Constitution of the University of Toronto Supply Chain and Intelligence Management Club (UTSCIM)

Preamble

We, the members of the University of Toronto Supply Chain and Intelligence Management (UTSCIM) Club, recognizing the pivotal role of supply chain management, artificial intelligence (AI), and machine learning (ML) in shaping the future of global commerce and logistics, do hereby establish this constitution. Our organisation is dedicated to exploring the synergies between these disciplines and understanding their transformative potential in revolutionising industries through optimised decision-making, enhanced efficiency, and innovative solutions.

In pursuit of this mission, we seek to foster a community of forward-thinking individuals eager to engage with the complexities of algorithms, data analysis, and strategic resource planning. We are committed to creating a rich learning environment where members can participate in discussions, collaborate on research projects, and apply theoretical knowledge to real-world scenarios.

Our club aims to bridge the gap between academic study and practical application, providing a platform for members to explore the expansive field of operations research; including techniques such as linear programming, simulation, and predictive analytics; within the context of supply chain management and AI. By organising workshops, seminars, and networking events, we connect our members with industry professionals, academics, and peers, cultivating a shared passion for uncovering efficiencies, solving complex logistical challenges, and driving innovation.

We are united by a common vision to inspire a culture of continuous learning, critical thinking, and professional growth. Our activities prepare members to become leaders in the fields of supply chain management, AI, and ML. Furthermore, we strive to build an inclusive and supportive community that values diversity of thought and interdisciplinary collaboration.

As we embark on this journey, we commit ourselves to contributing positively to the University of Toronto community and beyond, harnessing the power of operations research and artificial intelligence to create new pathways in the digital transformation of supply chains. Together, we aim to unlock the full potential of these fields, paving the way for a more efficient, sustainable, and innovative future.

Article 1 - Name, Purpose and Objectives.

Section 1.1: Name

The official name of the organisation shall be University of Toronto Supply Chain and Intelligence Management Club (hereinafter referred to as "the Organization"). The accepted abbreviation for the Organization is UTSCIM.

Section 1.2 Logo

The official logo of the Organization is as follows:

Figure 1. Logo

This symbol represents the interconnectedness and unity of the supply chain, while also reflecting the intersection between supply chain management and artificial intelligence (AI). The linked structure symbolises the seamless flow of resources, information, and innovations that our club seeks to explore and enhance through the application of AI and machine learning (ML) techniques in the field of supply chain management.

Section 1.3: Purpose

The primary purpose of UTSCIM is to serve as a platform for students passionate about the integration of supply chain management (SCM), artificial intelligence (AI), and machine learning (ML). The Organization aims to facilitate the exploration and application of these fields to solve real-world supply chain challenges through collaboration, innovation, and academic engagement. Specifically, UTSCIM seeks to:

1. **Educate and Engage:** Provide students with a deeper understanding of supply chain management through AI and ML applications, offering case study-based analysis and hands-on learning experiences.
2. **Identify and Develop Talent:** Recognize students with a keen interest in SCM, AI, and ML, organising them into teams to work on real-world problems and propose innovative solutions.
3. **Project Implementation and Practical Application:** Bridge the gap between academic knowledge and practical experience by collaborating with startups and companies to implement student-led AI and SCM projects.
4. **Industry Recognition and Networking:** Build affiliations with industry bodies providing networking opportunities and enhancing the club's recognition.
5. **Access to Advanced Educational Material:** Provide undergraduate students with high-level educational resources that prepare them for careers or advanced studies in SCM, AI, and ML.

Section 1.4: Objectives

The core objectives of UTSCIM include:

- Offering educational resources, workshops, and networking opportunities for students interested in SCM, AI, and ML.
- Encouraging interdisciplinary collaboration and knowledge sharing across various faculties at the University of Toronto.
- Facilitating innovation by applying AI and ML techniques to solve contemporary supply chain challenges.
- Cultivating industry partnerships that provide opportunities for internships, research, and career development.

Article 2 - Organisational Structure and Governance.

Section 2.1: Leadership and Decision-Making Authority

The University of Toronto Supply Chain and Intelligence Management Club (UTSCIM) is led by the President (Founder), who serves as the chief executive officer and primary decision-maker. The President works in collaboration with three Co-Presidents (Co-Founders), each overseeing specific operational areas. In the event of internal conflicts, the President has the authority to make the final decision.

The President and Co-Presidents are the only members authorised to engage in official communication with corporate entities, faculty members, and external organisations not affiliated with the University of Toronto.

Section 2.2: Operational Departments Overview

The organisation is structured into six specialised departments, each led by a Director or Officer who oversees the department's functions and aligns them with the club's mission and goals. These departments include Projects, Content and Education, Events, Communications and Internal Relations, Marketing and Outreach, and Finance.

1. Projects Department

Led by the Director of Projects, this department is responsible for planning, coordinating, and executing the club's projects. Two Project Managers oversee each project, with two projects running per semester.

Key Responsibilities:

   - Project planning, task allocation, and monitoring progress.

   - Collaborating with team members to ensure successful project execution.

   - Reporting project progress and outcomes to the Executive Board.

   - Each project integrates AI and machine learning (ML) to solve real-world supply chain challenges.

Reporting:

Project Managers report to the Director of Projects, who in turn reports to the Executive Board on overall progress and challenges.

2. Content and Educational Department

Headed by the Chief Content Officer (CCO), this department is tasked with curating and delivering educational content through lectures, workshops, and seminars. The department includes Content Analysts and Content Researchers who assist in preparing materials.

Key Responsibilities:

- Developing case studies, lectures, and educational resources that align with the club's goals.

- Evaluating and improving the effectiveness of educational sessions.

- Coordinating with external speakers and ensuring the timely preparation of content for lectures.

Reporting:

The CCO reports directly to the Executive Board on the success and progress of educational initiatives.

3. Events Department

Led by the Director of Events, this department is responsible for planning and organising all events, including workshops, seminars, and networking sessions that foster learning and engagement.

Key Responsibilities:

- Organising events that help members gain practical skills in SCM, AI, and ML.

- Managing all logistics, such as venue booking, speaker recruitment, and promotional efforts.

- Ensuring events are well-attended and beneficial for the club's members.

Reporting:

The Director of Events provides updates to the Executive Board on event logistics, success, and member feedback.

4. Communications and Internal Relations Department

Managed by the Director of Communications and Internal Relations, this department handles both internal and external communications for the club, ensuring transparency and smooth operations.

Key Responsibilities:

- Maintaining communication with members, external organisations, and stakeholders (e.g., EngSoc, UTSU).

- Managing official email communications, the club's website, and outreach initiatives.

- Collaborating with the Marketing Department to align messaging and outreach strategies.

Reporting:

The Director of Communications and Internal Relations is responsible for reporting communications effectiveness to the Executive Board and works closely with other departments for coordinated efforts.

5. Marketing and Outreach Department

Overseen by the Director of Marketing and Outreach, this department is responsible for promoting the club's activities, recruiting new members, and increasing overall visibility through social media, marketing campaigns, and website maintenance.

Key Responsibilities:

   - Creating and executing marketing strategies to promote club events and initiatives.

   - Managing social media platforms such as Instagram and LinkedIn, ensuring high engagement and consistency.

   - Designing visual and written content for online platforms, ensuring a professional and engaging presence.

Reporting:

The Director of Marketing and Outreach reports to the Executive Board on outreach efforts and the success of marketing campaigns.

6. Finance Department

Led by the Treasurer, this department is responsible for overseeing the club's financial health and ensuring that funds are managed responsibly.

Key Responsibilities:

   - Preparing and maintaining the club's budget.

   - Tracking expenses, ensuring financial transparency, and allocating resources for workshops, seminars, and other club initiatives.

   - Ensuring compliance with financial policies set by the University of Toronto and EngSoc.

Reporting:

The Treasurer provides regular financial updates to the Executive Board and ensures proper financial records are kept.
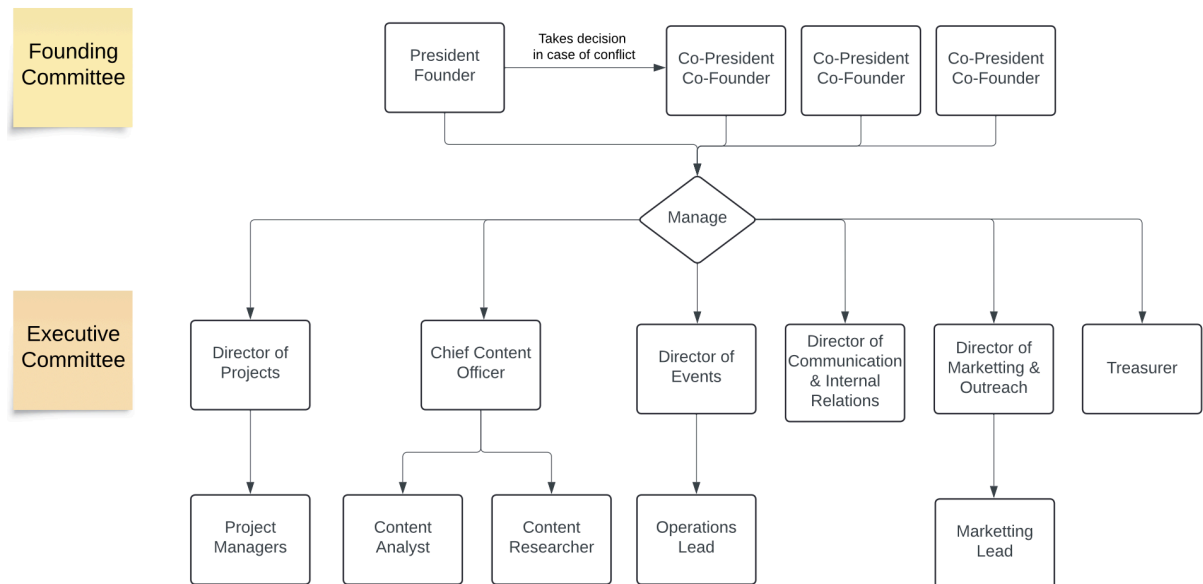
Section 2.3: Governing Structure Overview

Figure 2. Detailed Governing Structure

The Executive Leadership team is composed of the President, Co-Presidents, and the Directors of the various departments. Together, they form the Executive Committee, which is responsible for making key strategic and operational decisions for the club.

President: Acts as the chief executive officer, providing strategic leadership and making the final decision in case of conflicts. The President oversees the entire organisation, ensuring alignment with the club's mission.

Co-Presidents: Support the President in managing club operations, with each Co-President focusing on specific areas (e.g., communications, projects, education, etc.). They collaborate with the President in strategic decision-making and provide leadership for their assigned departments.

Executive Committee:

  - Consists of the President, Co-Presidents, and all department Directors.

  - The Committee meets regularly to review progress, discuss strategies, and make decisions regarding the direction of the club.

  - Responsible for ensuring that the club's activities align with its strategic objectives and mission.

Departmental Structure:

Each department operates independently under the leadership of its respective Director, who is responsible for day-to-day operations, ensuring the department meets its goals, and representing the department's interests within the Executive Committee.

Section 2.4: Feedback and Communication Channels

The club is committed to fostering open communication between members and leadership:

- Members are encouraged to provide feedback, suggestions, and ideas to their Team Leads and Department Directors.

- Feedback is reviewed by the Executive Committee, ensuring that decisions are informed by diverse insights from across the organisation.

- Regular communication channels (email, meetings, newsletters) are maintained to ensure members stay informed and engaged.

	PROJECTS		LECTURES		EVENTS			FINANCES		MARKETING		COMMUNICATIONS	
Who is responsible?	Project Managers		Content Analyst	Content Researcher	Operations Lead			Treasurer		Marketting Lead		Director Comms. & IR	
Who is accountable?	Director Projects		Chief Content Officer		Director Events			Treasurer		Director Marketing & Outreach		Director Comms. & IR	
Who is supporting?	Founding Member		Founding Member		Founding Committee	Executive Committee		Founding Committee		Founding Member		Founding Member	
Who is consulted?	Academic Mentor	Relevant Organization	Academic Mentor		YNCN	ECC	Relevant Organization	Engineering Society	UTSU	Executive Committee			
Who is informed?	Founding Committee	Executive Committee	Founding Committee	Executive Committee	Founding Committee	Executive Committee		Founding Committee	Executive Committee	Founding Committee	Executive Committee	Executive Committee	Founding Committee

Figure 3. Detailed RACI Matrix Listing responsibilities

Article 3 – Membership and Rights of Members

Section 3.1: Eligibility Requirements

Membership in the University of Toronto Supply Chain and Intelligence Management Club (UTSCIM) is open to the following groups within the University of Toronto community:

1. Students: Membership is open to all registered students at the University of Toronto, regardless of faculty, program, or field of study.

2. Faculty Members: Faculty members, professors, and staff at the University of Toronto are eligible for membership.

3. Alumni: University of Toronto alumni are welcome to join the club and participate in its activities.

Section 3.2: Types of Memberships

The club offers multiple membership categories to accommodate a diverse range of individuals within the University of Toronto community:

1. Regular Members:

  - **Eligibility:** All students currently enrolled at the University of Toronto, particularly those in courses related to supply chain management, AI, or ML, including students from the Faculty of Applied Science and Engineering and STEM programs.

  - **Privileges:** Regular members can vote, participate in meetings, access club resources, and take part in events and workshops.

2. Associate Members:

  - **Eligibility:** Faculty, staff, alumni, and external individuals directly associated with the club.

  - **Privileges:** Associate members have limited access to club resources and can attend events and workshops by invitation but do not have voting rights.

3. Honorary Members:

  - **Eligibility:** Individuals who have made significant contributions to the field of supply chain management, AI, or ML, or have collaborated with the club, may be granted honorary membership.

  - **Privileges:** Honorary members have lifetime membership but do not have voting rights. They are invited to club events and may engage voluntarily in club activities.

Section 3.3: Membership Fee

- Fee Structure: UTSCIM does not require a membership fee. Membership is open and accessible to eligible individuals without any financial obligation.

- Payment: No payment is required throughout the membership process or for continued participation in club activities.

Section 3.4: Rights of Members

Regular Members enjoy a comprehensive range of rights within the organisation:

1. Right to Vote: Regular members can vote in all club elections and referendums and have a say on matters requiring member approval.

2. Meeting Participation: Members can attend and actively participate in all general meetings, contributing their opinions and suggestions.

3. Information Access: Members receive updates, newsletters, and announcements to stay informed about club activities and developments.

4. Open Dialogue: Members are encouraged to voice concerns, ask questions, and provide feedback through established communication channels.

5. Access Rights: Members have access to the club's resources, facilities, and services to support professional development and engagement.

6. Networking Opportunities: Members can connect with industry professionals, peers, and alumni to enhance their career prospects and personal growth.

7. Equality of Opportunity: All members have equal opportunities, free from discrimination based on race, gender, age, or any other factor.

8. Freedom of Speech: Members are free to express their ideas and criticisms respectfully, contributing to an inclusive and dynamic club culture.

Associate Members have specific rights tailored to their membership:

1. Resource Access: Associate members can access certain club resources and facilities, although some restrictions may apply compared to regular members.

2. Event Participation: They may participate in events and activities by invitation from the Executive Committee.

3. Networking: Associate members can network with regular members and other associates, contributing to mutual professional growth.

4. Communication: Associate members receive newsletters and updates on club activities.

Honorary Members enjoy privileges recognizing their contributions:

1. Lifetime Membership: Honorary members hold lifetime membership without the need for renewal or fees.

2. Event Participation: They are invited to club events, meetings, and conferences, often with a special status.

3. Recognition: Honorary members are acknowledged for their contributions to the field and the club.

4. No Voting Rights: Honorary members do not have voting rights in elections or referendums.

5. Access to Resources: Honorary members may access the club's resources, subject to restrictions.

6. Limited Obligations: They are not required to fulfil obligations typically expected of regular members, though they may engage voluntarily.

Section 3.5: Termination of Membership

The Executive Committee may revoke the membership of any member who commits an act that negatively affects the interests of the club, such as failure to disclose conflicts of interest or harmful behaviour.

1. Process: A vote to revoke membership must be held at an Executive Committee meeting. A two-thirds majority vote is required to approve the motion.

2. Appeal: Any member facing revocation has the right to appeal the decision to the general membership. A simple majority vote is required to sustain the revocation.

3. Loss of Privileges: Upon revocation, the member will be removed from the club and lose any associated rights and privileges.

4. Executive Committee Members: Executive Committee members are subject to the same termination process as regular members.

Article 4 – Elections

Section 4.1: Election Eligibility and Voting Rights

1. Eligibility for Voting Positions:
  - **Eligibility to Nominate:** All voting positions on the Executive Committee are open to all registered student members of the club, regardless of prior involvement or experience.
  - **Voting Rights:** All registered student members are eligible to vote in elections for executive positions.

2. Founding and Executive Team Members:
  - **Eligibility to Nominate:** Founding and current Executive Committee members are eligible to nominate candidates for all executive positions.
  - **Voting Rights:** These members have the right to vote in all elections for executive positions.

3. Non-Voting Group Members:
  - **Eligibility:** Non-voting members (such as Honorary or Associate members) are eligible to be nominated for non-executive or non-voting positions within the organisation.
  - **Voting Rights:** Non-voting members are not eligible to vote in elections for executive roles.

Section 4.2: Nomination and Election Process

1. Submission of Nominations:
  - Nominations for executive positions must be submitted to the Election Committee at least two weeks prior to the scheduled election date.

2. Review of Nominations:
  - The Election Committee will review all nominations to ensure that candidates meet the eligibility requirements for the roles for which they have been nominated.

3. Voting Procedure:
  - Method: Elections will be conducted via secret ballot to ensure fairness and confidentiality.
  - Winner Determination: The nominee with the majority of votes will be elected to the position.
    - In the case of a tie, the decision will be deferred to a majority vote by the current Executive Committee.
    - For roles with multiple positions (e.g., two Project Managers), the winners will be determined based on descending order of votes received.

Section 4.3: Election Integrity

1. Fairness:
  - The election process must be unbiased, transparent, and fair to all candidates. No member or candidate may influence or interfere with the administration of the election.

2. Candidate Involvement:
  - Candidates running for executive positions are prohibited from participating in the administration or oversight of the election process.

Section 4.4: Filling Vacant Positions

1. Temporary Measures:
   - If a position becomes vacant, the duties of the vacant position may be temporarily assumed by existing officers until a new candidate is elected or appointed.

2. By-Elections:
   - By-elections will follow the same rules and procedures as regular elections. A candidate must secure a simple majority (50% + 1) of votes to be elected.

Section 4.5: Election Committee

1. Composition:
   - The Election Committee will consist of members from the current Executive Team or founding members who are not running for election.

2. Responsibilities:
   - The Election Committee is responsible for overseeing the election process, ensuring adherence to the constitution, verifying candidates' eligibility, and resolving any disputes that arise during the election.

Section 4.6: Succession Planning

1. Objective:
   - The purpose of succession planning is to ensure a smooth leadership transition within the club, maintaining continuity and advancing the club's mission and objectives.

2. Identification of Potential Leaders:
   - The Executive Committee will identify potential future leaders from among active club members based on their skills, dedication, and alignment with the club's vision. Members interested in leadership roles are encouraged to express their interest to the Executive Committee for mentorship and consideration.

3. Leadership Development:
   - Identified potential leaders will undergo mentorship and leadership training, which may include shadowing current leaders, attending leadership workshops, and engaging in project management responsibilities to prepare for future roles.

4. Transition Process:
   - A formal transition process will be implemented for all leadership changes. Outgoing leaders will guide and train incoming leaders during a handover period to ensure a smooth transition.
   - The transition process will be overseen by the Executive Committee to ensure compliance with the club's standards and to maintain operational continuity.

5. Emergency Succession Planning:

- In the event of an unexpected vacancy, the Executive Committee has the authority to appoint an interim leader until a formal election can be conducted. The club will maintain an up-to-date list of potential leaders who can assume temporary roles in emergencies.

6. Vice-President Selection:
   - The Vice-President will be chosen from the existing Executive Committee members for the next academic year, ensuring that the candidate has prior experience and knowledge of the club's operations.

7. Review and Update:
   - The succession plan will be reviewed annually by the Executive Committee to ensure it remains relevant and effective. Updates will be made to adapt to evolving club needs and to incorporate best practices in leadership development.

Article 5 – Finances

Section 5.1: Financial Management

1. Treasurer's Responsibilities:

  - The Treasurer is responsible for maintaining accurate and up-to-date financial records for the club, including all income and expenses.

  - The Treasurer will ensure that all financial transactions are transparent and conducted in accordance with the University of Toronto's financial regulations.

2. Budgeting:

  - The Treasurer will prepare an annual budget in collaboration with the Executive Committee. This budget will outline anticipated income and expenditures for the club's activities, events, and operational needs.

  - The Treasurer will present the budget to the Executive Committee for approval at the start of each academic year.

3. Financial Reporting:

  - The Treasurer will present the club's financial position, including detailed reports on income, expenses, and overall financial health, at the Annual General Meeting (AGM) and upon request by the Executive Committee.

  - The financial report must be presented to the general membership during the AGM to ensure transparency and accountability.

Section 5.2: Expenditures and Approvals

1. Approval of Expenditures:

  - All expenditures over $200.00 must be approved by the Executive Committee through a majority vote during an official committee meeting.

  - The Executive Committee may, at its discretion, establish a cap on daily or weekly expenses that do not require a vote, provided that the Treasurer is informed and documents the spending.

2. Financial Authority and Signing Authority:

  - The President and Treasurer are the primary signing authorities for the club's financial accounts. Both signatures are required for any financial transactions exceeding $100.00.

  - No individual may hold financial or signing authority for more than one recognized student organisation at the University of Toronto simultaneously.

3. Use of Funds:

   - The club's funds will be used exclusively for activities that align with the mission and objectives of the club, including workshops, seminars, projects, events, and administrative costs.

   - The club shall not engage in activities that are commercial in nature, nor will it provide services or goods for profit unless the profit is directly reinvested in the club's activities.

Section 5.3: Prohibited Financial Activities

1. Salaries and Compensation:

   - The club will not pay salaries or provide financial compensation to any of its officers or members. All roles within the organisation are voluntary.

2. External Activities:

   - The club will not use its funds for purposes unrelated to its core objectives, including but not limited to funding external projects, personal ventures, or activities not approved by the Executive Committee.

Section 5.4: Fundraising and Sponsorships

1. Fundraising Activities:

   - The club may organise fundraising activities to support its events and operations. These activities must be in line with the club's mission and must not conflict with University of Toronto policies or guidelines.

2. Sponsorships:

   - The club may seek sponsorships from external entities (e.g., corporations or local businesses), provided these partnerships align with the club's values and mission. All sponsorship agreements must be approved by the Executive Committee.

Section 5.5: Financial Audits and Reviews

1. Annual Audit:

   - An internal audit of the club's finances must be conducted at the end of each academic year to ensure financial transparency and accuracy.

   - The results of the audit will be presented by the Treasurer to the Executive Committee and shared with the general membership during the AGM.

2. External Audits:

   - If required by the University of Toronto or other governing bodies, the club will cooperate in any external financial audits and provide full access to financial records.

Section 5.6: Reserve Funds and Surplus Management

1. Reserve Funds:

   - The club may establish a reserve fund to cover unforeseen expenses or emergencies. The establishment and use of reserve funds must be approved by the Executive Committee.

2. Surplus Funds:

   - Any surplus funds at the end of the academic year must be carried forward to the next year's budget or allocated towards future club initiatives, events, or special projects, as approved by the Executive Committee.

Article 6 – Meetings

Section 6.1: Executive and Founding Committee Meetings

1. Monthly Meetings:

   - The Executive Committee and the Founding Committee will hold meetings at the end of each month. These meetings are essential for reviewing progress and preparing the Shareholder's Post.

2. Shareholder's Post:

At each monthly meeting, the committees will collaborate to prepare the Shareholder's Post, an A3-sized document that consolidates updates from all departments.

This document will include:

   - Summaries of recent accomplishments, events, and projects from each department.

   - Financial updates from the Treasurer.

   - Reports on member participation and engagement.

   - Future plans, initiatives, and upcoming events.

   - Key performance indicators (KPIs) for each department.

   - The Shareholder's Post will be shared with:

   - Shareholders and Honorary Members for their review.

   - University Authorities, such as the Faculty of Applied Science and Engineering and the Faculty of Arts and Sciences, to demonstrate the club's progress and importance to the university community.

3. Purpose of the Shareholder's Post:

The Shareholder's Post is a critical communication tool that helps ensure transparency and accountability.

It will serve to:

   - Inform shareholders and honorary members about the club's contributions and growth.

   - Highlight the club's significance within the University of Toronto.

   - Support potential sponsorships, partnerships, and recognition by external stakeholders.

Section 6.2: General Meetings

1. Frequency:

The club shall hold general meetings at least twice per academic year. These meetings provide the general membership an opportunity to review the club's annual activity plan.

2. Notice of Meetings:

- The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the meeting date.

3. Quorum:

- The quorum for general meetings shall be 50% + 1 of the voting members of the club. Voting members include all Regular Members as defined in Article 3.

4. Participation:

- All members, including Regular Members, Associate Members, and Honorary Members, are encouraged to attend general meetings, although only Regular Members have voting rights.

Section 6.3: Special Meetings

1. Call for Special Meetings:

- A special meeting of the Executive Committee or general membership may be called by the President or by a written request signed by at least 20% of the regular members.

2. Purpose:

- Special meetings are held to address urgent matters that require immediate attention, such as amendments to the constitution, financial emergencies, or leadership changes.

3. Notice of Special Meetings:

- The Executive Committee must announce the date and purpose of a special meeting at least one (1) week prior to the meeting.

Section 6.4: Meeting Documentation

1. Minutes:

- An appointed member of the Executive Committee will be responsible for recording and maintaining minutes of all meetings, including decisions made, action items, and voting results.

2. Distribution of Minutes:

- Meeting minutes will be distributed to all members within one (1) week after the meeting to ensure transparency and accountability.

- The minutes of the monthly Executive and Founding Committee meetings, along with the Shareholder's Post, will be archived and made available for review by club members, university authorities, and shareholders upon request.

Article 7 – Amendments

Section 7.1: Proposal of Amendments

1. Eligibility to Propose Amendments:

   - Any Regular Member of the club, including Executive Committee members, may propose amendments to the constitution.

   - Amendments must be submitted in writing to the Executive Committee for review at least two (2) weeks prior to the next general meeting.

2. Amendment Submission Process:

Proposed amendments must include:

   - A clear explanation of the amendment.

   - The section(s) of the constitution to be amended.

   - The rationale for the proposed changes.

The Executive Committee will review the proposal to ensure clarity and alignment with the club's objectives.

Section 7.2: Voting on Amendments

1. General Meeting Vote:

   - Amendments to the constitution shall be voted on at a general meeting, with the proposed amendment distributed to all members at least one (1) week prior to the meeting.

   - A two-thirds majority vote of voting members present at the general meeting is required for an amendment to pass.

2. Voting Eligibility:

   - Only Regular Members in good standing, as defined in Article 3, are eligible to vote on constitutional amendments.

   - Associate and Honorary Members may attend the meeting and provide input but do not have voting rights.

Section 7.3: Approval Process

1. Executive Committee Review:

   - Once an amendment has passed by a two-thirds majority, the Executive Committee must review and ratify the amendment to ensure it adheres to the club's mission and objectives.

2. Submission to University Authorities:

   - After the Executive Committee ratifies the amendment, the updated constitution must be submitted to the Division of Student Life at the University of Toronto within two (2) weeks for final approval.

3. Effectiveness of Amendments:

   - Amendments to the constitution shall take effect only once they have been approved by the Division of Student Life at the University of Toronto.

   - Once approved, the updated constitution must be made available to all members and shared with university authorities, honorary members, and shareholders for transparency.

Section 7.4: Emergency Amendments

1. Call for Emergency Amendments:

   - In the case of urgent matters requiring immediate changes to the constitution, the Executive Committee may call for an emergency amendment vote.

   - Emergency amendments may bypass the standard two-week submission process but still require a two-thirds majority vote at a special meeting called for this purpose.

2. Notice of Emergency Amendments:

   - The Executive Committee must notify all voting members of the emergency amendment and provide details at least 48 hours prior to the special meeting.

Article 8: Standard Operating Procedures (SOPs)

Section 8.1: Lectures

1. Presiding Officers:
   - Lectures are presided over by the Chief Content Officer (CCO), assisted by the Content Analyst and Content Strategist.
   - These officers are responsible for preparing and presenting the lecture content, ensuring it aligns with the club's mission and objectives.

2. Format and Structure:
   - Lectures may be conducted online via virtual meetings or in person during club events.

   - Lecture Structure:

- 5 minutes:

Introduction and overview of the club's mission, promotion of upcoming events, and brief mention of any club-related updates.

- 40 minutes:

Presentation of the main content (e.g., case studies, supply chain management techniques, AI and ML integration, etc.).

- 5 minutes:

- In-person meetings: Networking opportunities where attendees can interact with each other and discuss topics raised during the lecture.
- Online meetings: Time for participants to ask questions or clarify doubts related to the presented content.

Section 8.2: Project Meetings

1. Presiding Officers:
   - Project meetings are presided over by the Director of Projects, with the active involvement of the Project Managers responsible for the specific project under discussion.

2. Format and Structure:
   - Meetings are focused on hands-on project work and collaborative problem-solving, with a particular emphasis on using platforms like Google Colab.

   - Project Meeting Structure:

- 5 minutes:

Introduction to the club's goals, promotion of upcoming projects or events, and a brief reminder of the club's mission.

- 5 minutes:

Update on the status of the current project, including progress reports, challenges, and plans for the day's work.

- 40 minutes:

Collaborative work on the project. Project Managers and team members will actively work on the project, typically using Google Colab for real-time coding and problem-solving. A shared screen on a big display or virtual equivalent will be used to facilitate collaboration and ensure all participants are engaged.

Section 8.3: Shareholder's Post Meeting

1. Presiding Officers:
   - The Founding Committee presides over the Shareholder's Post Meeting, which is held monthly at the end of the month.

2. Purpose:
   - The primary purpose of this meeting is to review and prepare the Shareholder's Post, an A3 document that includes updates from all departments, financial reports, and future plans.
   - The document is shared with shareholders, honorary members, and university authorities to communicate the club's progress and importance.

3. Format and Structure:

- 10 minutes:

A roundtable discussion for an energy check where each department shares its status and current challenges.

- 30 minutes:

Review and preparation of the Shareholder's Post, where department heads provide updates and feedback is incorporated into the document.

- 10 minutes:

Discussion of any pressing concerns, including potential roadblocks or challenges facing the club, with action plans for resolution.