

Constitution of the University of Toronto Student's Astronomy
and Space Exploration Association at the University of Toronto

1. Name

1. The official name of the recognized student group is the "University of Toronto Student's Astronomy and Space Exploration Association". On all documentation/advertisements except formal applications, the name "Astronomy and Space Exploration Association" will be used.
2. The official acronym of the group is UTASX. The organization is referred to with the acronym ASX.

2. Membership and Membership Fee

1. The group shall maintain a list of group members
2. Voting membership is open to all registered students of the University of Toronto
3. Voting membership is open only to registered students of the University of Toronto.
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.
5. There is no membership fee for the club.

3. Rights of Members

1. There is no refund for membership since there is no membership fee for the club as described in Article 2.
2. All voting members have a right to attend all general meetings of members.
3. All voting members have a right to cast votes at all general meetings of members.
4. All voting members have a right to stand for election unless otherwise stated in this document.
5. All voting members have a right to cast votes in all group elections and referenda.
6. All voting members have a right to propose and vote on amendments to this constitution.
7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Executive Committee

1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
2. The Executive Committee shall be composed of four (4) voting members.
3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
4. Non-voting members may hold only non-voting positions on the Executive Committee.
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.
6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

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. Executive Committee Composition and Duties

1. The President shall:
 - a. Be eligible to cast votes at meetings of the Executive Committee.
 - b. Ensure that the organization's goals are fulfilled. The President will supervise the smooth functioning of ASX by communicating regularly with all of the executives and by leading executive meetings
 - c. Serve as spokesperson for the group
 - d. Hold signing and financial authority along with the Vice President
 - e. Preside over meetings of the Executive Committee and/or members
 - f. Ensure a transition of office from one year to the next.
2. The Vice President shall:
 - a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Assume duties of the President in their absence
 - c. Ensure activities of the club comply with policies of the University of Toronto
 - d. Be responsible for the finances of the club upon the deletion of the Treasurer role as of the 2021-2 academic year
 - e. Coordinate organizational recruitment efforts
3. The Secretary shall:
 - a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Maintain a list of group members
 - c. Maintain the member contact list
 - d. Record notes and motions for meetings
 - e. Notify all members of general meetings
4. The Outreach Director shall:
 - a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Be responsible for advertising ASX, managing ASX's social media profiles, cultivating relationships with external organizations, and recruiting members. The Outreach Director is also responsible for managing the ASX blog.
 - c. Attend all events and write articles to be posted on the website and ASX social media pages. The Outreach Director's overarching goal is to increase engagement and expand the ASX membership base.
5. The Symposium Director shall:
 - a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Oversee and manage all activities and tasks related to the Annual Symposium, including contacting and confirming speakers, booking their travel and accommodations, booking the Symposium venue and

audio-visual equipment, choosing catering, and any other logistics related to the Symposium.

- c. Be responsible for delegating these tasks to the other executives as the executives see fit. The executives are strongly encouraged to appoint a Symposium Coordinator to assist with these preparations.
6. The Events Director shall:
 - a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Coordinate all non-symposium events throughout the year, except those which are explicitly delegated otherwise by the executive as a whole. This mostly includes planning StarTalks, and also extends to the panel discussion.
 - c. Have these events coordinated in a timely manner, such that a minimum of three weeks' pre-event advertising is possible.
 7. The Webmaster shall:
 - a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Be responsible for updating the website with all of the latest event postings, recordings, articles, and any other ASX content. The Webmaster should do so in a timely fashion, immediately after any such content has been publicly posted.
 - c. Be responsible for making any structural changes to the site, as deemed necessary by the executive team as a whole. If any graphics or design changes are needed, the Webmaster is expected to coordinate such work with the Graphic Designers.
 8. The Graphics Designer shall:
 - a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Be responsible for creating all the visuals required to advertise ASX events, as well as any new logos/banners as deemed necessary by the executive team as a whole.
 - c. Adhere to internal deadlines to ensure that advertisements are able to go out on time. If the Graphics Designer is also part of another organization, they must ensure that their work for ASX is not excessively similar in style to work they produce for anyone else.
 - d. In the event of two Graphics Designers being elected, make sure that they have a cohesive and unified style for all finished products.
 9. The Photographer/Videographer shall:
 - a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Be responsible for collecting and editing all photos and video of ASX events
 - c. Ensure that everyone participating in photos and videos have given consent of their photos being taken and distributed solely by the ASX Executives for the purposes of advertisement and social media outreach

6. Elections

1. All voting positions on the Executive Committee shall be filled through an annual election.
2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
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.
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. Finances

1. The Vice President shall keep an active record of income and expenses.
2. The Vice President shall present the group's updates on the group's financial position at annual general meetings.
3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
4. The group may not engage in activities that are essentially commercial in nature.
5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
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. The group will not pay salaries to any of its officers.

8. Meetings

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.
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.
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. Termination of Membership

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.
2. A vote to revoke membership must be held at a meeting of the Executive Committee.
3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

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.
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.
7. Executive Committee members are subject to the same termination of membership process as general members.

10. Amendments

1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
2. All voting members may propose and vote on amendments to the constitution.
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.
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.