

Constitution of “Graduate Super Women Engineers Club University of Toronto”

1. Name

The official name of this recognized campus group is “Graduate Super Women Engineers Club University of Toronto.”

The acronym or abbreviation of this group is: GradSWE UofT.

2. Vision and Mission

Our vision is:

“We want to be a supportive, inclusive and diverse community catalyzing change for self-identified womxn engineers and their allies by promoting equity, dialogue, and action at the University of Toronto.”

The purpose, objectives, mission and/or mandate of organization is outlined here:

Our mission is to support and contribute to the continual professional success of women in engineering.

We hope to achieve our vision using this mission and these goals:

1. Creating a social space for open discussions where students can engage in meaningful conversations with their peers and professionals that will help them to navigate opportunities and challenges of graduate life.
2. Collaborating with organizations within the university and beyond to create positive change around inclusivity, diversity, mental health and wellness in engineering.
3. Fostering social leadership and professional development through events and campaigns that evolve dynamically as our community grows.

3. Membership

General membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni). However, voting membership is only open to all currently registered students of the University of Toronto.

Currently registered U of T students, regardless of gender, race, creed, national origin, or sexual orientation, are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address. The executive member will then add those with active U of T email to the official Microsoft team's

platform of the group. Membership will be subject to renewal every year requiring confirmation by the members and depending on activity in the group. For termination grounds and petitioning see policy document “Code of Conduct and Complaint Redressal”.

4. Executive List and Duties

The executive committee shall be comprised of ten (10) elected officers. These positions on the Executive Committee will be filled through an annual election held between July and August each year. The duties for each position are listed below. All members of the executive committee must be currently registered students of the University of Toronto. The group may appoint Directors or Coordinators for various committees on an as-needed basis; however, such positions do not hold executive decision-making and voting authority.

President

Duties

The President is responsible for coordinating and building the skills and capabilities of all VPs, coordinating with the Faculty of Applied Science and Engineering and external SWE groups. They are responsible for working with the executive team to set the strategy and goals for the team for the year, and making sure that everyone executes accordingly.

- Run biweekly meetings.
- Serve as a liaison between VPs in executive.
- Develop methods to encourage students to become members of the Society of Women Engineers.
- Identify high potential candidates for future leadership positions.
- Support the VP team with visioning and strategic planning exercises.
- Works with outside teams like SWE Toronto and various departments at the University of Toronto.
- Supports the VPs in planning and executing events.
- Running elections in the summer.
- Assisting the VP Finance in identifying and applying for funding opportunities.
- Managing our status (and applying for renewal) with the University and SWE.
- Should be a volunteer for at least 6 months prior to nomination.
- Will continue in an advisory role as “Past President” after the 1-year term.

Skills

- Foster inclusivity and diversity; articulate the advantages and impact of a diverse society; exhibit respect and preserves the dignity of others in all interactions.
- Leadership: communicates the vision and mission to inspire all team members; identifies and understands the dynamics of a group; exhibits democratic principles in leading a group and making decisions.
- Social intelligence and interpersonal: the ability to consider alternative points of view, negotiate, mediate, and resolve conflict; works collaboratively with others.

- Problem solving and analytical skills: being able to get to the bottom of an issue and to think of different ways to resolve it, including considering the advantages and disadvantages of each option.
- Team Player: able to work with others in meetings and on committees and being able to complete any tasks that you agree to do on time.
- Committed: ability to jump into various events, committees and roles when needed.
- Organizational skills: able to plan and manage your time, keep appointments, and meet deadlines.
- Comfortable speaking in large groups of people; ability to engage with your local community.

Time Commitment

3 hours per week. This may not be evenly distributed throughout the entire year, with the beginning and end of the school year a bit busier, and a very busy time around March when we hold our biggest event of the year.

VP Information

Duties

The VP Information's role is to organize, keep track of, and ensure that all of GradSWE's information is complete and correct. This involves:

- Organizing the biweekly meetings
- Setting up the meeting template for meetings
- Taking notes of important things during meetings
- Helping the President to keep track of our emails
- Working with the VP Socials to complete post-event templates
- Periodically ensuring that our drive and MS Teams are organized
- Helping to organize and run events as needed

Skills

- Familiar with OneDrive/Sharepoint and MS Teams
- Organized: ability to manage time and tasks while completing tasks in a timely manner
- Collaborative: enjoys working with others to complete tasks
- Passionate about diversity, equity and inclusion in STEM

Time Commitment:

1 hour per week.

VP Finance

Duties

The VP Finance is responsible for obtaining and managing funding for GradSWE.

Obtaining funding involves:

- Coordinating with the Exec team to create yearly budget based on upcoming events.

- Leading funding applications to the university, SWE Global, and/or other funding sources. (Mandatory funding applications: CPSIF, SWE – others are at the discretion of the current executive team.)
- Identifying new funding sources.
- Collecting and cashing cheques.
- Helping to organize and run events as needed

Managing funding involves:

- Keeping accounts of all money received and paid by GradSWE.
- Maintaining standard reimbursement procedures.
- Managing the GradSWE Billhighway account (SWE finance system).
- Coordinating with SWE to apply for reimbursements if necessary.
- Preparing a yearly financial report for the Annual General Meeting and the Graduate Student Union.

Skills

- Experience in tracking spending and receipts.
- Comfortable handling funds and expenses.
- Strong mathematical, numerical, and analytical skills.
- Strong organizational skills.
- Ability to exercise sound judgement independently.

Time Commitment

2 hours per week. The workload is not evenly distributed throughout the year. The VP Finance is responsible for completing funding applications (September-December), which can be time consuming. In the spring (April-June) impact reports must be completed, which can also take time. In between this, the time commitment is low.

VP Communications (x2)

VP Communications is responsible for all internal and external communications for the team, working closely with event organizing sub-groups as well as VP Outreach and mediating communication requirements/announcements/infographic requirements with the communication sub-group and the rest of the team. There will be two positions available, and The division is up to the elected officials. One idea is for one VP to lead the newsletter content creation and the other to lead the social media campaign and website update/development. We have also had it where one VP runs the socials and newsletter, while the other is primarily responsible for designing the graphics.

Duties

- At the start of the term, form and/or review an annual communication strategy with appropriate schedule. Maintain artistic style and theme of the graphics, language and formats used for the newsletter and social media posts. Suggestions for revamping the current style are always encouraged but should be agreed upon by the team before implementing.
- Maintaining existing communication platforms of the team and designate responsibilities and oversee operations to ensure synergy.

- Current platforms include:
 - Internal communications: Microsoft Teams
 - External newsletter (Mailchimp), Eventbrite, Website (Wordpress)
 - Social Media Platforms: Facebook (group and page), Instagram, and LinkedIn group, Twitter, UofT Engineering Connect, Linktree
- Identify more platforms as per need for increased virtual presence
- Website development and maintenance (e.g., updating links to newsletters, uploading photos from recent events, archiving as necessary)
- Infographic design for promotion of group and events (Canva shared group and others). Creating sign-up forms is a shared responsibility with the individual organizers of events.
- Help to organize and run events as needed.
- Regularly check social media accounts for direct messages. Maintain relationships with other student groups on social media to ask for help in resharing/promoting our events. Share and promote others' events when asked.

Skills

- Familiarity with all platforms the team currently uses and/or willingness to learn. (Prior experience with platforms preferred but not required.)
- Strong written and oral communication skills.
- Capable of directed, concise, creative and persuasive messaging.
- Strong interpersonal skills to effectively manage internal and overall team expectations and those of the communications sub-group.

Time Commitment

2 hours per week for each position.

VP Outreach

VP Outreach is the main liaison between the team and other campus groups (students and faculty level), SWE Toronto and other SWE bodies, and other off campus relevant groups. They will also maintain presence on platforms such as Engineering Connect and ULife calendar. Some of these outreach activities (such as to some departments within UofT and SWE) will be shared with the President.

Duties

- Closely work with the President to identify on campus allies in relevant student groups and organization and identify common interests and collaboration opportunities
- Work closely with the VPs Social to plan events in collaboration with other student groups.
- Working with both President and respective VPs identify relevant sources of support (professional development/networking) with faculty members, departments or university offices.
- Closely follow SWE Toronto, other GradSWE chapters and general SWE updates and notify communications VP for advertising relevant events and conferences
- Serve as the main point of contact for off campus groups (other Canadian GradSWE chapters, CUPE etc.)
- Helping to organize and run events as needed
- Skills

- Advocacy and campaigning skills.
- Strong sense of community and civic engagement with an inclusive and global perspective.
- Social intelligence as in ability to communicate persuasively and diplomatically with a variety of groups.
- Ability to strategically prioritize external engagements for the group.

Time Commitment

1.5 hour per week. This is pretty evenly spread throughout the year.

VP Learning and Development (x2)

The VP Learning and Development is responsible for planning events geared towards learning and development to allow graduate students to network and build necessary skills.

Duties

- At the start of the term, work with VP Social and the rest of the Exec team to develop an event calendar that could maximize the benefits and interests of all members of GradSWE. This should look like around one L&D event a month.
- Promote professional development for members of GradSWE through both organizing internal (Coffee Chats) and attending/organizing external events.
- Lead the mentorship programs (if pursuing this year) or any similar future undertakings by the group.
- Lead a team of volunteers (along with the President) to organize one big annual event in honour of International Women's Day.
- Actively seek and coordinate with VP External Outreach to establish and maintain collaborative relationships with other groups in the community and industry professionals.

Skills

- Strong communication, interpersonal, and organizational skills.
- Strong community building skills to bring people together.
- Ability to utilize a wide range of media/platforms to host events.

Time Commitment

2 hours per week

VP Social (x2)

The VP Social is responsible for planning and supporting/encouraging members to plan events around a theme of social and fun purposes to foster community development. Graduate studies can be very isolating so, the VP Social acts to help students build a support system through informal and fun networking. We aim to hold two social events in most months, so we are recruiting two VP socials to help share this work. Other VPs are also responsible for helping out with events every once in a while.

Duties

- At the start of the term, work with VP Learning and Development and the rest of the Exec team to develop an event calendar that could maximize the benefits and interests of all members of GradSWE.

- Identify different categories of inclusive events from sports to arts to maximize fun socializing opportunities and community building.
- Promote social connections for members of GradSWE through both organizing internal (Coffee Chats, “GradSWE Moves Around” series) and attending external (“GradSWE Goes To” series) events.
- Plan events and create sign up forms to pass off to the VP Communications to advertise. Then, the VP Social will follow up with attendees before the event, attend the event, and then work with the VP Information to put together a post-event debrief.

Skills

- Strong communication, interpersonal, and organizational skills
- Strong community building skills to bring people together
- Ability to utilize a wide range of media/platforms to host events

Time Commitment

2 hours per week per position. The time is not evenly distributed, as you work more just before and during an event, with less work required between then.

4.1 Termination of Executives or General Members:

4.1.1 Complaint process

Any member of the club who commits an act negatively affecting the interests of the club, violating the code of conduct as outlined in the policy document “Code of Conduct and Complaint Redressal”, also including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal, or other actions that the executive committee decides to take. Details of the complaint redressal process preceding review of membership meeting can be found in the same policy document.

The member up for removal shall have the right to defend his/her/their actions.

A majority vote of the current executive committee present in favor the proposed action is required. The member must have the right to an appeal, and the majority vote of the executive committee will have the final say on the matter.

If the member is removed from the club’s membership, they will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote and decision of the executive committee, may lose their executive position along with their membership to the group.

4.1.2 Failure to fulfil duties

If an executive member feels that they can no longer fulfil their duties, they should let the rest of the executive committee know. The executive committee will decide the best path forward given the circumstances.

In the event that an executive stops performing their duties and communicating with the rest of the team, the president will make 3 attempts to contact them over the course of 6 weeks, and if they don’t

respond to communication, the executive team reserves the right to revoke the position and appoint a new VP within or outside of the current executive team.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in July. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are currently registered U of T students for candidacy of executive positions from the general membership before mid-June. All candidates for executive positions must be currently registered U of T students in good standing. Any member running for the position of President, must have been an active volunteer for at least six months prior to nomination.

The CRO shall select the election nomination period and the following election voting period.

The CRO and Scrutinizers shall double check that each vote is cast by a voting member of the group, by ensuring that they are a currently registered UofT student and a member of the group, as measured by either membership in the Microsoft Teams channel or the mailing list.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Currently registered U of T students may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only currently registered U of T students who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from September 1st to August 31st

6. Finances

The VP Finance shall keep records of all income and expenses. The VP Finance shall present the group's financial health at the annual general meetings. All expenditures will need the approval of the President and VP Finance on the Billhighway platform.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will

not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least once per year. A 2/3 majority of executive members must be present at the AGM to hold a vote; any other members are also welcome to attend.

The Executive Committee will announce these dates at least one (1) week prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. A simple majority of those in attendance for the motion to be passed.

b) Executive Meetings:

The executive committee shall meet on a bi-monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives. These meeting remain open to all members of the group; participation is mandatory only for the executive members.

8. Amendments

8.1 Amendments to constitution

Any currently registered U of T students may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by currently registered U of T students in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e., The Office of Student Life, The University of Toronto Students' Union, etc.) within two (2) weeks of its approval by general members.

8.2 Amendments to By-law documents

Any currently registered U of T students may propose and vote on amendments to By-Law documents. The Executive Committee will administer the process of having amendments discussed at regular planning meetings or a designated meeting.

By-law document amendments shall require 2/3rd majority of the executive member team. In the case that the amendment was requested by a non-executive member, they could be optionally present at the meeting.

8.3 Amendments to Policy documents

8.3.1 Amendments to Policy Document: Code of Conduct and Complaint Redressal Process

The same process as outlined in section 8.1 applies.

8.3.2 Amendments to all other Policy documents

The same process as outlined in section 8.2 applies.