

# University of Toronto Autism Alliance Student Association Constitution

## 1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Autism Alliance Student Association”.
- 1.2. The official acronym or abbreviation of the group is “UTAA SA”.
- 1.3. The mission of the organization is to support and advocate for autistic persons through fundraising activities, hosting events for autistic individuals, and volunteering with Autism Ontario. Dedicated student volunteers provide participants with opportunities to express themselves in a safe, non-judgmental environment. Advocacy activities include bake sale fundraisers and educational seminars led by professors and graduate students researching autism.

## 2. Article Two – Membership

- 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, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. A police check is required for volunteering with Autism Ontario. However, a police check is not mandatory for fundraising activities.

## 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 apply for an executive position unless otherwise stated in this document.
- 3.4. All voting members have a right to propose and vote on amendments to this constitution.
- 3.5. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

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## 4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from September 1st to August 31st.
- 4.2. The Executive Committee shall be comprised of five (5) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.

## 5. Article Five - Executive Committee Composition and Duties

### 5.1. The Co-Presidents (2) 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 Finance Director,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Maintain the member contact list,
- 5.1.7. Notify all members of general meetings,
- 5.1.8. Ensure a transition of office from one year to the next.

### 5.2. The Vice-Presidents (2) shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the Co-Presidents 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,
- 5.2.5. Promote events through social media platforms.

### 5.3. The Finance Director 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. Hold signing and financial authority along with the Co-Presidents,
- 5.3.4. Maintain a budget of income and expenses,
- 5.3.5. Advise members on financial position of the group,
- 5.3.6. Prepare an annual budget for the group,
- 5.3.7. Apply for UTSU Clubs Funding and applicable grants.

### 5.4. The Events Director shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Oversees the planning and execution of major events,
- 5.4.3. Plan and coordinate logistics of the events with the Co-Presidents,
- 5.4.4. Delegate event roles to volunteers,
- 5.4.5. Ensure the successful execution of events.

## 6. Article Six – Elections

### Revised Elections Process (09/18/2024)

- 6.1 **Annual Elections:** All voting positions on the Executive Committee shall be filled

through an annual election process. This process will be open to all student members of the group.

**6.2 Eligibility for Nomination:** Any general member of the group may seek nomination for an executive position, ensuring broader participation.

**6.3 Voting Process:** The nominee who receives the plurality of votes cast in the election for each position shall be deemed the winner.

**6.4 Election of Multiple Candidates:** If multiple candidates are to be elected for a single position, the nominees receiving the highest number of votes shall be elected until all positions are filled.

## 7. Article Seven – Finances

7.1. The Finance Director shall keep an active record of income and expenses.

7.2. The Finance Director 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 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 as needed. 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 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 one (1) week 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.

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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. Article Ten – Amendments

10.1. All constitutional amendments shall require a two-thirds 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.

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