

Constitution

Article I: Name, Language, and Definitions

1. **Name.** The name of the student club is the University of Toronto Mississauga Society for Algorithmic Modelling (“UTMSAM”), and hereafter in this constitution these bylaws shall be referred to as the Society.
2. **Language.** The official language of the Society shall be English.
3. **Definitions.**
 1. **University of Toronto Mississauga (“UTM”)** is the Mississauga campus of the University of Toronto, and hereafter in this constitution and these bylaws shall be referred to as the University.
 2. **Academic Year** is the 12-month period starting May 1, and ending April 30.
 3. **Students** are collectively the full-time and part-time undergraduate students at the University. "Full-time" and “Part-time” shall be defined by the current University Calendar.
 4. **Executive** consists of appointed Executive members based on an interview process.

Article II: Name, Language, and Definitions

1. **The Purpose of the Society is to:**
 1. focus on using Mathematical algorithms to solve real world problems;
 2. increase applications of mathematics and statistics at UTM;
 3. bring talents from the technological aspect and the business aspect together;
 4. Improve the student community within the student community at UTM with a special focus on helping students network with their peers and industry professionals;
 5. Encourage students to apply technology in their fields of interest;

Constitution of “University of Toronto Mississauga Society for Algorithmic Modelling”

1. Name

The official name of this recognized campus group is: “University of Toronto Mississauga Society for Algorithmic Modelling”

The acronym or abbreviation of this group is: “UTMSAM”

2. Purpose and Objective

UTMSAM focuses on using mathematical algorithms to solve real world problems. We will be involved in computer programming and building mathematical models for algorithms. Members of UTMSAM are encouraged to explore various algorithms that have already been created by Mathematicians and Computer Scientists and use them efficiently in their own program. The Society also focuses on aiding students to improve their network by creating opportunities for them to work with and learn from their peers and industry professionals. Through its events and initiatives, UTMSAM aims to guide students through applying mathematical models and computer programming to their projects of interest.

3. Membership

The group membership is open to all the University of Toronto members (students, staff, faculty, and alumni). U of T members 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 President shall:

- Organize executive meetings, communicate between executives, spread the influence of UTMSAM, and believe in UTMSAM's initiatives.

The Vice-President of Human Resources shall:

- Communicate with executives, ensure the club is being run efficiently and responsibly.
- Responsible for managing recruitment email and candidates' interviews.

The Human Resource Associate shall:

- Take notes and summarize club meetings and share responsively to our messaging channel.
- Assist the Vice President of Human Resources manage all club-related tasks in their portfolio.

The Vice-President of Communications shall:

- Have a rich network with different kinds of campus groups, responsible for connecting with other clubs or societies and proposing a collaboration.
- Implement marketing campaigns to promote UTMSAM.
- Analyze market data and manage UTMSAM's social media accounts.

The Communication Associate shall:

- Assist VP Communication with promotional materials and content for all social media accounts.

The Vice-President of Finance shall:

- Be responsible for revenues, expenses, events funding, controlling the bank account of the society, as well as an annual report at the end of the year.

The Finance Associate shall:

- Assist VP finance to manage revenues, expenses, events funding, and control the bank account of the society.

The Vice-President of Events shall:

- Brainstorm event ideas and be responsible for event coordination, strategy planning, and execution.

- Coordinate logistics for events and ensure events run smoothly on all ends.

The Events Associate shall:

- Assist VP Events to help plan, organize, and run all the planned events for the year.

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 vote will be held at an executive meeting, and a two-thirds majority vote of the current executives 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

Previous year's executives have the right to recruit potential candidates for the positions and conduct interviews. More than one executive must be present during the meeting and notes will be taken to keep a record. Previous years' executives will vote on candidates that are most suitable for the position. The whole process will be transparent and impartial. Elections are not mandatory for the president position as the previous president and executive board can appoint the new president.

***Starting April 2024, elections must be held for elected positions including having candidates have at least a week to campaign. After the campaign, members of the club will vote on who they want for the respective positions.**

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. The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization will not provide services and goods at a profit when that profit is used for purposes other than those of the organization and will not pay salaries to some or all of its officers.

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 weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

B) Executive Meetings:

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

C) Associate Meetings:

The Vice Presidents of each division shall meet with their respective associates on a regular basis to discuss the status of their work progress, any decisions made by the executive board that affect their work, and any new ideas associated may have. The frequency of these meetings will be up to the Vice Presidents' discretion.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings. Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two weeks of its approval by general members.

9. Hiring Process

***Starting April 2024, hiring of any executive member must meet certain requirements such as being a member of UTMSAM, completing their application process which may or may not include an interview with the current executive team, and then after they will enter the election process for their respective role. The candidate with the most votes among all members of UTMSAM will be elected to their role, and once all positions are elected there will be a formal announcement made via email and instagram on who the new executive team will be for the coming academic year.**

Hiring of any executive member will be through an application process. Only selected candidates will be interviewed. During the hiring process, candidates must respond to the email regarding picking a time and date for the interview in a timely manner. A timely manner means from the time the email has been sent to approximately 1 day before the first interview time.

Failure to reply to the email within the timely manner may result in the loss of the position(s) applied for. If the failure to reply to the email has been justified, the candidate will be given another opportunity to pick another time and date. If the reason for a missed interview was not justified, the candidate will no longer be considered for the position(s).

Justified reasons may include but are not limited to health concerns that the candidate may have or candidate's family members and emergencies.

Candidates may only be able to reschedule once. If the candidate does not show up to the rescheduled interview, the candidate will no longer be considered for the position(s) applied.

Missed interviews and unjustified reasons for missing the interview may be used in the decision-making process if the candidate chooses to apply for any other position(s) in the future.

10. Communication

All executive members are required to check their “mail.utoronto.ca” email regularly. Also, all executive members are required to join the UTMSAM Discord channel and check it regularly. Regularly means checking it approximately every day. If the Discord channel is not checked regularly, the executive member will receive an email. Failure to check the Discord channel regularly will result in a meeting with the president being set up for evaluation.

Platforms other than Slack may be used as a form of communication. This may include but is not limited to Zoom, Microsoft Teams, and Google Meets.