

## Article I: Name of Organization

- 1.1 The official name of the organization will be the **Data Science & Statistics Society** at the University of Toronto Scarborough.
- 1.2 The **Data Science & Statistics Society** may be referred to by the acronym **DS3**.
- 1.3 The **Data Science & Statistics Society** may be referred to by the hypocorism **The Data Science Cube**.

## Article II: Purpose

- 2.1 The purpose of The **Data Science & Statistics Society** will be to:
  - 2.1.1. Encourage dialogue on Data Science and Statistics among students.
  - 2.1.2. Give direction and guidance to students who are unsure of how to make use of their Data Science and Statistics education.
  - 2.1.3. Create and encourage a Peer mentorship model among students interested in Data Science and Statistics.
  - 2.1.4. Create a support structure through Peer mentorship to help students in CMS tackle academic and mental health challenges that arise from being in a high-stress environment.
  - 2.1.5. Create an environment where Data Science and Statistics can be explored by the students with guidance from Peer-mentors.
  - 2.1.6. Create an environment where Data Science and Statistics can be applied in an interdisciplinary fashion.
  - 2.1.7. Create an environment for the development of professional skills of students interested in pursuing a career in Data Science and Statistics.
  - 2.1.8. Facilitate a platform where students can explore their research interests and pursue them under the guidance of the DS3 Academics team, and professors within the CMS Department.
- 2.2 The **Data Science & Statistics Society** will enhance the educational, recreational, social, or cultural environment of the University of Toronto by:
  - 2.2.1.1. Encouraging a mindset of applied data science and statistics to help students build a robust portfolio of real-world experience that will help them have a leading start at building a successful career in data science and statistics.
  - 2.2.1.2. Promote opportunities for interdisciplinary communication and partnership among students.
- 2.3 The **Data Science & Statistics Society** fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.
- 2.4 The **Data Science & Statistics Society** operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

## Article III: Membership

- 3.1 Membership is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.
- 3.2 The term of membership for the will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in:
  - 3.3.1 The right to participate and vote in group elections and meetings;
  - 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 :

- 3.4.1 Support the purpose of the **Data Science & Statistics Society**;
- 3.4.2 Uphold the values of the **Data Science & Statistics Society**;
- 3.4.3 Contribute constructively to the programs and activities offered by the **Data Science & Statistics Society**;
- 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.
- 3.6 The values and respects the personal information of its members. The site secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 3.7 The will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

## Article IV: Executive

- 4.1 The executives of the organization shall include President(s), Vice-President(s) Academics, Vice-President Campus Life, Vice-President Operations, Vice-President Communications, Director of Marketing, Director of Web Development, Director of Resource & Finance, and Director of Media.
- 4.2 The broad responsibilities of each executive position are as follows:

### 4.2.1 Elected Executives

4.2.1.1 The President is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies.

#### 4.2.1.1 Responsibilities and Rights of Co-Presidents

- a) The Co-Presidency position shall be jointly held by two individuals who shall share equal responsibilities and possess all the rights and authorities attributed to the position of President.
- b) In the event of a disagreement or conflict between the Co-Presidents that cannot be resolved amicably both Co-Presidents shall voluntarily resign from their positions.
- c) Upon the resignation of both Co-Presidents, the Vice President of Operations shall assume the role of interim President until a new election can be conducted to select new Co-Presidents.

### 4.2.2 Non-Elected Executives

4.2.2.1 The Director of Web Development will oversee the development and maintenance of the **Data Science & Statistics Society** Website, in order to promote the principles and goals of the organization in an accessible way.

4.2.2.2 The Director of Resource & Finance will oversee the maintenance and approval of financial expenditures and records. Likewise take and keep account of all resources available on campus needed to run events. Manage and bookkeep all use of Finances and Resources and take Minutes in team meetings. The Director of Finance will work in conjunction with the Vice-President Operations.

4.2.2.3 The Director of Media will take Lead on all aspects of multimedia used to convey the public image and services of DS3. Co-Lead Media Team alongside Vp-Communications.

4.2.2.4 The Vice-President Academics shall advocate for members' academic issues, ensuring accessible and high-quality education. They will serve as a resource, providing guidance and support on academic matters. Additionally, the Vice-President Academics will collaborate with university departments, represent

members' interests, and actively engage with members to address their academic needs and concerns.

4.2.2.5 The Vice-President Campus Life shall be responsible for overseeing events organized by the club, ensuring their benefit to both club members and the broader campus community. They will serve as a liaison between the campus faculty, DS3, and other student clubs, fostering communication and collaboration. Additionally, the Vice-President Campus Life shall actively engage with club members, represent their interests in decision-making processes regarding campus life, and maintain regular communication with relevant campus stakeholders to promote the club's objectives within the larger campus community.

4.2.2.6 The Vice-President Operations shall be responsible for managing the organization's finances and spearheading the development and improvement of member services. They will oversee the financial operations of the club, ensuring prudent financial management and adherence to budgetary guidelines. Additionally, the Vice-President Operations will strive to enhance the delivery of member services, identifying areas for improvement and implementing strategies to provide valuable and impactful services to club members.

4.2.2.7 The Vice-President Communications shall have the responsibility of managing all communications on behalf of the organization, ensuring that the content aligns with the principles and regulations outlined in the constitution. They will oversee various communication channels, including but not limited to official announcements, social media platforms, and internal communication within the club. The Vice-President Communications will strive for effective and transparent communication, promoting the organization's values, initiatives, and activities to both internal and external stakeholders.

4.2.2.8 The associates of all departments will assist the Directors and Vice Presidents in executing the initiatives/tasks that each department is responsible for.

4.3 Only student members of the organization may hold executive positions.

4.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.

4.5 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.

4.7 The term of each executive will last from May 1 following their election to April 30 of the following year.

4.8 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

4.9 Any vacancy of executives shall be filled by the 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.

4.10 If the 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.

4.11 Any vacancy of the President shall be filled by the Vice President Operations until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

## **Article V: Removal of Members and Executives**

5.1 The process for removing a member or executive may be initiated when a committee of no less than three (3)

non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:

5.1.1 A member or executive has engaged in unlawful actions or activities;

5.1.2 A member or executive has violated the constitution;

5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;

5.1.4 A member or executive has violated the rights of a fellow member;

5.1.5 A member or executive has not fulfilled their organizational responsibilities;

5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

5.2 The process for removing a member or executive may also be initiated when:

5.2.1 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.

5.2.2 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 vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

5.3 The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:

5.3.1 First Tier:

- The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

5.3.2 Second Tier:

- Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
- The Vice President Campus Life will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- The Vice President Academics must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days. ● The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President Academics' written response to demonstrate progress or correction of behavior.

5.3.3 Third tier:

- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
- The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

## **Article VI: Finances**

6.1 All Budgets shall be prepared by the Vice-President Operations with assistance from the Director of Finance in accordance with the organization's priorities as determined by the executive committee.

- 6.2 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 6.3 The operating budget shall be approved by a majority vote of the executive members present and voting at a valid executive meeting.
- 6.4 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 6.5 The President, the Vice-President Operations, and only in special circumstances the Vice-President Academics shall be the sole signing authorities of banking instruments for the organization.
- 6.6 The **Data Science & Statistics Society** will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.7 The **Data Science & Statistics Society** will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

## Article VII: Executive Meetings

- 7.1 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.
- 7.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
  - 8.2.1 Formulating and distributing an agenda for each meeting;
  - 8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 8.2.3 Moderating the discussion at meetings according to the agenda;
- 7.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the beginning of Summer (June) to the end of the next Winter (April). The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives a minimum of two (2) calendar days prior to the meeting.
- 7.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 7.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 7.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 7.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 7.8 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.
- 7.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

## Article X: Elections

- 10.1 Executive elections will be held prior to June 1 each year.
- 10.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
- 10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.

- 10.4 All screening of candidates will be conducted by a committee of a combination of the previous year's executive team and the incoming President(s).
- 10.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.
- 10.6 All application periods must commence a minimum of fourteen (14) calendar days prior to the executive meeting at which the election will be held. The application period must end a minimum of seven (7) days prior to the executive meeting at which the election will be held.
- 10.7 Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee described in section 10.4.
- 10.8 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.
- 10.9 Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 10.10 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

## **Article XI: Amendments**

- 11.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 11.2 Notice of a meeting called to consider such a resolution shall be given as follows:
- 11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
  - 11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.
- 11.3 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)

## **Article XII: Transition**

- 12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- 12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

## **Article XIII: Emergency Powers**

- 13.1 In the case of extenuating circumstances, the President shall be afforded the ability to act without direction from the organization's members.
- 13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

13.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

## Article XIV: Food Handling on Campus

14.1 The **Data Science & Statistics Society** will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

## Article XV: Precedence of University Policies

15.1 The **Data Science & Statistics Society** will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the **Data Science & Statistics Society**, the University's policies, procedures, and guidelines will take precedent.

## Article XVI: Legal Liability

16.1 The University of Toronto Scarborough does not endorse the **Data Science & Statistics Society**'s beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

## Article XVII: Banking

17.1 The **Data Science & Statistics Society** agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

## Appendix A: General Meeting Rules of Order

### I. Call to Order

1. The Vice-President Operations may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with, the constitution.

### II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as the proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by the acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

### III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by the acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Vice-President Operations that there is a disagreement.

#### **IV. Executive Reports**

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the general membership.

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#### **V. Open Forum**

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Vice-President Operations and these limitations must be enforced. Each general member should address the Vice-President Operations regarding an issue and must speak courteously and to the point.

#### **VI. Old and New Business**

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

#### **VII. Motions and Deliberations**

1. When an item of business is to be discussed, the Vice-President Operations announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Vice-President Operations. No general member may interrupt the speaker who has the floor.
3. The Vice-President Operations may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Vice-President Operations is to recognize each general member in turn. Discussion shall be limited to the



item of business at hand, and the Vice-President Operations shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.

5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Vice-President Operations that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

#### **VIII. Voting**

1. There are 3 basic motions for each item of business:
  1. A motion to adopt a specific action by the board.
  2. A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
  3. A motion to remove an item from consideration
2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business. 3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Vice-President Operations will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.