responsible for co-signing for club financial transaction along with President
- Ensures legal compliance
- Takes minutes at meetings
- Prepare the annual report required by SU
- Forward SU messages and events to the executive team

VP Training (2)

- Design and update lessons
- Responsible for recruiting volunteers for workshops
- Create form for volunteer recruitment
- Manages all volunteers' contact information
- Teach volunteers to teach other volunteers and students.
- Book rooms for volunteer training sessions.
- Formulate an itinerary for workshops
- Prepare materials required for workshops
- Collect feedback from volunteers about the lessons/teaching
- Give clear instructions to volunteers about the logistics of events
- Prepare and send out emails regarding workshops
- Track volunteer hours for CCR purposes

VP Outreach

- Establishes and maintains relationships with schools and community workshop venues
- Keeps detailed records of all communications with schools and workshop venues, including but not limited to, emails, phone calls, letters and in-person visits
- Get feedback from teachers, parents, and school students
- Organizes date, time, and venue of workshops

VP External Affairs

- Seeks, establishes and maintains relationships with partner organizations
- Works together with partner organizations to enhance the ability of Robogals University of Toronto to pursue its purpose
- Seeks, establishes and maintains relationships with volunteers and general members to secure a reliable team of participants.
- Working with VP Finance to apply for grants and awards

VP Marketing

- Undertakes marketing activities to recruit new members
- Manages all social media
- Designs posters and advertisement for future events

- Emails members general information
- Gets publicity for Robogals in a range of publications
- Checks articles about Robogals for factual errors prior to publication
- Responsible for booking tables to promote and recruit during Clubs Week
- Ensures that Robogals is presented in a positive light at all times

5.2 Handover of office

A new officeholder commences their role, and the outgoing office holder ceases it, from the moment that the Annual General Meeting finishes (if elected at the Annual General Meeting) or from the moment that a successful election takes place (if elected outside the Annual General Meeting).

5.3 Vacancy of office

1. A person ceases to be an officer if:
 - a) the President receives a resignation in writing from that person;
 - b) the person is dismissed from office by a two-thirds (2/3) vote of the Executive. The member up for removal shall have the right to defend his/her actions, and the right to an appeal before the general membership, and the majority vote of the general membership determine the status of the Officer.
 - c) In the situation where the President is removed or resigns, the Executive team will decide on which VP will take his/her place in the interim until the next election cycle. All other officers will be nominated by the membership and voted on in accordance to Rule 4.2 at the next meeting. In this case, the victor will take office immediately following election and will fulfill the term of the officer that he or she is replacing.
2. When an office becomes vacant, the Executive may appoint another member to that position temporarily, until another member is elected to the position.
3. The office of Founder cannot be vacated.

5.4 Responsibilities of officers

1. Each officer has a responsibility to act consistent with the Purposes of the Association, and act in the best interests of the Association, even when these may conflict with their own interests.
2. Each officer shall take responsibility for all aspects of their portfolio, and is accountable to the Executive, as the governing body of the Association.

3. No officer has the capacity to incur liabilities on behalf of the Association without prior approval of the Executive.
4. Each officer is expected to attend as many Committee meetings as possible, and if in an Executive position, to attend as many Executive meetings as possible.

5.5 Public Officer

One of the Presidents shall be the Public Officer of the Association.

6. Meetings

6.1 Annual General Meeting

1. The Annual General Meeting must be held no earlier than seven (7) days after the commencement of Semester 1, and must be held no later than three weeks before the end of Semester 2. It must be held on a day when classes are taking place.
2. The President or Executive team must send, by email, a *Notice of Annual General Meeting* to all Members of the Association and make a public announcement to the University of Toronto community no later than seven (7) days prior to the Annual General Meeting. The Notice must include: the date, time and venue of the meeting. The Notice may also be displayed on prominent notice boards at the University, if practicable.
3. Financial reports for the previous financial year must be compiled and described by the VP Finance to the Executive Board during Annual General Meeting.
4. The Annual General Meeting must be held at a location at the University of Toronto which is generally accessible to students and able to accommodate the expected number of attendees.
5. Two days prior to the meeting, the Executive team and President must review all applications received to check that the person applied is eligible to hold the office that they have been applied for.

A list of applications shall be compiled in preparation for the meeting.

6.2 Procedure of the Annual General Meeting

1. President(s) makes a brief opening speech.

2. Previous year's financial statements

- a.** The VP Finance shall present the following documents to the meeting:
 - i.** An income statement for the previous financial year.
 - ii.** A balance sheet as at the end of the last financial year.
 - iii.** If applicable, details of any loans outstanding at the end of the last financial year.
 - iv.** Any other notes or information to complement the financial statements.
- b.** The floor may ask questions to the Committee regarding the financial statements and regarding the Association's expenditure.
- c.** The VP Finance shall propose a motion, "that the financial statements presented at this meeting give a true and fair view of the financial position of Robogals University of Toronto during and at the end of its last financial year"
- d.** If the motion is passed by at least two-thirds (2/3) of Members present, the financial statements are approved. If the motion is not passed, the Annual General Meeting must be postponed to a later date, and the discrepancies in the financial statements resolved in the meantime.

1. Election of new officeholders

Appointment of vote counter

- a.** The President shall announce who has been appointed as the vote counter.

Announcement of candidates

- a.** The President shall announce to the meeting, all applicants which were accepted for each position.
- b.** The President shall announce to the meeting, all applicants which were rejected on the basis that they were not members in good standing or did not meet the requirement of being a Member for at least one month prior to the nomination period
- c.** The President shall ask if any Members wish to challenge the acceptance/rejection of any applications. If so, each side may present their argument, with reference to this Constitution. The dispute can be reopened after the meeting, a re-vote shall take place in the next meeting.

Election of President

- a. Each candidate for President may speak to the meeting for a length of time allotted by the previous President. The length of time allotted must be the same for every candidate.
- b. The Members of the Association shall vote for the incoming President by silent ballot.
- c. The vote counter shall announce the result to the meeting.
 - i. In preparation for a tie, the vote counter 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.
 - ii. The vote counter shall announce the result to the meeting.

Election of Executive

- a. For each executive position:
 - iii. The Members of the Association shall vote for the position.
 - iv. In preparation for a tie, the vote counter 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.
 - v. The vote counter shall announce the result to the meeting.
 - vi. If someone is elected to more than one Executive position, they must choose which one they would like to take. The position not taken is re-voted upon, with that person removed from the candidates.
- b. The outgoing President congratulates the new Committee on being elected.

2. Handover of documents

The outgoing Committee hands over all relevant documents and other items to the incoming Committee. This includes computer files and items including cheque books, deposit books and debit cards.

3. General business

The floor is open to questions. Questions can be asked of both the outgoing and incoming Committees.

4. Wrap-up

The outgoing President makes a brief closing speech. The new officeholders are effective from the moment the meeting closes.

5. After the Annual General Meeting

The President must complete the annual report and submit it to the Students Union.

The incoming and outgoing Executive team and President arrange mutually agreeable times to do the following, no later than fourteen (14) days following the Annual General Meeting:

- a. Hand over bank account authority. The incoming President, incoming Executive team, outgoing President and outgoing Executive team all need to be present to do this.

6.3 Executive Meetings

1. An Executive meeting shall be held at least once every two weeks during Semester 1 and Semester 2.
2. As far as practicable, meeting times shall be scheduled to be as convenient as possible for all attendees.
3. Meetings must be held at a location at the University of Toronto which is generally accessible to students and able to accommodate the expected number of attendees.
4. Rule 6.3.2 does not apply if, in the case of an Executive meeting, at least two-thirds (2/3) of Executive members agree to hold the meeting elsewhere.
5. In accordance with the above rules, the President shall choose a time and venue for meetings and notify all relevant persons.
6. Motions passed at an Executive meeting are not valid if less than half of the Executive is present.
7. Minutes of any meetings must be made available to all meeting attendees within seven (7) days of completion of the meeting.

6.4 General Meetings

1. The Executive may call a General Meeting at any time.
2. All Members of the Association are able to participate in, and vote at, a General Meeting.

3. The President must send, by email, a *Notice of General Meeting* to all Members of the Association no later than seven (7) days prior to the General Meeting. The Notice must include the date, time and venue of the meeting.
4. A General Meeting must be held at a location at the University of Toronto which is generally accessible to students and able to accommodate the expected number of attendees.

Members not present at a General Meeting are permitted to vote on any motions via the President as proxy, by submitting their vote in writing to the President at least four (4) hours prior to the meeting.

7. Finances

The VP Finance shall keep records of all income and expenses. The VP Finance shall present the group's financial health at the Annual General Meeting. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an Executive Meeting.

In accordance with the University of Toronto's Recognition Policy, Members of the Association:

1. May not engage in activities that are essentially commercial in nature, including providing goods and services at a profit when that profit is used for purposes other than those of the Association
2. In no event shall any members receive any assets of the club or be paid any salary by the Association.

8. Constitution Amendments

1. Amendments to the constitution shall be submitted by members of this organization to the Executive Board in writing for consideration.
2. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any vote on changes in the constitution.
3. Changes to this constitution shall require approval by two-thirds of members present at an Annual General Meeting.
4. The amended Constitution shall take effect after approval at the Annual General Meeting.

8. Dissolution

1. The club shall not pay any dividends or distribute its property among its members.
2. If the club is dissolved, any funds or assets remaining after paying debts are to be paid to Robogals Global.