



# CONSTITUTION OF THE UNIVERSITY OF TORONTO AEROSPACE TEAM

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# 1. Name

- 1) The official name of this recognized campus group is: University of Toronto Aerospace Team
- 2) The official acronym for this group is: UTAT
- 3) The official slogan for this group shall be: Redefining Limits

# 2. Mission

## 2.1 Mission

- 1) The mission of UTAT is to provide opportunities for students at the University of Toronto to apply and develop skills relating or applicable to aerospace science, engineering, STEM education, and industry.

# 3. Membership

## 3.1 Eligibility

- 1) Membership of UTAT is open to, but not limited to, all members of the University of Toronto including, but not limited to, students, alumni, faculty, and staff.
- 2) These group will be referred to as “Members” and “the Membership”
- 3) Advisors to UTAT who do not take part in regular UTAT activities are not considered members.

## 3.2 Rights of Membership and the Organization

- 1) The Membership of UTAT is eligible to nominate individuals for elections, hold non-voting executive positions, and recommend constitutional amendments.
- 2) **Only Members who are registered students of the University of Toronto** are eligible to vote, hold voting executive positions, as well as vote on constitutional amendments.
- 3) 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.
- 4) UTAT has the right to use the photograph and likeness of its member base in any publication or display for the purposes of promoting or furthering the mission of UTAT unless otherwise requested upon in writing to the Executive Team (outlined in section 3.3.2).
- 5) UTAT has the right to use all media and work made under representation of the organization in any publication or display for the purposes of promoting or furthering the mission of UTAT unless otherwise agreed upon in writing.

- i) Work made “under representation” includes work that is submitted as a part of the organization, which displays the organization's members as a key focus, or which uses material and/or resources financed by the organization.

### **3.3 Membership Classification**

- 1) Members may fall into categories of identification including: Executive Team members, Leadership Team members, and general members. These categories are used for administrative purposes only and do not afford any Members additional rights above those afforded to them by their position.
- 2) Executive team members are those outlined in Section 4.1 Organization
- 3) Leadership team members are those who fill leadership roles within UTAT divisions and portfolios, fulfilling activities including, but not limited to: management, administration, mentorship, and strategic planning.
- 4) General members are those who do not fall into the other two membership categories.

### **3.3 Fees for Membership**

- 1) The Membership of UTAT will not be charged a fee for their membership.
- 2) Members intending to attend competitions, conferences or events on behalf of UTAT may be responsible for their own travel expenses.
- 3) Members may be responsible for funding their own involvement with special projects and services, which may be partially subsidized by UTAT.

### **3.4 Recognition**

- 1) The team must maintain an active membership roster consisting of at least 10 undergraduate engineering students to ensure continuing recognition with the Engineering Society, the Office of Student Life, and the University of Toronto Students' Union.

## **4. Executive and Organization Structure**

### **4.1 Organization**

- 1) The organization will be divided into two branches: the Administrative Branch and the Technical Branch.
- 2) The Administrative Branch will be divided into five (5) portfolios: the Business Development Portfolio, the Finance Portfolio, the Organizational Development Portfolio, the Media Portfolio, and the Outreach Portfolio.
- 3) The Technical Branch will be divided into four (4) divisions: the Aerospace Policy Division, the Rocketry Division, the Space Systems Division, and the Unmanned Aerial Systems Division.
- 4) Divisions and portfolios will be referred to collectively as “Organizations.”

- 5) Each Organization in the Administrative branch and Technical branch will have a minimum of one (1) Director responsible for its operations.
- 6) The Directors who are a part of the Administrative Branch will each sit on the Executive Committee, while those who are a part of the Technical Branch are still Executive Members but do not hold any seats on that Committee.
- 7) The Executive Committee will be chaired by the Executive Director.
- 8) All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 9) None of the 6 Executive Committee members may hold a non-voting executive position.
- 10) Each Director is responsible for managing their organization, the expectations of their respective branches, and may create their own Rulebooks that do not contradict the Constitution.

## 4.2 Executive Director

- 1) The Executive Director shall be chosen through a majority vote outlined in Section 5.1.
- 2) The Executive Director shall be responsible for steering the direction of UTAT's activities.
- 3) The Executive Director is responsible for considering the needs of the Administrative and Technical branches to promote collaboration within UTAT.
- 4) Other responsibilities of the Executive Director shall be:
  - i) To oversee operations to manage the success of UTAT.
  - ii) To manage external communications with faculty, alumni, advisors, industry partners, and student organizations
  - iii) To hold signing officer authority for financial purposes.
  - iv) To preside over Executive Committee meetings.
  - v) To develop new strategies for enlarging the member recruitment pool of UTAT.
  - vi) To ensure the smooth transition of Directors.
  - vii) To appoint a successor from the Executive Committee if, for any reason, they are absent for a prolonged period or unable to complete their duties as Executive Director.
  - viii) To ensure all activities of the club meet regulations and policies of the University of Toronto.
  - ix) To work with Directors and Portfolios to maintain and pursue Finance, Business Development, Organizational Development, and Outreach initiatives.

## 4.3 The Administrative Branch

- 1) The Administrative branch shall be organized pursuant to the details of Section 4.1 Organization.
- 2) The Directors of the Administrative branch shall be selected based on the voting process outlined in Section 5.1.
- 3) The Business Development Portfolio will operate with the following objectives:
  - i) To develop corporate sponsorships to bring capital and parts into UTAT.
  - ii) To develop corporate partnerships to bring talent and knowledge into UTAT.
  - iii) To maintain relationships with existing corporate sponsors and partners.

- iv) To develop relationships with academic partners to bring talent, knowledge, and resources into UTAT.
  - v) To maintain a list of all sponsors and partners of UTAT.
  - vi) To generally develop the business operations of UTAT.
- 4) The Finance Portfolio will operate with the following objectives:
- i) To ensure UTAT's operations are fiscally responsible.
  - ii) To collaborate with all portfolios, both administrative and technical, to create, balance and maintain a budget.
  - iii) To track, manage, and forecast UTAT's financial needs.
  - iv) To manage personal expense reimbursement for members.
  - v) To ensure all financial documentation is accurately and completely prepared and updated.
  - vi) To analyze expenditures and incomes to develop strategies towards enhancing monetary practice.
- 5) The Organizational Development Portfolio will operate with the following objectives:
- i) To foster and maintain the use of team wide initiatives and resources
  - ii) To foster team wide collaboration and sharing of best practices
  - iii) To lead internal recruitment and onboarding efforts
  - iv) To develop new strategies for enlarging the member recruitment pool of UTAT.
  - v) To bring together the internal UTAT community and its various divisions
- 6) The Media Portfolio will operate with the following objectives:
- i) To maintain consistent branding for UTAT's external communications, including, but not limited to, ensuring information on utat.ca, the Facebook page, LinkedIn and the Instagram account are up to date.
  - ii) To develop public awareness and engagement about UTAT at the University of Toronto and other college campuses, as well as with the public at-large
  - iii) To develop marketing campaigns and materials to support UTAT's external relations engagements
- 7) The Outreach Portfolio will operate with the following objectives:
- i) To develop interest and promote education in aerospace, STEM, the University of Toronto, and UTAT among high school, university students, and the public at-large
  - ii) To develop partnerships in cooperation with the Business Development and Media Portfolios with industry and academic stakeholders
  - iii) To facilitate events to forward the development of UTAT's brand
  - iv) To develop new strategies for enlarging the member recruitment pool of UTAT.

## 4.4 The Technical Branch

- 1) The technical branch shall be organized pursuant to the details of Section 4.1 Organization.
- 2) The Directors of the Technical branch shall be appointed by the Executive Director through a diligent recruitment process outlined in Section 5.3 Succession of Directors with significant value placed on the recommendations of current Technical branch Directors.

- 3) All Technical branch divisions will operate with the following objectives:
  - i) To develop domain-specific projects to be completed by division members
  - ii) To develop the transferable skills of their membership such as leadership, teamwork, and communication
  - iii) To develop members' technical and engineering design skills.
  - iv) To promote UTAT at the University of Toronto, other Universities, competitions, and events
  - v) To produce documentation for internal use at UTAT on the development of projects, leadership structure, and non-technical areas.
- 4) The domains of the Technical branch divisions will be:
  - i) For Aerospace Policy, academic research and policy analysis
  - ii) For Rocketry, high-altitude sounding rockets
  - iii) For Space Systems, nanosatellites
  - iv) For Unmanned Aerial Systems, fixed-wing and multirotor UAVs

## 4.5 Responsibilities of Directors

- 1) Directors shall be responsible for overseeing the activities of their respective organization so as to fulfill that organization's objectives.
- 2) Directors shall be responsible for attending Executive Committee meetings and keeping the Executive Committee updated on the activities and needs of their organization.
- 3) Other responsibilities of Directors shall be:
  - i) To ensure a safe and positive working environment for their team
  - ii) To settling conflicts within their team
  - iii) To ensure the information in their section of the utat.ca website is up-to-date
  - iv) To maintain lists of their organizations' members
  - v) To provide opportunities for members to develop new skills
  - vi) To work with the Executive Committee to facilitate recruitment efforts for their organization
  - vii) To appoint acting Directors to replace them in periods of absence
  - viii) To provision resources to support their organizations' projects
  - ix) To form and oversee their organizations' leadership structure
- 4) Directors shall also be granted the authority to develop their organization and, with approval from the Executive Committee, UTAT as a whole through new undertakings
  - i) Directors are responsible for ensuring that any new undertaking which they develop does not interfere with the regular operations of another organization
  - ii) Directors are responsible for doing their due diligence in ensuring any new undertaking is in the best interest of UTAT, its membership, and the University of Toronto at-large

## 4.6 Termination of General Members and Leadership Team Members

- 1) Membership may not be terminated without cause

- 2) Termination of a member must always be preceded by a written warning except in exceptional circumstances
- 3) Termination of a member may occur in instances where that member has participated in misconduct including, but not limited to:
  - i) Bullying
  - ii) Harassment
  - iii) Sexual Harassment
  - iv) Discrimination
  - v) Excessively unruly or disruptive behavior
  - vi) Blatant disregard for safety procedures
  - vii) Criminal conduct
  - viii) Any activity outside of reasonable conduct which makes other members feel threatened or unsafe including, but not limited to discriminatory or prejudice acts
- 4) General members and Leadership Team members may be terminated at the discretion of the Executive Director and the Director of the Organization to which the member in question belongs.
- 5) All General member or Leadership Team member terminations are treated as terminations from UTAT as a whole, not a specific organization
- 6) All Members are entitled to appeal their termination to the Executive Committee.
- 7) The termination of a member must follow these steps:
  - i) The terminated member must be notified in writing of their termination from the team
  - ii) The terminated member must be notified of the reason for their termination
  - iii) The terminated member must be notified of their right to appeal the termination to the Executive Committee
  - iv) The Executive Committee member responsible for the termination must submit a written report of the termination to the Executive Committee including the name of the terminated member, the organization responsible for their membership, the reason for their termination, whether a warning was given, and that the terminated member was notified of their right to appeal.
  - v) All terminations will come into effect immediately once UTAT provides written notice.
  - vi) If the terminated member chooses to appeal their termination, they must be granted an opportunity to appeal verbally within fifteen (15) days to the Executive Committee
  - vii) Following an appeal, the Executive Committee must come to a decision on the termination and provide written notice to the defendant within eight (8) days.
  - viii) The defendant may request an appeal of the decision to the general membership, which will be decided through a simple majority vote within (7) days.

## **4.7 Termination of Executive Members**

- 1) Executive members may not be terminated without cause
- 2) Executive members may be terminated in two ways: termination of executive duties, and termination of membership
  - i) An Executive Member relieved of executive duties may remain a member of the team.



- ii) An executive member terminated of membership may no longer be a member of the team in any capacity.
- 3) Executive members may be terminated of membership pursuant to any of the reasons listed in section 4.6 Termination of General Members and Leadership Team Members
- 4) Executive members may be relieved of executive duties if they fail to fulfill the responsibilities of their role, to the detriment of the organization
- 5) The termination of an executive member must follow the following steps:
  - i) The executive member calling for termination must raise a motion in writing to the Executive Committee, including the name of the executive member subject to the motion, their position, and the reason for the motion.
  - ii) Within eight (8) days from when the motion was raised, a discussion of the motion must be facilitated, including the executive member subject to the motion and all Executive Committee members
  - iii) If the executive member subject to the motion does not confirm receipt of the motion, after seven (7) days of significant attempts at contact, the discussion of the motion may proceed in their absence
  - iv) If any Executive Committee member cannot attend the discussion of the motion, they will abstain their vote. The motion will be voted on by the Executive Committee, less the executive member subject to the motion, following the discussion of the motion
  - v) A simple majority vote is required for termination of membership.
  - vi) A  $\frac{2}{3}$  majority vote is required for relieving executive duties.
  - vii) The result of the vote will be in effect immediately

## 5. Elections and Succession

### 5.1 Elections

- 1) Elections shall occur once annually
- 2) Each member of the Executive Committee shall have their directorship put up for re-election.
- 3) Elections shall be announced one month in advance of their start date
- 4) Elections shall be held via an online form during the week following an Annual General Meeting and the voting period will last for 1 week after said meeting.
- 5) The Directors of the Technical Branches will facilitate the election.
- 6) The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 7) In the event of a tie, the Incumbent Executive Director will hold the deciding vote.
  - a) If the Incumbent Executive Director is running for re-election, they will be ineligible to vote and the responsibility of submitting a tie breaking vote will fall to the four technical divisional directors.
- 8) Each division, alongside the Executive Team composed of portfolio teams, will be allotted one vote, bestowed upon the candidate garnering the highest number of favorable ballots from the voting Members within that division.

- a) Each voting member may exclusively represent a single division. If they hold membership in multiple divisions, they must declare one division for representation.
- b) Voting eligibility will be authenticated using student emails to confirm enrollment at the University, as well as Slack name IDs. See section 3.2 for voting eligibility.
- 9) The decision made from the election shall be the decision with the most votes in favor.
  - a) If a candidate is selected for multiple positions, the one specified as the highest preference on the application will be the one awarded.
- 10) The term of an elected executive shall be one year, not including one (1) month transition time following the election
- 11) The term limit of an elected executive shall be two terms.

## 5.2 Succession of Executive Members

- 1) This section shall only pertain to the transition of Executive Members who do not hold seats on the Executive Committee.
- 2) The term of office of all Executive Members of UTAT is one (1) year.
- 3) At the end of their first term, incumbent Executive Members must notify the Executive Committee in writing if they intend to hold their position for another term.
- 4) Incumbent Executive Members who intend to hold their position for another term are subject to a vote of confidence in order to remain in their position unless otherwise previously stated in the constitution.
  - i) For Technical branches Executive Members, a vote of confidence requires a 2/3 majority of their respective organization's Leadership Team and a 2/3 majority of the Executive Committee.
  - ii) The voting process will occur following the completion of their term during a real-time meeting, with avenues for anonymized commentary, ending with an anonymous vote
- 5) Where confidence is not granted by the respective voting body, a successor must be recruited for the position.
- 6) Executive Members may hold their position for up to two terms.
- 7) Executive Members may only hold more than two terms if there are no suitable alternative candidates, following an extensive search by the Executive Committee. In this case, the Executive Committee should prioritize a continual search for a suitable alternative candidate throughout the extra term.
- 8) Recruitment for an Executive Committee member must follow these steps:
  - i) The Executive Committee must be notified in writing that recruitment will be taking place.
  - ii) If a suitable successor is not available within UTAT, a written posting must be drafted for the executive position and posted publicly
  - iii) A digital copy of the posting will be distributed to Executive Committee members to distribute to potential candidates and public pages at their discretion.
  - iv) Interviews for technical branch directors will be conducted by a panel of Leadership Team members of the respective organization, organized by the incumbent Director.

- 9) Applications will be submitted by email to the recruiter and must include a resume and cover letter.
- 10) Applicants selected for executive membership will take on the role within one (1) month of the final decision for their recruitment
- 11) The details of onboarding will be determined by the Executive Director, the outgoing Executive Member, and the incoming Executive Member on a case-by-case basis.

## **6. Finances**

### **6.1 Controls**

- 1) Signing officer authority for UTAT's financial practice will be held by the Executive Director, Director(s) of Finance.
- 2) Restricted signing officer authority may be given to any voting executive director position whom both the Executive Director and Director(s) of Finance unanimously deem appropriate.
  - i) These individuals will be limited to accessing the finances of their appropriate, Divisional, jurisdiction.
- 3) 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.

### **6.2 Planning**

- 1) All expected financial activity for the year done by UTAT organizations will be submitted as a budget proposal to the Director(s) of Finance and the Executive Director during September of the academic year
- 2) The deadline for budget proposals will be announced by the Director of Finance or the Executive Director by July 30<sup>th</sup>
- 3) Budget proposals for organizations will be prepared by the Director of that organization or that organization's appointee
- 4) Budget proposals will be prepared with purchase-risk scaling factors in order to accommodate unforeseen price changes or unexpected costs

### **6.3 Exclusions**

- 1) Members of UTAT may not participate in activities of a commercial nature
  - i) Commercial activities include those which are undertaken expressly for the purpose of personal gain
  - ii) Commercial activities do not include any activities which return capital into the UTAT operating budget or which make an investment towards future returns to the UTAT budget

- 2) UTAT may loan Members to private organizations to assist in the design or construction of aerospace projects, vehicles, or infrastructure but in these activities Members are precluded from being paid
- 3) Where a member makes an industry connection in the course of their involvement with UTAT and is hired under contract by that organization, it will be considered that the contract supersedes this document and that member will not be precluded from personal gain
- 4) UTAT will not pay salaries to its members

## **7. Meetings**

### **7.1 Annual General Meeting (AGM)**

- 1) Once annually UTAT will call an AGM
- 2) The AGM will be announced to the Membership of UTAT and the public at large no less than two (2) weeks prior to the meeting
- 3) The AGM will be held for the purpose of:
  - i) Providing updates to the Membership on the state of the organization at-large
  - ii) Providing updates to the Membership on the organizations within UTAT
  - iii) Opening discussion on new initiatives and plans for UTAT in the coming academic year
  - iv) Voting on amendments to the constitution, if any
  - v) Opening discussion on upcoming Executive Member elections, including voting instructions and a review of the voting process as a whole
- 4) The AGM will be held between June 1<sup>st</sup> and August 1<sup>st</sup>
- 5) Votes made at the AGM will only be binding if 10% of the Membership is in attendance, including all Executive Committee members (or their proxy) and member representation from every organization

### **7.2 Executive Committee Meetings**

- 1) Executive Committee meetings will be held biweekly.
- 2) Executive Members shall be invited to Executive Committee meetings by default, but any member may be invited at the discretion of an executive member or as the proxy of an Executive Member
- 3) Executive Committee meetings will be held for the purpose of:
  - i) Updating Executive Members on the operations of other organizations
  - ii) Planning strategy for upcoming events undertaken by organizations
  - iii) Ensuring the consistent operations of the organizations within the UTAT culture and brand
  - iv) Supporting organizations on their needs and developing joint activities between organizations

## 8. Amendments

### 8.1 Requirements

- 1) Any member may recommend amendments to the constitution.
- 2) Amendments must be passed by a simple majority vote at the AGM.
- 3) The Executive Committee shall adopt the ratified constitution with amendments and submit that constitution to necessary university offices within two (2) weeks of the successful vote.
- 4) Temporary amendments may be added to the constitution **to meet the requirements of the UTSU and Engineering Society Organizations**, and are valid until the next AGM, which they will then be voted upon as per section 7.1. These will be highlighted for transparency.

### 8.2 Version

- 1) This constitution was ratified by unanimous vote on September 17th, 2023 through the online voting form that was sent to all members on September 10th and set due on September 17th.
- 2) The last edits made to the constitution were on May 17, 2024 per section 8.1.4.