

# **Constitution of “Google Developer Group On Campus - UTSG Student Chapter”**

## **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “**Google Developer Group On Campus - University of Toronto St. George Student Chapter**”
- 1.2. The official acronym or abbreviation of the group is “**GDG: UTSG**”
- 1.3. The purpose, objectives, mission and/or mandate of the organization:

**The Google Developer Group on Campus (GDG) powered and backed by Google Developers, aims to inspire students in the field of technology. Our club is open to any student in any discipline wishing to advance their skills in developer technology and no prior developer experience is required to be a part. We provide workshops, events and hands-on projects that support and empower all university students who are passionate in growing as a developer to solve real-time problems and increase their knowledge on developer products. We will work towards creating networks amongst university students, faculty, and professionals, both within the University and across Canada which will act as support groups and valuable resources of skill and knowledge for our members. We are a non-profit community of students which promotes developer technology and products to all university students interested in growing their developer skills. Our group of GDG is linked to the other GDG groups through common names and goals. GDG UTSG may also choose to participate in, and/or contribute to joint efforts with other GDG groups, if they are appropriate to our own goals.**

**The main goals of GDG UTSG are:**

- **To provide workshops and meetups that allow students to explore and learn developer technology**
- **To inform students about opportunities and products in technology**
- **To create an academic and social network for students interested in technology**
- **To help students feel more comfortable and confident in their developer skills and to prepare them for the challenges that lie ahead in the workforce**

## **2. Article Two – Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. The membership fee will be \$0 per year.

## **3. Article Three – Rights of Members**

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.

- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members. 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda. 3.6. All voting members have a right to propose and vote on amendments to this constitution. 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

#### **4. Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of **28** voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee. 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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.

#### **5. Article Five - Executive Committee Composition and Duties**

##### **5.1. The Lead shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Vice-Lead,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next,
- 5.1.7. Provide leadership to the group, maintaining a clear vision of GDG UTSG's mandate and goals,
- 5.1.8. Coordinate and supervise the efforts of the Executive Team in organizing events and other activities,
- 5.1.9. Be the official contact from the executive board for Student Affairs and the University of Toronto Students' Union,
- 5.1.10. Be responsible for annual renewal for the following privileges and/or access, when applicable: maintain the official GDG UTSG email address, social media, mail box

and web page,

- 5.1.11. Contact potential and previous sponsors such as companies, organizations, associations through personal meetings, cold phone calls and emails encouraging them to take an interest in GDG UTSG,
- 5.1.12. Responsible for maintaining and safekeeping of the official records of the group,
- 5.1.13. Maintain an official record of the minutes for all Executive Meetings and Annual General Meetings,
- 5.1.14. Be responsible for distributing meeting minutes to Executives,
- 5.1.15. Oversee attendance records for GDG UTSG events
- 5.1.16. Responsible for the maintenance of GDG budget and tracking financial transactions done through GDG,
- 5.1.17. Maintain a budget of income and expenses, 5.1.18. Advise members on financial position of the group.

## **5.2. The Vice-Lead shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the Lead in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts,
- 5.2.5. Provide leadership assistant to the lead for the group, maintaining a clear vision of GDG UTSG's mandate and goals,
- 5.2.6. Help lead all Executive Meetings,
- 5.2.7. Coordinate and supervise the efforts of the Executive Team in organizing events and other activities,
- 5.2.8. Set the goals for the year in cooperation with all members of the Executive Team,
- 5.2.9. Contact potential and previous sponsors such as companies, organizations, associations through personal meetings, cold phone calls and emails encouraging them to take an interest in GDG UTSG,
- 5.2.10. Maintain an official record of the minutes for all Executive Meetings and Annual General Meetings,
- 5.2.11. Responsible for the maintenance of GDG budget and tracking financial transactions done through GDG
- 5.2.12. Assist the Lead with finding funding opportunities for the GDG Events, 5.2.13. Maintain a budget of income and expenses, 5.2.14. Advise members on financial position of the group.

## **5.3. The Event Director shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Record notes and motions for meetings,
- 5.3.3. Responsible for contacting companies regarding sponsorship for events with Lead,
- 5.3.4. Responsible for acting as a liaison between company representatives for sponsorships,
- 5.3.5. Organize the events with the help of the Lead,
- 5.3.6. Responsible for the logistics and operations of the events with the help of the Lead,
- 5.3.7. Training all executives and volunteers,

5.3.8. Responsible for set up and clean up of events,

5.3.9. Assist Marketing Director on creating marketing publications for events, 5.3.10. Work with the Lead to come up with unique initiatives and themes for each event, 5.3.11.

Responsible for finding new opportunities to expand club outreach to university students and organizations.

**5.4. The Logistic Director shall:**

5.4.1. Be eligible to cast votes at meetings of the Executive Committee, 5.4.2.

Responsible for acting as a liaison between company representatives for sponsorships,

5.4.3. Organize the event logistics with the help of the Event Directors, 5.4.4. Responsible for the logistics and operations of the events with the help of the Lead, 5.4.5. Training all executives and volunteers,

5.4.6. Responsible for set up and clean up of events,

5.4.7. Assist Marketing Director on creating marketing publications for events, 5.4.8. Work with the Lead to come up with unique initiatives and themes for each event, 5.4.9.

Responsible for finding new opportunities to expand club outreach to university students and organizations.

**5.5. The Workshop Director shall:**

5.5.1. Be eligible to cast votes at meetings of the Executive Committee, 5.5.2. Organize the logistics and operations of the workshops with the help of the Lead, 5.5.3. Responsible for

contacting companies regarding sponsorship for workshops Lead, 5.5.4. Training all executives and volunteers,

5.5.5. Responsible for acting as a liaison between company representatives for sponsorships,

5.5.6. Responsible for set up and clean up of workshops,

5.5.7. Assist Marketing Director on creating marketing publications for workshops. 5.6.

**The Experience Director shall:**

5.6.1. Be eligible to cast votes at meetings of the Executive Committee, 5.6.2. Work with the Lead to come up with unique initiatives and themes for each event, 5.6.3. Responsible for

finding new opportunities to expand club outreach to university students and organizations,

5.6.4. Create events to increase engagement in the Discord server,

5.6.5. Responsible for creating small, frequent events to encourage community building. 5.7.

**The Industry Editor shall:**

5.7.1. Be eligible to cast votes at meetings of the Executive Committee, 5.7.2.

Responsible for researching and compiling new topics related to developer technologies for new workshop ideas and resources,

5.7.3. Creation of resources for development and technology,

5.7.4. Write posts and conduct interviews of students and professionals for our website,

5.7.5. Create resources and documents for informational posts for students related to technology skills and studies,

5.7.6. Produce weekly reports on research articles, posts and resources related to technology and development,

5.7.7. Keep a record of files and sources found from all the research findings. 5.8.

**The Mentorship Program Director shall:**

5.8.1. Be eligible to cast votes at meetings of the Executive Committee,

5.8.2. Responsible for building semester-based mentorship program,

5.8.3. Reach out to industry professionals and upper year university students to seek mentors for program,

5.8.4. Reach out to undergraduate students to seek mentees for the program,

5.8.5. Responsible for directing the matching of mentor-mentee pairings. 5.9. **The**

**Project Director shall:**

5.9.1. Be eligible to cast votes at meetings of the Executive Committee,

5.9.2. Organize the logistics and operations of project groups,

5.9.3. Responsible for pairing up Project Group Leads and Members,

5.9.4. Organize the logistics and operations of final Demo Day for Project Groups, 5.9.5.

Responsible for the outreach and communication with organizations and companies working with GDG Projects, 5.9.6. Organization of project topics.

**5.10. The Marketing Director shall:**

5.10.1. Be eligible to cast votes at meetings of the Executive Committee, 5.10.2. Be responsible for gaining approval from the appropriate parties to display announcements, promotional materials, and other documents on campus,

5.10.3. Coordinate and create the publicity strategy,

5.10.4. Develop a marketing plan and recruit representatives to help advertise GDG UTSG to students as well as beyond,

5.10.5. Be responsible for informing these representatives of announcements and providing posters and/or other media when such tasks arise,

5.10.6. Be responsible for creating, printing and posting and/or distributing all publications, when the necessary information is sent to them by the Executives in charge of the event for which the material is needed,

5.10.7. Prepare and implement the publicity plan for publicizing GDG UTSG and for announcing upcoming events,

5.10.8. Be responsible for the design and production of event posters, brochures, pamphlets and other promotional media,

5.10.9. Be responsible for keeping the official GDG UTSG website up to date – this involves uploading blurbs sent by other GDG UTSG Executives onto the website, 5.10.10. Be

responsible for uploading pictures taken at official GDG UTSG events onto the website,

5.10.11. Ensure that there is at least one photographer at every event hosted by GDG UTSG and the pictures are sent to the Lead and/or Marketing Director within 24 hours of the event taking place,

5.10.12. Attends all events, workshops and meetup-ups of the group or has a representative in case absent,

5.10.13. Photograph group initiatives,

5.10.14. Coordinate with Marketing Team showcasing photos on our social media and website,

5.10.15. Advertise & market GDG UTSG initiatives to other students including first year students,

5.10.16. Coordinate with Executive Team in creating a plan on marketing to students on campus.

**5.11. The Graphic Designer shall:**

5.11.1. Be eligible to cast votes at meetings of the Executive Committee,

5.11.2. Responsible for the design of posters, banners, logos etc,

5.11.3. Responsible for submitting promotional material including ECF screens, computers, and class slides to the Marketing Director,

5.11.4. Responsible for working on a storyboard to revamp the website with the web developer.

**5.12. The Web Developer shall:**

5.12.1. Be eligible to cast votes at meetings of the Executive Committee,

5.12.2. Responsible for maintaining and updating the website,

5.12.3. Responsible for working with the Graphic Designers in revamping the website.

**5.13. The Operations Associate shall:**

5.13.1. Be eligible to cast votes at meetings of the Executive Committee,

5.13.2. Assist Executive Team in Events when needed,

5.13.3. Advertise & market GDG UTSG initiatives to other students including first year students,

5.13.4. Coordinate with Executive Team in creating a plan on marketing to other first year students on campus.

**5.14. The Outreach Associate shall:**

5.14.1. Assist Executive Team in Workshops and Industry news research when needed,

5.14.2. Advertise & market GDG UTSG initiatives to other students including first year students,

5.14.3. Coordinate with Executive Team in creating a plan on marketing to other first year students on campus.

**5.15. The Mentorship Associate shall:**

5.15.1. Be eligible to cast votes at meetings of the Executive Committee,

5.15.2. Assist Executive Team in Mentorship when needed,

5.15.3. Advertise & market GDG UTSG initiatives to other students including first year students,

5.15.4. Coordinate with Executive Team in creating a plan on marketing to other first year students on campus.

**5.16. The Marketing Associate shall:**

5.16.1. Be eligible to cast votes at meetings of the Executive Committee,

5.16.2. Assist Executive Team in Marketing when needed,

5.16.3. Advertise & market GDG UTSG initiatives to other students including first year students,

5.16.4. Coordinate with Executive Team in creating a plan on marketing to other first year

students on campus.

## **6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election. 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position. 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

## **7. Article Seven – Finances**

- 7.1. The Lead shall keep an active record of income and expenses.
- 7.2. The Lead shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature. 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet monthly. Core teams in the Executive Committee shall meet weekly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **9. Article Nine - Termination of Membership**

- 9.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee. 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club. 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution. 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.