

University of Toronto Mississauga Policy Analysis Club: Official Constitution

Article I: Group Name

University of Toronto Mississauga Policy Analysis Club (also known as UTM PAC)

Article II: Overview and Purpose

Overview: The Policy Analysis Club campus group provides an opportunity for members to collaborate in the process of structured reporting and critiquing of modern policies, developing nuanced worldviews and enhancing research and critical thinking skills.

Purpose: The Policy Analysis club seeks, above all, to create a space where members are able to gain valuable experience in the field of policy analysis. This will be accomplished by determining a specific policy as a point of interest (the policy of interest can already be implemented or still in the legislative process), then researching how the policy will impact its environment, and finally constructing a report based on the findings.

The UTM PAC further works to cultivate a diverse and inclusive community, that will engage and inform students of regional, national, international and international policies. Students will have the opportunity to develop their analytical research skills and critical thinking while also sharpening their public speaking. During meetings, members will work collaboratively to discuss their findings through presentations and workshops.

Finally, the UTM PAC aims to expand its partnerships with academic societies and other organizations. Local and global partnerships will allow the Policy Analysis Club to broaden its perspective on policy and other political topics.

Article III: Membership

Membership is open to all UTM undergraduate students and alumni, though alumni will be unable to hold executive positions. While a basic knowledge of political science may be beneficial, it is not required. Once accepted into the club, the member receives automatic voting rights, so long as the member remains enrolled in an undergraduate program at UTM and an active member within the club. Membership, along with voting rights, may be revoked if the member enters a period of prolonged inactivity (failure to attend meetings, contribute to reports) lasting over six months.

Membership fee: There is no membership fee.

Article IV: Executive List

1. *President* – Chief of decision making; oversee the group's operations, management, and success; act as the organization's spokesperson; hold signing officer authority alongside

the Treasurer for financial matters; coordinate meetings and general meetings; organize or steer discussion panels; ensure that the future executives are properly transitioned into their positions

2. *Vice-President* – Coordinate organizational recruitment efforts; oversee the various committees; assume the President's responsibilities while he/she is away; ensure that all club activities adhere to University of Toronto rules and regulations; follow duties of the President in the event of his/her absence; contribute towards the organization of discussion panels
3. *Deputy Secretary* – Make a list of all registered members; maintain websites and member contact list; record notes and motions for meetings; notify all members of meetings; handle official correspondence of the organization
4. *Treasurer* – 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 financial position of the group; prepare an annual budget for the group as well as budgets for specific events

In addition to the four executives, the group may appoint up to three *project directors* at any time to lead initiatives and/or the policy research process for independent projects. The President will oversee the appointing of these directors.

Article V: Elections

The executive list will act as the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members in the club to conduct and hold elections each September. Each executive position will then become open to the electoral voting process which is as follows:

Timeline:

The SEO will set a date for an election minimum 3 weeks in advance.

Nomination period: Each candidate has one week after the release of the election date to contact the SEO and nominate themselves for their position of interest.

Campaign period: After the one week is finished, all group members will be notified of the candidates, and each candidate will have the following two weeks to campaign.

Voting period: On the day of elections, all eligible members will be able to vote for a candidate. The SEO will organize the voting platform.

If the SEO fails to demonstrate competence in completing their task, the acting executives may replace the SEO at any time.

Election Policies:

Any complaints that arise from the election must be brought to the SEO within 48 hours of the election. If the complaint is unable to be solved, the individual may notify the Centre for Student Engagement.

If the election fails to occur, the club will be immediately disbanded.

Removal from office:

Removal from office is possible to all executive positions if an executive fails to follow UTM's rules on Harassment, Sexual Harassment, and/or Discrimination. Internal investigations will be carried out by the non-offending executive members and if the member is deemed guilty, they will be immediately sanctioned, and the Centre for Student Engagement will be notified.

Sanctions may include:

- Permanent/temporary ban from all/some group activities.
- Permanent/temporary ban from all/some group events.
- Anti-discrimination training.

Article VI: Finances

The Treasurer is the primary recorder of all income and expenses and will be responsible for presenting a review of each month's finances during the first meeting of each month.

The UTM Policy Analysis Club may require funds for research, travel, and other means that pertain to the club's objectives. The executive list 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 any of its executives.

Article VII: Meetings

General group meetings will occur weekly throughout the fall and winter terms and, beginning with the first meeting of each month, will adhere to the following club procedure:

- Week 1 – Determining the policy of interest
- Weeks 2 & 3 – Researching and presenting of findings
- Week 4 – Completing of policy report

In addition to the four scheduled meetings per month, members working on additional policy reports are free to organize individual meetings; though, the appointed project director must be present and must provide the President with a written account of the meeting.

Article VIII: Amendments

Amendments can be proposed by any member of the UTM PAC. Proposed amendments to the constitution must be unanimously voted upon by all members of the executive list, as well as a 2/3 vote by the membership body, of which the executive members will not count towards.

All amendments must then be approved by the Centre for Student Engagement before being finalized.