

# Constitution of UTMHacks

## Article 1: Name of Organization

- 1.1. The official name of the organization will be UTMHacks.
- 1.2. UTMHacks may be referred to by the acronym UTMH.

## Article 2: Purpose

- 2.1. The purpose of UTMHacks will be to host an annual hackathon in which students form teams to develop a minimally viable product.
- 2.2. The UTMHacks will enhance the educational, recreational, social, and cultural environment of the University of Toronto Mississauga by promoting leadership and teamwork in our executive team and members, while providing an inclusive environment for our hackers to learn, network, and explore creativity.
- 2.3. The UTMHacks fundamentally serves a non-profit function within the University of Toronto Mississauga and will not engage in activities that are essentially commercial in nature. The UTMHacks operates as an independent entity working within the University of Toronto Mississauga community subject to the values and policies of the University.

## Article 3: Membership

- 3.1. Membership in UTMHacks is open to all students, staff, faculty and alumni of the University of Toronto Mississauga.
  - 3.1.1. An official member of UTMHacks is a student who is on the club's roster (this will include their full name, student number, and Student Email)
  - 3.1.2. The membership fee will be \$0 per year
- 3.2. The term of membership for the UTMHacks will be from September 1 – August 31 each year.
- 3.3. Each member shall be afforded the following rights through membership in UTMHacks:
  - 3.3.1. The right to participate and vote in group elections and meetings;
    - This only applies to eligible official members (this right does not apply to associates, staff, alumni, and other non-UTMSU members)
  - 3.3.2. The right to communicate and to discuss and explore all ideas;
  - 3.3.3. The right to organize/engage in activities/events that are reasonable and lawful;
  - 3.3.4. The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
  - 3.3.5. The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
  - 3.3.6. The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- 3.4. Each member shall possess the following responsibilities relative to participation in UTMHacks:
  - 3.4.1. Support the purpose of the organization;
  - 3.4.2. Uphold the values of the organization;
  - 3.4.3. Contribute constructively to the programs and activities offered by the organization;
  - 3.4.4. Attend general meetings;
  - 3.4.5. Abide by the constitution and subsequent official organizational documents;

- 3.4.6. Respect the rights of peers and fellow members;
- 3.4.7. Abide by University of Toronto policies, procedures, and guidelines;
- 3.4.8. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5. UTMHacks values and respects the personal information of its members. UTMHacks secures its members' information at all times and will not supply names or other confidential information to third-parties unless granted explicit permission by the affected members.
- 3.6. UTMHacks will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

#### Article 4: Executive

- 4.1. The executives of the organization shall include two (2) Co-Presidents, a VP of Technology, a VP of Communications, and a VP of Finance.
- 4.2. The broad responsibilities of each executive position are as follows:
  - 4.2.1. The Co-Presidents will be responsible for generally overseeing the group's actions, be chiefs of decision making, chiefs of human resources, and organizing and incorporating ideas to make sure events run smoothly.
  - 4.2.2. VP of Communications is responsible for improving reach for UTMHacks and promoting sponsors, mentors and more on various social media platforms. Responsibilities will also include reaching out to companies, partners, and potential guest speakers, and ensure relationships between sponsors remain on good terms
  - 4.2.3. The VP of Finance oversees the event's budget and will work on invoices, business statements, and be in touch with the team regarding budget allocation.
  - 4.2.4. The VP of Technology works closely with and chooses the members of the tech team who will develop and maintain our digital platforms. The VP of Technology oversees the development of the club's official website, including creating an application for our hackers and implement an admin dashboard for review and management of applicants.
- 4.3. The executive positions collectively will form a committee named the Executive Committee that acts as the primary steward of the organization.
  - 4.3.1. This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to administration and student government.
- 4.4. The term of each executive will last from May 1 following their election to April 30 of the following year.
- 4.5. Any executive of the organization may resign, provided that such resignation is made in writing and delivered to one of the Co-Presidents. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to a Co-President, and no ratification by the organization shall be required to make the resignation official.
- 4.6. Any vacancy of executives shall be filled by a Co-President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 4.7. If a Co-President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the

executive committee, and no ratification by the organization shall be required to make the resignation official.

- 4.8. Any vacancy of a Co-President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

#### Article 5: Meetings

- 5.1. The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policymaking, to propose amendments to the constitution, and to report on the financial status of the organization.
- 5.2. General meetings will be facilitated by a Chairperson. The Chairperson will be chosen among members from the executive committee by the committee and may vary per General Meeting.
- 5.2.1. The Chairperson shall be responsible for:
- Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
  - Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - Moderating the discussion at meetings according to the agenda;
  - Suspending members from participating in meetings for constitutional or procedural violations.
- 5.3. There shall be a minimum of one (1) general meeting held each Fall and Winter semester. The date of each subsequent general meeting will be communicated to members via email or another agreed upon platform such as Discord a minimum of two (2) calendar days prior to the meeting.
- 5.4. General meetings may be called to order by a Co-President, through a petition signed by three (3) executive members, or by a petition signed by five (5) nonexecutive general members.
- 5.5. General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.
- 5.6. Meeting notes made by the Chairperson before and during a General Meeting may be made available to the members if deemed relevant by the Chairperson up to two (2) days after the General Meeting takes place.
- 5.7. Members must contact the Chairperson a minimum of twenty (20) hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.
- 5.8. Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.
- 5.8.1. Any question at a general meeting achieving quorum shall be decided by a show of hands.
- 5.8.2. Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the meeting notes.
- 5.9. The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

- 5.10. The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 5.11. Executive meetings will be facilitated by the Co-Presidents of the organization. The Co-Presidents shall be responsible for:
  - 5.11.1. Formulating and distributing an agenda for each meeting;
  - 5.11.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 5.11.3. Moderating the discussion at meetings according to the agenda;
- 5.12. There shall be a minimum of one (1) executive meeting held every four (4) weeks during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed to executives via email or another agreed upon platform such as Discord a minimum of two (2) calendar days prior to the meeting.
- 5.13. The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 5.14. Executive meetings may be called to order by the Co-President or through a petition signed by three (3) executive members.
- 5.15. Any notes from executive meetings may maintained for reference purposes.
- 5.16. Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 5.17. Any question at an Executive Meeting shall be decided by a show of hands.
- 5.18. Whenever a vote by show of hands occurs, a declaration by a Co-President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the meeting notes.
- 5.19. In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 5.20. A Co-President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.
- 5.21. Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
  - 5.21.1. Notice of these meetings must be provided a minimum of 24 hours in advance through email or another agreed upon platform such as Discord.
  - 5.21.2. Less notice for emergency meetings may be provided at the discretion of a Co-President in agreement with a minimum of two (2) other executive members.

## Article 6: **Finances**

- 6.1. The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings.
- 6.2. The Executive Committee will vote on expenditures of over \$500.00 by majority vote at an executive meeting.
  - 6.2.1. In the case that the Executive Committee is unable to meet before the expenditure, the express permission of both Co-presidents will be adequate to spending
- 6.3. UTMHacks executive or members may not engage in activities that are essentially commercial in nature. (This dis-includes fees to cover the expenses of the group, or of charges for specific activities, programs or events, and legitimate fundraising)

- 6.3.1. UTMHacks will not be 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 UTMHacks, and will not pay salaries to some or all of its officers.

## Article 7: Elections

### 7.1. Election Procedures:

- There will be an annual election in the Winter Semester following the timeline sent by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must be open to all interested candidates that are UTMSU registered members of the group. Note that this applies to eligible official members as outlined in Article 3.3.1.
- The winning candidates will be determined by those with the highest percentage of the votes.
- In the case of multiple candidates having the highest percentage of votes, a vote by the current executives will be held to determine the winning candidate.

### 7.2. Election Timeline:

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group.
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups' membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

### 7.3. Election Policies

- 7.3.1. Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.
- 7.3.2. The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election. Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.
- 7.3.3. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

## Article 8: Removal from Office

- 8.1. Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:
  - Permanent/Temporary ban from campus group activities
  - Mandatory consent/Anti-oppression trainings
  - Permanent/Temporary ban from UTMSU spaces
  - Permanent/Temporary ban from campus group events
- 8.1.2. If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.
- 8.2. The process for removing an executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives investigating a complaint determines any of the following:
  - 8.2.1. Executive has engaged in unlawful actions or activities;
  - 8.2.2. Executive has violated the constitution;
  - 8.2.3. Executive has violated University of Toronto policies, procedures, or guidelines;
  - 8.2.4. Executive has violated the rights of a fellow member;
  - 8.2.5. Executive has not fulfilled their organizational responsibilities;
  - 8.2.6. Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 8.3. The process for removing an Executive may also be initiated when:
  - 8.3.1. A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the Executive Committee.
- 8.4. A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to be given an opportunity to explain themselves.
- 8.5. The removal process of members and executives will be addressed on a case-by-case basis to ensure we can establish fair terms for all members involved.

## Article 9: Amendments

- 9.1. The organization may make, amend or repeal the constitution or certain sections therein.
- 9.2. Notice of a meeting called to consider such a resolution shall be given as follows:
  - 9.2.1. Notice of the full text of the proposed constitutional amendment shall be given to each member in accordance with the General Meeting details outlined in Article 5.
  - 9.2.2. A summary of the rationale for the proposed amendment shall be given to each member in accordance with the General Meeting details outlined in Article 5.
- 9.3. Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).
- 9.4. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members