

Constitution of “The Collective Undergraduate Research Experience”

1. Article One – Name and Purpose

1.1. The official name of the recognized student group is “The Collective Undergraduate Research Experience”,

1.2. The official acronym or abbreviation of the group is “CURE”,

1.3. The purpose, objectives, mission and/or mandate of the organization is to bring together motivated undergrad researchers to share their successes, failures, and challenges in the research world to build a shared pool of knowledge for the benefit of the whole undergraduate community.

2. Article Two – Membership and Membership Fee

2.1. The group shall maintain a list of group members,

2.2. Membership is open to all registered students of the University of Toronto,

2.3. There is no membership fee to join the group.

3. Article Three – Rights of Members

3.1. All members have a right to attend all general meetings of members,

3.2. All members have a right to attend CURE events,

3.3. General members with a minimum of 1 semester of research experience may apply to become Advisors.

4. Article Four - Executive Committee

4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th, annually,

4.2. The Executive Committee shall be composed of ten (10) voting members, as detailed in Article 5,

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

4.4. 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,

4.5. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee,

4.6. The current Executive Committee is responsible for ensuring the future of the club by facilitating the selection of the Executive Committee for the upcoming year,

4.6.1. All voting positions on the Executive Committee shall be filled through an annual election and each voting position must be open to all student members,

4.6.2. No individual who is seeking election may participate in planning or administering the election.

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. Ensure activities of the club comply with policies of the University of Toronto.

5.1.8. Regularly hold Executive Committee meetings.

5.2. The Vice-Presidents 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. Oversee the activities and success of the Marketing Directors, Advisor Director, and Event Directors as assigned,

5.2.4. Lead minor, short-term projects as they arise,

5.2.5. Regularly attend Executive Committee meetings.

5.3. The Treasurer 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. Participate in the planning process of all events to keep the group within its budgetary constraints,

5.3.8. Seek out and maintain lines of communications as the primary point of contact with sponsors.

5.3.9. Regularly attend Executive Committee meetings.

5.4. The Marketing Directors shall:

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

5.4.2. Work with a Vice-President to maintain a cohesive marketing plan,

5.4.3. Maintain the club's social media platforms and website,

5.4.4. Design social media posts compatible with selected platforms as needed,

5.4.5. Answer student inquiries on selected social media platforms,

5.4.6. Participate in general club activities and events,

5.4.7. Regularly attend Executive Committee meetings.

5.5. The Advisorship Director shall:

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

5.5.2. Work with a Vice-President to maintain a cohesive Advisorship program,

5.5.3. Facilitate the Advisorship program through,

5.5.3.1. Recruitment and training of new Advisors,

5.5.3.2. Maintaining communication with current Advisors through response to questions, concerns, and suggestions,

5.5.3.3. Leading and facilitating Advisor-related events,

5.5.4. Report concerns regarding the Advisorship program to a Vice-President,

5.5.5. Participate in general club activities and events,

5.5.6. Regularly attend Executive Committee meetings.

5.6. The Event Directors shall:

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

5.6.2. Work with a Vice-President to facilitate events,

5.6.3. Lead the planning and facilitation of research-related events through,

5.6.3.1. Recruitment of speakers,

5.6.3.2. Maintenance of professional relationships with speakers,

5.6.3.3. Management event registration,

5.6.3.4. Response to attendee questions, concerns, and suggestions,

5.6.4. Participate in general club activities and events,

5.6.5. Regularly attend Executive Committee meetings.

5.7. The Head Moderator shall:

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

5.7.2. Work independently to moderate CURE's Discord server,

5.7.3. Lead a team of moderators through,

5.7.3.1. Recruitment and maintenance of an active pool of moderators,

5.7.3.2. Fair distribution of punishments (warning, timeout, kick, ban) based on the severity of the infraction,

5.7.3.3. Promotion of the accessibility of server rules, such that they are easy to find and comprehend,

5.7.3.4. Timely response to questions, concerns, and suggestions by members of the server,

5.7.5. Report severe infractions of server rules to a President or Vice President,

5.7.6. Participate in general club activities and events,

5.7.7. Regularly attend Executive Committee meetings.

6. Article Six – Advisors Composition and Duties

6.1. An Advisor must be an undergraduate student at the University of Toronto St. George with a minimum of 1 semester of research experience,

6.2. All Advisors shall,

6.2.1. Successfully complete training before advising students through the drop-in advisorship program,

6.2.2. Work with the Advisor Director and a Vice President to successfully facilitate the delivery of the drop-in advisorship program,

6.2.3. Commit to a minimum of 1 hour of online availability per week, excluding holiday periods and reading weeks, for a duration of at least one semester,

6.2.4. Respond to student questions and share experiences to the best of their ability through the drop-in advisorship program,

6.2.5. Provide feedback regarding drop-in advisorship program throughout their role,

6.3. Active Advisors may receive priority sign up to certain club activities,

6.4. No Advisor shall receive monetary compensation for their role,

6.5. All Advisors have a duty to report concerns and questions about their Advisor position to the Advisor Director and/or a Vice President and/or the President.

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.

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 and Advisor 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 two-thirds 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.