

# **Constitution of Horizons in Education, Leading Interdisciplinary eXploration (HELIX)**

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

- 1.1. The official name of the recognized student group is Horizons in Education, Leading Interdisciplinary eXploration.
- 1.2. The official acronym or abbreviation of the group is HELIX.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to support students in exploring diverse, interdisciplinary, and non-linear pathways in STEM by fostering a bold, inclusive, and student-driven community that reimagines the value of science education beyond traditional career expectations.

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

- 2.1. The group shall maintain an up-to-date list of all members.
- 2.2. Voting membership is open to currently registered students of the University of Toronto.
- 2.3. Non-voting membership is open to University of Toronto staff, faculty, alumni, and other individuals who are not registered students. Unless otherwise stated, non-voting members do not hold any rights granted to voting members.
- 2.4. There is no membership fee required to join the group.

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

- 3.1. All members have the right to attend all general meetings and public events hosted by the club.
- 3.2. All voting members have the right to provide input on the direction of the club and may be consulted on key decisions through surveys, forums, or general meetings.
- 3.3. All voting members have the right to apply for Executive Committee or leadership positions, subject to the club's application and selection process.
- 3.4. All voting members have the right to propose amendments to this constitution, which shall be reviewed by the Executive Committee.
- 3.5. All voting members may request a review or discussion of club activities, policies, or decisions at general meetings.
- 3.6. 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 composed of three (3) 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 number 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 greater.
- 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. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.
- 4.8. All voting positions on the Executive Committee shall be filled through an annual election, open to all registered students of the University of Toronto. No student shall be barred from running for a voting position.
- 4.9. Elections shall be conducted in a fair and unbiased manner. Individuals seeking election shall not participate in planning or administering the election.
- 4.10. Non-voting positions on the Executive Committee may be appointed through an application and interview process, at the discretion of the elected Executive Committee.
- 4.11. 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 President shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.1.2. Oversee the operations, management, and overall success of the group, ensuring that HELIX's interdisciplinary mission is reflected in all initiatives, events, and outreach efforts;
- 5.1.3. Serve as the strategic leader and primary spokesperson for the group, acting as the main point of contact with the university staff and external partners;
- 5.1.4. Hold signing and financial authority along with the Treasurer and Vice President(s);
- 5.1.5. Regularly hold and preside over meetings with the Executive Committee, fostering collaboration and accountability among executive members.

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

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.2.2. Support the President by assuming their duties when absent and assisting with leadership transition.

- 5.2.3. Ensure all HELIX activities align with University of Toronto policies and the club's interdisciplinary STEM mission.
- 5.2.4. Lead recruitment efforts and foster member engagement across diverse STEM disciplines.
- 5.2.5. Oversee internal operations, facilitating collaboration between executives and teams to advance HELIX's goals of bridging STEM with ethics, society, and career exploration.

5.3. The **Secretary** shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.3.2. Maintain a list of group members and an organized, up-to-date filing system of club records;
- 5.3.3. Manage and update the group website, member contact list, and other relevant communication platforms;
- 5.3.4. Record accurate notes and motions during meetings, and archive official meeting minutes;
- 5.3.5. Notify all members of upcoming general meetings and executive meetings;
- 5.3.6. Oversee communication regarding meeting schedules, deadlines, and ensure members are informed of club activities, decisions, and events in a timely manner.

5.4. The **Treasurer** shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.4.2. Record and track all financial transactions of the group to ensure accurate and transparent documentation;
- 5.4.3. Hold signing and financial authority along with the President;
- 5.4.4. Maintain and regularly update a detailed budget of income and expenses, ensuring proper allocation of funds in alignment with the club's goals;
- 5.4.5. Advise executive members on the financial position of the group and support informed decision-making regarding expenditures;
- 5.4.6. Prepare and present an annual budget for the group in collaboration with the Executive Committee;
- 5.4.7. Oversee fundraising efforts and ensure all financial activities comply with university guidelines, with necessary approvals from the President;
- 5.4.8. Promote financial transparency within the club and support long-term financial sustainability.

5.5. The **Outreach Director** shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.5.2. Lead the club's efforts to establish and maintain connections with external organizations, including universities, industry professionals, and other student clubs;
- 5.5.3. Build strategic partnerships that align with and promote the club's mission, creating collaborative opportunities for members;

- 5.5.4. Oversee external communications and outreach initiatives to engage the broader community;
- 5.5.5. Coordinate promotional activities to raise awareness of the club and its programs;
- 5.5.6. Collaborate with other executives to integrate outreach efforts into the club's overall strategy and events.

5.6. The **Events Director** shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.6.2. Coordinate all club events, including social gatherings, academic workshops, and guest speaker sessions in collaboration with the Academic Director;
- 5.6.3. Manage logistics such as venue booking, catering (food and drinks), and event setup;
- 5.6.4. Work closely with the Treasurer to ensure event budgets are adhered to and financial resources are managed responsibly;
- 5.6.5. Oversee smooth execution of events, addressing any issues that arise during planning or on the day of the event;
- 5.6.6. Communicate event details and updates to members in a timely manner.

5.7. The **Academic Director** shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.7.2. Organize and oversee academic workshops, guest speaker events, study sessions, and mentoring opportunities for members;
- 5.7.3. Build and maintain relationships with faculty, university departments, and industry professionals to secure academic resources and career guidance for members;
- 5.7.4. Collaborate with other executives to integrate academic programming into the club's overall activities and mission;
- 5.7.5. Communicate regularly with members about upcoming academic events, resources, and opportunities;
- 5.7.6. Gather feedback from members to continuously improve the academic support and professional development offerings of the club.

## 6. **Article Six – Finances**

- 6.1. The Treasurer shall keep an active record of income and expenses.
- 6.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 6.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 6.4. The group may not engage in activities that are essentially commercial in nature.
- 6.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

- 6.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 6.7. The group will not pay salaries to any of its officers.

## **7. Article Seven – Meetings**

- 7.1. The Executive Committee shall meet bi-weekly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 7.2. 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.
- 7.3. 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.

## **8. Article Eight - Termination of Membership**

- 8.1. 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.
- 8.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 8.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 8.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 8.5. 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.
- 8.6. 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.
- 8.7. Executive Committee members are subject to the same termination of membership process as general members.

## **9. Article Nine – Amendments**

- 9.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 9.2. All voting members may propose and vote on amendments to the constitution.
- 9.3. 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.