

STUDENTENERGY

Constitution of the Student Energy Chapter at the University of Toronto

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1. NAME AND PURPOSE OF STUDENT ENERGY CHAPTER AT THE UNIVERSITY OF TORONTO

- 1.1. The official name of this student group will be "Student Energy Chapter at the University of Toronto" and will be the Student Energy Chapter at the University of Toronto, as part of the global Student Energy organization.
- 1.2. The official acronym or abbreviation of the group is "SE U of T" and "Student Energy U of T" or "Student Energy at U of T"
- 1.3. The purpose of the Student Energy at U of T is to be an inclusive, interdisciplinary student group that collaborates on global energy transition projects and events. This chapter connects students with like-minded peers worldwide and leverages the resources and brand of the global Student Energy network.

2. MEMBERSHIP CODE FOR STUDENT ENERGY AT U OF T

- 2.1. The group shall maintain a list of group members.
- 2.2. Membership is open to all students at the University of Toronto across all faculties, disciplines, degree levels, and alumni. Active membership requires attending at least one meeting per semester and a minimum two-hour monthly commitment to Student Energy activities. Membership lasts throughout the academic year (September to April).
- 2.3. There are no fees for being a member of the Executive Team of Student Energy at U of T.
- 2.4. Voting and executive membership shall only be available to current University of Toronto students.

3. RIGHTS OF MEMBERS OF STUDENT ENERGY AT U OF T

- 3.1. All members are able to attend all events free of charge
- 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 MEMBERS

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th of the following year.
- 4.2. The Executive Committee shall be comprised of a Number of Executives (7) 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 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. 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 MEMBERS' COMPOSITION AND DUTIES

5.1. The President shall:

- 5.1.1. Completes strategic plan for Student Energy U of T Chapter, updates Student Energy on the Chapter's monthly goals, and advocates on behalf of the Student Energy group.
- 5.1.2. Present at all Student Energy global chapter calls.
- 5.1.3. Prepare the agenda for the Executive Meetings.
- 5.1.4. Prepare an end-of-year report highlighting key points and important events that took place during the year, and have these items ready to present at the annual general meeting.
- 5.1.5. Schedule a time and location for each Executive Meeting.
- 5.1.6. Hold signing and financial authority along with the Vice President and Financial Director.

5.2. The Vice-President shall:

- 5.2.1. Oversee internal operations and other workings of the student group.
- 5.2.2. Support the President in planning and implementing strategic initiatives.

- 5.2.3. Track the performance and timeline of Student Chapter Student Energy U of T's initiatives throughout the year.
- 5.2.4. Develop and maintain the organization of the chapter's records and files, primarily in the chapter's Google Drive.
- 5.2.5. Schedules regular executive and chapter meetings and records meeting minutes.
- 5.2.6. Hold signing and financial authority along with the President and Financial Director.

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
- 5.3.3. Maintain the group website and member contact list,
- 5.3.4. Record notes and motions for meetings as well as meeting minutes, and be responsible for sharing meeting minutes upon request.
- 5.3.5. Notify all members of general meetings.

5.4. The Financial Director shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.4.2. Record all financial transactions of the group
- 5.4.3. Hold signing and financial authority along with the President and Vice President
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on the financial position of the group
- 5.4.6. The Financial Director shall be responsible for ensuring these documents are kept current and available for the Executive Team, and the financial records are to be available to any member of the general membership who formally requests to see them.
- 5.4.7. Prepare an annual budget for the group.
- 5.4.8. The Financial Director shall act in the role of Treasurer if the position is unfilled. This responsibility will be overseen by the President.

5.5. The Events Director shall:

- 5.5.1. Responsible for the planning, coordination, and execution of all events organized by the group, including but not limited to social, academic, and fundraising activities.

- 5.5.2 Manage all logistical aspects of events, including venue booking, scheduling, catering, and equipment requirements
- 5.5.3 Liaise with the President, Treasurer, and other relevant committee members to ensure all events are aligned with the group's objectives, budgetary considerations, and strategic direction.
- 5.5.4 Ensure all events are conducted in accordance with university policies, health and safety regulations, and any other relevant institutional guidelines.
- 5.5.5 Maintain a centralized calendar of group events and provide timely updates to the Executive Committee.

5.6. The Outreach Director and Social Media Coordinator shall:

- 5.6.1 Manage the group's social media presence and oversee external communications.
- 5.6.2 Design and distribute promotional content for events and initiatives.
- 5.6.3 Oversee outreach efforts to engage with the broader university and community.
- 5.6.4 Collaborate with the Executive Committee to support recruitment and public engagement

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 non-biased manner. No individual who is seeking election may participate in planning or administering the election.

7. 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.
- 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.

8. MEETINGS

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The minutes of the Executive Committee's monthly meetings shall be made available upon request and delivered within five business days.
- 8.3. 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.
- 8.4. 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 TO THE CONSTITUTION

- 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.