

Constitution for the Student Chapter University of Toronto Student Energy Chapter, 2024



1. Name of Society	3
2. Purpose	3
3. Membership	3
4. Compliance with University Policies*	3
5. Executive Members and Responsibilities	3
1. President(s)	3
2. VP Internal	3
3. VP External	4
4. VP Finance	4
5. VP Communications	
6. Member(s)-at-Large	44
6. Executive Elections and Terms of Office	5
7. Voting	5
7.1. Annual Transition of Executives	5
7.2. Resignation	5
7.3. Impeachment	5
8. Meetings	6
8.1. Executive Meetings	6
9. Finances	6
9.1. Finance Fees	6
9.2. Financial Record Keeping	6
10. Amendments to the Constitution	6

1. Name of Society

The society will be named "Student Chapter Student Energy UofT" and will be the Student Energy Chapter at the University of Toronto, as part of the global Student Energy organization.

2. Purpose

The purpose of the Student Chapter Student Energy UofT is to be an inclusive, interdisciplinary student group that collaborates on global energy transition projects and events. This chapter connects students with like-minded peers worldwide and leverages the resources and brand of the global Student Energy network.

3. Membership

Membership is open to all students at the University of Toronto across all faculties, disciplines, and degree levels. Active membership requires attending at least one meeting per semester and a minimum two-hour monthly commitment to Student Energy activities. Membership lasts throughout the academic year (September to April).

4. Compliance with University Policies*

Student Chapter Student Energy UofT will adhere to all relevant policies and procedures of the University of Toronto and its Student Union.

5. Executive Members and Responsibilities

The executive council consists of:

1. President

- 1.1. Completes strategic plan for Student Chapter Student Energy UofT, updates Student Energy points, and advocates on behalf of the Student Energy group.
- 1.2. Present at all Student Energy global chapter calls.
- 1.3. Prepare the agenda for the Executive Meetings.
- 1.4. Prepare an end-of-year report highlighting key points and important events that took place during the course of the year, and have these items ready to present at the annual general meeting.

1.5. Schedule a time and location for each Executive Meeting.

2. VP Internal

- 2.1. Oversees internal operations and other workings of the student group.
- 2.2. Support the President in planning and implementing strategic initiatives.
- 2.3. Track the performance and timeline of Student Chapter Student Energy UofT's initiatives throughout the year.
- 2.4. Develop and maintain the organization of the chapter's records and files, primarily in the chapter's Google Drive.
- 2.5. Schedules regular executive and chapter meetings and records meeting minutes.

3. VP External

- 3.1. Manage Student Chapter Student Energy UofT's relationships with third party organizations, such as other clubs on campus and various industries.
- 3.2. Will monitor initiatives and priorities of other groups on campus, and identify opportunities for collaboration and foster partnerships.
- 3.3. Assists in the recruitment of students to lead and support the project.
- 3.4. Organizing or delegating tasks to host relevant technical/ educational workshops to assist in the progress of the project (AutoCAD workshops, etc.) and seeking professionals to facilitate said workshops.
- 3.5. Monitors the progress of the project supported by Student Chapter Student Energy UofT, and seeks out areas that require mentoring or assistance to progress the project further

4. VP Finance

- 4.1. Actively seeks out funding opportunities including but not limited to fundraisers, grants, and bursaries for Student Chapter Student Energy UofT's project expenses.
- 4.2. Manage the Student Chapter Student Energy UofT budget and work closely with other executives to determine financial needs.
- 4.3. Organizes incoming and outgoing funds including reimbursements to members for Student Chapter Student Energy UofT related purchases and applies for project grants.
- 4.4. Makes and manages proper documentation for the inflow and outflow of said funds.
- 4.5. The VP Finance will manage the Student Energy bank account but may choose to elect members to assist them in day-to-day grant searches and fundraisers.

5. VP Communications

- 5.1. Manages directly and or delegates roles to increase the presence and reach via social media. This is to be accomplished by the creation and maintenance of an Instagram account, LinkedIn account, and other social media platforms the VP communications sees fit.

- 5.2. The VP Communications role is instrumental in ensuring that the Student Energy website for our chapter contains relevant information and is up-to-date.
 - 5.3. Reaching out to other student groups (GCI, UTERN, etc.) to collaborate on events. Solidify connections within the university (CPE) by maintaining ties and extending invitations to events, etc.
 - 5.4. Establish and update a file containing the contact information of said organizations, student group presidents, events, etc.
6. **Member(s)-at-Large**
- 6.1. Aid the members of the Executive Team as necessary in performing their appointed duties.
 - 6.2. Partake in the organization and implementation of events and initiatives as set out by the Executive Team.

6. Executive Elections and Terms of Office

Elections occur at the end of April. The outgoing president or an appointed member will act as the Chief Returning Officer (CRO) responsible for overseeing the election process and ensuring its integrity. The CRO will publicize positions, oversee voting, and announce results.

7. Voting

All members of Student Energy may nominate themselves or others for executive positions. Valid candidates must submit a brief biography and campaign platform before voting. The voting period will last at least two days, and results will be shared with all members.

7.1. Annual Transition of Executives

If an executive member steps down before their term ends, the president may appoint a temporary replacement until a new one is elected. The outgoing and incoming executives must ensure a stable transition by transferring all necessary documents and discussing role responsibilities.

7.2. Resignation

Should a member of the "Student Chapter Student Energy UofT" no longer be able to complete their duties and responsibilities they must notify the executive team in writing of their resignation. Should there arise a vacancy on the executive team, the members of the "Student Energy Chapter UofT" should hold a separate election at the next General Meeting to fill this position for the balance of the term of the vacated position.

7.3. Impeachment

In the event that an Executive member is unable to perform their duties, that they have missed more than two-thirds (2/3) of the General Meetings, or that their commitment to the group has been brought into question by another member of the Executive Team, the Executive Team reserves the right to revoke the position of the individual in question, provided that there is a unanimous vote in favor of the motion by all other voting members of the Executive Team. Following this, the member in question will receive notification in writing about their removal from the Executive Team, at which time they will have seven (7) days to respond in writing to the Executive Team's decision. Following receipt of the response of the member in question, the Executive Team will vote a second time on the appointment of the individual in question, again requiring a unanimous vote in favor of the motion for the revocation to pass. Failure of the member in question to respond in writing within seven (7) days to the Executive Team's decision will result in the immediate revocation of the membership of the individual in question.

8. Meetings

The purpose of the meetings is to keep the Executive Team informed of the progress and status of the various activities, initiatives, projects, and events, as well as obtain feedback and input and/or propose new activities, initiatives, projects, and events.

8.1. Executive Meetings

Held monthly to manage the chapter's activities, with minutes made available within a week. Each team member will give an update of their subdivision.

9. Finances

9.1. Finance Fees

There are no fees for being a member of the Executive Team of Student Chapter Student Energy UofT.

9.2. Financial Record Keeping

The Executive Team of Student Chapter Student Energy UofT shall have access to the complete financial records during their term of office. The Treasurer shall be responsible for ensuring these documents are kept current and available for the Executive Team, and the financial records are to be available to any member of the general membership that formally requests to see them.

10. Amendments to the Constitution

Amendments can be proposed at any executive meeting, with a week's notice given for review before voting. Amendments require a $\frac{2}{3}$ majority vote by the executive team and must be submitted to the university within two weeks if approved.