

## Article I: Name of Organization

- 1.1 The official name of the organization will be The Journal of Natural Sciences.
- 1.2 The Journal of Natural Sciences may be referred to by the acronym JNS.

## Article II: Purpose

- 2.1 The purpose of JNS will be to publish the student research including undergraduate and graduate students in the field of psychology, neuroscience, biological sciences, environmental sciences, physical sciences, and chemical sciences.
- 2.2 JNS will enhance the educational environment of the University of Toronto Scarborough by providing a low-risk platform to engage in academic writing and editing for students at UTSC and the community as a whole.
- 2.3 JNS fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.
- 2.4 JNS operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

## Article III: Membership

- 3.1 Membership is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.
- 3.2 The term of membership for the will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in :
  - 3.3.1 The right to communicate and to discuss and explore all ideas;
  - 3.3.2 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
  - 3.3.3 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
  - 3.3.4 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- 3.4 Each member shall possess the following responsibilities relative to participation in :
  - 3.4.1 Support the purpose of the organization;
  - 3.4.2 Uphold the values of the organization;
  - 3.4.3 Contribute constructively to the responsibilities of the organization;
  - 3.4.4 Attend general meetings;
  - 3.4.5 Abide by the constitution and subsequent official organizational documents;
  - 3.4.6 Respect the rights of peers and fellow members;
  - 3.4.7 Abide by University of Toronto policies, procedures, and guidelines;
  - 3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 JNS will not have any mandatory membership fee.

3.6 JNS values and respects the personal information of its members. JNS secures its member's information at all times and will not supply names or other confidential information to third-parties.

3.7 JNS will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

#### Article IV: Executive

4.1 The executives of the organization shall include Editor-in-Chiefs, Graduate Reviewers Coordinator, Undergraduate Reviewers Coordinator, Directors of Layout Design, Directors of Outreach, Copyeditors, Faculty Representatives, and UTSC Library Representatives.

4.2 The broad responsibilities of each executive position are as follows:

4.2.1 Editor-in-Chiefs are the official spokesperson of the organization responsible for managing day-to-day activities, and providing direction for all components of the organization in a manner consistent with the organization's constitution and policies.

4.2.2 The Graduate Reviewers Coordinator represents the graduate reviewers by ensuring all questions and needs are met and will also be responsible for recruiting, training, and managing responsibilities of graduate reviewers.

4.2.3 The Undergraduate Reviewers Coordinator represents the undergraduate reviewers by ensuring all questions and needs are met and will also be responsible for recruiting, training, and managing responsibilities of undergraduate reviewers.

4.2.4 The Directors of Layout Design oversee the layout of the journal alongside the Editor-in-Chiefs and maintains the branding of the journal.

4.2.5 The Directors of Outreach are responsible for promoting the journal through appropriate channels and act as a representative of the journal alongside the Editor-in-Chiefs.

4.2.6 Copyeditors copyedit all manuscripts accepted for publication before it is sent to the Director of Layout Design.

4.2.7 Faculty Representatives represent faculty members involved in the journal and work with the Editor-in-Chiefs to ensure the functionality of the journal.

4.2.8 UTSC Library Representatives oversee all collaborations between the journal and the library.

4.3 The editorial team consisting of Graduate Reviewers (x5-10) and Undergraduate Reviewers (x10-15):

4.3.1 Both Graduate and Undergraduate Reviewers will be responsible for reviewing assigned manuscripts submitted to the journal.

4.4 Student and faculty members of the organization may hold executive positions.

4.5 The executive positions collectively will form a committee that acts as the primary steward of the organization.

4.6 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

4.7 This committee cannot make amendments to the constitution without the approval of the team at a valid general meeting.

4.8 The term of each executive, except Faculty Representatives and the UTSC Library Representatives, will last from September 1 to August 31 of the year.

4.9 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the Editor-in-Chiefs. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the Editor-in-Chiefs, and no ratification by the organization shall be required to make the resignation official.

4.10 Any vacancy of executives shall be filled by the Editor-in-Chiefs or designate of the organization until such a time where a hiring process is conducted.

4.11 If the Editor-in-Chiefs resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

4.12 Any vacancy of the Editor-in-Chiefs shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a hiring process is conducted.

#### Article V: Removal of Members and Executives

5.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the team to investigate a complaint determines that:

5.1.1 A member or executive has engaged in unlawful actions or activities;

5.1.2 A member or executive has violated the constitution;

5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;

5.1.4 A member or executive has violated the rights of a fellow member;

5.1.5 A member or executive has not fulfilled their organizational responsibilities;

5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the team.

5.2 The process for removing a member or executive may also be initiated when:

5.2.1 A petition calling for a vote and bearing the signatures of a majority of the team is submitted to any member of the executive.

5.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

5.3 The removal of members and executives will be facilitated by a three tier procedure which operates as follows:

5.3.1 First Tier:

The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

5.3.2 Second Tier:

Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.

The Faculty Representatives will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

The Faculty Representatives must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Faculty Representatives' written response to demonstrate progress or correction of behavior.

#### 5.3.3 Third tier:

Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.

The removal vote must take place at a valid general meeting of the team. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.

The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

### Article VI: General Meetings

6.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.

6.2 General meetings will be facilitated by the Editor-in-Chiefs. The Editor-in-Chiefs shall be responsible for:

6.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;

6.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

6.2.3 Moderating the discussion at meetings according to the agenda;

6.2.4 Suspending members from participating in meetings for constitutional or procedural violations.

6.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.

6.4 There shall be a minimum of one (1) general meeting held per semester. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.

6.5 General meetings may be called to order by the Editor-in-Chiefs, through a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.

6.6 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.

- 6.7 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 6.8 All executives are expected to make brief progress reports on their activities at every general meeting.
- 6.9 Minutes of all general meetings must be recorded and maintained for reference purposes.
- 6.10 Members must contact the Editor-in-Chiefs a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Editor-in-Chiefs will then add the discussion item to the agenda.
- 6.11 Any question at a valid general meeting shall be decided by a show of hands.
- 6.12 The Editor-in-Chiefs presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

#### Article VII: Executive Meetings

- 7.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 7.2 Executive meetings will be facilitated by the Editor-in-Chiefs of the organization. The Editor-in-Chiefs shall be responsible for:
- 7.2.1 Formulating and distributing an agenda for each meeting;
- 7.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- 7.2.3 Moderating the discussion at meetings according to the agenda;
- 7.3 There shall be a minimum of one (1) executive meeting held every month during the period September 1 to August 31. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.
- 7.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 7.5 Executive meetings may be called to order by the Editor-in-Chiefs or through a petition signed by three (3) executive members.
- 7.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 7.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 7.8 Executives must notify the Editor-in-Chiefs a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.
- 7.9 Any question at an Executive Meeting shall be decided by a show of hands.
- 7.10 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

#### Article VIII: Emergency Meetings

- 8.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

8.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

8.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

8.4 Less notice for emergency meetings may be provided at the discretion of the Editor-in-Chiefs in agreement with a minimum of five (5) general members.

#### Article IX: Recruitment

9.1 Recruitment of executive and editorial teams will be held prior to March 1 each year.

9.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.

9.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in the hiring process and hold executive positions.

9.4 All screening of candidates will be conducted by the outgoing executive members who will assess each candidate's qualifications against pre-established criteria for holding the positions.

9.5 Notification of the acceptance of applications for executive positions will be sent via email a minimum of twenty-one (21) calendar days prior to the transition meeting.

9.6 All application periods must commence a minimum of fourteen (14) calendar days prior to the interview to be held.

9.7 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the executive team.

#### Article X: Amendments

10.1 The organization may make, amend or repeal the constitution or certain sections therein.

10.2 Notice of a meeting called to consider such a resolution shall be given as follows:

10.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;

10.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.

10.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).

10.4 The team must have the final say on amendments to the constitution.

#### Article XI: Transition

11.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

11.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

11.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of March each year to assist with the transition between new executive teams.

#### Article XII: Emergency Powers

12.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.

12.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

12.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

12.4 Editorial members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire team.

#### Article XIII: Precedence of University Policies

13.1 JNS will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the University's policies, procedures, and guidelines will take precedence.

#### Article XIV: Legal Liability

14.1 The University of Toronto Scarborough does not endorse JNS's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

#### Appendix A: General Meeting Rules of Order

##### I. Call to Order

1. The Editor-in-Chiefs may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.

2. The meeting must be open to all applicable editorial members. Editorial team members must receive notice of the meeting in accordance with the constitution.

##### II. Review of the Agenda

1. The first draft of the agenda is prepared by the Editor-in-Chiefs prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.

2. The agenda belongs to all members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.

3. At this point in the agenda, members may add or delete items from the agenda and may change the order of presentation.

4. When possible, changes to the agenda should be done by acquiescence of all members. Formal voting on the agenda is only necessary where it appears to the Editor-in-Chiefs that there is a disagreement.

### III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the team.
2. The minutes are prepared by either the Editor-in-Chiefs or some other individual appointed by the executive team. Any member may suggest changes to the minutes before the team adopts them. The suggested changes should be set forth in the minutes for the record, and then the team should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the team, and identify the general members voting in favour, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Editor-in-Chiefs that there is a disagreement.

### IV. Executive Reports

1. Executives may report their findings or recommendations to the entire team at this point of the agenda.
2. The full report should be presented and then editorial team members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the entire team.

### V. Open Forum

1. It is the custom and practice of most organizations to allow all members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Editor-in-Chiefs and these limitations must be enforced. Each member should address the Editor-in-Chiefs regarding an issue and must speak courteously and to the point.

### VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The team may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the team.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the team.



## VII. Motions and Deliberations

1. When an item of business is to be discussed, the Editor-in-Chiefs announces the item to be discussed and opens the floor to discussion.
2. The Editor-in-Chiefs may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the team members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the team, time limits may be extended.
3. When it appears to the Editor-in-Chiefs that all team members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

## VIII. Voting

1. There are 3 basic motions for each item of business:
  - 1.1 A motion to adopt a specific action by the board.
  - 1.2 A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
  - 1.3 A motion to remove an item from consideration
2. The team is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the team has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the team.