

# **SPARK DESIGN CLUB CONSTITUTION**

## **[1] NAME AND PURPOSE**

- 1.1. The official name of the recognized student group is “Spark Design Club”
- 1.2. The official acronym or abbreviation of the group is “SPARK”
- 1.3. The purpose and mission of Spark Design Club is to promote creativity and engineering design on campus. We hold weekly meetings with club members to build interactive electro-mechanical displays that demonstrate engineering principles and create a fun and inspiring atmosphere for our peers. These meetings allow members of the Skule Community to gain hands-on experience with tools, soldering, and problem solving, to name a few. We also hold design contests, such as the Solidworks Design Contest, to provide a platform for our peers to improve their 3D modeling skills in Solidworks.

## **[2] MEMBERSHIP AND MEMBERSHIP FEE**

- 2.1. The group shall maintain a list of group members. Members of the Spark Design Club are known as Sparkers.
- 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] 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| 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 four (4) 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| EXECUTIVE COMMITTEE AND CLUB MEMBER COMPOSITION AND DUTIES**

Every executive member will take part in the brainstorming of new project ideas and their development into a feasible display. However, each executive position also entails more specific responsibilities, as described below.

### **|5.1| The Mechanical President 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 with respect to the mechanical manufacturing and design of the club projects,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Electrical President,
- 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. Maintain a list of group members,
- 5.1.8. Maintain the member contact list,

- 5.1.9. Record notes and motions for executive meetings,
- 5.1.10. Notify all executive members of executive meetings,
- 5.1.11. Develop yearly project timelines with the Vice-President to achieve project deadlines,
- 5.1.12. Liaise with faculty and department members to ensure displays meet university regulations,
- 5.1.13. Ensure activities of the club comply with policies of the University of Toronto as well as the purpose and mission of the club,
- 5.1.14. Coordinate organizational recruitment efforts,
- 5.1.15. [Vote with the executive committee on hiring decisions for Mechanical and Electrical Team Leads recruited internally and externally.](#)

## **[5.2] The Electrical President shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group with respect to the electrical design and manufacturing of the club projects,
- 5.1.3. Serve as spokesperson for the group,
- 5.2.4. Hold signing and financial authority along with the Mechanical President,
- 5.2.5. Preside over meetings of the Executive Committee and/or members,
- 5.2.6. Ensure a transition of office from one year to the next,
- 5.2.7. Maintain a list of group members,
- 5.2.8. Maintain the member contact list,
- 5.2.9. Record notes and motions for executive meetings,
- 5.2.10. Notify all executive members of executive meetings,
- 5.2.11. Develop yearly project timelines with the President to achieve project deadlines,
- 5.2.12. Liaise with faculty and department members to ensure displays meet university regulations,
- 5.2.13. Ensure activities of the club comply with policies of the University of Toronto as well as the purpose and mission of the club,
- 5.2.14. Coordinate organizational recruitment efforts.
- 5.2.15. [Vote with the executive committee on hiring decisions for Mechanical and Electrical Team Leads recruited internally and externally.](#)



### **|5.3| The Finance Executive shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Record all financial transactions of the group,
- 5.3.3. Maintain a budget of income and expenses,
- 5.3.4. Advise members on financial position of the group,
- 5.3.5. Prepare an annual budget for the group,
- 5.3.6. Prepare an annual funding application along with the Mechanical and Electrical Presidents for the group,
- 5.3.7. [Vote with the executive committee on hiring decisions for Mechanical and Electrical Team Leads recruited internally and externally.](#)

### **~~|5.4| The Mechanical and Electrical Executives shall:~~**

- ~~5.4.1. Be eligible to cast votes at meetings of the Executive Committee,~~
- ~~5.4.2. Record notes and motions for executive meetings,~~
- ~~5.4.3. Record notes and motions for general project meetings,~~
- ~~5.4.4. Notify all general members of general project meetings,~~
- ~~5.4.5. Translate a conceptual workshop idea to a conceivable design for an interactive display, including the creation of a step by step workshop plan,~~
- ~~5.4.6. Determine the required materials and cost for each display.~~

### **|5.4| The Marketing Executive shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Create digital and print promotional materials for the group,
- 5.5.3. Publish announcements to inform our members and the Skule community of our upcoming events, displays, and workshops,
- 5.5.4. Update and manage the Spark Design Club website content.
- 5.5.5. [Vote with the executive committee on hiring decisions for Mechanical and Electrical Team Leads recruited internally and externally.](#)



## **|5.5| The Mechanical and Electrical Team Leads shall:**

- 5.4.1. **Not** be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record notes and motions for executive meetings,
- 5.4.3. Record notes and motions for general project meetings,
- 5.4.4. Notify all general members of general project meetings,
- 5.4.5. Translate a conceptual workshop idea to a conceivable design for an interactive display, including the creation of a step-by-step workshop plan,
- 5.4.6. Determine the required materials and cost for each display,
- 5.4.7. As voting group members, be eligible to vote for and seek nomination for a position on the Executive committee.

## **|6| 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| FINANCES**

- 7.1. The Finance Executive shall keep an active record of income and expenses.
- 7.2. The Finance Executive 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. All financial expenditures shall be made with the knowledge and authorization of the Financial Executive and at least one (1) President, either the Mechanical or Electrical President.
- 7.5. The group may not engage in activities that are essentially commercial in nature.
- 7.6. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.7. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.8. The group will not pay salaries to any of its officers.
- 7.9. Any unbudgeted expenses will be recorded and taken into account during regular, internal audits throughout the academic year.

## **|8| MEETINGS**

- 8.1. The Executive Committee shall meet weekly to discuss project plans and administrative issues. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee. If additional meetings are required, they will be addressed on a project-to-project basis. Frequency of meetings may be adjusted to accommodate for examination periods, as well as academic and statutory holidays as appropriate.
- 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| 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| 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.

