

Constitution of “QueerSphere Grad Chapter”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “QueerSphere Graduate Chapter”.
- 1.2. The official acronym or abbreviation of the group is “QSGrad”.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to provide a space for social and professional exchanges between queer (i.e. 2SLGBTQIA+) (and questioning) graduate students at the University of Toronto. In particular:
 - 1.3.1. The group holds anonymity very highly, given that many graduate students at the University come from countries where queer civil rights are not as progressive as they are in Canada.
 - 1.3.2. The group values the mental health of all its members, as well as a sense of community that helps maintain good mental health.
- 1.4. The group is a chapter of the national EngiQueers organization.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members. This list is kept confidential, only being shared among voting members of the executive committee. The list is divided between those who wish to remain anonymous (bcc email list) and those who do not (cc email list). The names of those who wish to remain anonymous (bcc email list) will not be shared with the University or any other entities at any moment.
- 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. No membership fee will be required from any members.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 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 Executive Committee of the group, as well as the group as a whole, is structured horizontally rather than hierarchically. This is meant to reflect the maturity and experience of graduate students.

- 4.2. The term for all positions on the Executive Committee shall be from September 1st to August 30th.
- 4.3. The Executive Committee shall be comprised of three voting members plus any number of non-voting members.
- 4.4. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.5. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.6. The voting positions of the Executive Committee are President, Vice-President, and Treasurer.
- 4.7. The majority of the Executive Committee shall be occupied by voting members at any time.
- 4.8. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact for the group.
- 4.9. 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.
- 4.10. The group is a chapter of the national EngiQueers organization. The group is distinct from its parent organization, and no executive members, officers or contact persons at the group may be executive members of the parent organization.

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 and manage the executive committee,
- 5.1.3. Preside over Executive meetings as well as general meetings,
- 5.1.4. Be the spokesperson for the executive committee and the club as a whole,
- 5.1.5. Hold signing and financial authority along with the Treasurer,
- 5.1.6. Facilitate the transition and onboarding of the incoming Executive team, and
- 5.1.7. Support other executive members with their duties.

5.2. The Vice-President shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Maintain the club shared Google drive,
- 5.2.4. Ensure activities of the club comply with policies of the University of Toronto,
and
- 5.2.5. Maintain the list of group members.

5.3. The Treasurer shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Hold signing and financial authority along with the President,
- 5.3.3. Record all the financial transactions of the club,
- 5.3.4. Prepare an annual budget for the club,

- 5.3.5. Apply for and secure funding as well as fulfilling any subsequent tasks required for said funding,
- 5.3.6. Prepare a budget for events when needed, and
- 5.3.7. Maintain a budget of income and expenses along with receipts.

5.4. Other Executive Positions (Non-Voting Positions)

- 5.4.1. Other members of the executive committee are free to engage as much and in as many ways as they would like to, for instance with communications, networking, external outreach, and social events.
- 5.4.2. Other members of the executive committee may serve as Advisors, such as a former president.
- 5.4.3. Other members of the executive committee may serve as Ambassadors of a specific sub-group of the queer community, such as a trans ambassador.

6. Article Six – Elections

- 6.1. Voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. Vacant positions may be filled through a by-election and vote of simple majority (50% + 1).
- 6.3. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.4. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.5. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.7. 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.
- 6.8. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer 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. This does not apply to fundraising campaigns, as highlighted in the Policy on the Recognition of Student Groups of the University of Toronto.
- 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.
- 7.8. The group is a chapter of the national EngiQueers organization. The group shall not confer any financial benefit to its parent organization without fully and completely disclosing to the University of Toronto the nature and amount of such benefit, as required by the Policy on the Recognition of Student Groups of the University of Toronto.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet at least once every six months. 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 once 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.