

Constitution of “UofT Wearable Student Design Team”

January 24, 2025

1. Article One – Name, Purpose and Mandate

- 1.1. The official name of the recognized student group is “UofT Wearable Student Design Team”
- 1.2. Following are purpose and mandate of the organization

Purpose

UofT Wearable Student Design Team is a design team dedicated to advancing wearable technology by developing novel wearable ideas using state of the art methods. Wearables are a rapidly growing market, and we hope to use the wearable platform to increase consumer access to cutting-edge technologies. Our members will learn and develop using professional embedded systems, physical prototypes, sensors, communications protocols, and software integration—all into one wearable package. We are open to your wearable ideas and how we can bring it to reality.

Mandate

Our mandate is to create a community with exciting and unique opportunities to engage with the field of wearable technology. We aim to foster the necessary skills to design and build cutting-edge consumer wearable technology by developing our own novel wearable ideas brought forth by our members.

Major technical focus areas exist in our mandate as skills we will develop through design team sub-teams:

1. Embedded Electronics: developing the code and hardware systems to create a wearable device.
2. Software Companion Application: creating an application to connect to the device and extract useful information.
3. Form and Function: designing the physical

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 undergraduate and graduate students, both full-time and part-time, at the University of Toronto. It is also open to all students currently participating in their Professional Experience Year (PEY).
- 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. There are no membership fees associated with being a member of the UofT Wearable.

3. Article Three – Rights of Members

- 3.1. All 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 - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of Number of Executives (four (4)) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. 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.
- 4.6. Persons holding non-voting positions on the Executive 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.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Article Five - Executive Committee Composition and Duties

During General Meetings, team members will select executives from among themselves to form an executive team. This team is responsible for setting team policies, with each role having specific duties and authority within the group. Each executive is elected for a term of one calendar year, until the next General Meeting for executive elections. To qualify as a candidate, individuals must meet the following conditions:

- A) Be a current member of group in good standing
- B) Have been involved in a group at least 1 month (30 days) in good standing

5.1. The President(s) – up to two (2):

The President is responsible for overseeing and leading the group, managing the executive team, and organizing the technical execution of projects. To qualify for the role of president, candidates must meet the following conditions:

- A) Have participated in the group for at least 1 month (30 days).
- B) Be a currently enrolled student at the University of Toronto

The President(s) 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 Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

5.2. The Secretary shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Maintain a list of group members,
- 5.2.3. Maintain the group website and member contact list,
- 5.2.4. Record notes and motions for meetings,
- 5.2.5. Notify all members of general meetings.

5.3. The Treasurer 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 President,
- 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.

5.4. The Sub-team Lead(s) – up to two (2) per sub-team shall:

- 5.4.1. Organize meetings for their respective sub-team,
- 5.4.2. Update executive committee on the progress of their work,
- 5.4.3. Make key design decisions relevant to their sub-team,
- 5.4.4. Coordinate procurement of supplies with the rest of the executive committee.

6. Article Six – Elections

- 6.1. Elections may be held to make group-wide decisions (eg. new project directions) and selecting new executives.
- 6.2. Any member of UofT Wearable Student Design Team is eligible to vote.
- 6.3. The winner will be selected using a ranked voting methodology.

7. Article Seven – 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 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 monthly. 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.

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.
- 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 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.