

The Constitution of “U of T BEES”

Article I: Name

The official name of this recognized campus group organization is the University of Toronto Beekeeping Education Enthusiasts and Supporters, and is generally known as U of T BEES.

Article II: Purpose

It is the purpose of U of T BEES to allow students an opportunity to learn about the age-old tradition of beekeeping and the role that bees play in sustaining a healthy ecosystem. We seek to highlight the importance of urban beekeeping as a means of encouraging the survival of pollinators responsible for the existence of many plants. Honeybees are a keystone species, and are crucial to the maintenance of a healthy global ecosystem. U of T BEES provides a unique opportunity for students to connect with nature and the green city, learn about the process of urban beekeeping and hive maintenance, and participate in local sustainable practices.

Article III: Recognition

U of T BEES is a student organization recognized by the University of Toronto through ULife and UTSU. As a group officially recognized by ULife, it holds the privilege to use the University’s name in the organization name and in conjunction with our activities. Upon request, the group has the right to list the club events in the University event calendar. As a recognized group, U of T BEES can use facilities and meeting spaces provided by the University. The club must renew its recognition with ULife every year before the last day of September.

By being recognized by UTSU, University of Toronto Students’ Union, the club has the right to apply for the annual club funding by December 15th and use other resources such as printing services and equipment rental upon request. Such recognition is to be renewed annually with an updated list of club members.

Article IV: Membership, Eligibility Criteria, Executive List, and Termination

Section A: Membership

Membership shall be open to any students, faculty and staff members, and alumni of the University of Toronto community. Voting membership is open to all registered students of the University of Toronto. An individual’s membership in the organization shall be valid for one year, so long as they are contributing in a positive manner.

Section B: Eligibility Criteria

1. Voting privileges and eligibility for executive positions shall be limited to currently registered students of the University of Toronto.

2. 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.
3. No person shall be excluded from membership on the basis of: age; race; creed; colour; national origin; nationality; ancestry; citizenship; religious or political affiliation; belief or activity; sex; gender; marital or parental status; sexuality; nor by ideology.

Section C: Executive List

The executive committee shall consist of the following positions, carried out by students at the University of Toronto:

1. (Co-)President(s) (1-2):

The co-presidents have the ultimate responsibility for ensuring that: a) the bee hives are safely and regularly taken care of; b) beekeeping skills are passed on to the next year's members; c) a group of responsible executives are elected to sustain the bee hives for the next year.

The co-presidents facilitate each executive meeting, delegate tasks to executive members, organize and advertise sub-committees within the group, have ***signing authority**, oversee the recognition process for U of T BEES with ULife and the UTSU, and update the constitution and CCR descriptions every year. The co-presidents also book rooms for meetings, campus events, and workshops. Co-presidents must provide a communication method that is accessible to all executive members to notify of all internal events including executive meetings and annual elections. Co-presidents must inform all members of campus events and workshops on social media platforms like Facebook and Instagram. When deemed necessary, co-presidents are responsible to communicate with members of the Urban Toronto Beekeeping Association (U.T.B.A.) about the vision of the club.

2. Treasurer (1):

The treasurer oversees applications for finances, including: generating fundraising ideas and writing and approaching organizations (such as UTERN and UTSU) for grants and donations. The treasurer is responsible to apply for the annual club funding at UTSU by December 15 and to research for other sources of finances to discuss with the rest of the executive body. At each public event including fundraising events, the treasurer is responsible to keep track of the club's revenue and expenses. The treasurer is also financially responsible for bookkeeping and making sure the finances are in order. Each year, the treasurer will draft an annual budget and verify the spendings to ensure the club's transparent financial practices. The treasurer will also have ***signing authority**.

3. Secretary (1):

The secretary maintains the bees.utoronto@gmail.com account, making sure that all inquiries are responded to. The secretary makes sure that updates from each meeting and

event are being recorded and delivered to every member via email or other forms of communication. The secretary ensures that all relevant information from the public events are organized and made available on the club's Google Drive. The secretary should maintain strong communication with the co-presidents to inform them of any matters that need to be resolved and hive managers to report interests in hive tours and beekeeping education opportunities.

4. Events Coordinator (2-3):

The events coordinator oversees events planning, which may include: educational workshops, field trips, hive building, hive installation, movie nights, honey harvesting, candle making, mead making. The events coordinators are responsible to brainstorm events ideas that fit the club's and the society's current situations and vision. Additionally, the Events Coordinator is responsible for the creation of posters, Facebook event pages, and informational brochures for events. Events Coordinators should recruit volunteers for the event when necessary, attend most events, and help with the logistics (i.e., setup) and execution of events. The events coordinator will work closely with the Social Media Manager for matters pertaining to general community outreach, including advertisement on social media platforms. Furthermore, the events coordinator is responsible for ordering any materials needed for events (i.e., jars for honey sale) and meeting with other campus groups for collaborations.

5. Social Media Manager (1):

The social media manager is responsible for updating and managing the group's website and uploading content (i.e., pictures) to the U of T BEES Wixsite, Facebook, Twitter, and/or Instagram pages. The social media manager works closely with the events coordinator to promote events run by the U of T BEES through the group's social media platforms, and hive managers to remind them to take pictures during hive checks for seasonal content.

6. Hive Managers (2):

The hive managers are responsible for maintaining the health and development of the club's bee colonies located on the university campus. Hive managers should hold biweekly hive inspections, and intermittent hive tours, and inform the rest of the executive team of any upcoming hive inspections or hive tours. Hive managers are also responsible for maintaining regular and positive contact and communication with members of the Urban Toronto Beekeeping Association (U.T.B.A.) who act as apiarists, consultants and mentors, Trinity College administrators or Faculty Club's general manager. Hive managers take constant notes on the health and progress of hives that are inputted into a shared Excel sheet. After each visit, the hive managers provide the rest of the executive team with the summary of hive conditions. The hive managers may also graph and analyse the data recorded by hive managers about the hives, along with the rest of the executive team.

7. Sustainability Officer (2-3):

The sustainability officer leads the environmental and sustainability outreach initiatives pertaining to the club's mission and is the spokesperson of the club at beekeeping education workshops. The sustainability officer is responsible to explore opportunities to promote sustainability-related values on campus and represent the club at local sustainability events. The sustainability officer will work closely with the Events Coordinator and external campus groups to devise collaborative projects. The Sustainability Officer must also be knowledgeable of the age-old tradition of beekeeping and roles that bees play in sustaining a healthy ecosystem.

8. Junior BEES (3-10, but varies):

The Junior Bees make up a rotating committee of support volunteers, who are trained by hive managers and/or co-presidents and alternate between the club's two hive locations, aid in running hive tours, and provide support during hive inspections and maintenance. The junior bees also record their observations about the progress and health of the hives in the group's shared Excel sheet.

Co-presidents and hive managers will be the exclusive holders of access keys to rooftop hives and will organize hive visits during the spring and summer months. If other members in the club would like to have access to the rooftop hives, they must first inform either the co-presidents or hive managers and be supervised during their visit. All members are permitted to invite family, relatives, or close friends whom they will accompany during hive inspections. It is the responsibility of all executive members to maintain open communication with the group's partnership with the U.T.B.A.

***Note that 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.**

Section D: Membership Recruitment and Termination

Any member of the club (i.e. an Executive or Associate Member) who commits an act which negatively affects the interests of the club and its members, may be given notice of removal at which point, they have the right to defend their actions. A two-thirds majority vote of the current members present in favour of removal is required. Should the removal criteria be met, the individual's membership with U of T BEES will be terminated and they will lose any privileges associated with U of T BEES.

Termination process is conducted with the following considerations:

1. **Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.**

2. 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.
3. 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.
4. Executive Committee members are subject to the same termination of membership process as general members.

Executive positions are recruited for or officially renewed by the end of the Winter semester (i.e., March). If an executive member will not be continuing on in their position for the following year, this position will be made vacant, the member's name will be removed from key-holder lists allowing access to rooftop hives, and the group will recruit to fulfill the position.

Recruitment is conducted through a three-step process:

1. Applications for vacant positions must be opened to the UofT community halfway through the Winter semester.
2. Each application must be reviewed and discussed by the current executive team together, in a meeting. A majority of the executive team members must be present at the meeting.
3. Applicants will be voted upon (see Article V: Section B for elections conduct), and should a majority consensus be reached, successful applicants will be informed via email that they have been accepted for the position.
 - a. If an applicant has not been chosen for the position, they will be informed via email and encouraged to participate in general events and workshops.
4. If current executive members wish to take on a different position within the executive team, the new position shall be filled through an annual election.

Section E: Partnership with the Urban Toronto Beekeepers' Association (U.T.B.A)

Apiarists from the U.T.B.A. will mentor the student executive team in urban beekeeping and hive management. The U.T.B.A. will also lend U of T BEES support in case of hive swarm or collapse, as well as during nuc installation and hive winterization. U of T BEES will partner with the U.T.B.A. to hold monthly campus workshops with guest speakers and discussion on urban beekeeping in Toronto.

Article V: Meetings, Elections and Voting

Section A: Meetings and Gatherings

1. The group will have at least two annual general meetings, one scheduled before winterization of the bee colonies and one before the end of the Winter semester. The vision for the season is discussed at this meeting.
2. The meetings shall include an agenda and disposition of the minutes, and be governed by the rules as outlined in Appendix A.

3. All meetings of U of T BEES shall be conducted in accordance with the basic principles of consensus, and by voting when consensus cannot be reached.
4. In the spring and summer months, hive managers will conduct hive inspections and carry out beekeeping tasks as needed.
5. Executive members are chosen before the end of the Winter semester, in preparation for the spring bee season.

Section B: Elections

1. All voting positions on the Executive Committee shall be filled by annual election.
2. Executive members must be current U of T students.
3. By-elections will be held to ratify any vacancies in later months. These elections will take place as needed. By-elections will follow the same stipulations as the annual elections.
4. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
5. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
6. Non-voting group members shall not be eligible to cast a ballot for any elected position.
7. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
8. 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.
9. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election

Article VI: Finances

1. The fiscal year of the organization shall be from May 1st to April 31st. There will be no dues or arrears necessary for membership.
2. The elected treasurer(s) are responsible for overseeing that finances are always in order and presenting groups' financial status at BEES general meetings.
3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
4. All incoming and outgoing money will be through the group's bank account.
5. The treasurer will keep track of all statements, and will approve transactions through the account.
6. The treasurer and Co-President will act as the signing officers of U of T BEES cheques. The treasurer will be responsible for record keeping and reporting the state of finances to other executive members at each group meeting and/or event throughout the year.

7. The treasurer will be keeping track of finances electronically and in paper formats. The paper copies will be kept physically with the treasurer. Electronic copies will be maintained through an online portal, which is accessible by password to the executive members.
8. Records will include any incoming or outgoing funds and transactions pertaining to group fundraising or spending. The purpose of each expense will also be documented.
9. The treasurer and the Co-President will have access to the U of T BEES financial account in order to cover club costs.
10. The treasurer is responsible for sourcing out cost effective material for the group whenever possible.
11. Any funds remaining unspent throughout the group's season will be kept in the bank account and will go towards the next season's expenses.
12. All funds will only be used for expenses related to U of T BEES.
13. U of T BEES may not engage in activities that are essentially commercial in nature
 - a. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
 - b. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
 - c. The group will not pay salaries to any of its officers.

Article VII: Amendments

The constitution of the BEES may be changed by a consensus or two-thirds majority vote of the voting members present at a regularly convened meeting, if notice of amendment has been presented in advance.

APPENDIX A

RULES OF ORDER

1. Along with annual general meetings, and scheduled events, meetings may be called by any member of U of T BEES at any point throughout the year.
2. Unless there is a reasonable date and time that most executive members are expected to be available, co-presidents must survey and determine the meeting date and time that most members can make prior to each meeting.
3. Co-presidents facilitate each meeting.
4. The secretary will record minutes for each meeting, and distribute them to the executive team afterwards.

5. Responsibility to keep time at each meeting will rotate among members of U of T BEES. The timekeeper of each meeting will be determined at the beginning of that meeting.
6. Each meeting will end with a go around where meeting participants report their reflections about the meeting and verbally confirm the commitments that they made during the meeting.