

Constitution of “University of Toronto Earthquake Engineering Research Institute Student Chapter”

1. Name

The official name of this recognized campus group is “University of Toronto Earthquake Engineering Research Institute Student Chapter”

The acronym or abbreviation of this group is: UT-EERI

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

The University of Toronto Earthquake Engineering Research Institute (EERI) Student Chapter aims to promote the advancement and study of earthquake engineering by creating a connected community of undergraduates, graduates, professors, industry members, and the community at large through Chapter activities.

The overall vision and the goals of the UT-EERI include the following:

1. Raising awareness about the socioeconomic importance and impacts of earthquake engineering research among the University Toronto students, staff, and faculty members, and the society in general.
2. Promoting and enhancing the quality of earthquake engineering research at the University of Toronto.
3. Present the cutting-edge earthquake engineering research at the University of Toronto to highcalibre scholars throughout the world in order to attract the best researchers in the field to pursue their graduate studies at the University of Toronto.
4. Supporting, mentoring, and providing technical supervision to the undergraduate seismic design team in preparation for the EERI Annual Seismic Design Competitions.
5. Staying active in the EERI and the University of Toronto community at large through volunteer work, networking, outreach, and advocacy. This is done to keep the Chapter as an active group within the University of Toronto community.
6. Advocating improved understanding of the impact of earthquakes on physical, social, economic, political and cultural environments through these activities.

The UT-EERI Chapter is set out to achieve these goals by:

1. Organizing and hosting relevant academic and industrial guest speakers on research, application, and emerging issues on seismic design, seismic analysis, earthquake risk, loss prevention, life safety, and state of the art earthquake engineering practice in general. During each academic year, the Chapter will reach out to prominent researchers/engineers in the field of earthquake engineering to schedule these invited talks. By hosting these events, the Chapter will not only raise awareness about the importance of earthquake engineering in the University of Toronto community, but also will promote and advance the earthquake engineering research

at the University of Toronto. Each invited talk is properly advertised through posters and emails sent through the department to assure a maximum attendance.

2. The Chapter is currently in the process of applying for funding from various sources. Securing funding will provide a support for Chapter activities. These funds will primarily be used for advertising of UT-EERI events as well as food and refreshments.
3. Initiation of a website for the UT-EERI where general information about our talks, research and initiatives will be available. In addition to technical content, the website will have articles about recent earthquakes and the socio-economic importance and impact of earthquakes. This will raise awareness about the social, economical, cultural, and political impact of earthquakes and will underline the importance of earthquake engineering research in the society.
4. Supporting the Undergraduate Seismic Design Team in preparation for the EERI Annual Seismic Design Competition by hosting lectures, seminars, and workshops by the graduate members of the UT-EERI on advanced topics in earthquake/structural engineering. The workshops will be open to all undergraduate students. Last year, UT-EERI hosted a workshop on the use of damping systems in high-rise buildings to limit structural damage, leading to the improved design of the final tower.
5. Organizing similar events in collaboration with other EERI student Chapters from other institutions in Canada and abroad. This will broaden the Chapter professional network and will highlight the collaborative nature of the UT-EERI.

Long-term direction of the UT-EERI is to:

1. Promoting the earthquake engineering research at the University of Toronto.
2. Attract high-calibre scholars from around the world, with interest in earthquake and structural engineering, to pursue their graduate studies at the University of Toronto.
3. Raising awareness on social, economic and cultural impact of earthquakes in modern societies.
4. Raising awareness on the importance of earthquake engineering research among the general public and the University of Toronto community.

Short-term direction of the UT-EERI is to:

1. Apply for U-Life recognition.
2. Apply for Co-Curriculum Recognition (CCR).
3. Apply for the Engineering Society Trial-Status Club Affiliation
4. Apply for funding from several sources.
5. Recruiting new members through outreach.
6. Starting a website for the UT-EERI.
7. Continuing to host invited talks on advanced topics in earthquake engineering by prominent researchers and industry experts throughout the academic year.
8. Organize voluntary seminars and workshops for the undergraduate students to improve their knowledge on structural and earthquake engineering.

The product of the UT-EERI activities will be:

1. Advancement in the earthquake engineering research at the University of Toronto.
2. Increased awareness on social and economic impacts of earthquakes.
3. Successful participation of the undergraduate seismic design team in the seismic design competitions.
4. Improved understanding of earthquake and structural engineering among the University of Toronto students in the undergraduate level.
5. Attracting top researchers in the field of earthquake engineering to pursue their graduate studies at the University of Toronto.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni). Specifically, membership is encouraged for graduate students in the department of Civil Engineering whose research focus is in earthquake engineering.

Only registered U of T students are permitted to run, nominate, and vote in elections and on constitutional amendments. The group is open to non-U of T students. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address. In addition, the members are highly encouraged to be registered with the Earthquake Quake Engineering Research Institute (<https://www.eeri.org/>)

The membership fee for the Chapter will be \$0.00 per year.

The membership fee for registering with Earthquake Quake Engineering Research Institute is \$25.00 per year.

4. Executive List and Duties

The executive committee shall be comprised of five elected officers who are currently registered students at the University of Toronto. These include President, Vice President, Director Finance, Director Events, and Director Undergraduate Relations. Graduate members of the Chapter are encouraged to run for these positions.

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives • Handle official correspondence of the organization
Additional responsibilities may include:
- Providing support as necessary
- Completing the EERI annual report

- Scheduling and leading regular meetings
- Notify all members of meetings
- Selecting initiatives to pursue
- Liaising with faculty, industry and undergraduates

The Vice-President shall:

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto •
Coordinate organizational recruitment efforts Additional responsibilities may include:
- Supporting the president as necessary
- Leading meetings when the president is unviable
- Record notes and motions for meetings
- Make a list of all registered members
- Maintain the web sites and member contact list

The Director-Finance shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events Additional responsibilities may include:
- Applying for funding for the EERI student chapter to support invited speakers and group activities.
- Maintaining financial records to support renewal of funding;
- Obtaining co-curricular recognition for the positions and activities of the chapter

The Director-Events shall:

- Seek out potential industry and academic speakers;
- Liaising with speakers and the department to organize events;
- Liaising with Co-Chair Finance to fund events;
- Be in charge of booking rooms, procuring refreshments, advertising events (posters etc.) to ensure attendance
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

The Director-Undergraduate Relations shall:

- Be the first point of contact between the Chapter and undergraduate students, specifically the Undergraduate Seismic Design Team.
- Provide support and assistance to the Undergraduate Seismic Design Team via shake table testing, laboratory equipment, and workshops.
- Schedule the training sessions and workshops on earthquake engineer topics for undergraduate students.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Termination of Executives or General Members:

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, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership and the majority vote of the general membership will have the final say on the matter.

If the majority vote of the general membership reached a consensus on removing the member, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before May 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from September 1st to August 31st.

All members not holding an executive position next year will be matched with one or more executive members to learn about the role and help execute various EERI initiatives.

6. Finances

The Director-Finance shall keep records of all income and expenses. The Director-Finance shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a bi-weekly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.