

Constitution of “University of Toronto Concrete Toboggan Student Design Team”

1. University of Toronto Concrete Toboggan Team

The official name of this recognized campus group is “The University of Toronto Concrete Toboggan Student Design Team”

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

We are a design team with one simple goal: to design, build and safely race a concrete toboggan each and every year for the Great Northern Concrete Toboggan Race. The annual Great Northern Concrete Toboggan Race (GNCTR) started in 1974 at the University of Alberta. The main objective was simple; create a toboggan with a running surface made entirely out of concrete which is capable of carrying five riders safely down a hill. Since then, the rules have evolved slightly (including the addition of brakes and steering systems), but the heart of the competition has remained unchanged. Every winter over 400 students from the top Universities across North America come together to compete in the five-day event, making it the largest student engineering competition in Canada. This innovative and highly enthusiastic competition has regularly garnered media coverage including CTV News, Discovery Channel’s Daily Planet, The Rick Mercer Report, and many local newspapers.

We design and build everything ourselves, and compete annually in this national event. As a part of this competition, teams are challenged to design their toboggan to optimize for several different criteria including performance, theoretical design, sustainability and concrete mix design. The unique design challenge forces students to think outside the box and gives them the opportunity to apply engineering principles and techniques learned in class on an actual design product. In addition to practicing these engineering theories, students gain hands-on experience and networking opportunities with a variety of industry professionals. There is also a spirit component to the competition, in which the team selects a theme and creates costumes, games, and a technical display highlighting the theme. The purpose of the spirit component is to provide a welcoming environment for students on the team to meet and interact with each other as well as with students from Universities across North America at competition.

3. Membership

Executive members with voting privileges shall be currently registered students of the University of Toronto. Executive members will include 2 Captains and 6-15 Team Leads.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned

rights. Members must register with a designated executive by submitting their full name and a valid email address.

There is no membership fee to be a general member on the University of Toronto Concrete Toboggan Team. Members selected to attend the annual competition (GNCTR) will need to pay a small fee if they wish to attend. This fee is typically between \$200-\$450, depending on the location of the competition to cover travel, competition registration, hotel and food costs for the five day event. Attendance at the competition is optional, and is limited to 30 members of the team based on overall contributions and attendance at team events.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be comprised of two (2) Captains.

The Captains shall:

- Oversee the operations, management and success of the group
- Be the spokespeople for the group
- Hold signing officer authority for financial purposes
- Run executive meetings as well as general meetings
- Ensure transition of the role to the Team Leads and future Captains
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Maintain an updated list of all registered members
- Record notes and motions for meetings
- Record all financial transactions of the group
- Maintain a budget of income and expenses along with receipts
- Prepare an annual budget for the group as well as budgets for specific events
- Prepare an annual timeline for all Team Leads

The captains are expected to appoint up to fifteen (15) Team Leads including but not limited to Concrete Leads, Superstructure Leads, Steering Lead, Braking Lead, Manufacturing Lead, Spirit Captain, Costumes Lead, Sponsorship Lead, Technical Exhibition Leads and Marketing Lead; however, such positions do not hold executive decision making authority. These roles are to be appointed based on a process involving open applications and interviews.

Termination of Executives or General Members:

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, may be given notice of removal. The member up for removal shall have the right to defend their actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO 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.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

6. Finances

The Captains shall keep records of all income and expenses. The Captains shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$1000.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.