

Constitution of “Women in Science and Engineering (WISE) University of Toronto Student Chapter”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Women in Science and Engineering (WISE) University of Toronto Student Chapter”
- 1.2. The official acronym or abbreviation of the group is “WISE U of T Student Chapter”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to promote awareness of, and to create a sense of community for womxn pursuing careers in STEM (Science, Technology, Engineering, Math) fields. WISE U of T Student Chapter is committed to creating and participating in events that promote educational and social values in harmony with those of the University. We will work towards creating networks of women-identifying students, faculty, and professionals, both within the University and across Canada, which will act as support groups and as a valuable resource of skills and knowledge for our members. WISE U of T Student Chapter is a non-profit organization which promotes womxn in science and engineering as well as simultaneously helping to eliminate discrimination towards marginalized groups.

WISE U of T Student Chapter shall be recognized as an official chapter of WISE, associated with all of the other WISE chapters and their branches across Canada. The collection of all the WISE chapters and branches, as a whole, is a nation-wide network of individuals working together to promote and support women in STEM and related fields, and to act as an information resource to educators, employers, and the government. Our chapter of WISE is linked to the others in two ways: by our common names and by our common goals. Aside from this, WISE U of T Student Chapter may choose to be independent of all the other WISE chapters in terms of operations, activities, events, and/or financial independence, or any combination thereof. However, we are not limited exclusively to the two links just mentioned. WISE U of T Student Chapter may also choose to participate in, and/or contribute to joint efforts with other WISE chapters, if they are appropriate to our own goals. This is the only official external connection held by WISE U of T Student Chapter.

The main goals of WISE U of T Student Chapter are:

- To encourage young womxn to seek higher education and achievement in science, engineering and related fields;
- To provide a representative voice for our members on issues relating to womxn in said fields
- To create an academic and social network for women-identifying students in these fields of study;
- To inform students about opportunities and contributions by womxn in these fields; and

- To help womxn feel comfortable in school and to prepare them for the challenges that lie ahead in the workforce.

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. No membership fee shall be charged unless there are insufficient funds to cover activity and operational costs
- 2.6. To hold the status of General Member, one must:
 - 2.6.1. Have their name, program of study, and email address and/or telephone number registered with the VP Marketing;
 - 2.6.2. Pay the membership fee for that year, if applicable (.
 - 2.6.3. Attend at least two WISE sponsored events during the year, excluding the Annual General Meeting, or help out with the organization and/or publicity of WISE and/or WISE events on campus or in the community.
- 2.7. To hold the status of VP, one must:
 - 2.7.1. Be hired into office at the end of the previous year, or during the term of office in the event of a vacancy on the Executive Board; and
 - 2.7.2. Attend all official Executive Meetings.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.
- 3.7. The rights of a General Member are the following. The right to:
 - 3.7.1. Participate in all Events presented by WISE U of T Student Chapter, free of charge, or at a members' rate if applicable – members' rate will apply after at least 2 events have passed in the school year, otherwise membership from the previous year will suffice;
 - 3.7.2. Speak on all matters pertaining to the organization;
 - 3.7.3. Vote during the Elections;
 - 3.7.4. Seek nomination for any VP position, providing that they are currently a general member;

- 3.7.5. Attend executive meetings for the purpose of contributing to the planning of events;
 - 3.7.6. Be duly informed of any and all meetings, events, and elections of the organization;
 - 3.7.7. Gain access to the organization's annual reports and financial records, upon written request to the VP Communications.
 - 3.7.8. Assert priority for consideration as WISE representatives at conferences or events, in the event of limited space or funding;
 - 3.7.9. Be eligible for consideration of WISE scholarships and bursaries;
 - 3.7.10. Entitled to a reference letter detailing their involvement and participation in WISE U of T Student Chapter, as appropriate; and
 - 3.7.11. Propose constitutional amendments at the Annual General Meeting, executive meetings, or through correspondence with members of the executive team.
- 3.8. The rights of an Executive Officer are the following. The right to:
- 3.8.1. All privileges and rights of a General Member, as outlined in Article 3, section 3.7;
 - 3.8.2. Vote on all internal affairs;
 - 3.8.3. Request an executive meeting;
 - 3.8.4. Request to withdraw General Membership status from any General Member in the case of any conduct that violates the constitution of WISE U of T Student Chapter or the University of Toronto's Student Affairs code of conduct; and
 - 3.8.5. Form a subcommittee to help organize the development of any specific event or program.

4. Article Four - Executive Committee

- 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 45 (forty-five) 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 per cent (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 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 the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.
- 5.1.7. Act as the official representative of, and spokesperson for, the chapter;
- 5.1.8. Provide leadership to the chapter, maintaining a clear vision of WISE's mandate and goals;
- 5.1.9. Call all Executive Board Meetings;
- 5.1.10. Notify all VPs of all Executive Meeting dates, at least two days prior to the meeting date
- 5.1.11. Prepare Agendas for all Executive Meetings;
- 5.1.12. Chair all Executive Board Meetings;
- 5.1.13. Update the Annual Plan periodically, in cooperation with the VPs, although this is not a mandatory action;
- 5.1.14. Ensure that all meetings are conducted with an acceptable degree of order;
- 5.1.15. Exercise signing authority of administrative and financial documents with the VP Communications and VP Finance, respectively;
- 5.1.16. Coordinate and supervise the efforts of the Executive Board in organizing events and other activities;
- 5.1.17. Establish the official meeting schedule and calendar of events for the entire year while in office as President
- 5.1.18. Set the goals for the year in cooperation with all members of the Executive Board;
- 5.1.19. Document and manage legal cases;
- 5.1.20. Be the official contact from the executive board for Student Affairs and the University of Toronto Students' Union;
- 5.1.21. Be responsible for annual renewal for the following privileges and/or access, when applicable: access to office space, photocopying privileges, telephone privileges during specified hours - to be agreed upon between the owner of the number and the Executive Board, access to a computer and printer, continued access to maintain the official WISE U of T Student Chapter email address, mail box, and web page.
- 5.1.22. Collect a minimum of \$10,000 annually through corporate sponsorship
- 5.1.23. Liase with the VP Professional Development in organizing the professional development events with sponsor companies

5.2. The External Affairs Director shall:

- 5.2.1.** Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts.
- 5.2.5. Establish and maintain relationships with departments, faculty, and other organizations within the university;
- 5.2.6. Develop and maintain a platform for building a network for the WISE community;
- 5.2.7. Collaborate with President in developing vision and strategy for organization;
- 5.2.8. Oversee the organization of volunteer network;

- 5.2.9. Responsible for connecting with external partners and university contacts in developing skill-building workshops to support the personal and professional development of WISE members

5.3. The VP Finance shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.3.2. Record all financial transactions of the group,
- 5.3.3. Hold signing and financial authority along with the President,
- 5.3.4. Advise members on financial position of the group,
- 5.3.5. Exercise signing authority of financial documents with the President and/or Senior Vice President;
- 5.3.6. Establish the annual budget in cooperation with the President and/or Senior Vice President;
- 5.3.7. Keep the budget up-to-date if revisions occur;
- 5.3.8. Coordinate sponsorship and grant applications;
- 5.3.9. Maintain up-to-date financial bookkeeping;
- 5.3.10. Maintain accurate and up-to-date financial records for all transactions;
- 5.3.11. Keep a record of files containing all receipts and related financial documents from all expenses, including gifts and/or other services to guest speakers, presenters, and sponsors;
- 5.3.12. Be responsible for reimbursements and payments, and submitting photocopies of these documents to the appropriate parties;
- 5.3.13. Process membership fees and forward the receipts to members, if such a fee is imposed;
- 5.3.14. Prepare the financial documents for the Annual Report;
- 5.3.15. Prepare financial report upon request (see Article IV, Section 1.1); and
- 5.3.16. Cannot be in final year of studies or must be available to act as a mentor/advisor to the incoming VP Finance the following year.

5.4. The VP Marketing shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Maintain a list of group members,
- 5.4.3. Maintain the group website and member contact list,
- 5.4.4. Record notes and motions for meetings,
- 5.4.5. Notify all members of general meetings.
- 5.4.6. Be responsible for gaining approval from the appropriate parties to display announcements, promotional materials and other documents on campus;
- 5.4.7. Coordinate the publicity strategy;
- 5.4.8. Develop a publicity plan and recruit representatives to help advertise WISE to science and engineering students as well as beyond;
- 5.4.9. Be responsible for informing these representatives of announcements and providing posters and/or other media when such tasks arise;
- 5.4.10. Be responsible for creating, printing and posting and/or distributing all publications; when the necessary information is sent to them by the VPs in charge of the event for which the material is needed
- 5.4.11. Prepare and implement the publicity plan for publicizing WISE and for announcing upcoming events;

- 5.4.12. Be responsible for the design and production of event posters, brochures, pamphlets and other promotional media;
- 5.4.13. Be responsible maintaining WISE U of T Student Chapter's official bulletin boards within the University campus;
- 5.4.14. Create and maintain a newsfeed about current publications, international events and other genres and relating them to womxn in engineering
- 5.4.15. Ensure that there is at least one photographer at every event hosted by WISE and the pictures are sent to the VP Website and the VP Communications within 24 hours of the event taking place; and
- 5.4.16. Ensure that the equipment/material needed for WISE events are purchased and inventoried at least 6 hours before the event

5.5. The VP Outreach shall:

- 5.5.1. Be responsible for success of program;
- 5.5.2. Come up with unique creative themes for each event;
- 5.5.3. Responsible for heading the planning of International Women's Day Gala and the High School Outreach Conference
- 5.5.4. Responsible for creating and maintain affiliations with VP Marketing/Design; and
- 5.5.5. Responsible for finding new opportunities to expand club outreach.

5.6. The VP Professional Development shall:

- 5.6.1. Responsible for success of program;
- 5.6.2. Responsible for the organization and operations of one WISE & Cheese Networking Event/Semester; and
- 5.6.3. Responsible for having at least 50 delegates at each event.

5.7. The WISE National Conference Chair shall:

- 5.7.1. Lead the conference team;
- 5.7.2. Career fair setup;
- 5.7.3. Make sure the conference is an improvement of the previous year's; and
- 5.7.4. Coordinate with President and Sr.VP on maintaining the budget.

5.8. The WISE National Conference Director of Panels shall:

- 5.8.1. Organize the conference events with the help of the conference Chair and Director of Workshops;
- 5.8.2. Invite Keynote and panel speakers;
- 5.8.3. Organize panels and make sure they cover all STEM fields.

5.9. The WISE National Conference Director of Competitions shall:

- 5.9.1. Be responsible for the organization and logistics of the Case Competitions; and
- 5.9.2. Be responsible for the organization of the 3MT Competition, or finding an alternative Competition.

5.10. The WISE National Conference Director of Marketing shall:

- 5.10.1. Create the marketing campaigns for the conference; and
- 5.10.2. Bring 300+ delegates to the conference from across Canada.

5.11. The WISE National Conference Director of Operations shall:

- 5.11.1. Be responsible for operations of the conference;
- 5.11.2. Find and book a size-appropriate and accessible venue;
- 5.11.3. Confirm Food;
- 5.11.4. Work with VP Finance on Subsidies; and
- 5.11.5. Be responsible for event logistics.

5.12. The WISE National Conference Director of Relations shall:

- 5.12.1. Be responsible for maintaining and updating the Conference budget (with VP Finance)
- 5.12.2. Arrange both internal and external subsidies for the Conference
- 5.12.3. Arrange subsidies for the Conference with assistance from Director of Operations
- 5.12.4. Assist Marketing Team on maintaining positive relations with external organizations
- 5.12.5. Organize the Grad Fair

5.13. The WISE National Conference Director of Internal Operations shall:

- 5.13.1. Be responsible for the operations of the conference;
- 5.13.2. Organize conference staffing;
- 5.13.3. Train all executives and volunteers; and
- 5.13.4. Be responsible for event logistics.

5.14. The WISE National Conference Director of Workshops shall:

- 5.14.1. Organize the conference workshops with the help of the conference Chair and Director of Panels;
- 5.14.2. Help sponsors plan workshops if they don't have pre-made ones

5.15. The WISE National Conference Webmaster shall:

- 5.15.1. Be responsible for maintaining the updating the National Conference website
- 5.15.2. Manage paid promotions for WISENC's posts and advertisements across all web and social media platforms
- 5.15.3. Assist WISE National Conference Director of Marketing with ticket sales and conference promotion

5.16. The WISE Director of High School Outreach shall:

- 5.16.1. Act as a mentor to the HSO Directors and Ambassadors
- 5.16.2. Be responsible for contacting and arranging presentations at high schools in the GTA with help of VP Outreach
- 5.16.3. Be responsible for the recruitment and management of HSO Ambassadors
- 5.16.4. Assist with all Outreach Team efforts when necessary

5.17. The WISE Director of Community Outreach shall:

- 5.17.1. Contact and organize events with womxn- and STEM-centred organizations in the community
- 5.17.2. Be responsible for finding new opportunities to expand club outreach
- 5.17.3. Assist with all Outreach Team efforts when necessary

5.18. The WISE Director of Operations Outreach shall:

- 5.18.1. Assist with the Directors of Community and High School Outreach with the organization of events
- 5.18.2. Be responsible for room bookings and catering
- 5.18.3. Assist the organization of school visits
- 5.18.4. Assist with all Outreach Team efforts when necessary

5.19. The WISE Director of High School Mentorship shall:

- 5.19.1. Be responsible for the organization and maintenance of the High School Mentorship program
- 5.19.2. Be responsible for securing at least 20 university undergraduate students as mentors and at least 20-40 high school students as mentees
- 5.19.3. Organize at least one event/semester

5.20. The WISE Director of Outreach Special Events shall:

- 5.20.1. Lead organization of High School Outreach Conference, STEM Student for a Day, and International Women's Day Gala
- 5.20.2. Assist with Outreach Team activities

5.21. The WISE Director of Marketing for Outreach shall:

- 5.21.1. Manage marketing campaigns for Outreach team
- 5.21.2. Create connections with other WISE chapters and other organizations to boost delegate reach
- 5.21.3. Maintain consistent social media promotion for Outreach event registrations
- 5.21.4. Work with VP PD, VP Outreach and VP Marketing to track event and social media statistics;
- 5.21.5. Support VP Marketing in publishing to WISE social media accounts in a timely manner; and
- 5.21.6. Order WISE swag as needed

5.22. The WISE Director of Graphic Design shall:

- 5.22.1. Be responsible for the design of posters, banners, logos, etc.
- 5.22.2. Be responsible for submitting promotional material to VP Marketing
- 5.22.3. Be responsible for creating a storyboard to revamp the website and work with the web developer

5.23. The WISE Director of Web Development shall:

- 5.23.1. Be responsible for maintaining and updating the website and email server
- 5.23.2. Be responsible for working with the graphic designers in revamping the website
- 5.23.3. Be responsible for keeping the official WISE website up to date - this involves uploading blurbs send by other WISE executives onto the website
- 5.23.4. Be responsible for uploading pictures taken at official WISE events onto the website
- 5.23.5. Maintain the career part of the website;
- 5.23.6. Be responsible for uploading interesting summer job postings onto the website

5.24. The Stories of WISE Director shall:

- 5.24.1. Write weekly blog posts and conduct interviews of students and professionals for Stories of WISE
- 5.24.2. Work with VP Marketing to collect stories of inspiration from around Toronto area
- 5.24.3. Attend WISE events to photograph and conduct interviews
- 5.24.4. Be responsible for WISENC Speaker features

5.25. The WISE Director of Social Media shall:

- 5.25.1. Manage marketing campaigns for the larger WISE team in collaboration with portfolio marketing directors
- 5.25.2. Create connections with other WISE chapters and other organizations to boost online presence
- 5.25.3. Maintain consistent social media promotion and presence for the WISE mission and message

5.26. The Photographer/Videographer shall:

- 5.26.1. Attend and photograph various WISE events, images to be used for all marketing materials
- 5.26.2. Assist with other Marketing roles as needed

5.27. The WISE Director of Operations Professional Development shall:

- 5.27.1. Assist the VP of PD with the organization of all Professional Development events
- 5.27.2. Be responsible for finding and booking venues
- 5.27.3. Be responsible for providing catering

5.28. The WISE Director of Industry Mentorship shall:

- 5.28.1. Be responsible for the organization and maintenance of the Industry Mentorship Program
- 5.28.2. Be responsible for securing at least 20 industry mentors, and recruiting 20-40 student mentees
- 5.28.3. Organize at least one event/semester

5.29. The WISE Director of Marketing for Professional Development shall:

- 5.29.1. Manage marketing campaigns for PD team
- 5.29.2. Create connections with other WISE chapters and other organizations to boost delegate reach
- 5.29.3. Maintain consistent social media promotion for PD event registrations

5.30. The WISE Director of Business Relations shall:

- 5.30.1. Be responsible for contacting companies regarding sponsorship
- 5.30.2. Be responsible for acting as liaison between company representatives and VP Professional Development
- 5.30.3. Be responsible for updating and improving the WISE Sponsorship package regularly along with the Finance Team
- 5.30.4. Contact previous sponsors desirous of maintaining/exceeding their prior sponsorship along with the Finance Team
- 5.30.5. Contact potential sponsors such as companies, organizations, associations through personal meetings, cold phone calls and emails encouraging them to take in interest in WISE

5.31. The First Year Associate shall:

- 5.31.1. Rotate through the different sectors of WISE to gain valuable experience in different roles and develop a broad set of skills
- 5.31.2. Work to support the different sectors of WISE by participating in meetings, sharing ideas, and contributing to the planning and executing of different events

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 Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer 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.
- 7.8. The official budget for each year shall be set by the VP Finance of that term of office, with the cooperation of the President.
- 7.9. The budget shall be made available to all the VPs. Corporate and University sponsors may access the budget upon written request to the Executive.
- 7.10. In the event of a budget surplus at the year's end, all funds in WISE U of T Student Chapter's name will be carried over to the WISE U of T Student Chapter budget for the following academic year.
- 7.11. WISE U of T Student Chapter shall hold all accounts in its name, with the same banking institution.
- 7.12. WISE U of T Student Chapter may have one or more accounts in its name.
- 7.13. The signing officers for all of WISE U of T Student Chapter's financial transactions and affairs are any two of the Presidents, VP Finance, and VP Marketing.
- 7.14. Outgoing executive board must leave sufficient funds (suggested amount: \$1000) for the incoming executive board to run the Welcoming Night and subsequent events before funding is approved.

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. As a minimum, there shall be two official Executive Meetings during the Summer Term; a minimum of four during the Fall Term; and a minimum of four during the Spring Term. The schedule of meeting times will be flexible, to accommodate the diversity of activities in which the VPs are involved. Executive Meetings may be conducted in person or through Zoom.

- 8.3. 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.
- 8.4. 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.