

## **Constitution of “TeamUP Science, University Toronto Student Chapter”**

### **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “TeamUP Science, University Toronto Student Chapter”
- 1.2. The official acronym or abbreviation of the group is “TUS U of T”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to cultivate scientific imagination, curiosity, and leadership abilities of youths in the fields of Science, Technology, Engineering, Arts, and Mathematics (STEAM) by providing hands-on learning, mentorship, and inter-campus networking opportunities.

### **2. Article Two – Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
  - 2.1.1. The member list will hold active and alumni members for up to three years.
- 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.

### **3. Article Three – Rights of Members**

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. 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 five (5) 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.

## **5. Article Five - Executive Committee Composition and Duties**

### **5.1. The President 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. Preside over meetings of the Executive Committee and/or members,
  - 5.1.4.1. Record notes and motions for meetings,
  - 5.1.4.2. Notify all members of general meetings,
  - 5.1.4.3. In the case of absence due to justified reasons, the president can designate a Vice-President to lead meetings and/or correspond.
- 5.1.5. Hold signing and financial authority along with the Vice-President of Finance,
  - 5.1.5.1. Overlook Finances with elected Vice-President of Finance,
  - 5.1.5.2. Transfer Signing Authority at end of contract term.
- 5.1.6. Organize internal events to promote cohesiveness within the TUS community,
- 5.1.7. Ensure cooperation and resolve conflicts with all general members of TUS U of T,
- 5.1.8. Support all executive officers' committees,
- 5.1.9. Conduct Executive check-ins to reflect on performance,
- 5.1.10. Monitor the activity and support the effort of sub-committees,
- 5.1.11. Point of contact for media relations,
- 5.1.12. Maintain a list of group members,
- 5.1.13. Maintain the group website and member contact list,
- 5.1.14. Ensure a transition of office from one year to the next.

### **5.2. The Vice-President of Events shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Be in charge of the Events committee,
- 5.2.3. Report to the President,
- 5.2.4. Ensure activities of the club comply with policies of the University of Toronto and Toronto community regarding external/internal liabilities and risk management as pertaining to volunteers,
  - 5.2.4.1. Ensure all liabilities pertaining to TUS Executives and volunteers are addressed and approved by officials within community prior to event.
- 5.2.5. Plan and execute TUS Workshops,
  - 5.2.5.1. Vice-President of Events and President must reach a consensus on number of workshops that will be hosted.
- 5.2.6. Coordinate volunteer logistics and room bookings for each workshop,

5.2.7. Host training session for the volunteers at the Vice-President of Event's discretion.

5.2.7.1. In the case where TUS Executive and volunteer training is necessary (e.g. WHMIS training, laboratory technique training, anything required by EHS), ensure all volunteers successfully perform and complete training. Maintain all registration and training documents in an organized fashion.

**5.3. The Vice-President of Finance shall:**

5.3.1. Be eligible to cast votes at meetings of the Executive Committee,

5.3.2. Be in charge of the Finance committee,

5.3.3. Report to the President,

5.3.4. Record all financial transactions of the group,

5.3.5. Hold signing and financial authority along with the President,

5.3.6. Maintain a budget of income and expenses,

5.3.7. Approve and supervise adherence to budget,

5.3.8. Advise members on financial position of the group,

5.3.9. Prepare an annual budget for the group,

5.3.10. Establish long-term partnerships with sponsorship organizations to meet the needs of TUS U of T,

5.3.11. Organize sponsorship campaigns to secure small in-kind donations such as food and gift cards,

5.3.12. Organize and facilitate initiative to raise money for the TUS student group.

**5.4. The Vice-President of Outreach shall:**

5.4.1. Be eligible to cast votes at meetings of the Executive Committee,

5.4.2. Be in charge of the Outreach/External committee

5.4.3. Work closely with all executives to promote TUS events to university, high school, and junior high students through social media, classroom presentations, tabling, posters, assemblies, and student newsletters,

5.4.4. Report to the President,

5.4.5. Build relationships with schools and organizations,

5.4.6. Organize subcommittees to assist with school outreach,

5.4.7. Resolve any issues arising with outreach or committee members,

5.4.8. Send out TUS newsletters to students and parents to promote TUS events,

5.4.9. Has signing authority over the TUS bank account

5.4.10. Update social media networks with relevant events and boost awareness.

**6. Article Six – Elections**

6.1. All voting positions on the Executive Committee shall be filled through an annual election.

6.2. All candidates shall not do any campaigning during the election period.

6.3. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

6.4. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

- 6.5. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.7. 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.
- 6.8. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

## **7. Article Seven – Finances**

- 7.1. The Vice-President of Finance shall keep an active record of income and expenses.
- 7.2. The Vice-President of Finance 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 for a single purchase over \$250 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 – Disciplinary Action

### 10.1. Complaints:

10.1.1. TUS members should report issues including but not limited to inappropriate behavior, failure to uphold their responsibilities within a tiered system, as follows:

10.1.1.1. General members within a TUS subcommittee reports issues to their corresponding director

10.1.1.1.1. For issues with their corresponding director, they should report to their executive

10.1.1.2. TUS Executives can report issues to their corresponding executives

10.1.1.2.1. For issues with their corresponding executive, they can report issues to the President

10.1.1.3. Executive officers can report issues to the President

10.1.1.3.1. For issues with the President, they report to the Board of Governors

10.1.2. For any issues where confidentiality or impartiality is a concern, they may report issues to the Board of Governors or President

### 10.2. Processing:

10.2.1. Issues brought up by the board are first investigated by the board prior to being discussed in Executive meetings

10.2.2. Processing instigated by letter of complaint

10.2.2.1. Interview with relevant parties are conducted by investigating members

10.2.2.1.1. If a concern is brought forward to a member of the Board of Governors, they will conduct an interview with the general member in question and a suggestion voted on by the BoG will be passed to the Executive for voting

10.2.2.2. All relevant information is presented to the executive team in a closed meeting, non-executive observers at the meeting will be asked to leave the room until actions have been taken.

10.2.2.2.1. In the case the issue concerns a member of the executive branch, the President is within their rights to call for an executive meeting that excludes that executive officer

10.2.2.2.2. In the case the issue concerns the President, the Board of Governors will call for an executive meeting that excludes the President

10.2.2.2.3. Upon request, relevant members can be invited to the executive meeting to provide a testimony

10.2.2.2.4. The general member in question may request the attendance of the President or the Chair of the Board to sit in on the interview

10.2.2.3. Executive team must vote on all four cases: dismissal, probation, warning, and no action

### 10.3. Disciplinary Action Outcomes:

10.3.1. Event based actions: in the event an immediate concern regarding a general member occurs at an event, the executive in charge of the event is within their right to enact disciplinary action such as

10.3.1.1. Being asked to leave

10.3.1.2. Escorted out

10.3.1.2.1. The decision by the VP will be only for as long as the event is running and will not have an effect on the individuals participation in other group activities without input from the rest of the Executive Board.

10.3.1.3. The status of volunteers facing disciplinary action as voted by a simple majority from the executive group can be:

10.3.1.3.1. Warning: the general member in question will need to meet with the TUS Executives or executive member in charge to discuss the issue and possible prevention methods

10.3.1.3.2. Probation: the general member in question will need to meet with the TUS Executives directly supervising them or executive member to discuss the issue and possible prevention methods

10.3.1.3.2.1. Probation period lasts for 12 months, starting after they have been informed of their disciplinary action outcome

10.3.1.3.2.2. They must attend monthly check ins set by their supervisor to provide updates regarding their responsibilities as well as progress on prevention methods

10.3.1.3.2.3. Failure to adhere to prevention plans set during the initial meeting may result in the recommendation of dismissal made to the executive branch

10.3.1.3.2.4. For members on probation with exceptional progress, a recommendation may be made to the executive to shorten the probationary period

10.3.1.3.3. Dismissal: the general member in question will be relieved of their duties

10.3.1.3.3.1. They will be no longer be considered a general member of TUS and their voting rights will be forfeited

10.3.1.3.3.2. They will be eligible to run for elections or obtain a position as a member after one calendar year but the details regarding their dismissal will be disclosed at the executive elections or to the executive in charge of the TUS Executives or general member for a period of (2) years

10.3.1.3.3.3. If elected to a new position within (2) years, they will be on probation

### 10.4. Appealing the Board or Executive Committee's Decision:

10.4.1. All members in question have the right to appeal the decisions of the BoG/Executive to all voting members with the exception of executive members and the ability to overturn their decision with  $\frac{2}{3}$  of voting membership support.

10.4.2. Any member who applies for an appeal cannot vote in their own appeal vote.

10.4.3. Any member who applies for the appeal process must be informed that any form of protection of privacy regarding the disciplinary action will be lost.

10.4.4. Any member who applies for the appeal process must do so through the President.

10.4.5. Any voting member who abstains from the vote to pass the appeal counts as a vote that does not support the appeal.

## **11. Article Eleven – Amendments**

All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

11.1 All voting members may propose and vote on amendments to the constitution.

11.2. 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.

11.3. 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.