

# **Constitution of “University of Toronto Mississauga Physics Club”**

## **1. Name**

The official name of this recognized campus group is “University of Toronto Mississauga Physics Club”

The acronym or abbreviation of this group is: UTMPC

## **2. Purpose and Objectives**

This club was formed to provide a space for physics students and students with a passion for physics to meet and be engaged with the physics community as they are under-represented within the larger department of Chemical Physical Sciences.

The objectives of this club are as follows:

- To get together and discuss physics in a welcoming environment
- To provide a space where students are not bound by academic restraints and are able to explore their interests in various areas of physics.
- To foster a relationship between faculty and students
- To provide students with knowledge and skills that will benefit them in their later education

## **3. Membership**

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

UTMSU members are permitted to run, nominate, and vote in elections and constitutional amendments. 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 composed of five (5) elected officers. These include a President, an Event Director, a Treasurer, and a Director of Finance. Two (2) associates must be hired to work alongside the elected officers (Event organizer associate, Social media associate).

*\*The President shall:*

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure the transition of office to the future Executives
- Assuring the well-being and standing of the club and its members

**Additional duties may include, but are not limited to:**

- Overseeing events and performances of the club
- Perform necessary changes to club structure/system

*The Event Director shall:*

- Make a list of all registered members
- Plan and carry out events approved by the president(s)
- Record notes and motions for meetings
- Notify all members of meetings, events and promotions
- Push ideas for potential events for the president to consider
- Work alongside the Event director associate in order to carry out above mentioned duties
- Coordinate large events with the president

*The Director of Finance shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses

along with receipts

- Advise members on the financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Responsible for creating audits for the UTMSU.

*Social Media Manager shall:*

- Maintain and keep track of all social media accounts
- Work alongside two (2) associates (Discord Manager Associate, Instagram Manager Associate) to keep orderly social media posts, activities, and performance · Adjust the flow of posts as needed
- Perform weekly checks on all social media
- Approve/disapprove posts made by the associates, making appropriate suggestions/corrections in case of a disapproval
- Coordinate organizational recruitment efforts

The group may at another time choose to appoint Directors or Coordinators for various committees such as social committees, publicity committees, and so on; however, such positions do not hold executive decision-making authority.

\*To run for president, one must have substantial leadership experience as proof, or be a current/past Physics Club executive. First-time executives are not allowed to run for President for the duration of the first year in the position.

## **5. 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 favour of removal is required.

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.

UTMSU and/or VP Campus Life may also remove an exec from the office if such a need arises. This will occur upon receiving 2 verbal warnings and one written warning from members of the club committee.

## **5. Elections**

**Elections shall follow the UTMSU timeline provided for that year.**

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members of the committee to conduct and hold elections. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO shall accept nominations only from group members that are also registered UTM students for the candidacy of executive positions from the general membership. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO and Scrutinizers shall provide each current UTMPC member with a paper ballot on the voting dates and ask the member to place their ballot in an

enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

During the elections, the club executives shall promote the election and attract candidates. Once the nomination period begins, the candidates applying for the position shall promote themselves through various social media platforms, posters and/or by word of mouth. In case an unprecedented vacancy or a position has not been filled because of no applications for the role, the executives of the time will appoint a suitable candidate.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered UTM members may not vote by proxy. Non-UTM members may not nominate or vote in elections.

Only UTM members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Terms of executive positions shall be from May 1st to April 30th.

## **6. Meetings**

### **A) Annual General Meetings (AGMs):**

The group shall hold general meetings at least twice per year, on the first

week of each semester.

More may be planned if deemed required by the executive committee and general members will be notified at least two weeks in advance.

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, and 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 monthly basis where dates and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

### **7. Amendments**

Any registered UTM 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 UTM 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 (2) weeks of its approval by general members.

### **8. 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.