



Canadian Operational Research Society  
Société Canadienne de Recherche Opérationnelle



**University of Toronto Operations Research Group:  
CORS/INFORMS Student Chapter**

**CONSTITUTION**

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# 1. PURPOSE

**The University of Toronto Operations Research Group: CORS/INFORMS Student Chapter (UTORG)** aims to educate the University of Toronto community about the field of operations research and to raise awareness about the academic and industrial applications of operations research. Operations Research (OR) uses quantitative techniques to solve real-world decision-making problems. UTORG seeks to promote and educate students about the field of operations research through the following:

- Organize various seminars/workshops featuring experts in the field of operations research;
- Provide a platform for students to gain exposure to operations research in various academic areas, functions and/or contexts (i.e., medicine, business, engineering, etc.);
- Provide students with networking opportunities;
- Form mutually beneficial partnerships with industry partners;
- Acquire resource materials to enable students to learn operations research techniques for academic and real-world applications.

# 2. MEMBERSHIP

Membership of UTORG is open to all community members at the University of Toronto including students, staff, faculty, and alumni. To be recognized as a member of UTORG, one is required to sign up with the executive. Proof of status as a University of Toronto community member must be presented in order to register (e.g., Student number). Membership will expire automatically on August 31 of each year. Members are invited to attend all seminars, workshops, and general meetings organized by UTORG.

### **3. EXECUTIVE**

The Executive of UTORG consists of the following positions:

#### **3.1 ELECTED POSITIONS**

##### **President**

1. Oversees all UTORG operations;
2. Presides at executive meetings;
3. Provides direction to the activities of UTORG and its executive members;
4. Sets organization goals for the year, including goals for each executive member;
5. Responsible for team development, team training, and team building;
6. Organizes executive social events;
7. Ensures executives are achieving their personal goals – bi-monthly reviews to ensure they are achieving their goals, by their own effort and that they have the opportunities and resources needed to achieve them;
8. Develops and maintains relationships with faculty, alumni, other U of T groups, and other relevant organizations;
9. Responsible for checking UTORG president email account and responding accordingly;
10. Maintains relations with internal department groups including AMIGAS and Human Factors in tandem with Vice-President;

##### **Vice-President**

1. Announces executive meetings, prepares meeting agenda and update minutes;
2. Assists president with team building and executive social events;
3. Liaison with other departmental and student groups;
4. Maintains relations with internal department groups including AMIGAS and Human Factors in tandem with the President;
5. Manages group's off-campus outreach;
6. Prepares applications to relevant awards and organizations;
7. Organizes Clubs Fairs – UTSU, Engineering.
8. *VP can assume the role of Internal Communications*

##### **Internal Communications**

1. Keeps track of the e-mail: [org@mie.utoronto.ca](mailto:org@mie.utoronto.ca)
2. Maintains and manages all emails directed to UTORG (including folder organizations and email replies);
3. Seeks membership and promotes events at U of T via the following channels: posters, UTORG weekly newsletter, departmental newsletter, other departments mailing lists, Ulife, etc.

**Event Coordinator (Up to 5 individuals)**

1. Administers all academic and social events, coordinates room bookings, delegates event related tasks to executive members;
2. Responsible for smooth run of events;
3. Tracks attendance and collects verbal and written feedback at each event;
4. Updates internal UTOrg calendar and public calendar

**Treasurer**

1. Manages group finances and furnishes monthly reports to the executive on financial status, this will include year-end financial statements;
2. Coordinates budget and expense files;
3. Collects receipts, and prepares reimbursement forms;
4. Approves all expenditures and responsible for promotional material purchase (such as t-shirts);
5. Responsible for on and off campus funding opportunities (such as Skule funding, Ulife funding, INFORMS and CORS funding);
6. Obtains monetary and in-kind sponsorship for UTOrg;
7. Manages relationships with all sponsors;
8. Manages inventory for t-shirts, cards (gift and thank you)

**Webmaster**

1. Develops and maintains UTOrg website;
2. Maintains online membership database;
3. Sets up UTOrg email database;
4. Updates website weekly with current events details, photos, videos, and all other material;
5. Manages social networking activities of UTOrg;
6. *Webmaster can assume the role of External Communications*

**External Communications**

1. Maintains UTOrg's contact with external professional organizations including INFORMS and CORS;
2. Files annual reports to affiliated professional organizations (e.g. INFORMS Annual report);
3. Promotes UTOrg events through off-campus channels such as CORS bulletin, newspaper articles, etc.
4. Manages external organization memberships (e.g. Ulife annual membership renewal);

UTOrg will seek executive members from a broad cross section of faculties, so as to fairly represent the program composition of UTOrg's membership.

### **3.3 RESIGNATION**

Any member of the Executive may voluntarily resign from their position. Individuals choosing to do so are required to remain in their position until a replacement can be found. They shall be bound to do so for no longer than one month's time from the date of their initial statement of resignation.

### **3.4 IMPEACHMENT**

A member of UTOrg Executive may be impeached for the following reasons:

- The duties which were assigned to the individual have not been met, and in failing to do so, the individual has caused significant harm to the goals or public standing of UTOrg;
- The member, acting as a representative of UTOrg, has undertaken an activity which serves to undermine the goals or public standing of UTOrg;
- The individual is deemed unsuitable for their executive position, for reasons considered relevant to the proper functioning of UTOrg;
- Prior to the Impeachment of an Executive, the individual must first be given a clear warning. If the individual has failed to make sufficient reparations, they may be impeached by the remaining members of the Executive Team on a two thirds majority vote.

The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

## **4. FINANCES**

### **4.1 FINANCIAL STATEMENTS AND SPONSORSHIP**

UTOrg complies with the financial statement requirements of the Government of Canada. The Director of Finance must prepare a Balance Sheet, an Income Statement, and a Statement of Changes in Financial Position to be presented at a general meeting and filed with the University within six months of the end of UTOrg's fiscal year. UTOrg accepts sponsorship from industry firms to fund seminars, workshops, resource materials and publications.

### **4.2 SIGNING OFFICERS**

The signing officers of the club shall be the President(s), Treasurer, and any executive members. The group's bank account will be held under the name of the group.

### **4.3 MEMBERSHIP FEES**

There shall be no membership fee for all those who current students or alumnus of the University of Toronto.

### **4.4 COMMERCIAL ACTIVITIES**

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

## **5. MEETINGS**

### **5.1 ANNUAL GENERAL MEETINGS (AGMs)**

The group shall hold general meetings at least once per year. 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, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

### **5.1 EXECUTIVE MEETINGS**

The date, time and place of all UTOrg meetings are determined by the President(s). Executive meetings may be set any time during the year with a minimum of one meeting per month. Executive members are notified at least seven days prior to the date. Quorum for any meeting is 50% plus 1%.

## **6. ELECTIONS**

For every elected position, the executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.



The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one year prior to the nomination period.

The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members who have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

## **8. AMENDMENTS**

Any member of UTOrg may propose an amendment. Amendments to the Constitution require a two-thirds majority vote at AGM. The amended Constitution must be posted on UTOrg website as soon as possible.

*We would like to acknowledge making use of University of Toronto Consulting Association's constitution as a template for our own.*