

## Constitution of “EXCEL1ENCE”

### 1. Name

- i. The official name of this recognized campus organization is “EXCEL1ENCE”
- ii. The acronym or abbreviation of this organization is: “X1”

### 2. Purpose and Objectives

EXCEL1ENCE, pronounced "Excellence," is a dedicated learning hub with a primary mission to gear students at the University of Toronto Mississauga with essential tools for academic excellence. Recognizing the diverse academic backgrounds of our student body, EXCEL1ENCE endeavors to bridge these gaps by providing every student with fundamental computational skills for their academic career. Moreover, our hub is committed to ensuring a rich array of academic resources to enhance the overall academic experience and unveil opportunities conducive to academic success among students.

Understanding the pivotal role of emotional well-being in academic success, EXCEL1ENCE fosters a community where highly motivated and ambitious individuals can come together to share their insights and knowledge. The hub’s approach is structured around three key pillars:

- i. Providing training for essential skills on platform including, but not limited to:
  - a. Microsoft Office Suite
    - i. Excel
    - ii. Word
  - b. Statistical Computing Languages
    - i. Python
    - ii. R
- ii. Fostering a community through:
  - a. Multiple in-person community events such as workshops
  - b. Peer-to-peer tutoring
- iii. Acting as academic resources depository by:
  - a. Collect and print past papers from students to incoming students
  - b. Collect and promote testimony and advice from students for incoming students
  - c. Collect and compile class notes, flashcards, and all other study tools used by students and bestowed to EXCEL1ENCE.

EXCEL1ENCE acknowledges the imperative for essential skills training within the student community and is committed to providing its services free of charge, ensuring accessibility for all students. In alignment with the University of Toronto Mississauga's initiatives to ease the transition for incoming students, EXCEL1ENCE extends its services to support all newcomers. With a vision to be a cornerstone in the academic journey of University of Toronto Mississauga students,

EXCELLENCE aspires to play a central role in enhancing the overall educational experience. That vision should guide all future decisions and inspire new initiatives.

### **3. Membership**

- i. Membership to the organization is open to all the University of Toronto members (students, staff, faculty and alumni).
- ii. At all times, members are expected to respect the code of conduct and the intellectual property of the organization. Failure to comply will lead to consequences outlined in the code of conduct.
- iii. U of T 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.
- iv. The membership fee will be and remain \$0.00 per year.
- v. For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the organization must maintain a minimum of 30 members, a total of 51% of membership are UTMSU members. The organization must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

### **4. Executive List and Duties**

The executive committee shall be comprised of 5 elected officers. These include the President, Vice-President, Director of Outreach and Social Engagement, Director of Finance, and the Administrator.

*The President shall:*

- Oversee the operations, management and success of the organization
- Be the spokesperson for the organization
- Hold signing officer authority along with the Director of Finances for financial purposes
- Preside overboard meetings as well as general meetings
- Ensure transition of office to the future Executives Additional responsibilities may include:
  - Hold signing officer authority to approve the establishment of new committees
  - Host in-person workshops offered by the organization
  - Represent the organization's best interests during meetings with external parties

*The Vice-President shall:*

- Assume duties of the President in their absence
- Oversee and report on the various committees
- Ensure that all the activities of the organization meet regulations and policies of the University of Toronto
- Mitigate internal conflicts among members
- Represent the voices of non-executive members
- Appoint into office committee managers

*The Director of Finance shall:*

- Record all financial transactions of the organization
- 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 organization
- Prepare an annual budget for the organization as well as budgets for specific events
- Actively inquire new avenues of funding
- Distribute spending across all committees with regards to annual projects and membership.

*The Director of Outreach and Social Engagement shall:*

- Manage the organization social media accounts
- Maintain the organization social image
- Carry out official communications on social media platforms
- Coordinate promotion campaigns for the organization events, activities, and workshops
- Nurture a close relationship with non-executive members through engaging content such as pool or surveys
- Assume a chief officer position when overseeing the planification of in-person or online community events of dedicated committees
- Present in-person or only community event to the Executive Committee for approval

*The Administrator shall:*

- Make a list of all registered members
- Maintain member contact list
- Record notes and motions for meetings
- Schedule the Executive Committee meetings and communicate the agenda to all executives, at least two days prior the meeting.
- Handle official correspondence of the organization
- Ensure bilateral communications between the Executive Committee and the general members
- Administer communications and coordination between committees
- Oversee official communications across all media.

The organization may appoint Managers for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

#### **Termination of Executives or General Members:**

- i. Any member of the organization who commits an act negatively affecting the interests of the organization and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal and suspended from his executive rights. In the presence of any offenses, until the organization decides otherwise.
- ii. The member up for removal shall have the right to defend their actions.
- iii. A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.
- iv. The member will be removed from the organization's membership and will lose any privileges associated with being a member of the organization.
- v. 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 organization.

#### **5. Executive Committee Voting Procedures**

- i. The President does not possess a voting right in non-substantive procedures such as adoption of the agenda, moving the agenda, adjourning the meeting, and voting of the proposal of amendments.
- ii. In cases where a majority cannot be attained on substantive procedures, the President's Voting Privilege states that its vote will be counted as two.
- iii. The approval of the annual budget requires a two-third majority of the Executive Committee.

#### **6. Elections**

- i. The Executive Committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose all conflicts of interest in the election.

- ii. The SEO Election Officer shall accept nominations only from organization members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates must be members in good standing and be part of the organization for at least one month prior to the nomination period. Candidates of prior elections will be eligible for cumulative vote privilege which allows votes gained during previous campaigns to be aggregated in the total amount of votes of the current elections.
- iii. The SEO shall select three (3) election dates before March 30<sup>th</sup> for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.
- iv. The SEO shall manage the online ballot on the voting dates and announce the final results through associated communication channel.
- v. In preparation for a tie, the SEO 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 to break the tie.
- vi. After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.
- vii. Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.
- viii. Only U of T 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.
- ix. Term of executive positions shall be from May 1st to April 30th.

## **7. Finances**

- i. The Director of Finances shall keep records of all income and expenses. The Director of Finances shall present the organization's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by a majority vote at an executive meeting.
  
- ii. The organization'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 organization, or of charges for specific activities, programs or events, or to prohibit organizations from engaging in legitimate fundraising. However, the organization 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 its officers.

## **8. Meetings**

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

The organization shall hold general meetings at least twice per year.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the organization's annual activity plan, 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 bi-weekly basis where date and times are to be set by the administrators. The quorum of executive meetings shall be 50%+1 of executives.

## **9. Amendments**

- i. Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

- ii. Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.
  
- iii. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc.) within two (2) weeks of its approval by general members.