

Constitution of “The Association of Korean-Canadian Scientists and Engineers at the University of Toronto (Student Chapter)”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “The Association of Korean-Canadian Scientists and Engineers at the University of Toronto (Student Chapter).”
- 1.2. The official acronym or abbreviation of the group is “AKCSE UofT.”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to foster friendship among members, to encourage and support more young Koreans to advance in science and technology field of mainstream society, and to contribute to development of science, technology, and industrial economics in Korea and Canada.

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, staff, faculty, and alumni in the Faculty of Science and Engineering of the University of Toronto.
- 2.3. 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.
- 2.4. The membership fee will be \$10 per year for Undergraduate Student Members and \$20 for Graduate Student Members. The membership fee will only be used for AKCSE activities.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.

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 at 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 Director of Finance,
- 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. Represent AKCSE at UofT,
- 5.1.8. Oversee all activities and events held on behalf of AKCSE at UofT.

5.2. The Vice President(s) shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties and responsibilities 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. Record notes and motions for meetings,
- 5.2.6. Maintain a list of group members and member contact list.

5.3. The Director of Finance shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Record all financial transactions of the group,
- 5.3.3. Hold signing and financial authority along with the President,
- 5.3.4. Maintain a budget of income and expenses,
- 5.3.5. Advise members on financial position of the group,
- 5.3.6. Prepare an annual budget for the group.
- 5.3.7. Be responsible of applying for funding to the AKCSE Headquarters and any potential organizations that provide monetary support,
- 5.3.8. Record all transactions made during preparations and events hosted by AKCSE by collecting receipts and proof of purpose for reimbursement.

5.4. The Director of Marketing shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Be responsible for creating marketing material such as posters, brochures, pamphlets, and tickets for all events,
- 5.4.3. Oversee online platforms and social media accounts,
- 5.4.4. Reach out to members and other organizations to promote AKCSE's events.

5.5. The Director of Outreach shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Be responsible for communicating with group members,
- 5.5.3. Create monthly newsletters to communicate if necessary,
- 5.5.4. Advise members on updates of group events.

5.6. The Director of Social Events shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Be responsible for gathering ideas for potential social events,
- 5.6.3. Advise and communicate with the Executive Committee about potential events,
- 5.6.4. Prepare and request needs for the social events.

5.7. The Director of Educational Events shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Be responsible for gathering ideas for potential educational events,
- 5.7.3. Advise and communicate with the Executive Committee about potential events,
- 5.7.4. Prepare and request needs for the educational events.

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.

7. Article Seven – Finances

- 7.1. The Director of Finance shall keep an active record of income and expenses.
- 7.2. The Director of Finance 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 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 provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.6. 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.