

Constitution of “UofT Undergraduate Research Students’

Association” 1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “UofT Undergraduate Research Students’ Association”
- 1.2. The official acronym or abbreviation of the group is “UofT URSA”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to: The mission of the UofT Undergraduate Research Students’ Association is to support and unite undergraduate students at UofT interested in scientific research. By participating in social and educational activities, students will get a chance to share their experiences with research projects, network and discover new interests. Events organized by the club will range from presentations of interesting research projects done at UofT and Q&A sessions with guest speakers to fundraisers and trips.

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. The membership fee will be \$0 per year.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from June 1st 2024 to June 1st 2025.
- 4.2. The Executive Committee shall be comprised of twenty (20) 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 percent (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. Approve all external collaborations,
- 5.1.4. Serve as spokesperson for the group,
- 5.1.5. Hold signing and financial authority along with the Finance & Sponsorships Chair,
- 5.1.6. Preside over meetings of the Executive Committee and/or members,
- 5.1.7. Ensure a transition of office from one year to the next.

5.2. The Vice-President shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume the duties of the President in their absence,
- 5.2.3. Help oversee & manage all large-scaled events/programs/projects to ensure their success,
- 5.2.4. Attend club meetings,
- 5.2.5. Act as a secondary point of contact for any club concerns,
- 5.2.6. Ensure activities of the club comply with policies of the University of Toronto.

5.3. The Secretary shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Maintain the club activity summary and general member contact list,
- 5.3.4. Attend and record notes and motions for meetings,
- 5.3.5. Must participate in the execution of at least one club event,
- 5.3.6. Notify all members of general meetings.

5.4. The Finance & Sponsorships Chair:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Must contact potential sponsoring companies and lead sponsorship meetings,
- 5.4.5. Assist with finding and securing club funding,
- 5.4.6. Attend club meetings.

5.5. The Sponsorship officer:

- 5.5.1. Assist the finance & sponsorships chair with all related duties,
- 5.5.2. Assume the duties of the Finance & Sponsorships Chair in their absence.

5.6. The Marketing Chair:

- 5.6.1. Lead the promotions of all club events,
- 5.6.2. Reply to marketing requests via the club email and social media pages
- 5.6.3. Help with the recruitment of general club members and guest speakers.
- 5.6.4. Attend club meetings.

5.7. The Event Director:

- 5.7.1. Lead and participate in the planning of club events,
- 5.7.2. Pitch external collaborations
- 5.7.3. Lead the planning and execution of at least one club event,
- 5.7.4. Assist other directors with event budgeting and promotions, if needed,
- 5.7.5. Participate in the execution of at least two club events,
- 5.7.6. Attend club meetings.

5.8. The Graphics Chair:

- 5.8.1. Design the brand for the club, including logos and presentation slides,
- 5.8.2. Create flyers, social media posts and other promotional content,
- 5.8.3. Assist with creating and executing promotional strategies,
- 5.8.4. Attend club meetings.

5.9. The Communication Director:

- 5.9.1. Write blog posts on topics relevant to the topic of undergraduate research,
- 5.9.2. Create and publish the club's monthly newsletter and educational content,
- 5.9.3. Assist the Marketing Chair with writing promotional posts,
- 5.9.4. Attend club meetings.

5.10. The Media Contributor:

- 5.10.1. Create short-form video content on a biweekly basis
- 5.10.2. Ensure all information on social media accounts is up-to-date,
- 5.10.3. Maintain engagement and responsiveness on social media accounts,
- 5.10.4. Assist other Co-Chairs with event promotions, if needed,
- 5.11.4. Attend club meetings.

5.11. Executive Advisor:

- 5.11.1. Advise the executive team on financial and marketing decisions,
- 5.11.2. Give feedback on the events organized by the club,
- 5.11.3. Respond to suggestions and concerns from the general members.

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.

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. 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.
- 8.3. 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.