

Constitution of “Working Towards Inclusivity in Chemistry Toronto”

1. Article One – Name and Purpose

- 1.1. The official name of this recognized student group is “Working Towards Inclusivity in Chemistry Toronto”.
- 1.2. The official acronym or abbreviation of the group is “WICTO”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to promote equity, diversity and inclusion within the chemistry community through awareness, engagement and advocacy. Our goals include:
 - 1.3.1. initiating open discussion concerning disparities in STEM (science, technology, engineering, mathematics) fields;
 - 1.3.2. highlighting the achievements of accomplished scientists by featuring them in our monthly Person of Influence series, with emphasis on scientists from underrepresented communities;
 - 1.3.3. showcasing strong role models for historically excluded groups in STEM in our lectureship series and panel discussions;
 - 1.3.4. providing career building and networking opportunities through professional development workshops, discussion groups and social events; and
 - 1.3.5. promoting STEM fields to marginalized communities through outreach events.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. All current students, post-doctoral fellows, staff, faculty and alumni affiliated with a university in the Greater Toronto area are eligible for WICTO membership without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. Members must register with a designated executive by submitting their full name and a valid email address.
- 2.3. Voting upon issues will be limited to registered members in good standing for thirty (30) days prior to election, with the exception of the Executive Committee which gains full voting membership upon election to their respective position.
- 2.4. Voting membership is open only to registered students of the University of Toronto.
- 2.5. 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.
- 2.6. 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 members have a right to attend all general meetings of members.
- 3.3. All members have the right to propose, and/or participate in the organization of WICTO events.
- 3.4. All voting members have a right to cast votes at all general meetings of members.
- 3.5. All members have a right to stand for election unless otherwise stated in this document.
- 3.6. All voting members have a right to cast votes in all group elections and referendums.
- 3.7. All members have a right to propose and vote on amendments to this constitution.
- 3.8. 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 June 1st to May 30th.
- 4.2. The Executive Committee shall be composed of 11 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 (ie. post-doctorates, staff, faculty, alumni) may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum number 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 **Chair** shall:
 - 5.1.1. Act as a liaison between WICTO, the Department of Chemistry, and other organizations;
 - 5.1.2. Set the agenda for meetings and lead them;
 - 5.1.3. Manage incoming emails addressed to WICTO;
 - 5.1.4. Assist the Treasurer in securing funding for the next academic year
 - 5.1.5. Act as co-signing authorities, alongside the Treasurer, for the approval and issuing of bank cheques;
 - 5.1.6. Review submissions of “WICTO Incident Report Form”;
 - 5.1.7. Be the WICTO representative on the Chemistry Department’s EDI committee.

- 5.1.8. Delegate the duties of unfilled positions to voting members, if more than one executive position remains unfilled.
 - 5.1.9. The elected candidate is recommended to have been a WICTO executive member for at least one (1) academic year.
 - 5.1.10. In the event that a Chair is not elected, the remaining executive members will divide the responsibilities designated for the Chair.
- 5.2. The **Vice-Chair** shall:
- 5.2.1. Assist Chair with responsibilities as specified in 5.1;
 - 5.2.2. Maintain all bookkeeping separate from Treasurer twice a year;
 - 5.2.3. Review submissions of "WICTO Incident Report Form" with Chair
 - 5.2.4. Assist other executives in the event that they need additional support in fulfillment of their duties;
 - 5.2.5. Ensure that all events are publicized at least seven (7) days prior to the event by way of invitations, posters, and any other means deemed appropriate.
 - 5.2.6. Fill no more than one vacant executive position until a replacement has been found.
- 5.3. The **Secretary** shall:
- 5.3.1. Coordinate meeting times and arrange room bookings for meetings;
 - 5.3.2. Take meeting minutes;
 - 5.3.3. Maintain a membership list of past and current members;
 - 5.3.4. Manage the email, Slack and Google Drive member access for WICTO;
 - 5.3.5. Organize Journal Club for the year;
 - 5.3.6. Coordinate the schedule for Person of Influence.
- 5.4. The **Treasurer** shall:
- 5.4.1. Maintain all financial records and assets of WICTO, including ensuring appropriate use of funds;
 - 5.4.2. Hold signing officer authority along with Chair;
 - 5.4.3. Head all grant applications and fundraising efforts;
 - 5.4.4. Assist and approve any event or meeting where funds are being expended.
- 5.5. The **Events Coordinators (2)** shall:
- 5.5.1. Plan and coordinate all non-seminar events;
 - 5.5.2. Organize and delegate the social events including room bookings, refreshments, food, and other;
 - 5.5.3. Ensure that all events are publicized at least seven (7) days prior to the event by way of invitations, posters, and any other means deemed appropriate.
- 5.6. The **Seminar Series Coordinator** shall:
- 5.6.1. Be in charge of coordinating all WICTO seminars and lectures;
 - 5.6.2. Survey members for possible speakers and seminar topics;
 - 5.6.3. Contact speakers and make arrangements for their visit, including

- room reservations, alongside the Secretary;
 - 5.6.4. Advertise seminar date, time, location and abstract to the department;
 - 5.6.5. Organize accommodations and transportation for invited guests, alongside the Department of Chemistry (Reception & Graduate Coordinator);
 - 5.6.6. Organize roundtable discussions, along with food and refreshments
- 5.7. The **Social Media Relations Coordinator** shall:
- 5.7.1. Update WICTO's social media profiles (including Facebook, Twitter, and Instagram) on a regular basis and ensure visibility of the group online;
 - 5.7.2. Post the Person of Influence series on social media platforms
 - 5.7.3. Create advertisements (on social media and website);
 - 5.7.4. Compile photos for all internal and external events;
 - 5.7.5. Manage the domain, layout, graphics and general formatting of the WICTO website in a timely manner;
 - 5.7.6. Create external informational WICTO content (eg. newsletter, blogpost, or magazine)
- 5.8. The **Outreach and Mentorship Program Coordinator** shall:
- 5.8.1. Coordinate WICTO's outreach initiatives within and/or outside of the University, (e.g., with schools, community, or other);
 - 5.8.2. Organize and manage the WICTO Mentorship;
 - 5.8.3. Maintain contact with previous outreach initiatives.
- 5.9. The **UTM Representative** shall:
- 5.9.1. Promote WICTO events to the UTM campus;
 - 5.9.2. Lead campus-specific initiatives and events as needed.
- 5.10. The **UTSC Representative** shall:
- 5.10.1. Promote WICTO events to the UTSC campus
 - 5.10.2. Lead campus-specific initiatives and events as needed

6. Article Six – Elections

- 6.1. All positions on the Executive Committee shall be filled through an annual election in May.
- 6.2. All members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.4. Elections may be held anytime during the academic year to fill vacant positions on the Executive Committee.
- 6.5. Elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
 - 6.5.1. At least one meeting before an election, the Chief Returning Officer (CRO, a member not seeking elections) will describe the responsibilities of the available executive positions and interested members will then declare if they intend to seek office.

- 6.5.2. These members will prepare a short oral or written statement to be delivered at the election meeting.
- 6.5.3. The voting members will review the statements in private and then vote by secret ballot.
- 6.5.4. Votes will be counted by the CRO and a Scrutinizer.
- 6.5.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.5.6. 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.
- 6.5.7. In the event that the tie is still not broken, the CRO may vote to break the tie.

7. Article Seven – Finances

- 7.1. The Treasurer shall keep records of all income and expenses, including seminar expenses.
- 7.2. Treasurer shall present the group's financial health at the 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. Annual General Meetings (AGMs):
 - 8.1.1. The group shall hold general meetings once per year, i.e. once per academic year.
 - 8.1.2. The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, and financial health.
 - 8.1.3. The AGM is open to the public.
- 8.2. Committee Meetings:
 - 8.2.1. The committee (voting and non-voting members) shall meet at least once a month during the academic year (September to May) where date and times are to be set by an executive. Agendas must be prepared, and distributed to members prior to the commencement of the meeting. Minutes must be recorded, and made available to the group after the meeting has ended.

9. Article Nine - Termination of Membership

- 9.1. Any member who commits actions in violation of the WICTO Code of Conduct (Appendix A) may be given notice of removal.
- 9.2. Voting members 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.
- 9.3. A vote to revoke membership must be held at a general meeting.
- 9.4. A two-thirds majority by voting members is required to approve any motion to revoke membership.
- 9.5. Any member facing removal shall have the right to appeal the decision to the general membership (including non-voting members).
- 9.6. 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.
- 9.7. 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.
- 9.8. 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 members may propose amendments to the constitution, but only voting members can vote to make 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.

APPENDIX A. WICTO Code of Conduct

Refer to www.wicto.ca

APPENDIX B. Definitions

Voting member: any University of Toronto affiliated person who has attended at least three (3) meetings in an academic year as stated in Article 2, section 2.3

Non-voting member: any University of Toronto affiliated person who has attended less than three (3) meetings in an academic year as stated in Article 2, section 2.5

Executive member: an elected voting member as stated in Article 4