



# Constitution of the University of Toronto Movie Inspired Technologies Club

**Making Sci-fi Tech Into Reality**

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## **1.0 Name**

The official name of this campus group is University of Toronto Movie-Inspired Technologies Club.

The official acronym is UTMIT.

## **2.0 Purpose**

### **2.1 Vision**

The vision of UTMIT is to transform science fiction technologies into practical engineering solutions.

### **2.2 Mission**

UTMIT aims to inspire, engage, and bring together students who want to develop skills in multidisciplinary engineering, STEM, research, and innovative technology. Our goal is to bring science fiction technologies to life.

## **3.0 General Membership**

1. Membership in UTMIT is open to all University of Toronto students, alumni, faculty, and staff, as well as others outside the university.
2. Members are collectively referred to as “Members” or “the Membership.”
3. Advisors not participating in regular UTMIT activities are not considered Members.
4. Only student Members of the University of Toronto can vote, hold voting executive roles, and approve constitutional amendments.
5. Non-voting membership is available to U of T staff, faculty, alumni, and external individuals, but they lack the rights of voting Members unless specified otherwise.
6. Membership in UTMIT is free of charge.
7. Members attending events or competitions on behalf of UTMIT may cover their own travel costs.
8. Participation in special projects or services may require personal funding, with possible partial subsidies from UTMIT.

## **4.0 Organization Structure**

### The Executive Team

President(s)

1. The President will be selected through a majority vote.
2. There may be Co-Presidents if needed or if the vote is a tie, in which case both Co-Presidents presume the same duties.
3. The President will guide the direction of UTMIT's operations and activities.
4. The President will address the needs of each executive and member to foster collaboration within UTMIT.
5. Additional responsibilities of the President include:
  - i) Supervising overall operations to ensure UTMIT's success.
  - ii) Managing external communications with faculty, alumni, advisors, industry professionals, and student organizations.
  - iii) Acting as a signing officer for financial transactions.
  - iv) Chairing Executive Committee meetings.
  - v) Developing strategies to expand UTMIT's member recruitment efforts.
  - vi) Facilitating the seamless transition of Directors.
  - vii) Appointing a successor from the Executive Committee in the event of prolonged absence or inability to fulfill the role's duties.
  - viii) Ensuring all club activities comply with the University of Toronto's regulations and policies.
  - ix) Collaborating with Directors and Portfolios to support Finance, Outreach Operations initiatives

Director(s) of

- Operations
  1. To work alongside the President(s) and aid them in the roles specified above.
  2. Work along with the other Director roles.
  3. Overlook the logistics of UTMIT.
  4. To monitor the flow of the club and ensure executives and members are on task.
- Finance
  1. To ensure UTMIT's operations are conducted in a fiscally responsible manner.
  2. To work with all portfolios, both administrative and technical, to develop, balance, and maintain a budget.
  3. To monitor, manage, and project UTMIT's financial requirements.
  4. To oversee the reimbursement process for members' personal expenses.
  5. To ensure all financial records are accurately prepared, maintained, and updated.
  6. To evaluate expenditures and revenues to devise strategies for improving financial practices.
- Outreach

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1. To maintain consistent branding across UTMIT's external platforms, ensuring content on the website, social media, and other channels is up to date.
2. To raise awareness and engagement with UTMIT at the University of Toronto, other campuses, and among the public.
3. To create marketing campaigns and materials to support UTMIT's outreach and external relations.

### Project Leads

Each lead will work within a team and ensure that general members are up to date on tasks  
Leads must attend board/executive meetings, but don't have seats in executive meeting  
The number of leads are chosen by how many projects UTMIT is working on. The duties of leads (i.e. Mechanical, Hardware, Software, or General Leads) depend on the project type. Leads will be chosen by the executive team.

### Faculty Advisor(s)

The Faculty Advisor is appointed by the Executive Team at the start of each academic year, with the option to appoint multiple advisors. It is within reason to have one advisor for each project UTMIT has each year.

1. Participation in Board Meetings:  
The Faculty Advisor is expected to attend Board meetings as needed.
2. Participation in Club Events:  
The Faculty Advisor is encouraged to attend club events whenever possible.

### Appeals Committee

The Appeals Committee consists of 5 members, of which a majority has to consist of non-executives. Any individual can voluntarily step up as an Appeals Committee member. In the case that not enough individuals are voluntarily stepping up, the Director of Operations holds the authority to appoint members.

### 5.0 Meetings

UTMIT will call one annual meeting that will be held to, but not limited by,

1. Inform Members about the overall status of the organization.
2. Finalize projects for the year.
3. Discuss the vision and mission of the club the following year.
4. Share updates on the activities and progress of UTMIT's subgroups.
5. Introduce and discuss new initiatives and plans for the upcoming academic year.

6. Vote on proposed constitutional amendments, if applicable.
7. Discuss upcoming elections, including voting guidelines and a review of the election process.

UTMIT will also have weekly executive committee meetings to, but not limited by,

1. Review the development of projects.
2. Bring up concerns and queries proposed by Members.
3. Discuss potential next steps of projects.
4. Ensure the operations of UTMIT are on task.
  - Operations can include, but are not limited by,
    - a. Outreach
    - b. Marketing
    - c. Media
    - d. Finances

## **6.0 Finances**

1. Any financial practices or decisions will be signed off by both the President(s) and Director of Finance.
2. No person may sign off any financial decisions unless authorized unanimously by the President(s) and Director of Finance.
3. All planned financial activities for the year must be submitted as budget proposals to the Director of Finance and the President(s) by September.
4. The deadline for budget submissions will be announced by August 15 by the Director of Finance or the President.
5. Each Project Lead or their appointee will prepare the budget proposal.
6. Budgets should include risk factors to account for price changes or unexpected expenses.
7. UTMIT will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
8. UTMIT will not pay salaries to any of its officers

## **7.0 Elections**

1. Elections will occur once annually, unless otherwise decided by  $\frac{2}{3}$  majority of the executive team.
2. Any executive members may proceed with a vote of confidence. If they secure  $\frac{2}{3}$  majority, then they may proceed with the position.
3. Only Executive Team Members may give a vote of confidence.
4. The election will take place online on a form.

5. Elections will be held in an unbiased manner. No candidates will be allowed to administer or officiate the election.
6. Non-voting members will not be eligible to cast votes.
7. The nominee winning majority of the votes shall be elected for the position.
8. If multiple candidates are elected for a single position, there shall be a revote.
9. For unfilled positions, remaining officers will fulfill duties of those positions.
10. Each term is a year long.
11. Project leads may have their position put up for re-election after term ends.
12. Project leads may not be applicable to have a vote of confidence.

## **8.0 Termination of Membership**

1. Membership may only be terminated with a valid cause for all members.
2. Termination must occur with a warning beforehand. Exceptions must be made in extreme cases.
3. Termination of a member may occur in instances where that member has participated in misconduct including, but not limited to:
  - a. Bullying
  - b. Harassment
  - c. Sexual Harassment
  - d. Discrimination
  - e. Excessively unruly or disruptive behavior
  - f. Blatant disregard for safety procedures
  - g. Criminal conduct
  - h. Any activity outside of reasonable conduct which makes other members feel threatened or unsafe including, but not limited to discriminatory or prejudice acts.
4. General Members and Project leads may be terminated at the discretion of the President(s) and Director of Operations.
5. All Members are entitled to appeal their termination to the Appeals Committee.
6. Executive Team members may be terminated if they do not fulfill their duties and responsibilities.
7. Termination of executive members may relieve them of their duties or it may be full termination from UTMIT.
8. Executive team members are subject to the same termination process as general members otherwise.

## **9.0 Amendments**

1. Any member can propose changes to the constitution.
2. Changes must be approved by a simple majority vote at the annual meeting.

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3. The Executive Team will adopt approved changes and submit the updated constitution to the university offices within two weeks.
4. Temporary changes may be added to meet UTSU or Engineering Society requirements and remain valid until the next annual meeting, where they will be voted on as outlined in section 5.0. These changes will be clearly marked for transparency.