UTM Software Hub Constitution

Article I: Campus Group Name

1. **Name.** The name of the student club is the University of Toronto Mississauga Society for Software Hub (UTMSH), and hereafter in this constitution these bylaws shall be referred to as the Society.
2. **Language.** The official language of the Society shall be English.
3. **Definitions.**
   - **University of Toronto Mississauga ("UTM")** is the Mississauga campus of the University of Toronto, and hereafter in this constitution and these bylaws shall be referred to as the University.
   - **Academic Year** is the 12-month period starting May 1, and ending April 30.
   - **Students** are collectively the full-time and part-time undergraduate students at the University. "Full-time" and "Part-time" shall be defined by the current University Calendar.
   - **Executive** consists of elected executive members based on elections held at the end of the Winter Semester and associates for each portfolio interviewed/retained from the previous year by the team.

Article II: Purpose

- **The Purpose of the Society is to:**
  1. Create useful softwares to solve real world problems;
  2. Enable students to move from learning theory to best software industry practices;
  3. Foster a sense of community and support for job finding;
  4. Improve the student community within the student community at UTM with a special focus on helping students network with their peers and industry professionals;
  5. Encourage students to apply technology in their fields of interest;

Article III: Membership

- General members have the full right to run, nominate, and vote in elections, and constitutional amendments should only be open to UTMSU members
- All members must register with a designated executive by submitting their full name and a valid email address. The membership fee will be $0 per year.

Article IV: Executives

1.0 General Eligibility:
All Executives must,
> 1.1. Be a full-time or part-time student in the year the Executive is serving;
> 1.2. Be enrolled in a program of study offered by the Department;
> 1.3. and have paid their incidental fees. 2.0

2.0 General Responsibilities:
All Executives shall
> *2.1. Ensure the progress and positive spirit of the Society;*
> *2.2. Carry out duties as directed during an Executive Meeting;*
> *2.3. Commit at least 3 hours per week to their position; 2.4. attend all Executive Meetings and Society events.*

3.0 Specific Responsibilities:

The President shall:
- Organize executive meetings, communicate between executives, oversee group's practice and chief of decision making, primary source of contact, control the bank account of the society, spread the influence of UTMSH, and believe in UTMSH's initiatives.
- Serve as the Chief Executive Officer for the Society
- Serve as a signing officer of the Society
- Serve as chair of Executive Meetings
- Serve as the official spokesperson for the Society
- Serve as co-representative for the Society to sponsors and outside entities;
- Serve as the primary contact of the Society
- Monitor and ensure that the duties of the other Executives are being met;
- Monitor the email and communication with other Student Organizations and Departments
- Ensure that the purpose and goals of the Society are being upheld.

The Secretary shall:
- Manage and maintain accurate records of meetings and activities
- Oversee internal and external communications
- Manage the society's Discord channel and other advertising efforts to enhance the group's visibility

The Vice-President of Finance shall:
- Manages the club's bank account and financial transactions.
- Secures funding through sponsorships and partnerships.
- Oversees budgeting and financial planning for club activities.
- Ensure all bank transactions are correct and appropriate
- Prepare all financial aid request forms
- Keep records of receipts, finances and spending
- Submit the bi-annual audit reports to UTMSU

The Vice-President of Events shall:
- Develop event ideas, event coordination, strategy planning, recommendations, and lead execution of the event.
- Coordinate logistics for events and ensure events run smoothly on all ends.
- Ensure awareness of the activities of volunteers
- Plan and execute coding events and hackathons.
- Coordinate event logistics, including scheduling and resource allocation.
- Focus on creating intensive, project-based learning experiences.

The Project Head shall:
- Oversee individual projects and ensure all project milestones are achieved
- Coordinate team efforts and communicate progress to the executive team
- Ensure that projects align with the society's goals and objectives

The Team Lead shall:

- Lead and manage sub-teams focused on specific tasks within larger projects
- Ensure effective coordination between front-end, back-end development, and testing teams
- Hire, train, and manage team members to meet project objectives

The Mentor shall:
- Provide expert guidance and technical support to project teams

- Offer mentorship to club members, helping them develop their skills
- Share industry knowledge and best practices to support the society's initiatives

The Workshop Lead shall:
- Organize and conduct skill-building workshops on software development and related topics
- Identify and recruit knowledgeable speakers or trainers for workshops
- Ensure workshops are engaging and align with the society's educational goals

Article V: Meetings

Weekly meetings with the executive team and bi-weekly meetings with the executive and associate team. One general meeting before Christmas break and one before our last event of the year in March with our general members joining.

Article VI: Elections

Elections must be held in the Winter Semester for all elected positions which include the president and all the vice presidents, following the timeline set by the UTMSU.

Election Procedures
- A Chief Returning Officer (CRO) must be appointed 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.
- Elections must be open to all interested candidates who are UTMSU registered members of the Society.

Election Timeline
- 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 Society and must be reported on social media.
- Nomination Period: All members who are interested in running for an executive position can self-nominate during this time. This will be overseen and managed by the CRO.

- **All Candidates Meeting:** A meeting with all the candidates must be held to go over the election rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- **Campaign Period:** During this time, candidates can campaign themselves to the Campus Groups's membership.
- **Voting Period:** Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.
- **Ties:** In case of a tie, the voting period will be extended by 1 business day. If the result is still indeterminate, then the faculty advisor will select a member based on prior experience with the club and their CV.

Election Policies

Any complaints that arise during 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.

The Clubs Committee and ASAC withhold the right to nullify the society's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of the society's status.

Non-submission of election results will result in later loss of the society's 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 VII: Removal from Office

Termination of General Members:
- Any member of the club who commits an act negatively affecting the interests of the club (in case of Harassment, Sexual Harassment and Discrimination) and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.
- The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favour of removal is required. The member must have the right to an appeal before the general membership, and the Faculty Advisor will have the final say on the matter.

- The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- If needed, UTMSH will file a formal complaint with the UTMSU.

Termination of Executive Members:
- 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 in the group.
- In the event of the removal of an executive member, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".
- If needed, UTMSH will file a formal complaint with the UTMSU. In case of a campus, group member is removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures"
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- In the event of a removal of executive membership, a new executive member will be appointed.

Removal Procedure:
- Removal after 3 warnings and/or 1 written warning issued to the individual.
- Removal after missing 3 consecutive meetings without proper warning and communication.

Appeal Process:
In the event the removal is questioned, the member can request an appeal. The appeal must be sent to the Faculty Advisor. Upon reviewing, the faculty advisor will determine if misconduct was exhibited and have a final say in the removal of the member.

Article VIII: Amendments to the Constitution

Only UTMSU members can make amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings. Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by UTMSU in attendance. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. UTMSU, The Office of Student Life, The University of Toronto Students' Union, etc) within two weeks of its approval by general members.

Article IX: Communication

All executive members are required to check their "mail.utoronto.ca" email regularly. Also, all executive members are required to join the UTMSH Discord channel and check it regularly. Regularly means checking it approximately every day. If the Discord channel is not checked regularly, the executive member will receive an email. Failure to check the Discord channel regularly will result in a meeting with the president being set up for evaluation.

Platforms other than Discord may be used as a form of communication. This may include but is not limited to WhatsApp, Zoom, Microsoft Teams, and Google Meets.