

Constitution of “The Scientista Foundation Student Chapter at the University of Toronto”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “The Scientista Foundation Student Chapter at the University of Toronto”
- 1.2. The official acronym or abbreviation of the group is “UofT Scientista”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to enrich the academic journey of women in post-secondary science, technology, engineering, mathematics, and medicine (STEMM), and promote a tight sense of community among the female science students at our vast university. Most importantly, we aim to provide valuable resources and support to aid our members in their future and current undertakings. This includes regular socials, study groups, and networking opportunities or guest lectures with successful women in STEMM - accomplished scientists who can offer insight into myriads of different fields and perspectives on challenges we may face as women in science. In short, Scientista offers a basis for women scientists to learn, share, and advance together.

2. Article Two – 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. The membership fee will be \$0 per year.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee 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 Four - 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 fifteen (15) 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 Five - Executive Committee Composition and Duties

5.1. The Co-President (2) 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. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

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 Events Chair (2) shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Be responsible for planning social and academic events, which can include socials, study sessions, invited speakers, and job opportunity panels, among others,
- 5.3.3. Coordinate closely with the social media chair to ensure that events are properly advertised.

5.4. The Social Media Chair shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Promote the organization around campus through the club's social media presence and emailing list,
- 5.4.3. Advertise events and coordinate with other campus organizations when necessary,
- 5.4.4. Coordinate closely with the Events chair to ensure that members of the organization as well as members of the undergraduate student body are aware of chapter events,
- 5.4.5. Handle Instagram page and maintain the brand book.

5.5. The Social Media Team Member (4) shall:

- 5.5.1. Promote the organization around campus through the club's social media presence and emailing list
- 5.5.2. Handle Instagram page and maintain the theme

- 5.5.3. Design and create promotional materials for the club's events, such as social media posters and videos
- 5.5.4. Oversee and update the club's website
- 5.6. **The Mentorship Chair shall:**
 - 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.6.2. Take the lead on developing a Scientista Mentorship program,
 - 5.6.3. Connect interested students to other women in STEM who can serve as mentors,
 - 5.6.4. Follow up on students within the program to ensure everything is running successfully.
- 5.7. **The Conference Chair (2) shall:**
 - 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.7.2. Be responsible for planning and organizing our annual conference,
 - 5.7.3. Book a venue and deal with logistics, guests and itinerary for the conference,
 - 5.7.4. Work with other executives to organize sponsorship of the conference.
- 5.8. **The Treasurer shall:**
 - 5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.8.2. Hold signing and financial authority along with the President,
 - 5.8.3. Work with the president(s) to keep track of the club's finances, budget, and expenditures,
 - 5.8.4. Develop and update a sponsorship package
 - 5.8.5. Contact and recruit potential sponsors for club events
 - 5.8.6. Coordinate with Events Chair(s) to plan fundraising events
- 5.9. **The Internal Affairs Director shall:**
 - 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.9.2. Maintain a list of group members,
 - 5.9.3. Maintain the group website and member contact list,
 - 5.9.4. Record notes and motions for meetings,
 - 5.9.5. Notify all members of general meetings.
- 5.10. **The Internal Affairs Director shall:**
 - 5.10.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.10.2. Maintain a list of group members,
 - 5.10.3. Maintain the group website and member contact list,
 - 5.10.4. Record notes and motions for meetings,
 - 5.10.5. Notify all members of general meetings.
 - 5.10.6. Keep track of non-financial club documents including CCR validation paperwork
 - 5.10.7. Make an excel sheet to keep track of event promotions
- 5.11. **The External Affairs Director shall:**
 - 5.10.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.10.2. Work with internal affairs for CCR validation
 - 5.10.3. Form and preserve relationships with other campus groups
 - 5.10.4. Convey our appreciation to event guests (via certificates, thank you notes, etc.)
 - 5.10.5. Send and respond to emails with external parties
- 5.11. **The Research Team Member (3) shall:**
 - 5.11.1. Research on important (historical) events, female figures, stigma, etc. pertaining to women in STEMM
 - 5.11.2. Write up articles to be posted on the club's website

6. Article Six – Elections

- 6.10. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.11. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.12. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.13. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.14. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.15. 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.
- 6.16. 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 Seven – Finances

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

8. Article Eight – Meetings

- 8.10. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.11. 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.
- 8.12. 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 Nine - Termination of Membership

- 9.10. 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.
- 9.11. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.12. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.13. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.14. 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.
- 9.15. 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.
- 9.16. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.10.** All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.11.** All voting members may propose and vote on amendments to the constitution.
- 10.12.** 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.
- 10.13.** 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.