

Constitution of “UofT Software Engineering Club”

1. Name

The official name of this recognized campus group is “**UofT Software Engineering Club**”

The acronym or abbreviation of this group is: **USEC**

The Official Website of USEC can be found at <https://site.usec.club/home>

2. Purpose and Objectives

The primary goal of USEC is to be inclusive, with the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe, and welcoming environment for all, regardless of gender, ability, ethnicity, socioeconomic status, and religion (or lack thereof).

USEC will be comprised of multiple divisions.

USEC Projects Collaboration:

One of the best ways to become a software engineer is by working on side projects. For instance, while studying at university, Facebook was a side project for Mark Zuckerberg. USEC will encourage members to participate and work together on projects. It will alert members that most tools, like Git or JetBrains IDEs, are free to students. USEC will hold monthly workshops to get members started; members can then help others on their journey.

Software Engineering Career Development:

USEC will have tools to help members find a career they like in software engineering. For example, USEC will have tools illustrating how typical software engineering interviews are executed. USEC will also have resources on creating an online profile (i.e. LinkedIn, Twitter, etc.) USEC will host a monthly workshop where members can meet in person and discuss SWE careers.

USEC Book Club:

USEC will have book club meetings every month. Members interested in committing to a book can meet with like-minded members on whatever schedule they want. USEC will also have a 'recommended' book library.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty, and alumni).

U of T STUDENTS are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

4. Executive List and Duties

The executive committee shall be comprised of six (6) elected officers.

- President
- Vice President
- Code Of Conduct Secretary
- General Secretary
- Treasurer
- Media/Press Secretary

The President shall:

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group
- Hold signing officer authority
- Preside overboard meetings as well as general meetings
- Ensure transition of office to the future Executives

The Vice-President shall:

- Assume duties of the President in their absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of UofT

The Code of Conduct Secretary:

- They will be responsible for USEC polices enforcement.
- If the situation concerns them, then an executive meeting will be held.

The General Secretary shall:

- Make a list of all registered members, along with their contacts
- Maintain the web sites and handle official correspondence of the organization

The Treasurer shall:

- Handle all the finances of USEC (i.e. record all transaction, advice executives, maintain budget, etc.)
- Hold signing officer authority
- Prepare an annual budget for the group as well as budgets for specific events

The Media/Press Secretary:

- Handles all Social Media Accounts
- Notify all members of meetings

Termination of Executives or General Members:

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, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee will appoint one Senior Election Officer (SEO) from the general members to conduct elections in September. The Elections Committee members must be unbiased and disclose any conflicts of interest.

The SEO will accept nominations from registered U of T Students who are also group members for executive positions before September 10. Candidates must be in good standing and club members for at least six months.

The SEO will create a Google form for collecting votes, published on September 11 after nominations end. The election concludes on the last day of September at midnight.

In the event of a tie, the SEO will use a lottery wheel to determine the winner. After the election, the SEO will release results, and the candidate with the most votes will be elected, submitting a report to the Executive Committee.

Executive positions' term runs from January to December. New Executives join meetings with current executives from October to December for a smooth transition, including handing over social media accounts, passwords, and services.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

All finances must only be used for the best interest of the club. No member or executive can receive any money from the club finances for their personal use.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health.

b) Executive Meetings:

The executive committee shall meet monthly where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T members may propose amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

The executives can then hold an executive meeting where they can vote on constitutional amendments. Motions will require 2/3 majority of executives in attendance for a vote to be cast. The motion with the most votes will be passed.

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.