



# UTRA

University of Toronto Robotics Association

**University of Toronto Robotics Association  
(Student Design Team)**

*Constitution*

Last Revised: August, 2023

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## 1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Robotics Association (Student Design Team)”
- 1.2. The official acronym or abbreviation of the group is “UTRA”
- 1.3. The official slogan of the group is “Design. Build. Inspire”
- 1.4. The purpose, objectives, mission and/or mandate of the organization is to:

UTRA is an association of multiple design teams aiming to provide robotics related experiences to students. We focus on leveraging cross-disciplinary collaboration to build robots and create connections between students and leaders in industry. This student-led robotics initiative is a natural response to industry growth in the technology sector.

UTRA aims to promote:

- Innovative thinking
- Problem solving
- Idea development
- Leadership
- Hands-on technical experience
- Teamwork
- Organizational skills
- Marketing skills
- Financial management skills

Additionally, UTRA will strive to be an open and accessible club to all students wishing to join. We aim to remove any and all barriers of entry and ensure that UTRA is a welcoming place for all those with a passion for robotics.

## 2. Article Two - Membership and Membership Fee

- 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. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members
- 2.5. The membership fee will be \$0 per year.

2.6. The process to gain voting/non-voting membership is as follows:

All interested persons wishing to join UTRA are required to complete the club application process. This process requires the applicant to complete the membership form requesting the following information: full name, mailing (optional: and permanent) address, telephone number, electronic mailing address, program of study/faculty and year. In addition, applicants are also asked to sign a waiver acknowledging the potential of injury in club activities, and discharging UTRA, Faculty of Applied Science and Engineering, and the University of Toronto of blame. The form is required to be completed each academic year by all members to ensure that an accurate profile of every member is kept. All information submitted will be kept strictly confidential.

2.7. The organizational structure of UTRA is as follows;

- 2.7.1. General Membership: the General Membership will be responsible for performing activities associated with the team.
- 2.7.2. Executive Team: members of the Executive Team shall perform project management/directorship tasks for their respective portfolios, as outlined in Article Six, in addition to carrying out General Membership duties.
- 2.7.3. Administrative Committee: members of the Administrative Committee shall carry out all administrative tasks as outlined in Article Five, in addition to carrying out General Membership duties.

### **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 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. Article Four – Administrative Committee**

- 4.1. The term for all positions on the Admin Committee shall be from May 1st to April 30th
- 4.2. The Admin Committee shall be composed of five (5) voting members.
- 4.3. All voting members of the Administrative Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Admin Committee

- 4.5. The maximum number of non-voting positions on the Admin Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Admin Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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.

## 5. Article Five – Administrative Committee Composition and Duties

Note: all times provided are estimates and vary vastly throughout the school year. Roles have some weeks where no work is required and other weeks 5 times the estimated work is required. For the best estimates, speak to people that have held the position.

### 5.1. President (1)

The President is responsible for overseeing the success of the team. A good candidate for the President position is someone with strong communication, interpersonal and leadership skills. It is preferred that candidates have served as the exec member previously, have a well established robotics background, and are physically available during the regular work hours on campus.

- 5.1.1. Work with faculty advisors, executive team and leadership team to move in strategic direction and achieve organizational goals
- 5.1.2. Increase profile within professional faculties, public and private sector
- 5.1.3. Track progress of individual projects, and ensure efficient teamwork and communication
- 5.1.4. Ensure completion of transition reports, and end-of-year report
- 5.1.5. Conduct end-of-year leadership team survey and membership survey
- 5.1.6. Hold signing authority for the UTRA bank accounts
- 5.1.7. Directly oversees the administration team and the treasurer
- 5.1.8. Time commitment: ~15 hours a week

### 5.2. VP Operations (VP Internal) (1)

The VP of Operations is responsible for the team planning, and metrics and analytics of the teams. A good candidate for the VP Operations position is someone with strong

communication, interpersonal and leadership skills. They will oversee team and project management between the UTRA Executive Team.

- 5.2.1. Manage and coordinate bi-weekly executive meetings, receive progress and personnel updates from each project / team.
- 5.2.2. Record, compile, and archive executive meeting minutes.
- 5.2.3. Attend weekly/biweekly admin meetings with the president, and other VPs.
- 5.2.4. Managing lab-space and garage with the help of project managers and their team members.
- 5.2.5. Creating and maintaining UTRA's material and equipment inventory and ensuring efficient access for Project Managers with the help of project managers and their team members.
- 5.2.6. Work with VP Communications and VP Partnership to bring technical support to the project managers.
- 5.2.7. Working with the project managers to ensure a safe working environment and raising awareness about the hazards in the lab-space in possession of UTRA.
- 5.2.8. Directly oversees the project managers
- 5.2.9. Time commitment: ~10 hours a week

### 5.3. VP Partnerships (1)

The VP of Partnerships is responsible for external connections, sponsorship and marketing in the UTRA team. A good candidate for the VP Partnerships position is someone with strong communication, interpersonal and leadership skills. They will delegate sponsorship requests among directors and coordinate between sub teams and directors. The candidate should also be familiar with and have a reasonable understanding of the responsibilities of directors.

- 5.3.1. Work with VP Communications to oversee and assist the Sponsorship Committee to ensure sound budgeting from Industry and grants from Engineering faculties
- 5.3.2. Maintain and grow club relationships with alumni and industry contacts
- 5.3.3. Attend weekly/biweekly meetings with the president, and other VPs to discuss plans
- 5.3.4. Organize outreach teams which will represent UTRA outside of the University to increase our profile in regards to external entities such as industry partners and robotics clubs from outside of University of Toronto.
- 5.3.5. Directly oversees sponsorship (with VP Communications), hackathon, and robonars directors.
- 5.3.6. Time commitment: ~7 hours a week

#### 5.4. VP Communications (1)

The VP of Communications is responsible for communications and marketing efforts in the UTRA team. A good candidate for the VP Communications position is someone with strong communication, interpersonal and leadership skills.

- 5.4.1. Regular updates to the website, social media, print media, and sponsoring other committees to gain team credit.
- 5.4.2. Oversee and assist the communication between the Sponsorship Committee to ensure sound budgeting from Industry and grants from Engineering faculties
- 5.4.3. Organize UTRA's external media presence, ensuring the club is properly represented in all interactions with third party marketing sources.
- 5.4.4. Attend weekly/biweekly meetings with the president, and other VPs to discuss plans
- 5.4.5. Oversee outreach and recruitment cycles as they pertain to messaging the student body through advertisement mediums.
- 5.4.6. Directly oversees the webteam, marketing / graphics, and sponsorship (with VP Partnership) directors.
- 5.4.7. Time commitment: ~10 hours a week

#### 5.5. Treasurer (1)

The Treasurer manages the incoming and outgoing finances in UTRA, including transactions from marketing, teams, and sponsorships. They will oversee financial reports and funding between the UTRA Executive Committees as well as the Project Managers.

- 5.5.1. Bookkeeping of current UTRA's financial assets. This includes maintaining records of all purchases made through the club, managing team budgets, and ensuring enduring financial health of the club.
- 5.5.2. Providing support for reimbursement of the executive members of UTRA.
- 5.5.3. Handle the required documents and process related to the transfer of the assets secured by sponsorship and/or donated by entities within U of T.
- 5.5.4. Oversee and assist the communication between the Sponsorship Committee to ensure sound budgeting from Industry and grants from Engineering faculties
- 5.5.5. Time commitment: ~3 hours a week

## 6. Article Six – Executive Team Composition and Duties

Directors and Project Managers will be appointed by the Administrative Committee.

At the end of the winter semester, general members wishing to apply for any available position on the Executive Team must complete an application form. This form will request the following information: full name, program, year of study, executive position(s) applying for, and why they would best serve UTRA in their chosen executive position. This information will be provided to the new Administrative Committee with the assistance of the incumbent Administrative Committee. Any UTRA member is eligible to apply to join the executive team. It is preferred to have a candidate with sufficient knowledge in the area of robotics, and have played an active role in the team prior to the application process.

The roles of Directors and Project Managers are as follows:

### 6.1. Directors

#### 6.1.1. Webmaster (1)

6.1.1.1. Website - Update the main UTRA's website regularly through our website channel, ensures content is delivered thoroughly

6.1.1.2. Time commitment: ~3 hours a week

#### 6.1.2. Marketing and Social Media Director (2)

6.1.2.1. Marketing - Creates marketing plans to get information out to people, on time. Works with website and social media to do so

6.1.2.2. Social Media - Updates our social media channels with content

6.1.2.3. Time commitment: ~3 hours a week

#### 6.1.3. Graphic Design Director (2)

6.1.3.1. Graphic Design - Create beautiful posters, logos and other material requested from the individual subteams and for robonars, creates a standard template for faster promotion

6.1.3.2. Promotional material requested by VP of communications and/or subteams

6.1.3.3. Operational material (Robot information) from VP of Operations and/or subteams

6.1.3.4. Partnership material - (Sponsorships, Logos) from VP of Partnerships

6.1.3.5. Time commitment: ~5 hours a week



#### 6.1.4. Sponsorship Director - General (2)

- 6.1.4.1. Sponsorship - Reaches out to different companies, gets information and tries to obtain sponsorships, get information to the website and social media director for sponsorships, works with business development and Robonar director for informational seminars.
- 6.1.4.2. Maintain UTRA's sponsorship package, ensuring all information is up to date.
- 6.1.4.3. Work with marketing to advertise UTRA in a way that is conducive to sponsors.
- 6.1.4.4. Time commitment: ~3 hours a week

#### 6.1.5. Robonar Director (2)

- 6.1.5.1. Robonar Director - Plans weekly or biweekly Robonar presentations. The goal of robonars is to provide exposure to the Skule community to the world of robotics, typically through invited speakers from industry and academia, hosting workshops for robotic concepts, or showcasing UTRA's work.
- 6.1.5.2. Time commitment: ~6 hours a week

#### 6.1.6. Hackathon (UTRAHacks) Director (2)

- 6.1.6.1. Organizes and works with the UTRAHacks team to plan and execute UTRA's annual hackathon. A candidate will excel in this role if they have logistics, organizational, and logistical experience and are excited about robotics.
- 6.1.6.2. Collaborates with other UTRA execs to organize competition rules, prizes, volunteers, sponsors, and keynote speakers/workshops during the hackathon.
- 6.1.6.3. Time commitment: ~5 hours a week

### 6.2. Project Managers

#### 6.2.1. SUMO Project Manager (2)

- 6.2.1.1. Holding weekly/biweekly workshops teaching the basics of robotics prevalent to building SUMO bots.
- 6.2.1.2. Ordering inventory, bookkeeping, and keeping track of all SUMO team statuses
- 6.2.1.3. Organizing preliminary qualifiers and a competition at the end of the semester
- 6.2.1.4. Time commitment: ~10 hours a week

#### 6.2.2. ART (Autonomous Rover Team) Project Manager (2)

- 6.2.2.1. Holding Weekly/Biweekly meeting
- 6.2.2.2. Recruiting sub-leads and members for every team segment
- 6.2.2.3. Plan scope of robot and guide the team to success
- 6.2.2.4. Be prepared to participate in a competition by the end of the year
- 6.2.2.5. Ordering parts, keeping track of budget, and facilitate communication between the entire team
- 6.2.2.6. For more information, speak with the current ART leads
- 6.2.2.7. Time commitment: ~10 hours a week

#### 6.2.3. Light Combat Project Manager (2)

- 6.2.3.1. Holding Weekly/Biweekly meeting
- 6.2.3.2. Recruiting sub-leads and members for every team segment
- 6.2.3.3. Plan scope of robot and guide the team to success
- 6.2.3.4. Be prepared to participate in a competition by the end of the year
- 6.2.3.5. Ordering parts, keeping track of budget, and facilitate communication between the entire team
- 6.2.3.6. For more information, speak with the current Light Combat leads
- 6.2.3.7. Time commitment: ~8 hours a week

#### 6.2.4. PacBot Project Manager (2)

- 6.2.4.1. Holding Weekly/Biweekly meeting
- 6.2.4.2. Recruiting sub-leads and members for every team segment
- 6.2.4.3. Plan scope of robot and guide the team to success
- 6.2.4.4. Be prepared to participate in a competition by the end of the year
- 6.2.4.5. Ordering parts, keeping track of budget, and facilitate communication between the entire team
- 6.2.4.6. For more information, speak with the current PacBot leads
- 6.2.4.7. Time commitment: ~10 hours a week

#### 6.2.5. Humanoid (Robosoccer) Project Manager (2)

The Humanoid (Robosoccer) PM is in charge of a student research team. A good candidate for the Humanoid PM is someone with strong communication, interpersonal, leadership and teaching skills as well as strong technical background and good understanding of different workflows across all of the Humanoid subteams. Given the complexities involved, the Humanoid PM must not only work towards improving the robots, but also work with the team leads to create learning opportunities and educate students about advanced relevant topics to Humanoid robotics.

- 6.2.5.1. Holding weekly leads meetings.
- 6.2.5.2. Working with the existing members and leads. Recruit when needed.
- 6.2.5.3. Develop an adequate understanding of each sub division in order to direct them.
- 6.2.5.4. Plan scope of improvement on the robot and guide the team to progress.
- 6.2.5.5. Ordering parts, keeping track of budget, and facilitating communication between the entire team.
- 6.2.5.6. Time commitment: ~15 hours a week

## 7. Article Seven – Elections

- 7.1. The position of President shall be filled through an annual election.
- 7.2. Voting positions on the Administrative Committee shall be filled through elections.
- 7.3. Elections for voting positions on the Administrative Committee will take place in tandem with the Presidential elections.
- 7.4. If a position is not filled, the remaining Administrative Committee may vote to keep the position vacant until the next academic year.
- 7.5. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 7.6. Voting group members cannot vote by proxy.
- 7.7. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Administrative Committee.
- 7.8. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 7.9. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 7.10. 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.
- 7.11. Non-graduating admin members will be given the opportunity to re-run for their post in office again if they would like.
- 7.12. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election. In the event that all members of the Administrative Committee are re-running for their post, an Election Committee, composed of Directors and Project Managers, shall be made to carry out the elections.
- 7.13. The following are requirements for holding an election:

UTRA elections will commence by the President (or the Election Committee) reading the candidate list at the Annual General Meeting. All nominees will then be allocated a maximum of 5 minutes to present a speech if desired. At this point of the meeting, all eligible executive

and general members present will participate in a secret ballot vote to elect a nominee into each available elected admin position. The incumbent President will put their ballot in a sealed envelope. In the event of a tie, the incumbent President's ballot will be opened and break the tie.

## 8. Article Eight – Finances

- 8.1. UTRA will hold at least one bank account in its name with one banking institution.
- 8.2. The Treasurer and President will act as the signing officers at the banking institution.
- 8.3. All of UTRA's financial transactions and affairs are to be handled in accordance with document [1.0 Finance Policy](#).
- 8.4. The Treasurer shall keep an active record of income and expenses.
- 8.5. All records of these accounts will be kept by UTRA and be available to all Corporate and University sponsors upon written request to the Administrative Committee.
- 8.6. The Finance Committee must approve all expenditures over \$300.00 through a majority vote at a meeting of the Executive Committee.
- 8.7. The group may not engage in activities that are essentially commercial in nature.
- 8.8. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.9. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 8.10. The group will not pay salaries to any of its officers.
- 8.11. All remaining funds at the end of the season will be forwarded to the next season as a surplus. In the event of a larger than expected surplus, the Executive Team has the right to call a General meeting to discuss the disbursement of the funds.

## 9. Article Nine – Meetings

UTRA will provide two avenues of involvement to its members through meetings and events.

### 9.1. Meetings

- 9.1.1. The Admin Committee must meet monthly with the Executive Team to discuss updates.
- 9.1.2. The quorum for executive meetings shall be 50%+1 Admin present of the voting members from the Admin Committee and the Executive Team.

- 9.1.3. 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.
- 9.1.4. The Admin 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.

## 9.2. Events

- 9.2.1. The Executive Team and General Members of UTRA will host monthly organized activities for all Members. Events will consist of an array of seminars, speakers, interactive workshops, discussion panels, and social events.

## 10. Article Ten – Termination of Membership

- 10.1. The Admin 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.
- 10.2. A vote to revoke membership must be held at an Executive Meeting led by the Admin Committee.
- 10.3. A two-thirds majority of the members present at the Executive Meeting is required to approve any motion to revoke membership.
- 10.4. Any member facing removal shall have the right to appeal the decision of the Admin Committee to the general membership.
- 10.5. 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.
- 10.6. Executive Committee members are subject to the same termination of membership process as general members.

## 11. Article Eleven – Amendments

- 11.1. All constitutional amendments shall require a two-thirds majority vote to be passed by the Admin Committee and Executive Team combined.
- 11.2. All voting members may propose and vote on amendments to the constitution.
- 11.3. If the members of the Executive cannot come to a decision, the proposed amendment will not be enacted until the general member referendum.
- 11.4. The Admin Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 11.5. 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.

## 12. Versions

Original: Krystal Godri (Aug 2002)

Revised: Ramy Ghattas (Sept 2008)

Revised: Arian Omidzohour (Sept 2009)

Revised: Wilson Tan (August 2011)

Revised: Zimo Li (Nov 2012)

Revised: Daniel Mirmilshteyn (July 2013)

Revised: Adam Chan (September 2014)

Revised: Minjong Kim (September 2014)

Revised: Crystal Liu, Syed Kamran, Khaled Khalil and Larry Kei (March 2019)

Revised: Michael Ruan (February 2020)

Revised: Sarah Khan (September 2021)

Revised: Spencer Teetaert (July 2022): Modifications for alignment to current club practices

Revised: Spencer Teetaert (August 2022): Updated club practices to include financial policies

Revised: Spencer Teetaert (March 2023): Role updates

(Pending) Revised: Ammar Vora (August 2023): Overhauling constitution to align with the relevant student group policies and style requirements