

UofT URSA Constitution for UTMSU

Article I: Campus Group Name

The official name of the campus group is “UofT Undergraduate Research Students’ Association” and the official acronym or abbreviation of the group is “UofT URSA”.

Article II: Purpose

The mission of the UofT Undergraduate Research Students’ Association is to support and unite undergraduate students at UofT interested in scientific research. By participating in social and educational activities, students will get a chance to share their experiences with research projects, network and discover new interests. Events organized by the club will range from presentations of interesting research projects done at UofT and Q&A sessions with guest speakers to fundraisers and trips.

Article III: Membership

- 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, including UTMSU students (i.e., registered UTM undergraduate students).
- 2.3. Voting membership is open only to registered students of the University of Toronto, including UTMSU students (i.e., registered UTM undergraduate students).
- 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.

Article IV: Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from June 1st 2023 to June 1st 2024.
- 4.2. The Executive Committee shall be comprised of twenty-two (22) 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 percent (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

Article V: Executive Committee Composition and Duties

5.1. The Co-President 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. Have at least one year of experience as a URSA club executive
- 5.1.7. 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 the duties of the Co-President in their absence,
- 5.2.3. Must participate in the planning & execution of all core events,
- 5.2.4. Act as a secondary point of contact for any club concerns,
- 5.2.5. Ensure activities of the club comply with policies of the University of Toronto.

5.3. The Secretary shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Maintain the club activity summary and general member contact list,
- 5.3.4. Record notes and motions for meetings,
- 5.3.5. Must participate in the execution of at least one club event,
- 5.3.5. Notify all members of general meetings.

5.4. The Treasurer shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Must contact potential sponsoring companies and lead sponsorship meetings,
- 5.4.5. Assist with finding and securing club funding,
- 5.4.6. Must participate in the execution of at least one club event.

5.5. The Marketing Chair:

- 5.5.1. Lead the promotions of all club events,
- 5.5.2. Reply to marketing requests via the club email and social media pages,
- 5.5.3. Help with the recruitment of general club members and guest speakers,

5.5.4. Participate in the execution of at least one club event.

5.6. The Event Planning Co-Chair:

- 5.6.1. Participate in the planning of all club events,
- 5.6.2. Lead the planning and execution of at least one club event,
- 5.6.3. Assist other Co-Chairs with event budgeting and promotions, if needed,
- 5.6.4. Participate in the execution of at least two club events.

5.7. The Event Coordinator:

- 5.7.1. Help Event Planning Co-Chairs with the planning and execution of club events,
- 5.7.2. Assist other Co-Chairs with event budgeting and promotions, if needed,
- 5.7.3. Participate in the execution of at least two club events.

5.8. The Artistic Co-Chair:

- 5.8.1. Design the brand for the club, including logos and presentation slides,
- 5.8.2. Create flyers, social media posts and other promotional content,
- 5.8.3. Assist with creating and executing promotional strategies,
- 5.8.4. Must participate in the execution of at least one club event.

5.9. The Scientific Entrepreneurship Chair:

- 5.9.1. Advise the executive team on major financial and marketing decisions,
- 5.9.2. Plan and execute events for undergrads to share scientific biotechnology ideas,
- 5.9.3. Participate in the execution of at least one club event,
- 5.9.4. Assist other Co-Chairs with events, in any capacity, if needed,
- 5.9.5. Serve as the club representative for entrepreneurship/businesses relating to STEM,
- 5.9.6. Connect undergraduates to entrepreneurship opportunities at the University.

5.10. The Science Communications Team Member:

- 5.10.1. Write blog posts on topics relevant to the topic of undergraduate research,
- 5.10.2. Create and publish the club's monthly newsletter and educational content,
- 5.10.3. Assist the Marketing Chair with writing promotional posts,
- 5.10.4. Participate in the execution of at least one club event.

5.11. The Social Media Engagement Team Member:

- 5.11.1. Ensure all information on social media accounts is up-to-date,
- 5.11.2. Maintain engagement and responsiveness on social media accounts,
- 5.11.3. Assist other Co-Chairs with event promotions, if needed,
- 5.11.4. Participate in the execution of at least one club event.

5.12. Executive Advisor:

- 5.12.1. Advise the executive team on financial and marketing decisions,
- 5.12.2. Give feedback on the events organized by the club,
- 5.12.3. Respond to suggestions and concerns from the general members.

5.13. UTM Chair:

- 5.13.1. Oversee the operations, management, and success of the group at UTM,
- 5.13.2. Serve as spokesperson for the group at UTM,
- 5.13.3. Must participate in the planning & execution of all core events at UTM,

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Article VI: Meetings

- 6.1. The Executive Committee shall meet on a need basis.
- 6.2. 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.
- 6.3. 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.

Article VII: Elections

- 7.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 7.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 7.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 7.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 7.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 7.6. 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.
- 7.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

Article VIII: Removal from office

- 8.1. 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.
- 8.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 8.3. A majority of the Executive Committee is required to approve any motion to revoke membership. In case of a tie, the CCR supervisor makes the final decision.

8.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

8.5. 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.

8.6. 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.

8.7. Executive Committee members are subject to the same termination of membership process as general members.

Article IX: Amendments to the Constitution

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.