

UTOSS Constitution

Last revised: September 12th 2024

1. Name and Purpose

- 1.1. The official name of the recognized campus group is: “University of Toronto Open Source Students”.
- 1.2. The official acronym of the group is: “**UTOSS**”.
- 1.3. The objective of UTOSS is to provide students at the University of Toronto with the opportunity to develop and contribute to **open source** software and hardware projects.

2. Membership and Fees

- 2.1. The group shall maintain an active list of 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. UTOSS has no membership fees of any kind.

3. Membership Rights

- 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 election 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. Organization and Membership

- 4.1. UTOSS is divided into three (3) sub-teams and has a governing **Executive Committee**. All members must belong to at least one (1) subteam.
 - 4.1.1. The **Hardware Team** works on open source hardware projects, including but not limited to digital system development, FPGA development, circuit design, and other electrical and computer hardware projects.
 - 4.1.2. The **Software Team** works on open source software projects, including but not limited to open source software tools, major repositories, applications, and other software projects.
 - 4.1.3. The **Outreach Team** is responsible for all marketing, branding, promotion, and organization of collaborations with other academic institutions, open source organizations, and companies.
- 4.2. Each team shall have at least one (1) team lead, responsible for oversight of their team and at least one of whom shall be represented on the **Executive Committee** as the Software/Hardware/Outreach Team Lead.
- 4.3. UTOSS membership may be divided into three (3) categories: **general membership**, **project leadership**, and the **Executive Committee**.
- 4.4. **General members** shall:

- 4.4.1. Attend general meetings, contribute to projects, cast votes and express opinions about club directorship, workshops, projects, and club goals.
- 4.4.2. Develop open source software or hardware in accordance with the project(s) they are working on (Software/Hardware Team).
- 4.4.3. Work with their project lead(s) to contribute to open source repositories and ensure all projects maintain open source compliance (Software/Hardware Team).
- 4.4.4. Maintain project repositories and address community issues raised on GitHub or elsewhere (Software/Hardware Team).
- 4.4.5. Fulfill additional roles and responsibilities defined according to their project lead(s) (Software/Hardware Team).
- 4.4.6. Develop marketing material, including but not limited to posters, flyers, logos, and slides in social media posts (Outreach Team).
- 4.4.7. Maintain social media accounts promoting club projects and events (Outreach Team).
- 4.4.8. Promote UTOSS and engage with sponsors or club partners both within and outside the University of Toronto (Outreach Team).
- 4.5. **Project leaders** shall:
 - 4.5.1. Fulfill all general member roles for their corresponding teams as described in section 4.4.
 - 4.5.2. Define projects and their objectives.
 - 4.5.3. Develop high-level project goals, delegate tasks among general members, and set a project schedule to ensure completion.
 - 4.5.4. Communicate statuses with other project leads and members of the **Executive Committee**.
 - 4.5.5. Maintain project statuses to ensure on-time completion.
 - 4.5.6. Act as mentors for general members seeking assistance.
- 4.6. **Executive Committee** members shall:
 - 4.6.1. Fulfill either a general member role as described in section 4.4 or a project leader role as described in section 4.5.
 - 4.6.2. Act according to their role on the Executive Committee, as described in section 5.

5. The Executive Committee

- 5.1. The Executive Committee's mandate is to act as the governing body of UTOSS, providing decision-making and oversight pertaining to project execution, sub-organizations, financial planning, group structure, and administration.
- 5.2. The term for the Executive Committee is **May 1st to April 30th of the following year**.
- 5.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 5.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 5.5. 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 greatest.
- 5.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

- 5.7. The Executive Committee shall consist of five (5) elected, voting roles: **Hardware Lead, Software Lead, Outreach Lead, Treasurer, and Secretary.**
- 5.8. **All members** of the **Executive Committee** shall:
 - 5.8.1. Be eligible to cast votes at meetings of the **Executive Committee.**
 - 5.8.2. Preside over general meetings.
 - 5.8.3. Serve as a spokesperson for the group.
 - 5.8.4. Ensure transition of office between years.
 - 5.8.5. Oversee management, execution, and success of all corresponding team projects and communicate status reports and issues to the Executive Committee (Software/Hardware/Outreach Leads).
 - 5.8.6. Provide technical guidance for all corresponding team projects (Software/Hardware/Outreach Leads).
 - 5.8.7. Manage corresponding team project leadership (Software/Hardware/Outreach Leads).
- 5.9. In addition to the responsibilities outlined in section 5.8. the **Hardware Lead** shall:
 - 5.9.1. Be an active project lead of the Hardware Team.
 - 5.9.2. Control and delegate access to Hardware Team GitHub repositories.
 - 5.9.3. Ensure all Hardware Team projects meet open source standards.
 - 5.9.4. Oversee safety training of Hardware Team members where applicable.
- 5.10. In addition to the responsibilities outlined in section 5.8. the **Software Lead** shall:
 - 5.10.1. Be an active project lead of the Software Team.
 - 5.10.2. Control and delegate access to Software Team GitHub repositories.
 - 5.10.3. Ensure all Software Team projects meet open source standards.
 - 5.10.4. Oversee safety training of Software Team members where applicable.
- 5.11. In addition to the responsibilities outlined in section 5.8. the **Outreach Lead** shall:
 - 5.11.1. Be an active project lead of the Outreach Team.
 - 5.11.2. Manage and delegate all social media account accesses, posts, and posting responsibilities.
 - 5.11.3. Maintain and oversee communication with sponsors and partnered groups within and outside the University of Toronto.
 - 5.11.4. Oversee success and appropriateness of all branding and marketing efforts for UTOSS and any UTOSS events.
- 5.12. In addition to the responsibilities outlined in section 5.8. the **Treasurer** shall:
 - 5.12.1. Be an active general member or project lead of the Hardware, Software, or Outreach Teams.
 - 5.12.2. Update and ensure accuracy of all financial records for the group, including event budgets, overall club budget, and individual project budgets.
 - 5.12.3. Ensure transparency of financial records and spending.
 - 5.12.4. Hold signing and financial authority along with the Operations Lead.
 - 5.12.5. Prepare annual funding applications for the group.
 - 5.12.6. Advise the Executive Committee and individual project leads of financial standing and course of action.
 - 5.12.7. Oversee and ensure reimbursement for all members.
- 5.13. In addition to the responsibilities outlined in section 5.8. the **Secretary** shall:

- 5.13.1. Be an active general member or project lead of the Hardware, Software, or Outreach Teams.
- 5.13.2. Prepare and publish meeting agendas and meeting minutes for general meetings and Executive Committee meetings.
- 5.13.3. Maintain the club membership list.
- 5.13.4. Maintain the club website.
- 5.13.5. Hold signing and financial authority along with the Treasurer.
- 5.13.6. Manage or delegate all tasks required to maintain day-to-day club activity, including room and facility bookings, communication with the Engineering Society and the University of Toronto Student Life, faculty advisors, and other tasks required for club operations.
- 5.13.7. Manage and execute club renewal, storage space applications, Engineering Society club reaffiliation, SOP updates, and other status maintenance and facility usage tasks.
- 5.13.8. Nominate and train an **Election Officer (EO)** to ensure a smooth and fair voting process for the following year's Executive Committee.

6. Elections

- 6.1. All voting positions on the Executive Committee are 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. The EO may not be nominated for any Executive Committee positions in the year they act as EO.
- 6.8. The elections shall be managed by the Election Officer who is responsible for creating, publishing, and maintaining all of the forms and lists required to hold the election.
- 6.9. Elections for the Executive Committee shall happen no later than April 15th of each year.

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.
- 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 or members.
- 7.8. Unbudgeted expenses shall be reviewed during meetings of the Executive Committee.
- 7.9. The Treasurer shall publish three (3) financial reports, one (1) at the end of each semester to maintain transparency: fall, wi
- 7.10. The Treasurer shall review and distribute all reimbursements for purchases made by club members on the club's behalf.

8. Meetings

- 8.1. The Executive Committee shall meet every two (2) weeks. 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.
- 8.4. The Operations Lead shall take notes for all general and Executive Committee meetings to be published to all members no later than one (1) week after the meeting date.
- 8.5. Project work sessions and meetings are to be scheduled by project leads. Corresponding team leads shall be made aware of project meeting times and agendas and attend at least one (1) project meeting for each project under their team each month.

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.
 - 9.7.1. Additionally, Executive Committee members may also be removed from their position by a two-thirds majority vote to be passed at a general meeting.

10. 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.