

Constitution of the University of Toronto Mississauga Physics Club

UTMPC Executive Team

June 2024

Article 1: Campus Group Name

The official name of this recognized campus group is "University of Toronto Mississauga Physics Club." The abbreviation is "UTMPC."

Article 2: Purpose

This club was formed to provide a space for physics students and students with a passion for physics to meet and be engaged with the physics community as they are under-represented within the larger department of Chemical and Physical Sciences.

The objectives of the club are as follows:

1. To get together and discuss physics in a welcoming environment.
2. To provide a space where students are not bound by academic restraints and are able to explore their interests in various areas of physics.
3. To foster a relationship between faculty and students.
4. To provide students with knowledge and skills that will benefit them in their later education and career.

Article 3: Membership

There are two types of participants in UTMPC: those with *membership* and those with *associate membership*. The membership fee will be **\$0 per year** for both members and associate members.

Membership:

Membership to the club is open to all UTMSU members, i.e. all UTM undergraduate students. Members are **permitted** to run, nominate, and vote in elections and constitutional amendments. Members must register through an official club registration form by submitting their full name, UofT email address, and student number.

Associate Membership:

UofT community members who are not UTM undergraduates such as graduate students, alumni, staff, and faculty may register as associate members. Additionally, community members from other Canadian recognized universities may also register for associate membership. Associate members are permitted to participate in all matters of the club **except for** running, nominating, and voting in elections and constitutional amendments. Associate members must register through an official club registration form by submitting their full name, a valid email address, and specifying their university.

Article 4: Executive Team

The executive committee shall be composed of seven (7) elected officers. This includes a President, a Vice-President, two (2) Event Directors, two (2) Treasurers, and a Social Media Director. Below are the general responsibilities of each officer.

The President and Vice-President Shall:

1. Oversee the operations, management, and success of the club.
2. Oversee events and performances of the club.
3. Be the spokesperson for the club.
4. Hold signing officer authority along with the Treasurer for financial purposes.
5. Preside over board meetings as well as general meetings.
6. Ensure the transition of office to the future Executives.
7. Ensure the well-being and standing of the club and its members.
8. Perform necessary changes to the club's structure and constitution.

The Event Directors Shall:

1. Make a list of all registered club members.
2. Plan and carry out events approved by the president.

3. Record notes and motions for meetings.
4. Notify all members of meetings, events, and promotions.
5. Push ideas for potential events for the president to consider.
6. Coordinate all events with the president and vice-president.

The Treasurers Shall:

1. Record all financial transactions of the club.
2. Hold signing officer authority along with the President for financial purposes.
3. Maintain a budget of income and expenses.
4. Scan and organize all receipts, invoices, and bank statements.
5. Advise members on the financial position of the club.
6. Prepare an annual budget for the group as well as budgets for specific events.
7. Prepare financial audits for the UTMSU.

The Social Media Director Shall:

1. Create social media posts for Instagram, Discord, and other platforms the club uses.
2. Maintain and keep track of all social media accounts.
3. Keep track of social media posts, activities, and performance.
4. Perform weekly checks on all social media.
5. Coordinate organizational recruitment efforts on social media.
6. Adjust the flow of posts as needed.
7. Coordinate organizational recruitment efforts on social media.

The group may at another time choose to appoint Directors or Coordinators for various committees such as social committees, publicity committees, and so on; the group may also choose to appoint *Associate Partners* to assist the executive committee. However, such positions do not hold executive decision-making authority.

Article 5: Meetings

A) Annual General Meetings

The group shall hold general meetings at least twice per year, on the first week of each semester. More may be planned if deemed required by the executive committee and all members will be notified at least two weeks in advance through social media such as Discord or Instagram.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, and financial health and propose or vote on constitutional amendments, if any. Motions will require at least two-thirds $\frac{2}{3}$ of registered members in attendance for a vote to be cast. The decision with the most votes will be passed.

B) Executive Meetings

The Executive Committee shall meet on a monthly basis at the very least. Generally, executives should expect to attend a meeting every other week. The dates and times are to be set by majority availability of the executives. The President or Vice-President shall preside over these meetings. Executives may choose to attend meetings virtually without a need of explanation. There may be additional meetings if deemed necessary by the President or Vice-President.

Article 6: Elections

Election Procedures:

1. Elections will be held in the Winter Semester, and shall follow the timeline set by the UTMSU for that year.
2. A Chief Returning Officer (CRO) must be appointed from the general members of the committee to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
3. Elections will be open to all interested candidates who are UTMSU registered members of the UTMPC. This does not include Associate Members.
4. After the election is over, the CRO shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the elections to the Executive Committee and general members.
5. Once the new executives have been selected, their term will be from **May 1st** of the election year to **April 30th** of the following year.

Election Timeline:

1. *Advertising Period:* Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the UTMPC notifying them of the upcoming elections and that they may participate as candidates.
2. *Nomination Period:* All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
3. *All Candidates Meeting:* A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
4. *Campaign Period:* During this time, candidates are able to campaign themselves to the members of UTMPC.
5. *Voting Period:* Registered UTMSU members will be able to vote for their incoming executives during this time. This does not include Associate Members. The CRO will organize the voting platform.

Election Policies:

1. During the elections, the club executives shall promote the election and attract candidates. Once the nomination period begins, candidates may begin applying. Once the campaigning period begins, the candidates shall promote themselves through various social media platforms, posters and/or by word of mouth.
2. In case an unprecedented vacancy or a position has not been filled because of no applications for the role, the executives of the time will appoint a suitable candidate.
3. Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within **72 hours** of the election.
4. The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.
5. Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

Article 7: Removal from Office

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment, and/or Discrimination (refer to UTMSU's *Procedural Policies*). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

1. Permanent/Temporary ban from campus group activities
2. Mandatory consent/Anti-oppression trainings
3. Permanent/Temporary ban from UTMSU spaces
4. Permanent/Temporary ban from campus group events

If a formal complaint needs to be filed with the UTMSU, a written notice to the Campus Groups Coordinator is to be sent.

Removal from office will occur upon receiving two (2) verbal warnings and one (1) written warning from members of the club committee. The executive member up for removal shall have the right to defend his/her actions. A two-thirds (2/3) majority vote of the current members present in favour of removal is required. The executive member will be removed from the club's membership and will lose their executive position.

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under *Elections Procedures*.

Article 8: Amendments to the Constitution

Any registered UTM members may propose and vote on amendments to this constitution. This does not include Associate Members. The Executive Committee will administer the process of having amendments discussed at general meetings.

All constitutional amendments shall require a two-thirds (2/3) majority to be passed at Annual General Meetings by registered UTMSU members in attendance.

The Executive Committee shall submit the revised constitution to the UTMSU Clubs Committee within two (2) weeks of its approval by general members.

All constitutional amendments must be approved by UTMSU before the Executive Committee shall formally adopt the new constitution.