

Constitution of the Association of Chinese Engineers

Article I – THE ORGANIZATION

I. Name

The official name of the organization is “University of Toronto Student Association of Chinese Engineers”. We are a student Association. The acronym or abbreviation of the organization is “ACE” or “UTACE”.

II. Objective and Purpose

As one of the most iconic and largest Chinese student organizations at the University of Toronto, the Association of Chinese Engineers (UTACE) was founded in 2016 as a result of the merging of two previous clubs with over 40 years of history, the Chinese Engineering Students’ Association (CESA) and the Engineering Chinese Club (ECC). As a nonprofit organization, UTACE is dedicated to promoting Chinese culture, enriching student experience in university, creating connections and a sense of belonging among different generations, by offering all kinds of support and services, within the Engineering Society, and the University of Toronto in general. Over the past few years, UTACE has held a large variety of events throughout the academic year, covering all aspects of student life, including academia, career planning, social skill development, and entertainment, and has received a lot of positive feedback, both from the faculty and the students.

III. Status

- (1) The Association shall represent the opinion of its members in internal and external affairs.
- (2) The Association shall not be subject to any political influence.
- (3) The official name of the organization is “University of Toronto Association of Chinese Engineers”. The acronym or abbreviation of the organization is “ACE” or “UTACE”.

Article II – GENERAL, OR NON-VOTING MEMBERSHIP

IV. GENERAL, OR NON-VOTING MEMBERSHIP

- (1) General, or Non-voting Membership refers to the whole of all members in the Association.
- (2) General, or Non-voting in Student Groups should be open to all registered student members of the University without restriction on the grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. This means all University of Toronto full-time and part-time undergraduate students (including those enrolled in the Professional Experience Year Co-op Program), graduate students, alumni, faculty and staff may become members of the Association.
- (3) General, or Non-voting approval is obtained in a General Meeting where a majority vote is achieved.
- (4) General, or Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination
- (5) The Executive Committee, with the approval of the General, or Non-voting Membership in a General Meeting, reserves the right of cancelling one's membership if he/she violates the privileges outlined in Section V of the Associations' Constitution.
 - (4.1) The charges against the member shall be of a substantial nature and shall be made clear.
 - (4.2) The member shall have an opportunity to offer a defence and to further appeal the decision to the General, or Non-voting Membership.

V. REGISTRATION AND FEES

- (1) All registration for membership shall be closed two weeks before the Election Meeting and shall be reopened afterwards.
- (2) The membership fee will be \$15.00 for the first time registering, subject to change every year. Special consideration will be given to individuals who exhibit financial need, for whom a waiver may be granted.
- (3) A full refund will be granted in a month from purchase.
- (4) Application form and membership fee shall be received at registration.
- (5) Membership cards shall be given to registered members upon receipt of membership fee.
- (6) Membership fees and event admission fees shall be used for the benefit of all members.

Article III – RIGHT OF MEMBERS

VI. PRIVILEGES OF MEMBERS

- (1) All members shall have equal privileges and responsibilities except those outlined for Executive Members.
- (2) Every member shall have equal opportunities to make contributions to the Association.
- (3) Every member shall be entitled to have equal benefits given by the Association without any discrimination.
- (4) Every member may be encouraged to participate in organizing events of the Association, and to know about the structure of the Association.
- (5) Every member shall have access to the Constitution and all official Association documents.
- (6) Every member shall have the right to request and receive information from any Executive Member.
- (7) Every member shall have the right to request and receive information about the financial situation of the Association.
- (8) Members shall not be subject to any form of discrimination on the basis of race, religion, gender, age, disability, or sexual orientation.
- (9) All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- (10) All voting members have a right to attend all general meetings of members.
- (11) All voting members have a right to cast votes at all general meetings of members.
- (12) All voting members have a right to stand for election unless otherwise stated in this document.
- (13) All voting members have a right to cast votes in all group elections and referenda.
- (14) All voting members have a right to propose and vote on amendments to this constitution.
- (15) The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

ARTICLE IV – THE EXECUTIVE COMMITTEE

VII. EXECUTIVE COMMITTEE DEFINITION AND AUTHORITY

- (1) Members in the Executive Committee shall also be known as Executive Members.
- (2) All voting members of the Executive Committee must be currently registered students of the University of Toronto. Executive members with voting privileges shall be currently registered students¹ of the University of Toronto.
- (3) Non-voting members may hold only non-voting positions on the Executive Committee.
- (4) Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest
- (5) 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.

- (6) The Executive Committee shall be the executive organization of the Association.
- (7) The Executive Committee shall have the highest authority of legislation and supervision in affairs concerning the Association.
- (8) Executive Members shall not have any special privileges or benefits other than those specified for them.

VIII. EXECUTIVE COMMITTEE FUNCTIONS

- (1) The Executive Committee shall outline guidance and procedures for the governing of the Association and its internal and external affairs.
- (2) The Executive Committee shall represent the opinions of the Association's members.
- (3) The Executive Committee shall organize academic, recreational, cultural and any other activities for the benefit of members.
- (4) The Executive Committee shall enforce the system of "Division of Labor" on the Executive Members.
- (5) The Executive Committee shall appoint class representatives and advisors as deemed required by the Executive Committee.
- (6) The Chief Executive Committee shall call for Executive Committee Meetings and General Meetings.
- (7) The Executive Committee's approval shall be obtained in an Executive Committee meeting where a majority vote is achieved.

IX. ENVIRONMENTAL POLICY

The Association is committed to implement sound environmental practices into all of its affairs and operations.

X. OFFICIAL EXECUTIVE COMMITTEE DOCUMENTS

The Official Association Documents shall consist of the following:

- The Constitution
- General Meeting Agendas
- General Meeting Minutes
- Executive Committee Meeting Agendas
- Executive Committee Meeting Minutes
- Executive Committee Members Duties List

ARTICLE V – EXECUTIVE COMMITTEE COMPOSITION AND DUTIES

XI. EXECUTIVE COMMITTEE MEMBERSHIP

- (1) The Executive Committee shall consist of the following:

(1.1) Chief Executive Members (Elected Positions):

- 2 (Two) Co-Presidents
- 1 (One) Vice-President of Finance and Internal Affairs
- 2 (Two) Vice-President of External Affairs
- 2 (Two) Vice-President of Marketing
- 2 (Two) Vice-Presidents of Events
- 2 (Two) Vice-Presidents of Media

(1.2) Signing and Financial Authority (Appointed Positions, Subject to change every year):

- 2 (Two) Co-Presidents
- 1 (One) Vice-President of Finance and Internal Affairs

(1.3) Senior Executive Members (Appointed Positions, Subject to change every year):

- 2 (Two) Events Director

(1.4) Junior Executive Members (Appointed Positions, Subject to change every year):

- 20 (Twenty) Events Associate
- 20 (Twenty) External Associate
- 20 (Twenty) Marketing Associate
- 5 (Five) Finance and Internal Affairs Associate
- 10 (Ten) Media Associate

(2) Co-President Duties

- Act as the chief executive, director, and organizer of the Association
- Be responsible for fulfilling the objective of the Association
- Be responsible for the overall management and planning of external and internal affairs
- Prepare the Association's schedule for the duration of the presidential session and project budget allocation with assistance from the Senior Executive Members
- Oversee the progress of each Executive Member and activities of the Association
- Oversee the financial operations, make necessary adjustments and review financial records
- Call for and preside over Executive Committee and General Meetings
- Preside or appoint representation to another Executive member at University Student Councils

(2.1) In the event of a temporary absence of the President, one of the Vice-Presidents, appointed by the President and ratified by General Membership, shall assume the duties of President until he/she returns. If all Vice-Presidents are absent, the President has the right to appoint an "acting" President, ratified by General Membership.

(2.2) In the event of a permanent absence of the President, a by-election will be held and one of the Vice-Presidents with the majority vote of the General Membership shall assume the duties of the President for the remainder of the Executives' session.

(3) Vice-President of External Duties

- Conduct sponsorship hunting and maintain relationship with sponsors and external

- parties
 - Ensure sponsors' requirements do not violate the Association's interest.
 - Be responsible for all external affairs with the community, other student groups, and the University
 - Promote methods to improve and/or maintain the relationship between the Association and other organizations
 - Report all external affairs to the Executive Committee promptly
- (4) Vice-President of Finance And Internal Affairs Duties
- Prepare Annual Budget Forecast for the Executives' session with assistance from the President
 - Prepare-funding proposals for Engineering Society, University of student union and other organizations
 - Manage bank account of the Association
 - Handle all monetary transactions of the Association
 - Issue funds for all events, with the approval of the President
 - Update the Association's official Accounting Book after each transaction
 - Update the Associations official Cash Flow Statement and Balance Sheet monthly
 - Prepare a Project/ Event Report no more than 2 weeks after the Project/ Event
 - Present financial statements to any member upon request
 - Champion the sponsorship drive and all nourishment at meetings
 - Promote methods to improve and/or maintain the relationship amongst the members and executives
 - Run Senior Executive Elections and Junior Executive Recruitment
 - Be responsible for internal communication within the Executive Committee, sub-committees, class representatives and advisors
 - Report all internal affairs to the Executive Committee promptly
 - Prepare and arrange for the administrative details of Executive Committee Meetings. This includes room booking and formulation and advance distribution of the Meeting Agenda
 - Keep official Meeting Minutes of all Executive Committee and General Meetings
 - Keep records concerning internal and external affairs
 - Prepare the minutes of each Executive Committee meeting and make accessible to all members
 - Manage all official documents and records of internal and external affairs
- (5) Vice-President of Marketing Duties
- Oversee all marketing related activities of the Association
 - Formulate an image for UTACE and recognize the UTACE brand value
 - Work around the image and brand of UTACE to formulate a marketing strategy for the Executives' session
 - Be responsible for delegating all necessary tasks involved in the execution of the system
 - Champion the Marketing Directors and Marketing Executives
- (6) Vice-President of Media Duties

- Manage all graphical designs (including posters, banners, cover of the articles, Student Frosh Handbook) of the Association
- In charge of shooting the promo video and photos of the Association
- Plan and organize media projects to ensure team dynamics and efficiency
- Be responsible for delegating all necessary tasks involved in the execution of the system
- Champion the Media Directors and Media Executive

(7) Vice-President of Events Duties

- In charge of administering Social, Sports, Cultural, and Academic events
- Event category specific goal include:
 - Social: Promote social interactions within the Association and the University, building connections with UofT student bodies
 - Cultural: Promote Chinese and Canadian culture within and outside the Association
 - Sports: Promote athletic activity within and outside the Association
 - Academic: Promote academic activities to encourage academic excellence within the university
 - Career: Give out opportunities for students to connect with industry professionals.
- Oversee all the relevant tasks for the events and activities of the Association. This includes budgeting, marketing, volunteer recruitment, content/format planning, and logistics.
- Be responsible for delegating all necessary tasks involved in the planning, organizing, and execution of social events and activities
- Obtain feedback from attendees of events and activities

(8) Events Director Duties

- In charge of administering Social, Sports, Cultural, and Academic events
- Take initiatives to lead the planning team for the events
- Actively come up with new events proposals
- Present updates to the Executive Committee with regards to upcoming events
- Execute all the relevant tasks for the events and activities of the Association. This includes budgeting, marketing, volunteer recruitment, content/format planning, and logistics
- Obtain feedback from attendees of events and activities
- Report feedback from events to the Vice-President of Events.

(9) Events Associate Duties

- In charge of administering Social, Sports, Cultural, and Academic events
- Present updates to the Executive Committee with regards to upcoming events
- Execute all the relevant tasks for the events and activities of the Association. This includes budgeting, marketing, volunteer recruitment, content/format planning, and logistics
- Obtain feedback from attendees of events and activities
- Report feedback from events to the Vice-President of Events

(10) External Associate Duties

- Promote methods to improve and maintain the relationship between the Association's sponsors and the Association
- Maintain a healthy relationship with school officials
- Act as the ambassador between the Association and the Association's sponsor and potential sponsors
- Work with Event Directors in collaboration events with event sponsors
- Obtain feedback about UTACE from sponsors after the collaboration events
- Report feedback to the Vice-President of External

(11) Marketing Associate Duties

- Maintain and update all UTACE social media platform
- Maintain the wechat group chat and answer questions from engineering students
- Make marketing and promotions suggestions for all events and activities
- Implement a system for poster, flyer, and promotional material distribution
- Distribute all marketing material for all events and activities through the marketing channels
- Obtain feedback about UTACE from attendees of all events and activities
- Report feedback about UTACE from all events and activities to the Vice-President of Marketing
- Creating and maintaining the official website of the association

(12) Media Associate Duties

- Creating means of dynamic and static art designs for club promoting
- Shooting videos and photos in the event promoted by UTACE
- Edit and manage the footage and produce the works
- Generate ideas for the graphical designs of UTACE (including posters, banners, front cover of the articles, annual Froshkit etc.)
- Develop promotional products such as posters, postcards, flyers, clipboards, pins, etc.
- Collaborate with other media associates during the design and editing process

(13) Internal Associate Duties

- Tracking general meeting minutes and attendance
- Participate, and assist the internal VP in organizing serious events including club building, internal retreats, and any inhouse activities
- Journalizing club expenses, reimburse any pre expenses by club members that were club associated
- Documenting CPSIF, budget plan and impact statement for school submissions
- Actively participate in club events, collaborate with other associates within the club

XII. EXECUTIVE COMMITTEE OBLIGATIONS

- (1) The Executive Members are not restricted to their own duties, and they are free to take tasks that are outside of his/her own area of responsibility for interests.

- (2) All Executive Members shall report any matter of the Association directly or indirectly to the Senior Executive Members. Before the execution of any event, approval must be gained from the Executive Committee.
- (3) All Executive Members, with the approval of the Executive Committee, may organize sub-committees to assist with organization and execution of activities.
- (4) The Senior Executive Members reserve the right to issue membership cards and/or appoint an executive member to assume this power.
- (5) All Executive Members shall conduct their work under a friendly and professional environment within the Executive Committee.
- (6) Executive Committee Meetings and General Meetings are compulsory to all Executive Members. Notification for each absence is required and shall be submitted to the President in writing.
- (7) Each Executive Member shall report the progress of their project to the Chief Executive Committee periodically.
- (8) All Executive Members shall attend and assist in at least three Association activities per year.
- (9) Mature and professional behavior shall be expected under all circumstances for Executive Members who are representing the Association.
- (10) All Executive Members shall keep all receipts for reimbursements during their events. All reimbursements without receipts may not be authorized without explanation.

XIII. MISCONDUCT AND DISMISSAL

- (1) In cases where questions of the fulfillment of duties arise regarding an Executive Member, if the given answers are not acceptable by the Executive Committee, the Executive Member shall be suspended from his/her duties until the concerning questions are cleared.
- (2) An internal report shall be required concerning any executive's official dismissal or resignation.
- (3) The Senior Executives, with cause, reserve the right to put forth into motion at an Executive Committee Meeting the request for removal of any existing Executive Member if his/her duties are not being fulfilled.
- (4) Once put forth into motion, the approval of the Executives Member at an Executive Meeting must be obtained in order for the removal to occur.
 - (4.1) The causes against the Executive Member must be of a substantial nature and must be made clear.
 - (4.2) The Executive Member shall have an opportunity to offer a defence and to further appeal the decision to the General Membership.
- (5) In the event that a Senior Executive Member is being removed, the Senior Executives (with the exclusion of the Senior Executive Member in question) must form a majority in order to put forth a motion at an Executive Committee Meeting a request for removal.
- (6) Any appointment of Executive Members shall only be made with the approval of the General Membership.
- (7) In the case of misconduct, the Senior Executive Member shall issue Official Warnings. A Verbal Warning and a Written Warning shall be issued to the member-in-question. An accumulation of the two warnings provides cause to put forth into motion at an Executive

Meeting wherein the member- in-question is allowed to provide a defence. The member-in-question shall appeal the decision to the General Membership.

XIV. EXECUTIVE COMMITTEE SESSION

- (1) The session of the Executive Committee shall be one year, from the first day of April of one year to the thirtieth or last day of March of the following year (The exact date might be changed subject to the election date.)
- (2) The session of the members shall be one year, from the first day of September of one year to the thirty-first or last day of August of the following year.

XV. DEADLINES

- (1) Directors must ensure the following deadlines are met for each occasion

1.1 For Event Directors

Event directors shall have complete plans for each event 3 weeks prior to the event date. Furthermore, event directors shall submit these plans to the marketing directors 3 weeks prior to the event date with a marketing template provided on Google Drive.

1.2 For Marketing Associates

Marketing associates shall ensure that all promotional materials are completed and finalized at least 2 weeks prior to the event date. Furthermore, any promotional campaigns shall be ready at least 2 weeks prior to the event date.

1.3 For Media Associates

Media directors shall ensure the progress of media projects is mostly finished at 3 days prior to the deadlines determined by the Vice-President Media.

Article VI – MEETINGS AND ELECTIONS

XVI. CLASSIFICATION AND AUTHORITY

The types of meetings shall be:

- Executive Committee Meeting
- General Meeting
- Elections Meeting

XVII. EXECUTIVE COMMITTEE MEETING

- (1) The purpose of the Executive Committee Meeting shall be:
 - (1.1) To adopt minutes of the last meeting
 - (1.2) Senior Executive Member updates
 - (1.3) To present event or activity feedback and Reports to the Executive Committee
 - (1.4) To address any motions new or pending
 - (1.5) To plan and organize event and activities
- (2) Any Executive Member with the approval of the Executive Committee may be called by the President or the Executive Committee.
- (3) If a quorum of 15 Executive Committee Members or 80% of the total Executive Committee, whichever is greater, is not achieved, the meeting is not an Executive Committee Meeting.
- (4) Every Executive Committee member has equal voting power in the Executive Committee Meeting.
- (5) Any new and pending motions shall be passed with majority vote at an Executive Committee Meeting.
- (6) Any change of a passed motion shall be passed with consensus at an Executive Committee Meeting.
- (7) In case of a tied situation, the President shall have the power to break the tie or to postpone the issue.
- (8) Executive Committee meetings are held every three weeks, subject to change as deemed necessary by the President.

XVIII. GENERAL MEETING

Monthly general meetings will occur throughout the school year. The meetings will aim to be one hour long. Time of these meetings will be determined according to everyone's availability. The bi-weekly general meetings are MANDATORY. It is also necessary for subdivisions to meet with their VP's at least 24 hours prior to the general meetings.

- (1) The General Meeting shall be the highest authority of the Association and may be called upon by any Executive Member, or by whichever is less than 30 members or 20% of the

total membership of the Association.

- (2) If a quorum of 50 members or 20% of the total membership of the Association, whichever is greater, is not achieved, the meeting is not a General Meeting.
- (3) The agenda of the meeting shall be given out at least 24 hours before the meeting.
- (4) All members shall be notified of all General Meetings.
- (5) All members have equal voting rights and equal voting power in a General Meeting
- (6) The agenda for each meeting will be available on Google Drive one week prior to the meeting. Directors are responsible for reading the agenda beforehand and preparing to present on relevant topics. For example, event directors will be expected to present clear and concise action items and schedules for upcoming events.

XIX. ELECTIONS MEETING

- (1) All voting positions on the Executive Committee shall be filled through an annual election.
- (2) All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- (3) All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- (4) Non-voting group members shall not be eligible to cast a ballot for any elected position.
- (5) The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- (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.
- (7) The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- (8) The Elections Meeting shall be no later than ten weeks after the commencement of the winter term.
- (9) Nominations shall be submitted to the Executive Member in charge of the Elections, on forms provided for that purpose; signed by the candidate and the nominator, at least seventy-two hours before the start time of the Elections Meeting.
- (10) Any member shall be eligible as a candidate for Senior Executive Member; though it is preferred that he/she is a past Executive Member.
- (11) All vital information about the Elections Meeting and a list of all candidates shall be communicated to all members 48 hours or more prior to the Elections Meeting.
- (12) All members have the privilege to vote at the Elections Meeting.
- (13) Candidates running for a Senior Executive position shall make a speech and shall be notified of so by the executive member in charge at least 12 hours prior to the speech.
- (14) Nominees shall be withdrawn from the election if absent from the Elections Meeting without a valid excuse, and his/her nomination shall be canceled.
- (15) Candidate may begin his/her campaign once nomination forms are submitted.
Candidates are permitted to organize their own campaign committees.
- (16) A candidate wins the election for an Executive position if he/she has the majority of the votes. If this criterion fails, the top two candidates who have obtained the most votes are re-entered for the election and the candidate with the most votes wins.

- (17) If there is only one candidate running for a Senior Executive position, he/she must obtain the majority vote in order to win the position.
- (18) If there are no candidates for Executive Member positions, a candidate may be nominated by the newly elected Executive Committee with the approval of the general membership.
- (19) Newly elected Senior Executive Members shall appoint Junior Executive Members after reviewing resumes and completing interviews for each candidate.

ARTICLE VII – FINANCES

XX. FUNCTION OF FINANCES

- (1) The 2 Co-Presidents and 1 Vice-President of Finance and Internal Affairs listed in section V part XI (1.2) shall keep an active record of income and expenses.
- (2) The 2 Co-Presidents and 1 Vice-President of Finance and Internal Affairs listed in section V part XI (1.2) shall present the group's updates on the group's financial position at annual general meetings.
- (3) The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- (4) The group may not engage in activities that are essentially commercial in nature.
- (5) The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- (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) The group will not pay salaries to any of its officers.
- (8) The group maintains a business banking account for which it deposits its funding from various societies and sponsors. In addition to safe storage, the bank account is for issuing cheques in which single financial payments of \$200.00 or more to other business entities are to be made. Any cheque amount smaller than \$200 shall be issued under acknowledgement of Co-Presidents and VP Finance.
- (9) In order to withdraw cash from the business account, the President and VP of Finance must both be present at the bank and complete the transaction through the teller. A bankcard exists for the VP of Finance to view account activity through the automatic banking machine, but no transactions can be made with the card itself.
- (10) Reimbursements for executives who made payments for Association activities are performed in the following steps:
 - (3.1) The receipt for the corresponding transaction is kept by the executive who completed the payment.
 - (3.2) The receipt is given to the Vice-President of Finance and Internal Affairs and subsequently reviewed by both the President and the Vice-President of Finance and Internal Affairs.
 - (3.3) Upon verifying that the product purchased or service used is for the Association's activities in full, the reimbursement is then made. A cheque is issued for that amount to the executive and signed by both the President and the VP of Finance.
- (11) Two money boxes are kept in the Association locker and they are used to provide for on-site monetary transactions during Association-run events. These money boxes are audited every month by the Vice-President of Finance and Internal Affairs to ensure veracity of reported transactions from executives and to provide an update of the current financial status of the Association.
- (12) Vice-President of Finance and Internal Affairs shall update the Association's office Accounting Book after each transaction. The Vice-President of Finance and Internal Affairs shall update the Association's office Cash Flow Statement and Balance Sheet

monthly. The VP of Finance shall prepare a Project/Event Report no more than 2 weeks after the Project/Event.

- (13) At the beginning of the Winter Term, UTACE will perform a Financial Audit of the Association. All findings from the Audit are to be reported to the executive committee.
- (14) Upon the completion of the school year, transferral of banking account access to the new Association President and VP of Finance must be done. The previous and upcoming President and VP of Finance must sign the election minutes in which the new Senior Executives were elected to confirm their positions, and submit the document to the responsible bank.

ARTICLE VIII – TERMINATION OF MEMBERSHIP

XXI. DEFINITION

- (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.
- (2) A vote to revoke membership must be held at a meeting of the Executive Committee.
- (3) A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- (4) Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- (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.
- (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.
- (7) Executive Committee members are subject to the same termination of membership process as general members.

PART XI – AMENDMENT

- (1) .All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- (2) All voting members may propose and vote on amendments to the constitution.
- (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.
- (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.
- (5) Any amendment to the Constitution may be proposed by the Executive Committee or by a request signed by at least 50% of the General Membership. The proposed amendment shall be passed by a majority of votes in a General Meeting.