

UTM Robotics Club Constitution

Article I: Name

University of Toronto Mississauga Robotics Club
UTM Robotics Club
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Article II: Purpose

The purpose of this club is to further the following goals:

1. To create a place of innovation for applied computer science
2. To promote interest in robotics and its applications for students at UTM.
3. To empower the club's members to collaborate effectively on robotics projects.

Article III: Membership

There is no membership fee and the club is open to all UTMSU members, community members, UofT alumni, current UofT students, as well as anyone else passionate about robotics.

Article IV: Elected Executives

There are a total of 5 elected executives in the club. They are the President, and the 4 Vice-Presidents which oversee finances, communications, events, and projects of the club. More details related to the election of the executives are listed in Article VI. The roles of each executive are listed below.

President:

- Oversees the club as a whole and ensures that it is achieving its purpose as listed in Article II above.
- In charge of overseeing major decisions in club member structure, finance, communication, event planning, and project planning.
- Oversees club operations and planning at a high level, making sure the club is organized and runs smoothly.

VP of Finance:

- Helps the President with their responsibilities.
- Oversees club finances and investigation of any discrepancies in accounting.

- In charge of securing funding for the club and overseeing purchases made on the club's behalf.
- Responsible for performing and submitting bi-annual audits to the UTMSU

Vice President of Communications:

- Oversees the advertising of the club to the university's student body.
- Works in collaboration with the Events and Project Coordinators to keep members updated on events and projects through posting to the club's website, mailing list, and social media accounts.
- Works in collaboration with the VP of Finance to initiate and maintain channels with potential sponsors.

Vice President of Events:

- Leads event presentations to plan and execute club events.
- Oversees event logistics, such as booking appropriate rooms at appropriate times and working with the VP of Finance to manage any expenses involved
- Helps with organizing joint activities with other organizations, such as UTMSU, MCSS, or other clubs and societies.
- Works with the President to facilitate interactions and collaborations with other clubs and organizations inside and outside of UTM.

Vice President of Projects Coordination:

- Assists project leads in planning and executing club projects during weekly meeting times.
- Oversees project logistics by ensuring all resources required are provided for every meeting
- Acts as a project manager for technical teams organizing each project on a top-level, and ensuring projects follow a common vision and goal.

Article V: Meetings

The club will meet as follows:

General Meetings:

1. Semester Start Meeting: To be held before the end of the first month of each semester to share the mission, goals, and accomplishments of the club in addition to a detailed report on the financial condition of the club if particularly requested by any member.
2. Workshop Meetings: Held once a month, workshop meetings will present a topic or multiple topics to club members which teach them how to utilize certain concepts or robotics parts.

Executive Meetings:

1. Executives will meet at least twice a month to discuss progress on current projects, initiatives, and events and planning for upcoming events and initiatives. At the beginning of the month and halfway through the month.

Article VI: Elections

Elections polls for the executive positions of the club are opened at 10 am on the first monday of April, and remain open until friday at 10 pm. All members of the UTM Robotics Club who are also UTMSU recognized students may participate in a fair election by popular vote.

The election will be managed by an CRO which is approved by the UTMSU. The CRO will allot at least a week for people to submit forms that the CRO creates. They will be accepting nomination packages from individuals who fill out nomination forms correctly (Incorrect packages are considered void and must be redone.). Once a time determined by the CRO is reached, nominations close and a poll by the CRO is created. The poll is put out by the CRO at the beginning of the election week. Once the polls close, the CRO will review the results with the current executives over a period of 2 days. The CRO will then make an announcement on who won.

Voting Procedure:

Individuals interested in an executive position will be listed and the members of the club will be instructed to rank their preferences with 1 being the preferred vote all the way down to the last number for the least preferred vote. The students will be asked to choose an executive position to run for, through a mass email in the first week of February and the Clubs Coordinator and VP of Campus Life will be informed of the nomination and election period during this time. After a week of advertising has been given for the students to choose a position to run for, the nomination period will begin for the next 10 days allowing any registered member of the club to participate. A campaign week will be held during the third week of February, following nominations' close. After the campaign period, an online election will run throughout the next week giving the students time to rank their choice of candidates. In the case of a by-election the same process is executed. A CRO has been chosen for the club and will be supervising the election process. The results will be reviewed by the current executives of the club over the two days after the elections have been completed, and the new executive members for the year will be announced in the first week of March. If no one opts to run for a particular position, the current executives of the club will agree to appoint a suitable candidate for the role with the approval of the VP Campus Life.

Article VII: Removal From Office

In order to relieve an executive member of their position, a written request will be submitted to the VP Campus Life signed by at least 30% of the club membership or two thirds of the club executive membership. A list of neglected duties, rule violations or other reasons for removal from office, for the executive member in question, will also be submitted. A referendum will be arranged within one week upon receipt of request to re-evaluate the responsibilities of the empty executive position. Upon the conclusion of the referendum, a by-election will be scheduled the following week following the rules described under "Election Procedures".

Article VIII: Amendments to the Constitution

When disputes occur with regard to the constitution, any proposed changes need a majority vote of two-thirds of the executive team. Discussions regarding any changes to the constitution can be discussed on platforms such as discord to exercise live discussions. Such discussions allow other officers/staff to participate and lead to constructive feedback.

Once amendments to the constitution are made, it will be sent to the Centre for Student Engagement and the UTMSU for approval by its general members. The constitution should be sent within 2 weeks of its amendment.

Article IX: Finances

The funds acquired by the club will be used to purchase anything that is needed for workshops and events (Such as robotic parts or food), and used to purchase items needed for the project that we are doing in a given academic year. Funds are acquired from funding that is given by the department, the UTMSU, Ulife, and any potential sponsors. There are currently no plans to introduce a membership fee.

The role of the VP of Finance in regards to this is to track each purchase and any money the club obtains. They will gather all receipts relevant to the club, make digital copies of them, and then archive them. At the end of the semester, the VP of Finance will present a complete list of all financial activity the club undertook during the academic term, and will send this information to the UTMSU. It will then be archived for any potential future uses it may have.