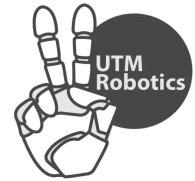


# UTM Robotics Club Constitution



## Article I: Campus Group Name

University of Toronto Mississauga Robotics Club  
UTM Robotics Club  
UTM Robotics

## Article II: Purpose

The purpose of this club is to further the following goals:

1. Create a place of innovation for applied computer science
2. Promote interest in robotics and its applications for students at UTM
3. Empower the club's members to collaborate effectively on robotics projects

## Article III: Membership

There is no membership fee and the club is open to all UTMSU members, community members, UofT alumni, current UofT students, as well as anyone else passionate about robotics.

## Article IV: Executives

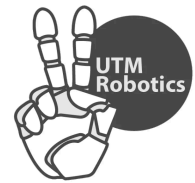
There are a total of 5 elected executives in the club. They are the President, and the 4 Vice-Presidents which oversee finances, marketing, workshops, and projects of the club. More details related to the election of the executives are listed in Article VI. The roles of each executive are listed below.

### President:

- Oversees the club as a whole and ensures that it is achieving its purpose as listed in Article II above
- In charge of overseeing major decisions in club member structure, finance, communication, workshop planning, and project planning
- Oversees club operations and planning at a high level, making sure the club is organized and runs smoothly

### Vice President of Finance:

- Helps the President with their responsibilities
- Oversees club finances and investigation of any discrepancies in accounting
- In charge of securing funding for the club and overseeing purchases made on the club's behalf
- Responsible for performing and submitting bi-annual audits to the UTMSU



### **Vice President of Marketing:**

- Oversees the advertising of the club to the university's student body
- Works in collaboration with the Workshops and Project Coordinators to keep members updated on events and projects through posting to the club's website, mailing list, and social media accounts
- Works in collaboration with the VP of Finance to initiate and maintain channels with potential sponsors

### **Vice President of Workshops:**

- Leads workshop presentations to plan and execute club events
- Oversees workshop logistics, such as booking appropriate rooms at appropriate times and working with the VP of Finance to manage any expenses involved
- Helps with organizing joint activities with other organizations, such as UTMSU, MCSS, or other clubs and societies
- Works with the President to facilitate interactions and collaborations with other clubs and organizations inside and outside of UTM

### **Vice President of Projects:**

- Assists project leads in planning and executing club projects during weekly meeting times
- Oversees project logistics by ensuring all resources required are provided for every meeting
- Acts as a project manager for technical teams organizing each project on a top-level, and ensuring projects follow a common vision and goal

## **Article V: Meetings**

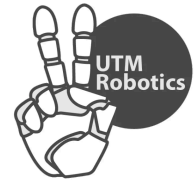
The club will meet as follows:

### **General Meetings:**

1. Semester Start Meeting: To be held before the end of the first month of each semester to share the mission, goals, and accomplishments of the club
2. Workshop Meetings: Held once a month, workshop meetings will present a topic or multiple topics to club members which teach them how to utilize certain concepts or robotics parts

### **Executive Meetings:**

1. Executives will meet at least twice a month (at the beginning and middle of the month) to discuss progress on current projects, initiatives, events and future plans



## Article VI: Elections

All members of the UTM Robotics Club who are also UTMSU recognized students may participate in a fair election by popular vote. Only UTMSU members are authorized to vote in the election.

### Election Procedures:

- UTM Robotics club must hold an election in the Winter Semester, following the timeline set by the UTMSU
- 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 are open to all interested candidates who are UTMSU registered members of the group.

### 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 group
- 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.
- 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.
- Campaign Period: During this time, candidates are able to 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.

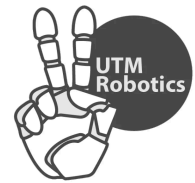
### Election Policies:

In the event of a tie in votes for an executive position, a runoff election will occur where only the candidates involved in the tie can be voted for. This election will be short, taking place in the span of 24 hours.

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.

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.

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 VII: Removal From Office**

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and 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:

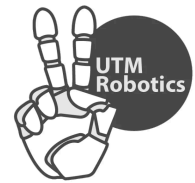
- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

### **General Member Removal:**

- Notice of Removal: Should a member violate or actively oppose the goals of the club, the executive committee will firstly issue a written warning to the member. After the first offense, the member will be notified of their removal via email. They will be told the reason for their removal.
- Voting Process: The executive committee will hold a meeting to discuss the reason for removal upon the second offense committed by the member in question.
- Appeal Process: Should the member wish to appeal the decision for removal, they may do so by submitting their appeal to the executive committee.
- Final Vote Process: The executive committee will vote on the removal of the member and release these results to the individual. The results will also be reported to the UTMSU.

### **Executive Removal:**

- Notice of Removal: In order to relieve an executive member of their position, a written request will be submitted to the VP Campus Life signed by at least 30% of the club membership or majority (two-thirds) of the club executive membership. A list of neglected duties, rule violations or other reasons for removal from office, for the executive member in question, will also be submitted. The executive member will be notified and warned of their removal before the request for removal is made.



- **Voting Process:** A referendum will be arranged within one week upon receipt of request to re-evaluate the responsibilities of the empty executive position.
- **Appeal Process:** Should the executive member wish to appeal the decision for removal, they may submit their appeal to the executive committee.
- **Final Vote Process:** The final vote, whether following an appeal or not, is binding. If the vote confirms the removal, the executive member is immediately relieved of their duties.
- **Appointment/By-Election:** Upon the conclusion of the referendum, a by-election will be scheduled the following week following the rules described under “Election Procedures” in Article VI. Once the results are finalized, they will be sent to the UTMSU.

### **Article VIII: Amendments to the Constitution**

Any UTMSU member of the club is able to propose a change to the constitution at any time. When disputes occur with regard to the constitution, any proposed changes need a majority vote of two-thirds of the executive team. Discussions regarding any changes to the constitution can be discussed during general meetings on platforms such as discord to exercise live discussions. Such discussions allow other officers/staff to participate and lead to constructive feedback. Additionally, any UTMSU member of the club may propose a change to the constitution at any time.

Once amendments to the constitution are made, it will be sent to the Centre for Student Engagement and the UTMSU for approval by its general members. The constitution should be sent within 2 weeks of its amendment.

### **Article IX: Finances**

The funds acquired by the club will be used to purchase anything that is needed for workshops and events (such as robotic parts or food), and used to purchase items needed for the project that we are doing in a given academic year. Funds are acquired from funding that is given by the department, the UTMSU, Ulife, and any potential sponsors. There are currently no plans to introduce a membership fee.

The role of the VP of Finance in regards to this is to track each purchase and any money the club obtains. They will gather all receipts relevant to the club, make digital copies of them, and then archive them. At the end of the semester, the VP of Finance will present a complete list of all financial activity the club undertook during the academic term, and will send this information to the UTMSU. It will then be archived for any potential future uses it may have.