

# University of Toronto Aviation Club (UTAC) Constitution

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## Article I: Name

1. The official name of this recognized student group shall be the “University of Toronto Aviation Club”
  2. The official acronym or abbreviation of the group is “UTAC”
  3. The group can be referred to as “UofT Aviation Club”
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## Article II: Mission and Objectives

### Section 1: Mission

The University of Toronto Aviation Club is dedicated to fostering a passion for aviation among students. Our mission is to provide hands-on experience, educational opportunities, and a supportive community for aspiring pilots, aviation enthusiasts, and aerospace professionals.

### Section 2: Objectives

1. To provide hands-on experience, knowledge about the industry, and educational workshops.
  2. To host guest speakers and industry professionals.
  3. To organize field trips to airports, airshows, hangars, and aviation museums.
  4. To foster a community of aviation enthusiasts and aspiring pilots, and drive interest towards the aviation industry.
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## Article III: Membership

### Section 1: Eligibility

1. Membership is open to all registered students of the University of Toronto with an interest in aviation.
2. Voting membership is open to all registered students of the University of Toronto.

3. Voting membership is only open to registered students of the University of Toronto.
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.
5. All members share responsibility for the general well-being of UTAC.

## **Section 2: Non-Discrimination**

1. UTAC does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.
2. Any form of discrimination by an active member will be investigated, reported, and will lead to the termination of the individual's membership if found guilty.

## **Section 3: Membership Dues**

1. Membership fee of \$10 (ten dollars) shall be collected from all members
  2. Any change in fee amount will have to be approved by a majority vote of the general membership.
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## **Article IV: Rights of Members**

1. All members may apply for a full refund of their membership fee within two (2) weeks of becoming a member.
2. All voting members have a right to attend all general meetings of members.
3. All voting members have a right to cast votes at all general meetings of members.
4. All voting members have a right to stand for election unless otherwise stated in this document.
5. All voting members have a right to cast votes in all group elections and referendums.
6. All voting members have a right to propose and vote on amendments to this constitution.
7. The rights prescribed in Article Four are not awarded to non-voting members as described in Article Three.

## **Article V: Executive Committee**

### **Section 1: Overview**

1. The Executive Committee shall be composed of six (6) voting members.
2. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
3. Non-voting members may hold only non-voting positions on the Executive Committee.

4. 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.
5. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
6. 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.
7. Any member of the Executive Committee may be demoted to general membership if they are found to be in dereliction of their duties, or using their position to work against the best interest of the club by a unanimous vote of all other members of the Executive Committee in a disciplinary meeting.
8. The Quorum for any demotion vote shall be the entire Executive Committee. The member being potentially removed must attend the disciplinary meeting. However, in the event that the member being potentially removed is absent, the disciplinary meeting and demotion vote will proceed without them.
9. One non-voting position on the Executive Committee shall be filled by the Secretary.

## **Section 2: Roles and Duties**

1. **President and Chairman of the Executive Committee shall:**
  - 1.1. Call meetings of the Executive Committee,
  - 1.2. Collaborate with the Secretary to arrange suitable meeting locations for Executive Committee Meetings,
  - 1.3. Chair and preside over meetings of the Executive Committee,
  - 1.4. Be eligible to cast votes at meetings of the Executive Committee,
  - 1.5. Chair and host All-Club Committee Meetings, also known as General Meetings
  - 1.6. Oversee the operations, management, and success of the group,
  - 1.7. Serve as spokesperson for the group,
  - 1.8. Hold signing and financial authority along with the Director of Finance,
  - 1.9. Maintain and update the University of Toronto Aviation Club Student Organization Portal page as necessary,
  - 1.10. Serve as the Primary Contact of the University of Toronto Aviation Club Student Organization Portal page,
  - 1.11. Ensure a smooth transition of office for all executive team positions of the club from one year to the next.
2. **The Vice President and Deputy Chairman of the Executive Committee shall:**
  - 2.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 2.2. Assume duties of the President in their absence,
  - 2.3. Ensure activities of the club comply with policies of the University of Toronto,

- 2.4. Maintain and update the University of Toronto Aviation Club Student Organization Portal page as necessary
  - 2.5. Serve as one of the Administrative Officers of the University of Toronto Student Organization Portal page,
  - 2.6. Coordinate organizational recruitment efforts with the assistance of the President and the appropriate Director(s) as necessary,
  - 2.7. Handle internal disciplinary issues and refer these issues to the relevant University authorities as necessary,
  - 2.8. Maintain a list of group members in collaboration with the Secretary,
  - 2.9. Independently review, but not have the ability to sign off on, all financial transactions of the club.
3. **The Secretary shall:**
- 3.1. Maintain a member contact list,
  - 3.2. Collaborate with the President to arrange suitable meeting locations for Executive Committee Meetings,
  - 3.3. Record notes and motions for club meetings,
  - 3.4. Record the results of votes in both Executive Committee and All-Club Committee (General) meetings,
  - 3.5. Notify all members of general meetings at the behest of the President,
  - 3.6. Maintain a list of group members in collaboration with the Vice President,
  - 3.7. Serve as a non-voting member of the Executive Committee.
4. **The Director of Finance shall:**
- 4.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 4.2. Hold signing and financial authority along with the President,
  - 4.3. Maintain a budget of income and expenses,
  - 4.4. Record all financial transactions conducted by the University of Toronto Aviation Club,
  - 4.5. Advise members on the financial position of the group,
5. **The Director of Corporate Relations shall:**
- 5.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 5.2. Form, coordinate, and maintain all communications with academic and commercial organizations outside of the University of Toronto Aviation Club
  - 5.3. Negotiate with potential sponsors with the aim of creating cordial and mutually beneficial relations between the University of Toronto Aviation Club and the sponsor,
  - 5.4. Form, coordinate, and maintain relationships and connections with other clubs and student groups at the University of Toronto as directed by the Executive Committee.
6. **The Director of Marketing:**
- 6.1. Be eligible to cast votes at meetings of the Executive Committee,

- 6.2. Maintain all social media accounts of the University of Toronto Aviation Club,
  - 6.3. Maintain any University of Toronto Aviation Club mailing lists and send out information about Club events and activities to the members of the mailing list as directed by the Executive Committee,
  - 6.4. Maintain the club website,
  - 6.5. Aim to increase the engagement and participation of general members,
  - 6.6. Aim to increase general membership of the club,
  - 6.7. Promote events and coordinate sales of tickets.
- 7. The Director of Events shall:**
- 7.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 7.2. Handle planning for events relating to University of Toronto Aviation Club activities,
  - 7.3. Identify and establish suitable locations for University of Toronto Aviation Club events as needed,
  - 7.4. Coordinate with the Director of Finance to ensure adequate funding for University of Toronto Aviation Club events,
  - 7.5. Ensure that the Secretary receives the correct list of participants for each University of Toronto Aviation Club event.

### **Section 3: Election and Term**

- All voting positions on the Executive Committee shall be filled through an annual election.
- All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- Non-voting group members shall not be eligible to cast a ballot for any elected position.
- The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 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.
- The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the position(s) through a by-election and vote of simple majority (50% + 1)

## **Section 4: Election Committee**

- A small committee, referred to as the "Election Committee," shall be established each year to oversee and conduct the annual elections of the organization.
  - The Election Committee shall be composed of three (3) members, who shall be selected by the Executive Committee.
  - The Election Committee is responsible for ensuring that all elections are held in a fair, impartial, and nonbiased manner. All actions and decisions of the committee must uphold these principles.
  - No individual who is seeking election to any position within the organization shall be permitted to participate in the planning or administration of the election. This includes, but is not limited to, serving on the Election Committee, organizing election materials, or supervising the voting process.
  - The Election Committee shall establish and publicize the procedures for the election process, including nomination, voting, and results declaration, at least fourteen (14) days prior to the commencement of the election.
  - The Election Committee shall dissolve automatically upon the successful completion of the election process and the certification of the results.
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## **Article VI: Meetings**

### **Section 1: General Meetings**

1. General meetings shall be held at least twice during the academic 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.
2. The Executive Council must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.
3. The specific dates and times shall be determined by the Executive Committee.

### **Section 2: Executive Committee Meetings**

1. The Executive Committee shall meet at least once a month.
  2. The quorum for Executive Council meetings shall be 50%+1 (Currently 4 out of 6) of the voting members of the Executive Council.
  3. Additional meetings may be called by the President as needed.
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## **Article VII: Committees**

### **Section 1: Ad-Hoc Committees**

The President, with the approval of the Executive Committee, may establish ad-hoc Committees as needed to address specific tasks or projects.

### **Section 2: Standing Committees**

The Executive Committee may establish standing Committees to handle ongoing functions, such as fundraising, event planning, and member engagement.

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## **Article VIII: Termination of Membership**

1. The Executive Council 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.
2. A vote to revoke membership must be held at a meeting of the Executive Council.
3. A two-thirds majority of the Executive Council is required to approve any motion to revoke membership.
4. Any member facing removal shall have the right to appeal the decision of the Executive Council to the general membership.
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.
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.
7. Executive Council members are subject to the same termination of membership process as general members.

## **Article IX: Amendments**

### **Section 1: Proposal**

Amendments to this constitution may be proposed by any active voting member of UTAC.

### **Section 2: Approval**

1. Proposed amendments must be submitted in writing to the Executive Committee and will be discussed at the next general meeting. Approval requires a two-thirds majority vote of the members present at the meeting.
  2. The Executive Council shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
  3. 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.
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### **Article X: Dissolution**

In the event of the dissolution of UTAC, all remaining funds and assets shall be donated to a charitable organization related to aviation, as determined by the Executive Committee.

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### **Article XI: Ratification**

This constitution shall be ratified by a two-thirds majority vote of the founding members of UTAC and shall take effect immediately upon ratification.

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*Adopted on 16 July 2024*

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This constitution provides a framework for the organization and operation of the University of Toronto Aviation Club (UTAC), ensuring it meets its mission and objectives effectively while fostering a vibrant community of aviation enthusiasts.