

Constitution of “University of Toronto Risk Analysis Club”

1. Name and Purpose

The official name of the recognized student group is the “University of Toronto Risk Analysis Club”. The official acronym or abbreviation of the group is “UTRAC”.

The University of Toronto Risk Analysis Club aims to allow the student body of the University of Toronto to explore and practice their skills in risk identification, examination, and management. Students will collaboratively work on reports that analyze recent events and the potential risks they could lead to for businesses and organizations. UTRAC will also conduct events that will provide the student body with opportunities to interact with and learn from professionals in the field of Risk Analysis and Management.

2. Membership and Rights of Members

The UTRAC will maintain a list of group members. Membership will be open to all members at the University of Toronto, including students, faculty and alumni. Executives reserve all rights to appoint members. The membership fee will be \$0. Members will have a right and invitation to attend all general meetings.

Voting Membership is open to all currently registered UofT students. 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.

3. Executive Committee

The term for all positions on the Executive Committee shall be from May 1st to April 30th. The Executive Committee shall be comprised of five voting members: President, VP Operations, VP Business Development, VP Finance, and VP Marketing. The executives will be elected by the voting members of the club every March. The President and Managing Director will be responsible for the assigning the VPs their portfolios.

President

1. Work with the executive team to develop and implement strategic plans for the club's growth and development.
2. Sets goals for the UTRAC and assigns portfolios to the VPs.
3. Foster a positive and inclusive club culture that encourages member engagement and participation; implement strategies to attract and retain members.

4. Collaborate with the VP of Finance to ensure responsible financial management of the club by overseeing budget.
5. Establish and maintain relationships with external organizations and partners.

Managing Director

1. Oversees the organization of events including logistics, planning, marketing, and supervision of the conduct of the event.
2. Identify and negotiate with potential sponsors for the event.
3. Planning the club budget with the President and VP Finance.

VP Operations

The VP of Operations focuses on managing and optimizing the internal processes and functions of the organization. This role is primarily concerned with the efficient and effective use of resources within the University of Toronto Risk Analysis Club. Key responsibilities may include:

1. Ensuring that tasks are performed efficiently and in alignment with the organization's goals.
2. Overseeing the allocation and utilization of the UTRAC personnel.
3. Collaborating with different departments and teams within UTRAC to ensure communication and coordination of efforts.
4. Identifying potential internal risks and implementing strategies to mitigate them, ensuring the smooth functioning of UTRAC.
5. Implementing and monitoring quality control measures to maintain high standards in the delivery of services or products.

VP Business Development

The VP of Business Development is primarily concerned with managing UTRAC's relationships and interactions with external entities, including clients, partners, and stakeholders. This role involves responsibilities related to external-facing aspects of the University of Toronto Risk Analysis Club. Key responsibilities may include:

1. Identifying new opportunities for growth, expansion, or diversification, and working to secure new projects or contracts.
2. Building and maintaining strong relationships with clients, understanding their needs, and ensuring the delivery of high-quality services.
3. Identifying potential strategic partnerships, collaborations, or alliances that can enhance UTRAC's capabilities and reach.
4. Creating and fostering a cohesive and positive relationship with all stakeholders and ensuring their needs are satisfactorily met.

VP Marketing

1. Promotes and attract new members to the club throughout the year by overseeing the creation of social media content across various platforms.
2. Maintains social media accounts, including upkeep and management of UTRAC's website.
3. Maintains an up-to-date mailing list of members, both former and current.

VP Finance

1. Creating accurate financial forecasts to aid in obtaining funding for club activities.
2. Collaborates with the executive team to monitor and control expenses to ensure adherence to the budget, optimizing the distribution of yearly budgets.
3. Ensure compliance with university financial regulations and club policies, safeguarding the club's financial assets.
4. Act as liaison between Student Government bodies (ie. Arts and Science Student Union) to ensure continuity of funding throughout the school year.

4. Elections

The executives for each term (May 1st to April 30th) will be elected on or before the 31st of March. Elections will be held in an unbiased manner, no one running for the election may be a part of the election planning committee. The election date will be chosen by the head of the election planning committee. All voting members can run for the executive positions.

The elections for the VPs will be held a week prior to the elections for the President and Managing Director. The candidate with the most votes will be elected as a VP. Any elected VP will be eligible to run for the role of Managing Director, but not President in the same term. Thus, a member can work both as a VP and as a Managing Director, but not as a VP and a President.

The President and Managing Director will be elected jointly. Candidates for President must declare their participation in the elections three weeks prior to the election date. Candidates for President must declare the Managing Director whom they will be running with two weeks prior to the elections. The candidates with a simple majority (51%) will be declared the winner. If a simple majority is not reached the elections will be redone with the Candidates with the fewest number of votes not being able to participate in the subsequent rounds. Candidates are allowed to withdraw at any point during the elections.

5. Finances

The president will be the account holder for the UTRAC bank account. The VP of Finance will keep track of all transactions made by the club. Any transaction over the limit of \$100 needs to be signed off by both the President and the VP of Finance.

The group may not engage in activities that are essentially commercial in nature. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group. The group will not pay salaries to any of its officers.

6. Meetings

The executives shall meet at least once every month (ideally biweekly) to discuss club affairs and progress. The date and time of executive meetings will be set by the President. Executives will be notified of the meeting a week prior to the meeting date.

General meetings will be organized once every month. The date and time of the General meetings will be set by the VP of Operations. All members will be notified of the meeting two weeks prior to the meeting date.

7. Termination of Membership

Executives 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. The right to revoke the membership will lie with the executive whose purview they fall under and the President. Any member facing removal shall have the right to appeal the decision of the Executive. In the case of an appeal, a super majority at a meeting of the executive committee shall be required to undo the revocation of membership. Following the termination of membership, the member will be removed from the club's member list and will lose any privileges associated with being a member of the club. Executive Committee members are subject to the same termination of membership process as general members.

8. Amendments

All constitutional amendments shall require a simple majority vote to be passed at a general meeting. All voting members may propose and vote on amendments to the constitution. 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. 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.