

2023-2024 Club Constitution of “Science Rendezvous – University of Toronto (St. George)”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “**Science Rendezvous – University of Toronto (St. George)**”
- 1.2. The official acronym or abbreviation of the group is “**SR-UofT**”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is as follows:

“Science Rendezvous – University of Toronto (St. George)” aims to promote science in all of its aspects with the ultimate goal of improving student enrolment and public investment in the science, technology, engineering, and mathematics fields. The group aims to spur children’s interest in these fields as well as improve scientific literacy in the general public by making the research within these fields more accessible and engaging.

To achieve these objectives, “Science Rendezvous – University of Toronto (St. George)” has the following goals:

- To develop, organize, and promote one annual street festival located on the St. George campus that showcases the scientific research being conducted by various departments and student groups at the University of Toronto via laboratory tours, engaging demonstrations, and interactive experiments and fun challenges.
- To build a strong community within the St. George campus by recruiting undergraduate and graduate volunteers (approximately 500 volunteers) to participate in and help run the festival.

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. There is no membership fee.

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 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.

5. Article Five - Executive Committee Composition and Duties

- 5.1. The executive committee shall comprise approximately forty-five (45) chosen members; however the exact number of executive members may change slightly depending on the needs of the festival and all those involved. These include:

- 2 Co-Chairs
- 1 Head of Finance and Administration & 1 Coordinator
- 1 Head Sponsorship Coordinator & 2 Sponsorship Coordinators
- 1 Head Media & Marketing Coordinator, 2 Advertising Coordinators, 1 Webmaster/Social Media Coordinator, & 1 Graphic Designer
- 1 Head Programming Liaison & 4 Programming Liaisons
- 2 Head Logistics Coordinators, 1 Permits Coordinator, 1 Room Bookings Coordinator, 1 Equipment Coordinator, & 1 Floor-plan Coordinator
- 1 Head Volunteer Coordinator & 3 Volunteer Coordinators
- 1 Head Science Chase Coordinator & 4 Science Chase Coordinators
- 1 Head Science Fair Coordinator & 3 Science Fair Coordinators
- 1 Head SciArt Gallery & 2 SciArt Coordinators
- 1 Head SRHacks Coordinator & 4 Coordinators

- 5.2. The Co-Chairs shall:

- Act as a main point of contact with the University's administration and outreach groups
- Attend Science Rendezvous National meetings as a representative of the entire executive committee

- Correspond with other Science Rendezvous sites in the Greater Toronto Area to foster collaborations
- Recruit, interview, and hire the executive committee
- Plan, organize, and head executive and steering meetings
- Oversee and supervise all activity of the executive committee to ensure that all teams are completing tasks within scheduled time constraints
- Aid any executive teams or members, and provide guidance/support whenever possible
- Acquire major sponsors internally as well as outside of U of T
- Plan budget in collaboration with the U of T business officer
- Hold signing officer authority along with the Treasurer for financial purposes
- Oversee modifications and administration of the impact survey
- Ensure transition of office to the future chairs and executives

5.3. The Head Finance and Administration Coordinator shall:

- Ensure completion of the tasks required by the entire Finance and Administration Team as listed below
- Organize and head Finance and Administration meetings
- Ensure that all plans are realistic and completed in a timely manner
- Act as the main point of contact between the Finance and Admin Team and the chair(s)
- Provide complete documentation and timeline of team's progress throughout planning process for use by future years' executive
- *The Head Coordinator will also organize and run smaller team meetings, ensure that all planning is running on schedule, report to the event co-chairs, and provide complete documentation and timeline of team's progress throughout the planning process for use by future years' executives.*

5.4. The Finance and Administration Coordinator shall:

- Schedule and email executive members about meetings and important dates/times/locations
- Write and post meeting minutes from executive and steering meetings
- Organize and maintain Dropbox and/or Google Drive content
- Prepare and maintain budget, financial reports, and updates
- Prepare an annual budget for the group as well as budgets for specific events
- Allocate funds across executive teams, record all financial transactions of the group, and keep track of spending
- Work closely with business officer to monitor transactions, organize receipts, and prepare reimbursement cheques
- Work on acquiring sponsorships outside of U of T for additional funding and for costs of food (work closely with the Sponsorship Coordinators)
- Work on establishing tax exemption for donations
- Hold signing officer authority along with the Chair(s) for financial purposes
- *Head Coordinator will also organize and run smaller team meetings, ensure that all planning is running on schedule, report to the event co-chairs, and provide complete documentation and timeline of team's progress throughout the planning process for use by future years' executives.*

5.5. The Head Sponsorship Coordinator Shall:

- Ensure completion of the tasks required by the entire Sponsorship Team as listed below
- Organize and head Sponsorship Team meetings
- Ensure that all plans are realistic and completed in a timely manner
- Act as the main point of contact between the Sponsorship Team and the chair(s)
- Provide complete documentation and timeline of team's progress throughout planning process for use by future years' executive
- *The Head Coordinator will also organize and run smaller team meetings, ensure that all planning is running on schedule, report to the event co-chairs, and provide complete documentation and timeline of team's progress throughout the planning process for use by future years' executives.*

5.6. The Sponsorship Coordinators Shall:

- Acquire external sponsorships and donations for raffle prizes
- Organize food and beverages for volunteers by recruiting a large sponsor willing to provide heavily discounted food for large numbers of volunteers
- Work with Volunteer and Programming teams to distribute food tickets to volunteers, to organize delivery of food for departmental volunteers, and to attend to dietary restrictions
- Organize unique and different food trucks to sell food on the day of the event at the event site
- Organize vendor permits for all food/beverage trucks present at the festival
- Organize the booking and arrival of the City of Toronto Water Truck and any external food machines (i.e. popcorn and cotton candy)
- Record and gather all sales from food trucks and external productions

5.7. The Head Media & Marketing Coordinator shall:

- Ensure completion of the tasks required by the entire Media & Marketing Team as listed below
- Organize and head Media & Marketing Team meetings
- Ensure that all plans are realistic and completed in a timely manner
- Act as the main point of contact between the Media & Marketing Team and the chair(s)
- Provide complete documentation and timeline of team's progress throughout planning process for use by future years' executive
- *The Head Coordinator will also organize and run smaller team meetings, ensure that all planning is running on schedule, report to the event co-chairs, and provide complete documentation and timeline of team's progress throughout the planning process for use by future years' executives.*

5.8. The Advertising Coordinators, Webmaster/Social Media Coordinator, & Graphic Designer shall:

- Organize photographer/videographer and consent forms for future media releases and advertising
- Actively seek out media outlets (newspaper, online, television, radio, etc.) to advertise SR in the forms of video clips, interviews, advertisements, etc.
- Collaborating with other GTA sites to organize Toronto-wide advertising, posters, pamphlets, maps

- Working closely with national SR directors to collaborate and share advertising options, TTC promotions, school board promotions, promotions within other SR GTA participants (Ripley's Aquarium, Science Centre, etc.)
- Distribute university wide emails and web-blasts to advertise SR
- Contact U of T websites, newspapers, radio, and blogs to promote event
- Send representatives to speak in undergraduate classes to promote the event
- Send invitations to prominent figures in Toronto (political and/or scientific)
- Promotional events at Indigo/Chapters (organize and plan events including demos and supplies, promotional materials/pamphlets/brochures)
- Advertising and promotion of Science Chase challenge
- Design, plan, print, and distribute all promotional materials including pamphlets, posters, brochures, maps, balloons, buttons, pens, stickers, etc.
- Work closely with national SR directors to plan out which physical promotional materials are to be printed and advertised by U of T (site-specific) and what materials are provided by national
- Order and properly distribute national and GTA promotional materials provided by national

5.9. The Head Programming Liaison shall:

- Ensure completion of the tasks required by the entire Programming Team as listed below
- Organize and head Programming Team meetings
- Ensure that all plans are realistic and completed in a timely manner
- Act as the main point of contact between the Programming Team and the chair(s)
- Provide complete documentation and timeline of team's progress throughout planning process for use by future years' executive
- *The Head Coordinator will also organize and run smaller team meetings, ensure that all planning is running on schedule, report to the event co-chairs, and provide complete documentation and timeline of team's progress throughout the planning process for use by future years' executives.*

5.10. The Programming Liaisons shall:

- Create lists of departments and organizations within U of T that could potentially participate in SR
- Contact all possible participants (either previous departmental organizers, departmental chairs, teams, clubs, student unions, or organization presidents, etc.) and recruit as many as possible to join the SR event
- Be the primary point of contact with all new and returning departments/teams/organizations throughout the process, and ensure that all forms are received in a timely fashion and well within deadlines (note: each PL will likely be the primary point of contact for ~8-10 departments)
- Draft and distribute departmental program forms to all participants that will outline each department's exhibit
- Meet with each department individually to design exhibit, answer any questions or concerns, and relay information to other members on the SR executive committee
- Collect all program forms within reasonable deadline – may need to be a bit tenacious to ensure everyone gets everything handed in in a timely manner

- Compile all departmental forms and collaborate with Volunteer, Sponsorship, and Logistics teams to organize required supplies and space needs
- Help organize volunteer lounge, prepare departmental bundles (t-shirts, food tickets, etc.) before event

5.11. The Head Logistics Coordinator shall:

- Ensure completion of the tasks required by the entire Logistics Team as listed below
- Organize and head Logistics Team meetings
- Ensure that all plans are realistic and completed in a timely manner
- Act as the main point of contact between the Logistics Team and the chair(s)
- Provide complete documentation and timeline of team's progress throughout planning process for use by future years' executive
- *The Head Coordinator will also organize and run smaller team meetings, ensure that all planning is running on schedule, report to the event co-chairs, and provide complete documentation and timeline of team's progress throughout the planning process for use by future years' executives.*

5.12. The Permits Coordinator, Room Bookings Coordinator, Equipment Coordinator, & Floor-plan coordinator shall:

- Acquire road closure permits, need to request from the city and file the correct paperwork, permits, and application
- Obtain and file all other necessary permits (event insurance, noise exemption, special event emergency action plan)
- Use program forms provided by the Programming team to determine which supplies and equipment are required for departments' exhibits
- Order tables, tents and chairs, must do some research to find the best suppliers (in terms of cost and whether everything will get set up on time)
- Determine water, power/generator needs and organize providers for these services
- Using the program forms provided by the Programming team, organize where all of the participants will be located, both indoors and outdoors according to their needs
- Building and room bookings through ACE and the university
- Draft up comprehensive maps of the entire event outlining where every participant is located including where all tents are to be set up
- Create a inclement weather plan and ensure that appropriate buildings and rooms have been reserved in case of bad weather
- Get in contact with Toronto Police to determine how much police presence is required at event and request for volunteer police or pay-duty officers to supervise the road closure
- Organize tents for First Aid, Lost Children, and Info at multiple locations throughout the site
- Work out waste management and clean up with the city of Toronto and U of T
- Devise an effective counting system that can be used to tally total number of visitors present throughout the day during the event (coordinate with Volunteer team on this to get volunteers to help)
- Design and print large banners with arrows and departmental signs (generic enough to use every year) to improve signage and visitor flow on the day of the event (coordinate with Media & Marketing team on this)

5.13. The Head Volunteers Coordinator shall:

- Ensure completion of the tasks required by the entire Volunteer Team as listed below
- Organize and head Volunteer Team meetings
- Ensure that all plans are realistic and completed in a timely manner
- Act as the main point of contact between the Volunteer Team and the chair(s)
- Provide complete documentation and timeline of team's progress throughout planning process for use by future years' executive
- *The Head Coordinator will also organize and run smaller team meetings, ensure that all planning is running on schedule, report to the event co-chairs, and provide complete documentation and timeline of team's progress throughout the planning process for use by future years' executives.*

5.14. The Volunteers Coordinators shall:

- Volunteers can be high school students, undergraduate students, graduate students, post doctoral fellows, U of T alumni, U of T faculty, and U of T staff
- Update the list of contacts (past volunteers, university clubs/departments/student unions, any other important contacts)
- Advertise need for volunteers (emailing list of contacts and posting on website & social media)
- Update/create application form and coordinate date of email sending/website & social media posting
- Verify number of volunteers required by different teams (Programming, Science Chase, Science Fair)
- Recruitment of volunteers
- Monitor number of applicants to ensure enough volunteers, increase advertising if necessary
- Advertising for, recruitment, interviewing, and training of volunteer liaisons
- Recruitment of any volunteer photographer(s)/videographer(s)
- Book training rooms (coordinate with Logistics team)
- Update training slides
- Print all necessary materials for training session
- Update/create process of role selection and assign roles
- Populate spreadsheet with all required volunteer information
- Send final number of volunteers to the Sponsorship team along with dietary restrictions
- Send final number of volunteers to chairs along with t-shirt sizes
- Create multiple channels of communication with recruited volunteers (in case of email outages)
- Track and supervise all volunteer activities on festival day
- Provide recognition certificates to those volunteers who would like them
- Provide references for those volunteer who request them
- Coordinate and man a volunteer lounge (purchase and assemble name tags & food/drink tickets)
- Organize and carry out a plan for feeding volunteers lunch
- Obtain first-aid volunteers through U of T and coordinate and man a first aid booth
- Coordinate and man a lost children booth

- Coordinate and man two information booths (north and south ends of festival)
- Request helium and liquid nitrogen for balloons and liquid nitrogen booths respectively (ask a fellow exec member from the chemistry department)
- Procure flowers for liquid nitrogen booth
- Coordinate with Sponsorship team for cotton candy booth
- Ensure supplies for face painting booth
- Ensure supplies for any specialty booths done through the Volunteer team
- Purchase stocks of sidewalk chalk

5.15. The Head Science Chase Coordinator shall:

- Ensure completion of the tasks required by the entire Science Chase Team as listed below
- Organize and head Science Chase Team meetings
- Ensure that all plans are realistic and completed in a timely manner
- Act as the main point of contact between the Science Chase Team and the chair(s)
- Provide complete documentation and timeline of team's progress throughout planning process for use by future years' executive
- *The Head Coordinator will also organize and run smaller team meetings, ensure that all planning is running on schedule, report to the event co-chairs, and provide complete documentation and timeline of team's progress throughout the planning process for use by future years' executives.*

5.16. The Science Chase Coordinators shall:

- Plan, organize, and run entire U of T Science Chase event
- Plan 8 individual challenges/obstacles (different challenges in different types of science)
- Obtain supplies and full setup for all activities (coordinate with Treasurer)
- Map out locations for challenges and create a potential bad-weather plan
- Plan prizes for challenge winners, request donations for prizes
- Have all challenges/obstacles prepared prior to the event day in order to use in Media & Marketing and in order to train SC volunteers
- Plan number of volunteers needed and organize training sessions for both pre-event training session as well as the morning of training session
- Create a story that ties together all challenges/obstacles and has participants playing a role and working toward one overall goal
- Organize passports/stamps for marking challenge progress, or devise other method for denoting challenge progress
- Potentially break down challenges into two separate goals for two different age categories (child/youth vs teenager)
- Collaborate with other local sites to try and organize fluidity and ensure no overlap between challenges
- Create a document of successful challenges/obstacles, to be sent to national for potential use at other sites
- Organize SC info tent(s)

5.17. The Head Science Fair Coordinator shall:

- Ensure completion of the tasks required by the entire Science Fair Team as listed below
- Organize and head Science Fair Team meetings

- Ensure that all plans are realistic and completed in a timely manner
- Act as the main point of contact between the Science Fair Team and the chair(s)
- Provide complete documentation and timeline of team's progress throughout planning process for use by future years' executive
- *The Head Coordinator will also organize and run smaller team meetings, ensure that all planning is running on schedule, report to the event co-chairs, and provide complete documentation and timeline of team's progress throughout the planning process for use by future years' executives.*

5.18. The Science Fair Coordinators shall:

- Find department/field of science to collaborate with for a theme for the year
- Book space and AV, order tables and chairs, ensure earlier start time from festival is okay (work with Logistics team)
- Update contact list and email template for Science Fair
- Update package to send to schools and teachers
- Find additional avenues for advertisement (new school boards, past SR high school volunteers)
- Post advertisements on SR social media (work with Media & Marketing Team)
- Hire photographer/videographer (work with Media & Marketing Team)
- Streamline rubric, grading, and judging process
- Recruitment of judges (general and special guest) and update material to send to judges
- Creation of mid-fair demonstration and show
- Obtain door prizes for demonstration and show (work with Sponsorship Team)
- Order medals and obtain gift cards for winners
- Preparation of swag bags, certificates, and name tags for all participants
- Orders banners and decorations
- Order food for attendees (students, teachers, parents)(work with Sponsorship Team)
- Design floor plan and schedule for day of event
- Obtain and train volunteers: judges, registration table, demonstration and show (work with Volunteer Team)

5.19. The Head SciArt Gallery Coordinator shall:

- Ensure completion of the tasks required by the entire SciArt Team as listed below
- Organize and head SciArtTeam meetings
- Ensure that all plans are realistic and completed in a timely manner
- Act as the main point of contact between the SciArt Team and the chair(s)
- Provide complete documentation and timeline of team's progress throughout planning process for use by future years' executive
- *The Head Coordinator will also organize and run smaller team meetings, ensure that all planning is running on schedule, report to the event co-chairs, and provide complete documentation and timeline of team's progress throughout the planning process for use by future years' executives.*

5.20. The SciArt Gallery Coordinators shall:

- Recruit interested artists (always looking for new avenues/groups to contact)
- Curate artists via a selection process (always looking for novel ideas)

- Liaise with recruited artists
- Ensure artists fill out all necessary forms for SR participation (Logistics Requirements, Health & Safety, etc.)
- Promote the gallery on all SR media channels with help from the Co-Chairs and/or the Media & Marketing Team
- Create various look-books and artists' profiles for promotion purposes
- Collaborate with artists to design, plan, and host workshops
- Purchase any materials artists require for their exhibits and/or workshops
- Work with Logistics Team to ensure gallery is included in blueprints/equipment orders
- Work with Volunteer Team to ensure volunteers are requested to run the gallery on event day
- Work with Sponsorship and Programming Teams to ensure all members of the gallery (artists, volunteers, etc.) are accounted for
- Work with Treasurer to reimburse artists for travel/transport etc. (where necessary)
- Execute and troubleshoot the gallery on event day
- Send out thank you note to all artists involved

5.21. The Head SRHacks Coordinator shall:

- Ensure completion of the tasks required by the entire SRHacks Team as listed below
- Organize and head SRHacks meetings
- Ensure that all plans are realistic and completed in a timely manner
- Act as the main point of contact between the SRHacks Team and the chair(s)
- Provide complete documentation and timeline of team's progress throughout planning process for use by future years' executive
- *The Head Coordinator will also organize and run smaller team meetings, ensure that all planning is running on schedule, report to the event co-chairs, and provide complete documentation and timeline of team's progress throughout the planning process for use by future years' executives.*

5.22. The SRHacks Coordinators will:

- Create a concise document highlighting the purpose of the competition, objectives, rules and grading rubric stating how participant submission will be graded by volunteer judges. This is a reference to guide the panning of the event.
- Create an information package by adapting the above document in a more digestible manner geared towards the general public.
- Create an email list of schools (elementary and high school), libraries, community centers, and other relevant public institutions in the GTA, and reach out to promote the competition and gauge interest.
- Create recruitment forms, project submission forms, and manage responses.
- Organize and monitor the discord server, as well as manage the schedule for mentor drop-in sessions during the length of the competition.
- Work with the volunteering team to devise an effective approach of judging/grading submissions, as well as structuring a workflow for the volunteer judges to follow (This should be highlighted during volunteer training sessions)

- Work with the sponsorship team to devise a list sponsor that can donate prizes (monetary or physical) that would be appropriate for finalists and winners of the competition.
- Provide the promotions team with templates or other materials that will be used when advertising the completion on our social platforms.
- Identify completion finalists and organize our finalist event where the participant will be presenting their work in front of a panel of judges and one team will be chosen as the winner for this year.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

- 7.1. The Head of the Finance Team and Co-chairs shall keep an active record of income and expenses.
- 7.2. The Head of the Finance Team and Co-chairs 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 its Executives.

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.