

Constitution of AstroTours

1. Article One – Name and Purpose

- 1.1.** The official name of the recognized student group is AstroTours.
- 1.2.** The official acronym or abbreviation of the group is “AstroTours”
- 1.3.** The purpose, objectives, mission and/or mandate of the organization is to educate and inspire members of the public about a wide range of fields within astronomy, including telescope instrumentation, spacecraft engineering, interpretations of astrophysical phenomena and theoretical predictions about our universe. AstroTours aims to reach a wide and varied audience by holding monthly talks given by graduate astronomy students. These talks are accessible to people of no science background and are followed by observing with the University of Toronto St George campus telescopes and a variety of interactive demonstrations on physics and astronomy concepts. The goal of AstroTours is to increase science literacy and offer everyone the opportunity to speak with researchers in the field of astronomy about everything from recent scientific developments to age-old existential questions.

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 September 30th to September 29th the following year.
- 4.2.** The Executive Committee shall be comprised of eleven (11) 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 number 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

The executive committee shall be comprised of eleven (11) elected officers:

- two (2) Co-Directors
- one (1) Volunteer Director
- one (1) Telescope Director
- one (1) Interactive Media Manager
- one (1) Refreshments Manager
- one (1) Website Manager
- one (1) Filmographer
- one (1) Social Media Manager
- two (2) Keynote Directors

5.1 The Co-Directors shall:

5.1.1. Be eligible to cast votes at meetings of the Executive Committee,

5.1.2. Maintain a budget of income and expenses,

5.1.3. Update the Department of Astronomy and Astrophysics on group activities,

5.1.4. Oversee the operations, management, and success of the group,

5.1.5. Maintain a budget of income and expenses

5.1.6. Ensure a transition of office from one year to the next.

5.1.7. Serve as spokesperson for the group,

5.1.8. For each month's tour:

- Organize the monthly lecture
- Organize, attend and give feedback for a practice lecture
- Book lecture hall
- Arrange advertisement for month events
- These responsibilities include:
 - Finding and emailing the speaker with instructions
 - Acquiring the speakers information and a high-resolution photo
 - Sending the speaker pre- and post-talk slides
 - Ensure there are enough feedback forms and print more if necessary
 - Optimizing advertising venues
 - Make and email Webmaster website slider image / Facebook image
 - Bring water, pointer and dongle for speaker
 - Bring cookies and feedback form box/pencils for audience
 - Doing an A/V test with the speaker
 - Giving the lecture introduction, moderating Q&A, closing remarks, post-talk instructions, post-talk moderation, quick talk headcount

- Email correspondence
- Answer emails from general members

5.2. The Volunteer Director shall:

- 5.2.1.** Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2.** Hold intermittent volunteer information sessions for new volunteers,
- 5.2.3.** For each month's tour:
 - Find volunteers by sending out emails and following up with individual
 - Ensure volunteers are trained.
 - Make sure that the ambassadors know where the feedback forms are
 - Set-up thank you dinner (in-person event)
 - Coordinate sign moving (in-person event)

5.3. The Telescope Director shall:

- 5.3.1.** Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2.** Act as a troubleshooter for telescope shows
- 5.3.3.** For each month's tour:
 - Help a volunteer presenter develop a telescope tour and coordinate a practice presentation
 - Design telescope tours
 - Help ensure telescope operators are trained (in-person event)
 - Find targets for telescope operators to look at (in-person event)

5.4. The Social Media Manager shall:

- 5.4.1** Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2.** For each month's tour:
 - Upload photos to the Facebook event
 - Update website at least two weeks prior to the talk
 - Advertise the event on Facebook, Instagram and Twitter

5.5. The Interactive Media Manager shall:

- 5.5.1.** Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2.** Managing the use of the World Wide Telescope software (in-person event),
- 5.5.3.** For each month's tour
 - Tell volunteers about plan for cloudy nights (Get projectors/computer and display stellarium in the domes) (in-person event)
 - Find a volunteer to set up and operate the softwares for demos
 - Train the volunteer to operate the software and explain how best to instruct others in its use

5.6. The Refreshments Manager shall:

- 5.6.1** Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2** For each month's tour:
 - Find a volunteer to assist with refreshments (in-person event)
 - Acquire refreshments prior to tour (in-person event)
 - Set up refreshments before tour, look after it during and pack up after (in-person event)
 - Provide cookies and water to the lecture hall (in-person event)
 - Fill out reimbursement forms for speaker meal (online event)

5.7. The Website Manager shall:

5.7.1. Be eligible to cast votes at meetings of the Executive Committee,

5.7.2. Maintain the website with up-to-date information on:

- Upcoming tour for the next month
- Future and past speakers
- About the organization
- Frequently Asked Questions

5.8. The Filmographer shall:

5.8.1. Be eligible to cast votes at meetings of the Executive Committee,

5.8.2 For each month's tour:

- Film the talk (in-person event)
- Assist with streaming the talk (online event)
- Upload talk video to youtube

5.9. The Keynote Director shall:

5.9.1. Be eligible to cast votes at meetings of the Executive Committee,

5.9.2. Organize the summer keynote event

5.9.3. Find and invite speaker for the event

5.9.4. Maintain a budget of income and expenses for the Keynote Event

5.9.5. Organize advertising room bookings for Keynote Events

5.9.6. Give the lecture introduction, moderate Q&A, give closing remarks, provide post-talk instructions

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 an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

7.1. The Co-Directors shall keep an active record of income and expenses for regular monthly events and the Earth Hour event.

7.2. The Keynote Directors shall keep an active record of income and expenses for the Keynote event.

- 7.2. The Co-directors 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.