

## **Constitution of “Sunnybrook Research Institute Student Network”**

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

- 1.1. The official name of the recognized student group is “Sunnybrook Research Institute Student Network”
- 1.2. The official acronym or abbreviation of the group is “SSN”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to provide resources and opportunities for University of Toronto graduate students located at Sunnybrook Research Institute (SRI). Skills not taught in laboratories such as professional development, scientific writing, and networking are taught on-campus through numerous workshops, lectures, and one-on-one consultations. Many wellness resources such as fitness facilities and mental health counsellors are also located exclusively on the University of Toronto campus. These resources are necessary for all students regardless of location. However, these resources can be difficult to access for students who do not primarily conduct research on the University of Toronto campus, such as those students at SRI. The primary aims of SSN are to provide: 1. social and research network collaboration events, 2. accessible academic and professional development programming, and 3. on-site fitness and mental health resources.

### **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. The membership fee will be \$0 per year.

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

- 3.1. All voting 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 August 15th to August 14th.

- 4.2. The Executive Committee shall be comprised of five (5) voting members or four (4) voting members if there is one non-voting member as specified in Article Five (5.5.2).
- 4.3. The Executive Committee may appoint group member(s) as associate(s) to form a General Committee with the executives to support the group's initiatives. The associate(s) do not hold executive decision-making authority.
  - 4.3.1. Duties of associate(s) include: working with the General Committee members, including associate(s) and executives, to ensure the smooth operation of group mandates and initiatives throughout the year as needed.
- 4.4. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.5. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.6. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.7. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.8. 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. Hold signing and financial authority along with the Financial Officer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one term to the next,
- 5.1.7. Fill the position of Chief Returning Officer next term,
- 5.1.8. Strike an Elections Committee to conduct and hold the annual election of the Executive Committee for next term.

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

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Share the responsibility with the President to oversee the group member's initiatives and activities,
- 5.2.4. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.5. Coordinate organizational recruitment efforts.

### **5.3. The Communications Officer shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Maintain the group website and member contact list,
- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Notify all members of general meetings,
- 5.3.6. Provide correspondence of the organization with support from associate(s)

**5.4. The Financial Officer shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Ensure that all funds, invoices, receipts, and cheques for and from the group are processed before the required deadlines,
- 5.4.5. Maintain a budget of income and expenses,
- 5.4.6. Advise members on the financial position of the group,
- 5.4.7. Prepare an annual budget for the group.

**5.5. The Chief Returning Officer shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee if a voting member as described in Article Two,
- 5.5.2. Be renamed to the position title of “Chief Returning Official” if a non-voting member as described in Article Two,
- 5.5.3. Aid in the transition of all relevant materials (physical or digital) to other executives on the current Executive Committee,
- 5.5.4. Advise other executives on the Executive Committee on issues that may have previously arisen when relevant,
- 5.5.5. Support all group activities and participate in organization and feedback,
- 5.5.6. Ensure continuity during governance,
- 5.5.7. Develop/enhance the leadership experience of current executives.

**6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
  - 6.1.1. The Chief Returning Officer is filled by the President of the previous term.
- 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 a nonbiased manner. No individual who is seeking an election may participate in the planning or administering of the election.
- 6.8. An Elections Committee will be formed by the President to conduct and hold the annual election before the term ends.
- 6.9. In case of a tie, the President shall cast their ballot to break the tie.

**7. Article Seven – Finances**

- 7.1. The Financial Officer shall keep an active record of income and expenses.

- 7.2. The Financial Officer 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 at least 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 with 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 and General Committee members are subject to the same termination of membership process as general members.
- 9.8. The Executive Committee may revoke the membership of any Committee members on the Executive Committee and/or General Committee who do not fulfill the respective duties described in Article Four and Article Five.
  - 9.8.1. A vote to revoke membership to the Executive Committee and/or General Committee must be held at a meeting of the Executive Committee.
  - 9.8.2. A two-thirds majority vote of the voting members on the Executive Committee is required to approve any motion to revoke membership to the Executive Committee and/or General Committee.

9.8.3. Following a termination of membership to the Executive and/or General Committee, the member will be removed from the Executive and/or General Committee and will lose any privileges associated with being a Committee member of the club.

**10. Article Ten – Amendments**

**10.1.** All constitutional amendments shall require a two-thirds 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.