

Constitution of the Science Student's Club (SSC)

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1. Article One – Name and Purpose

1.1. The official name of the recognized student group is the Science Student's Club.

1.2. The official acronym or abbreviation of the group is "SSC".

1.3. The purpose and objective of the organization is to to bridge the divide between the different branches of sciences through the medium of a collaborative environment. We aim to create and maintain unity and friendship amongst the members to promote a better and more holistic education within the STEM field, along with personal professional development.

1.4. The organization shall be democratic, non-profit and non-sectarian. The members of the Association shall only represent the organization in matters pertaining to academic or University related issues, or in issues where a majority of the members deem necessary for the organization to have an official opinion.

2. Article Two – Membership and Membership Fee

2.1. The group shall maintain a list of group members.

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\$ Group Fee per year.

2.6. Executive team membership is open to all registered University of Toronto students

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 to apply to different position within

the group 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 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 a minimum of three 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. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.6. 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.

4.7. Additional positions may be added or omitted as required any the discretion of the executive for the current academic year.

4.8. In the event that an Executive cannot complete the remainder of or part of their term, an interim Executive will be appointed by the President with a term lasting until the executive members return or the next Election Meeting is held.

4.9. The number of members that can be appointed a position in Executive committee are as follows:

<i>Position</i>	<i>Minimum number</i>
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President	Max 1
Vice-president of Communications	1
Vice-president of student affairs	1
Directors of events	2
Directors of Revenue	1
Secretary	1

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 success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 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. Conduct an orientation meeting where all executive members shall be present, and detailed discussion of roles and responsibilities shall take place. Prior to this meeting, the constitution and contract shall be shared with the Executives at least one week prior to the meeting via email for review and signatures.
- 5.1.8. Work with the Leads of each event/program to build a comprehensive schedule of events for the upcoming year for each team.
- 5.1.9. Review emails, posters, and social media advertisements to ensure brand consistency and good representation by the group.
- 5.1.10. Ensure that event organization is coordinated in a group effort. Ensure that there is a timeline of events developed, including what needs to be completed when and by whom. It is important that the President/Co-Presidents ensure that each member is assigned a reasonable task with a deadline so that tasks are completed on time with minimum disruption. The President/Co-Presidents should also follow up on members who do not meet

the agreed standard.

5.1.11. Make executive decisions at Executive team meetings,

5.1.12. Ensure a transition of office from one year to the next

5.1.13. Evaluate whether the executive members are performing their assigned duties. In the case where they are not, the president may ask for a re-election for the position of said executive members.

5.1.14. Be eligible to hold other positions, with the exclusion of Vice-president

5.2. The Vice-Presidents 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. Ensure activities of the club comply with policies of the University of Toronto.

5.2.4. Coordinate organizational recruitment efforts.

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,

5.3.5. Notify all members of general meetings.

5.4. The Director of revenue 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,

5.4.4. Maintain a budget of income and expenses,

5.4.5. Advise members on financial position of the group,

5.4.6. Prepare an annual budget for the group.

5.5. The Directors of events shall:

5.5.1. Be eligible to cast votes at meetings of the Executive Committee,

5.5.2. Pitch event ideas

5.5.3. Maintain a record of all events planned

5.5.4. Collaborate with the director(s) of revenue to discuss the financial flexibility of events

6. Article Six – 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 an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

6.8. All members of the Recruitment Committee shall be unbiased in the results of the election and shall be required to disclose all conflicts of interest in 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.

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. Article Eight – 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 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.

8.3. 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.

9.8. A member can also be terminated if they do not attend at least three team meetings or if they refuse to contribute to the amended team's efforts.

9.9. If an Executive Committee member decides to resign their position, they must provide a resignation notice a minimum of 2 weeks before their departure.

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.