



Constitution of:
Environmental and Physical Sciences Students Association (EPSA)

Article 1: Name

- 1.1 The association shall be called the “Environmental and Physical Sciences Students’ Association,” hereafter referred to as EPSA.

Article 2: Purpose

- 2.1 To foster a collective vision and purpose among all program students in physical and environmental sciences at the University of Toronto at Scarborough (UTSC).
- 2.2 To serve as a comprehensive resource for students in physical and environmental sciences who need assistance and guidance with their education.
- 2.3 To encourage interaction and the exchange of ideas between students and faculty in the Department of Physical and Environmental Sciences (DPES) and to work with the Department in order to facilitate long-term growth and improvement.
- 2.4 To act as a voice for all students in physical and environmental sciences at U of T Scarborough, addressing and relaying their concerns to the administration, faculty, and other student organizations where and when appropriate.
- 2.5 The EPSA fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
- 2.6 The EPSA operates as an independent entity working within the University of Toronto Scarborough community, subject to the values and policies of the University.

Article 3: Membership

- 3.1 All students enrolled at the University of Toronto Scarborough in any program(s) under the Department of Physical and Environmental Sciences will automatically be considered members of this association. These students will be considered general members.
- 3.2 A “premium” membership fee may be charged in order to support events and programming.
- 3.3 Any and all students enrolled at the University of Toronto, as well as current academic/administrative staff and faculty are eligible to become Premium members of



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- this association by paying the Premium membership fee even if they are not enrolled as students in the Department of Physical and Environmental Sciences.
- 3.4** Premium membership shall be considered active from either the date of enrolment, or the date of purchase, until August 31st of each year or completion of Undergraduate.
- 3.5** Each member shall be afforded the following rights through membership in EPSA:
- 3.5.1** The right to participate and vote in group elections and meetings;
- 3.5.2** The right to communicate, discuss, and explore all ideas;
- 3.5.3** The right to organize/engage in activities/events that are reasonable and lawful;
- 3.5.4** The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
- 3.5.5** The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
- 3.5.6** The right to distribute published material on campus, in a responsible way, provided that it is not unlawful;
- 3.6** Each member shall possess the following responsibilities relative to participation in EPSA:
- 3.6.1** Support the purpose of the organization;
- 3.6.2** Uphold the values of the organization;
- 3.6.3** Contribute constructively to the programs and activities offered by the organization;
- 3.6.4** Attend general meetings;
- 3.6.5** Abide by the constitution and subsequent official organizational documents;
- 3.6.6** Respect the rights of peers and fellow members;
- 3.6.7** Abide by University of Toronto policies, procedures, and guidelines;
- 3.6.8** Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.7** All Premium members can attend events and functions held by the association for free or a discounted fee. General and non-members may be allowed to attend events for a nominal fee.
- 3.8** All members enrolled in and returning to programs under the Department of Physical and Environmental Sciences are eligible to be elected to executive positions for the next academic year.
- 3.9** Each member's information will be held and protected in the strictest of confidence and will not be sold or released to any other organization or association.



Article 4: Executive Positions

- 4.1** All executive positions are voluntary, non-paid positions. The term for these positions extends from May 1st of each year until April 30th of the following year.
- 4.1.1** Elected positions shall be held by students enrolled under programs offered by the Department of Physical and Environmental Sciences.
- 4.1.2** Hired positions are open to all student members of EPSA enrolled at the University of Toronto at Scarborough.
- 4.2** To qualify for a senior executive position, members must have committed a minimum of one year to the organization as a former executive. Members with co-op program commitments requiring extensive absences during the fall and winter semesters will not be eligible to hold senior executive positions.
- 4.3** Hired positions to EPSA are executive positions which require specific expertise. These positions are determined by an interview and decision process by simple majority vote by the supervising executive (as described above) and not less than two other executives.

- 4.4** The duties and responsibilities of the executive positions are outlined as follows:

4.4.1 President

- Oversee and manage the organization, maintain the integrity of the association, and ensure all events and functions are in line with the mission and values of the association.
- Act as official representative of the association in formal business; act as liaison with other Departmental Student Associations, SCSU, Department of Student Life and other campus clubs.
- Serve as official signing officer of the association.
- Hold monthly team meetings and senior executive meetings
- Oversee the financial and organizational stability of the association.
- Must maintain open communication (i.e. in person, by email, etc.) with executives and general members and informing them of important updates
- Call to order and coordinate executive, general and/or emergency meetings, in accordance with Articles 9, 10 and 11.
- Ensure that other executive members are rightfully fulfilling their assigned duties and responsibilities
- Fulfill the responsibilities of any vacant executive position or else ensure they are being fulfilled by another party.
- Enable the transition and continuity of the association from year to year.

4.4.2 Subcommittee: Marketing and Communications



Vice President of Marketing & Communications

- Hold frequent subcommittee meetings; at least on a monthly basis
- Oversee the work of the webmaster, two first- year representatives, videographer, and the two graphic designers/ social media assistant and content creator
- Send out emails to general members regarding upcoming events
- Responsible for marketing EPSA events using all possible media (posters, class announcements, intranet announcements, Facebook, Twitter, etc...)
- Create announcement schedules for EPSA executives based on the office hour schedule for EACH event
- Create a marketing timeline for EACH event; must show this to the other senior execs several days before each event
- Email SCSU prior to EVERY event to upload poster onto the TV screens; ask for them to put our poster on their bulletin boards if appropriate
- Coordinate between senior execs requesting posters and the graphic designers making the poster
- Ensure that the website is being updated WEEKLY, prior to ANY event
- Responsible for creating and developing new marketing strategies for EPSA and all of its events so as to reach out to the largest number of current and potential members
- Ensure that other executive members are helping market events; encourage them when appropriate
- Maintain internal communications within the association and serve as a point of contact with external organizations including other Departmental Student Associations (DSAs), SCSU and other campus clubs Maintain a list of general members and ensure all members are informed of on or off-campus events and activities, especially those hosted by EPSA
- Ensure that public information regarding the association is kept up to date, including contact lists, website, etc.
- Train First-Year Representatives and guide them towards finding strengths and specialties to fulfill their future roles
- Manage EPSA membership list for the most recent 4 years including current year.

4.4.2.1 First Year Representative (2) - ELECTED

- Serve as liaisons with the executive for all first-year students in the department.
- Communicate association news and events to all first-year students, with in-class announcements and posters



- Identify concerns relevant to first year students and bring them to the attention of appropriate figures within the association.
- Responsible for creating their own first year event with help from the executive team

4.4.2.2 **Graphic Designer (2) - HIRED**

- Designing posters for academic and social events held by the association
- Must upload finished work in a folder in the Google Drive for easy access
- The graphic designer will work closely with the Vice President of Marketing & Communications for deadlines and revisions associated with the poster-making process

4.4.2.3 **Social Media Assistant - HIRED**

- Will post finished posters on Instagram and Facebook; if unavailable to do so the VP of Marketing & Communications will post
- Will relay questions and concerns from any of our platforms to VP of Marketing & Communications.
- Assist with marketing EPSA's promotions and events via social media.
- Shall work in collaboration with the Webmaster in regards to marketing/uploading event pictures.
- Shall formulate unique approaches to keeping social media streams active with new initiatives and content.
- Shall serve to increase followers of EPSA on all social media channels.

4.4.4.2 **Webmaster - HIRED**

- Shall work under the supervision of the Vice President Marketing & Communications
- Developing, maintaining and updating the association's website
- Respond to emails from students received from the website
- Work closely with the Vice President of Operations and Marketing and Communications to ensure that all of the association's news and announcements relating to events, executive profiles, resources, aid centers and more were updated on the website
- Update the website on a weekly basis
- Also responsible for coordinating with the DPES Newsletter to provide updates from EPSA.

4.4.4.3 **Videographer - HIRED**

- Shall work under the supervision of the Vice President Marketing & Communications
- Responsible for taking pictures and video clips during any EPSA event
- Responsible for promptly uploading and sending those photos to the team Drive and VP of Marketing and Communications
- Responsible for creating promotional videos for EPSA, or any EPSA related events for Social media



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4.4.4.4 Content Creator – HIRED

- Shall work under the supervision of the Vice President Marketing & Communications
- Responsible for creating and editing videos (TikTok's, Instagram reels, etc.) to boost marketing and engagement on social media.
- Work in collaboration with other clubs and Social Media Assistant to market EPSA events and initiatives.
- Should be familiar with using various social media platforms and be able to track current trends on these platform

4.4.3 Subcommittee: Finance

Vice President Finances

- Oversee the operations and resources of the association.
- Serve as a secondary signing officer.



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- Work closely with and assist the President with EPSA's financial obligations.
- Pay close attention to funding deadlines from major funding sources (DSL, SCSU, and occasionally UTSC).
- Draft funding proposals and applications with the help of the President.
- Responsible for creating financial statements on a quarterly basis.
- Projects EPSA budget and predict allowance for each event in the year.
- Keep track of transactions and status of both accounts (BMO and DPES).
- Ensure that all financial aspects (daily cash box balance, sales, and inventory) of the association is updated and properly coordinated as outlined with the President.
- Should be able to present proper financial reports and statements by request of any senior executive and/or other executive members.
- Organize and issue executive reimbursements with coordination from the President.
- Serve as Acting President in the event that the office of the President and the Vice President Operations are vacant or both executives are otherwise unable to serve
- Is considered a senior executive and must fulfill the further requirement of having one (1) year experience as an executive.

4.4.3.1 Financial Manager - HIRED

- Shall work under the supervision of the Vice President Finance.
- Shall research external funding sources by means of corporate and on-campus sponsorship opportunities.
- Shall prepare a tiered-system sponsorship package, to be utilized in securing sponsorship contracts with corporations and organizations.
- Shall work closely with the Vice President Finances in communicating sponsorship packages, contracts, and revenue.
- Shall draft post-event summaries and aid in the formulation of funding proposals and applications with the Vice President Finances.



4.4.4 Subcommittee Operations

Vice President Operations

- Oversee the operations and resources of the association.
- Serve as a secondary signing officer.
- Coordinate logistics and ensure all senior executives have the resources necessary to conduct their business (e.g. booking rooms via DSL/SCSU, etc.).
- Serve as President in the event that either the office of President is vacant, or the President is otherwise unable to serve.
- Is responsible for the hiring and supervision of the positions of: Events Coordinators and Outreach Coordinator
- Sort file documents, organize Google documents, and create spreadsheets and instruction sheets for events.
- Ensure that the EPSA office is an effective tool for serving the mandate of the EPSA. This shall include, but not be limited to: scheduling executive office hours; managing the inventory and maintenance of the office equipment and furniture; the maintenance of the office communications, i.e. whiteboards and notices.
- Responsible for coordinating team social events & team clothing
- Remind all executives of their respective responsibilities with regards to deadlines, event set-up/clean-up, internal/external meeting attendance, and announcements.
- Responsible for developing a master timeline that incorporates all events and important dates, as well as a master calendar for all DPES courses/exams time slots and other major events to avoid scheduling EPSA initiatives in unfavorable times.
- Is considered a senior executive and must fulfill the further requirement of having one (1) year experience as an executive.

4.4.4.1 Events Coordinator (3)- HIRED

- Shall work under the supervision of the Vice President Operations.
- Coordinate or assist in the coordination of social and interest events that are nonacademic and which enhance the experience of the EPSA members. This may include, but not be limited to: sporting or leisure events; pubs and social nights; mix and mingles.
- Responsible for the planning and logistics of events, including the contact of external parties such as caterers, resorts, venue staff members, and technicians etc.
- Put together instruction sheets for event execution and record all necessary feedback and points of improvement for future events.

4.4.4.2 Outreach Coordinator (1) - HIRED

- Shall implement and mobilize physical modes of marketing through posters, banners and distribution of mobile marketing (mini flyers, coupons, etc.).
- Responsible for recruitment of volunteers as needed for any events held by EPSA.



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- Coordinate the volunteer network program, recording the activities and number of hours each volunteer contributes and facilitating with rewarding or thanking those who contribute to the community through EPSA
- Shall be representative of EPSA for any external school groups.

4.4.5 Subcommittee: Academics

Vice President of Academics:

- Encourage and actively participate in discourse among students in Physical and Environmental Sciences regarding their concerns and perspectives with respect to their education and academic programming
- Effectively communicate concerns and ideas raised among students in Physical and Environmental Sciences to the administration, faculty, or other student organizations as appropriate, and work to address those concerns in a proactive and constructive way.
- Foster an awareness of students' academic rights and entitlements among students in Physical and Environmental Sciences.
- Serve as a point of referral for students in Physical and Environmental Sciences, directing them to other resources and services as may be most appropriate to their academic needs.
- Is responsible for the supervision of the discipline directors (3) (Chemistry, Environmental Sciences and Physics); these reps in turn are responsible for reporting to the Vice-President Academics



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- Ensuring constant communication between the discipline reps and their respective DPES professors for their courses
- Ensure with the discipline directors that the Physics Aid Centre and Chemistry Aid Centre are fully operational for the entirety of the year
- Hold frequent subcommittee meetings; at least on a monthly basis

4.4.5.1 Physics/Astrophysics Director - Hired (With Nomination from Prof)

- Will work closely with the Vice President of Academics
- Serve as liaisons with the executive for all students in physics and astrophysics, and play a vital role in identifying academic and career-related tools pertaining to physics and astrophysics
- Informs physics and astrophysics students of resources and services that will help prepare them for graduate programs and work opportunities via classroom announcements and Quercus
- Identify concerns from physics courses and bring them to the attention of appropriate figures within the association.
- Responsible for coordinating and maintaining the Physics Aid Centre, and overseeing the Telescope Group
- Responsible for handling various faculty outreach events, such as but not limited to: campus open houses, Choose Your Program Week, and high school class visits.
- Work in coordination with both students and faculty members to identify areas for EPSA to improve in terms of Physics & Astrophysics representation, events, resources and to implement these (within reason)

4.4.5.2 Environmental Science Director (Hired, with Prof nomination)

- Will work closely with the Vice President of Academics
- Informs environmental science students of resources and services that will help prepare them for graduate programs and work opportunities via classroom announcements, Quercus and e-mails
- Maintain and update the EPSA job posting folder through postings recommended by faculty members for all disciplines



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- Will plan and put on an APGO information seminar in the fall semester, Earth Ring order and Ceremony (in collaboration with UESA and JTWC UTM) during second semester
- Will assist in planning professional seminars, career panels and information sessions regarding other undergraduate and graduate program options (such as the various combined degree programs) related to environmental sciences
- Attends Environmental Science professor candidate presentations, and conducts the student let interview with candidates
- Responsible for handling various faculty outreach events, such as but not limited to: campus open houses, Choose Your Program Week, and high school class visits.
- Work in coordination with both students and faculty members to identify areas for EPSA to improve in terms of Environmental Science representation, events, resources and to implement these (within reason)

4.4.5.3 Chemistry/Biochemistry Director - Hired (With Nomination from Prof)

- Will work closely with the Vice President of Academics
- Serve as liaisons with the executive for all students in chemistry, and play a vital role in identifying academic and career-related tools pertaining to the field of chemistry
- Informs chemistry students of resources and services that will help prepare them for graduate programs and work opportunities via classroom announcements and Quercus
- Identify concerns from chemistry courses and bring them to the attention of appropriate figures within the association.
- Responsible for coordinating the Chemistry Aid Centre, providing updates to the VP Academics when required
- Will assist in planning professional seminars, career panels and information sessions regarding other undergraduate and graduate program options (such as the various combined degree programs) related to chemistry and biochemistry



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- Responsible for handling various faculty outreach events, such as but not limited to: campus open houses, Choose Your Program Week, and high school class visits.
- Work in coordination with both students and faculty members to identify areas for EPSA to improve in terms of Chemistry/Biochemistry representation, events, resources and to implement these (within reason)

4.4.5.4 Environmental Studies Director - Hired (With Nomination from Prof)

- Will work closely with the Vice President of Academics
- Serve as liaisons with the executive for all students in chemistry, and play a vital role in identifying academic and career-related tools pertaining to the field of Environmental Studies
- Informs Environmental studies students of resources and services that will help prepare them for graduate programs and work opportunities via classroom announcements and Quercus
- Identify concerns from Environmental studies courses and bring them to the attention of appropriate figures within the association.
- Responsible for coordinating with UTERN UTSC, providing updates to the VP Academics when required
- Will assist in planning professional seminars, career panels and information sessions regarding other undergraduate and graduate program options (such as the various combined degree programs) related to Environmental Studies
- Responsible for handling various faculty outreach events, such as but not limited to: campus open houses, Choose Your Program Week, and high school class visits.
- Work in coordination with both students and faculty members to identify areas for EPSA to improve in terms of Environmental studies representation, events, resources and to implement these (within reason)

4.4.5.5 Geoscience Director - Hired (With Nomination from Prof)

- Will work closely with the Vice President of Academics



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- Serve as liaisons with the executive for all students in chemistry, and play a vital role in identifying academic and career-related tools pertaining to the field of Geoscience
- Informs Geoscience students of resources and services that will help prepare them for graduate programs and work opportunities via classroom announcements and Quercus
- Identify concerns from Geoscience courses and bring them to the attention of appropriate figures within the association.
- Responsible for coordinating with Geoscience clubs, providing updates to the VP Academics when required
- Will assist in planning professional seminars, career panels and information sessions regarding other undergraduate and graduate program options (such as the various combined degree programs) related to Geoscience
- Will plan and put on an APGO information seminar in the fall semester
- Responsible for handling various faculty outreach events, such as but not limited to: campus open houses, Choose Your Program Week, and high school class visits.
- Work in coordination with both students and faculty members to identify areas for EPSA to improve in terms of geoscience representation, events, resources and to implement these (within reason)

4.4.5.5 Mentoring Program Coordinator - Hired

- Work in collaboration with the Chemistry Student Society at UTSC to implement a Peer Mentorship Program.
- Communicate any issues and concerns to the Vice President of Academics.
- Ensure that mentors are hired and paired with mentees.
- Ensure the smooth running of the program throughout the academic year.

Article 5: Faculty Advisor(s)

5.1 Members of faculty from the Department of Physical and Environmental Sciences are eligible to serve in the role of Faculty Advisors within EPSA under the following terms:



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- 5.1.1 A member of faculty may be proposed for this role either through self-nomination or at the suggestion of any member of the executive.
- 5.1.2 Confirmation in the role of faculty advisor shall require a two-thirds majority vote of the executive.
- 5.1.3 This position is non-exclusive and therefore multiple advisors are possible.
- 5.1.4 A faculty advisor shall be considered an honorary executive of the association but will not have voting rights.

Article 6: Determination of Executive / Elections

- 6.1 Each academic year all executive positions in the association become open to all student members of the association enrolled in the University of Toronto Scarborough and they are eligible to run for election to fill these positions in the following academic year.
 - 6.1.1 The exception to this are the First Year Representative positions, which conclude on April 30th with the other executive positions, but are not elected until the fall term of the following year.
- 6.2 A notice of elections will be made by the President no later than February 28th and shall include the date and time of a general meeting to be held for the purposes of conducting elections. This notice must appear on the association's website and must be distributed through a general mailing list or intranet channel. Additional publicity is encouraged.
- 6.3 A general meeting for elections will be held in March of each academic year, no sooner than two weeks following the original notice.
- 6.4 Any member enrolled in and returning to a program under the Department of Physical and Environmental Sciences can seek nomination but to be considered a candidate for any executive position, that member must obtain 20 nominations from other members of the association.
- 6.5 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
- 6.6 The senior-most outgoing executive member will be responsible for maintaining the democracy and veracity of the electoral process, or a Chief Returning Officer shall be appointed should no such executive be outgoing.
- 6.7 At the meeting every member of the association is entitled to run for each position and they will be elected in the sequence in which they appear in this Constitution, beginning with the President and proceeding through the Discipline Representatives. Candidates may declare their interest in each position at any time up until the election for that position takes place. Each candidate will then have an opportunity to speak to the meeting regarding his or her qualifications and intentions.
- 6.8 Each member of the association may participate in the election for each position and is entitled to cast one vote for each position.



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- 6.9 All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the election will be held. The application period must end a minimum of seven (7) days prior to the general meeting at which the election will be held.
- 6.10 Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.
- 6.11 Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee.
- 6.12 This committee will consist of two (2) non-executive general members and one (1) executive.
- 6.13 Voters reserve the choice to abstain, if they are not supportive of any of the candidates.
- 6.14 The candidate who receives the most votes for each position wins that position.
- 6.15 Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 6.16 If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.
- 6.17 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.
- 6.18 In the case that there may be vacant positions they may be filled through by-election at any time under similar conditions and with appropriate notice until the last day of October of any given year, and then those positions may be filled by appointment by the senior-most executive with the agreement of the majority of the executive.
- 6.19 Quorum for elections shall be twenty members.
- 6.20 At the first general event of each academic year the First Year Representatives shall be elected through a procedure similar to the March elections. This fact shall be advertised to the membership, and all members in attendance are eligible to vote for the position.

Article 7: Removal of Executives

- 7.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:
 - 7.1.1 A member or executive has engaged in unlawful actions or activities;
 - 7.1.2 A member or executive has violated the constitution;
 - 7.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
 - 7.1.4 A member or executive has violated the rights of a fellow member;
 - 7.1.5 A member or executive has not fulfilled their organizational responsibilities;
 - 7.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 7.2 The process for removing a member or executive may also be initiated when:
 - 7.2.1 A petition calling for a vote and bearing the signatures of a majority of the general



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membership is submitted to any member of the executive.

- 7.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
- 7.3 The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:
- 7.3.1 First Tier:
- The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
- 7.3.2 Second Tier:
- Initiated because the member or executive has violated section 5.1 after receiving a first-tier warning relative to a particular action or behavior
 - The Vice President Human Resources will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
 - The Vice President Human Resources must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
 - The executive or member accused of violating section 7.1 will be given fourteen (14) calendar days from receiving the Vice President Human Resources' written response to demonstrate progress or correction of behavior.
- 7.3.3 Third Tier:
- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
 - The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member
- 7.4 facing removal (or an individual they designate), may speak for up to five minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.



Article 8: Finances

- 8.1 The source of the association's funding will come from:
 - 8.1.1 External organizations such as the SCSU.
 - 8.1.2 Membership fees.
 - 8.1.3 Sponsorship funding.
 - 8.1.4 Any additional revenue from the sale of tickets for paid events or other items.
 - 8.1.5 The association agrees to adhere to such standards and practices, regarding its funding, as are established by the Office of Student Affairs or may be established in the future, in reference to the associations' role as a Departmental Student Association.
- 8.2 The budget for each academic year will be prepared by the Vice-President Finance and must be presented to the executive no later than the last day of September. Ideally, this budget should be prepared before the end of the previous year in consultation with the out-going executive.
- 8.3 The annual budget and a statement of the association's financial standing must be presented to the general membership of the association at the annual general meeting in March.
- 8.4 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 8.5 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
- 8.6 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 8.7 The President, the Vice-President Finance, and only in special circumstances the Vice- President Operations, shall be the sole signing authorities of banking instruments for the organization.
- 8.8 EPSA will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 8.9 EPSA will accept full financial and production responsibility for all activities it sponsors, plans, or executes.



Article 9: Executive Meetings

- 9.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 9.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
 - 9.2.1 Formulating and distributing an agenda for each meeting;
 - 9.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 9.2.3 Moderating the discussion at meetings according to the agenda;
- 9.3 There shall be a minimum of one (1) executive meeting held every one (1) month during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.

Executives are expected to attend all meetings and respond to requests regarding their availability in order to schedule such meetings. Those who are not able to attend are expected to notify the President and either the Vice-President Finance or the Vice-President Operations, at least 24 hours beforehand.

- 9.3 The executive may meet on additional occasions at the discretion of the President or any two members of the executive.
- 9.4 Executive meetings are restricted to executive members only. Quorum of any executive meeting shall be the attendance of greater than 50% of the executives.
- 9.5 A summary of business conducted at any meeting of the executive shall be made publicly available to all members, by the Vice-President Communications.
- 9.6 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 9.7 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 9.8 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.
- 9.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 9.10 Any question at an Executive Meeting shall be decided by a show of hands.
- 9.11 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 9.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 9.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.



Article 10: General Meetings

- 10.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy making, to propose amendments to the constitution, and to report on the financial status of the organization.
- 10.2 Calling Meetings.
 - 10.2.1 There shall be a minimum of one (1) general meeting held every academic year. The date of the general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.
 - 10.2.2 General meetings may be called to order by the President, through a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.
 - 10.2.3 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.
 - 10.2.4 A notice of any general meeting must appear on the association's website and must be distributed through a general mailing list and/or intranet channel. Additional publicity is encouraged.
 - 10.2.5 Members of the association may petition for a general meeting at any time and if a petition is signed by 100 or 50% of the members the executive shall immediately cause a general meeting to be called no later than a month from the time of receipt. Any motion that is indicated on this petition of members shall be automatically included in the agenda for the general meeting.
- 10.3 General Meeting Agenda
 - 10.3.1 The executive normally determines the agenda for a general meeting.
 - 10.3.2 Items for discussion at a general meeting must be circulated with the original notice of meeting.
 - 10.3.3 Items may be added to the agenda, from the floor, with a simple majority vote by the members in attendance. Motions to remove an executive are not valid from the floor.
 - 10.3.4 Amendments to the Constitution may only be made at a general meeting.
- 10.4 Conduct of Business
 - 10.4.1 The President shall normally chair a general meeting. The President may request an external chair and may be also forced to do so by a majority vote of the executive prior to the meeting date.
 - 10.4.2 Quorum for the conduct of business at a general meeting shall be forty members, twenty of whom must be present in person.
 - 10.4.3 Each member of the association is eligible to obtain proxies from other members in the form of a written declaration. No member may wield more



than five proxies in addition to his or her own vote.

10.4.4 The chair of the meeting, or designate, will be responsible for collecting and verifying notices of proxy.

10.4.5 Proxies are valid only for the conduct of business at the general meeting and shall bear no relation to any elections within the association, even if those elections are held in connection with the general meeting.

10.4.6 For the conduct of elections at a general meeting neither the President nor any other member is eligible to chair, for the duration of those elections, if he or she is to be a candidate.

10.4.7 The quorum requirement of forty members, present either physically or by proxy, shall not apply to elections.

10.5 Minutes

10.5.1 A record of minutes from each general meeting shall be made publicly available to all members, by the Vice-President Marketing & Communications.

Article 11: Emergency Meetings

11.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

11.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

11.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

11.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

Article 12: Amendments

12.1 The organization may make, amend or repeal the constitution or certain sections therein.

12.2 Notice of a meeting called to consider such a resolution shall be given as follows:

12.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;

12.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.

12.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).

12.4 The general membership must have the final say on amendments to the constitution.

Article 13: Transition



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- 13.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 13.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- 13.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article 14: Emergency Powers

- 14.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 14.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 14.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 14.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article 15: Handling of Food on Campus

- 15.1 The association will conform to Provincial and Municipal Health Regulations when events held at the University of Toronto at Scarborough include the sale and/or service of food items.

Article 16: Precedence of University Policies

- 16.1 EPSA will abide by all pertinent University of Toronto policies, procedures, and guidelines. When the University's policies, procedures, and guidelines conflict with those of EPSA, the University's policies, procedures, and guidelines will take precedence.

Article 17: Legal Liability

- 17.1 The University of Toronto Scarborough does not endorse the EPSA's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article 18: Banking

- 18.1 EPSA shall provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts



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opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Article 19: Branding

- 19.1 All signatures and logos of EPSA are the property of EPSA and shall only be reproduced with EPSA's consent, as outlined under EPSA's *Brand Identity & Styling Guide*.
- 19.2 Branding of EPSA's signatures and logos shall follow the guidelines ascribed under EPSA's *Brand Identity & Styling Guide*.

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with, the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.



IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
 2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
- 10
3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

11 VIII. Voting



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1. There are 3 basic motions for each item of business:
 - A motion to adopt a specific action by the board.
 - A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - A motion to remove an item from consideration
2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.

This constitution was last revised on October 7th, 2024