

Constitution of The Ontario Association for Undergraduate Research

1. Article I – Name and Purpose

- 1.1. The official name of the recognized student group is “Ontario Association for Undergraduate Research”.
- 1.2. The official acronym or abbreviation of the group is “OAU”.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to grant undergraduate students access to research opportunities, scholarly writing workshops, and to use the works of undergraduate publications to educate the general public on a multitude of disorders. The association aims to achieve this by hosting seminars, connecting students with principal investigators to foster their competency in writing abstracts, and by inviting professionals to provide insight regarding specific fields of research and the effective methods of securing research positions. Moreover, the association aims to serve as a beacon for the general public and interested students to spread awareness of pertinent disorders by publishing the abstracts of undergraduate students.

2. Article II – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. 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.
- 2.5. There is no membership fee for students.

3. Article III – Rights of Members

- 3.1. All members may apply for a full refund of their membership registration fees within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article IV - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of four (4) voting members.

- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount 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.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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. **Article V - Executive Committee Composition and Duties**

5.1. **The Co-Presidents shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Preside over meetings of the Executive Committee and/or members,
- 5.1.5. Ensure a transition of office from one year to the next,
- 5.1.6. Record all financial transactions of the group,¹
- 5.1.7. Hold signing and financial authority,
- 5.1.8. Maintain a budget of income and expenses,
- 5.1.9. Advise members on financial position of the group,
- 5.1.10. Prepare an annual budget for the group.

5.2. **The Vice-President shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts.

5.3. **The Vice President(s) of Outreach**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Attend and contribute to team meetings,
- 5.3.3. Send emails to reach out to researchers and other professionals in the field.
- 5.3.4. Coordinate with the vice president to determine the appropriate budget allocated for certain ventures.

¹ The arrangement wherein the co-presidents of the student group also assume the responsibilities of the treasurer is designed to streamline administrative processes and promote efficient decision-making within the organization. By sharing the treasurer's duties alongside their co-presidential roles, the co-presidents can ensure the financial well-being of the group while maintaining a cohesive leadership structure. This approach acknowledges the potential benefits of combining leadership roles, particularly in cases where the organization's size or complexity may not necessitate a separate treasurer position.

5.4. The Vice President(s) of Events shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Attend and contribute to team meetings and suggest ideas,
- 5.4.3. Brainstorm, create, and lead event ideas and initiatives that will help us achieve our goals as a student group and non profit organization,
- 5.4.4. Work alongside the Director of Marketing to devise social media posts and promote the events,
- 5.4.5. Duties may include booking venues, buying food and supplies (reimbursed by OAUR), and overseeing/managing planned events.

5.5. The Vice President(s) of Academics shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Attend and contribute to team meetings and suggest ideas,
- 5.5.3. Brainstorm and create event ideas and initiatives that will help us achieve our goals as a non profit organization,
- 5.5.4. Manage and creatively develop the OAUR website (using Squarespace),
- 5.5.5. Review abstracts/summaries submitted by undergraduate students across Ontario before publishing on our website,
- 5.5.6. Reach out to departments and faculties across Ontario university, as well as students and other professors regarding the publication of student abstracts,
- 5.5.7. Post news, blogs, information, deadlines, etc on the OAUR website.

5.6. The Vice President of Marketing shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Attend and contribute to team meetings and suggest ideas,
- 5.6.3. Promote OAUR and OAUR events via social media, newsletters, etc
- 5.6.4. Develop graphic designs to be used for social media platforms,
- 5.6.5. Respond/reach out to social media direct messages.

5.7. The Secretary shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Maintain a list of group members,
- 5.7.3. Maintain the group website and member contact list,
- 5.7.4. Record notes and motions for meetings,
- 5.7.5. Notify all members of general meetings,
- 5.7.6. Manage and schedule meetings, writing down meeting minutes, and connecting the executives of different responsibilities to facilitate events as a team,
- 5.7.7. Work closely alongside the vice president to assist the other executive,
- 5.7.8. Assist with various executive groups when needed (outreach, events, marketing, academic),
- 5.7.9. Keep track of communication details and schedules of executives for scheduling meetings.

6. Article VI – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article VII – Finances

- 7.1. The Co-Presidents shall keep an active record of income and expenses.
- 7.2. The Co-Presidents shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. Article VIII – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. 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.
- 8.3. 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. Article IX - Termination of Membership

- 9.1. 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. 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.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article X – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. 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.
- 10.4. 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.