

# **Constitution of “Canadian Undergraduate Behavioural Sciences (CUBS)”**

## **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “Canadian Undergraduate Behavioural Sciences”
- 1.2. The official acronym or abbreviation of the group is “CUBS”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to build a multi-disciplinary community of students at the University of Toronto, with the goal of learning about how behavioural economics is being applied beyond the classroom. This will be achieved through newsletters that will keep students up to date with important research, career opportunities, and other developments in the field. We will host events and workshops with behavioural economics practitioners leading talks about their work and current research. Students will also have the chance to create their own behaviourally informed policies and experiments to test on campus. The objective of the group is to get more students interested in the field, through meeting like-minded enthusiasts, learning about current research, and by putting academic theory to the test with their own behavioural policies.

## **2. Article Two – Membership and Membership Fee**

- 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.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 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.

## **3. Article Three – Rights of Members**

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

## **4. Article Four - Executive Committee Structure**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.

- 4.2. The Executive Committee shall be comprised of six (6) 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.

## **5. Article Five - Executive Committee Composition and Duties**

### **5.1. The President (1) 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 Finance,
- 5.1.5. Organize and lead Executive-level meetings every two weeks with prior notification. Guide the strategic direction of all portfolios, establishing objectives, measuring success, setting deadlines, and planning implementation strategies,
- 5.1.6. Ensure a transition of office from one year to the next.

### **5.2. The Internal Development Liason (1) shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Conflict resolution with the President,
- 5.2.3. Create merchandise for internal team and events with Marketing,
- 5.2.4. Email monitoring and communication with the President,
- 5.2.5. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.6. Coordinate and organize socials,
- 5.2.7. Work with Co-Curricular Record,
- 5.2.8. Work with the President to ensure CUBS is University of Toronto Students' Union recognized,
- 5.2.9. Assist in developing team merchandise.

### **5.3. The Director of Research (1) shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Design, conduct, and oversee experiments and research projects,
- 5.3.3. Develop and maintain a research agenda aligned with the club's goals and interests,

- 5.3.4. Establish and maintain partnerships with academic institutions, industry professionals, and other relevant organizations,
- 5.3.5. Organize workshops and seminars to educate members on research methodologies and findings,
- 5.3.6. Provide guidance and support to members involved in research activities, fostering their development and skills.

**5.4. The Director of Marketing (1) shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Create a template for posts to be uploaded on a timeline,
- 5.4.3. Stay up-to-date on sponsor and partner details,
- 5.4.4. Lead efforts to build and maintain the club's brand identity and promotional activities,
- 5.4.5. Create timelines and posts for relevant departments.

**5.5. The Director of Finance (1) shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Maintain accurate records of all financial transactions, including handling reimbursements and receipts,
- 5.5.3. Hold signing and financial authority along with the President,
- 5.5.4. Develop, review, and adjust budgets for all events and club activities throughout the year,
- 5.5.5. Work with the club to understand budgeting needs,
- 5.5.6. Work with events to sort out sponsors,
- 5.5.7. Seek and secure financial sponsorship from both the University of Toronto and external sources.

**5.6. The Director of Events (1) shall:**

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Host a minimum of 2 events per semester
- 5.6.3. Maintain communication with existing partners and seek new partnerships,
- 5.6.4. Collaborate with Finance and Marketing on promotional posts, sponsorship packages, and budgeting,
- 5.6.5. Develop detailed plans for each event, including timelines, task assignments, and logistical arrangements,
- 5.6.6. Gather feedback from attendees and stakeholders after each event to assess success and identify areas for improvement.

**5.7. The Research Experiments Leads (2) and Research Experiments Associates (4) shall:**

- 5.7.1. Not eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Support the planning and execution of interviews and educational workshops featuring behavioral science professionals, including logistical coordination and content development,

- 5.7.3. Conduct outreach to professionals in industry and academia to facilitate partnerships, collaborations, and guest appearances at club events,
- 5.7.4. Conduct comprehensive literature reviews to inform research design and hypothesis development, synthesizing findings to guide experimental approaches,
- 5.7.5. Contribute to the development of research proposals, including articulating research questions, outlining methodologies, and justifying study designs,
- 5.7.6. Ensure adherence to research ethics principles and regulatory requirements throughout the research process, maintaining integrity and transparency in all research activities
- 5.7.7. Liaise with research teams to prepare social media posts that document the club's research activities.

**5.8. The Manager of Marketing (2) shall:**

- 5.8.1. Not eligible to cast votes at meetings of the Executive Committee,
- 5.8.2. Design and execute marketing campaigns to promote club events, achievements, and initiatives,
- 5.8.3. Oversee all aspects of the club's social media presence, including content creation, posting schedules, and engagement with followers,
- 5.8.4. Coordinate with Finance and Events to align marketing efforts with budgeting, sponsorship packages, and event promotion strategies,
- 5.8.5. Develop engaging and compelling content for various marketing channels, including social media posts, newsletters, blog articles, and promotional materials.

**5.9. The Manager of Finance (2) shall:**

- 5.9.1. Not eligible to cast votes at meetings of the Executive Committee,
- 5.9.2. Aid the Director of Finance in managing the club's financial affairs, including budgeting, expense tracking, and financial reporting,
- 5.9.3. Maintain accurate records of financial transactions, including receipts, invoices, and reimbursements,
- 5.9.4. Help monitor and track budget allocations for various club activities and events, ensuring adherence to financial guidelines and constraints.

**5.10. The Manager of External Relations - Events (1) Manager of Events Logistics - Events (1) and Manager of Communications - Events (1) shall:**

- 5.10.1. Not eligible to cast votes at meetings of the Executive Committee,
- 5.10.2. Collaborate with the Director of Events and other relevant stakeholders to plan, organize, and execute events,
- 5.10.3. Manage and conduct outreach to professionals in the industry to secure speakers judges, and panelists for events,
- 5.10.4. Connect with appropriate venues, including catering services and the University of Toronto, to secure event spaces and logistical support,
- 5.10.5. Seek and secure sponsorships from external partners to support event

- expenses and enhance the attendee experience,
- 5.10.6. Assist with the planning and execution of interviews and educational workshops with behavioural science professionals,
- 5.10.7. Facilitate engagement with event attendees before, during, and after events through surveys, feedback forms, and follow-up communications.

## **6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

## **7. Article Seven – Finances**

- 7.1. The Finance Portfolio shall keep an active record of income and expenses.
- 7.2. The Finance Portfolio shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. 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.
- 8.3. 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.

## **9. Article Nine - Termination of Membership**

- 9.1. 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. 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.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 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.