

STEM Fellowship Club Constitution

University of Toronto Mississauga

July 19, 2024

Article I: Name

1.1.1 The name of this club is **UTM STEM Fellowship**

1.1.2 STEM stands for Science, Technology, Engineering and Math.

1.1.3 STEM Fellowship is the name of the national organization for which the founder of the club holds an executive position. This club shall be one of the university branches of the national STEM Fellowship organization.

1.2 This document serves as the Constitution for STEM Fellowship and shall thus guide activities and affairs of the club.

Article II: Purpose

2.1 The purpose of STEM Fellowship is:

(a) to provide a platform for students interested in STEM (Science, Technology, Engineering, Math) fields at the University of Toronto Mississauga to connect with like-minded students and professionals

(b) to create opportunities for University of Toronto Mississauga students to improve skills in scholarly writing, editing and publishing scientific journal articles

(c) to offer the opportunity for University of Toronto Mississauga students to attend workshops and hear from faculty and students who are engaged in research

(d) to enable students who attend STEM Fellowship editing workshops to obtain an official scholarly writing certification from Canadian Science Publishing

(e) to collaborate with STEM Fellowship's national high school ambassador network to provide high school students with research opportunities at the University of Toronto Mississauga

(f) to provide members with the opportunity to collaborate with the national STEM Fellowship organization and with university branches across the country, via branch committee meetings

(g) to provide students with the opportunity to enhance skills in inquiry, collaboration, problem solving and data analysis by participating in inter-faculty competitions organized by the club members and executives

(h) to provide graduate and upper year undergraduate students with opportunities to mentor younger students in STEM-related areas

Article III: Membership

3.1 Any student at the University of Toronto Mississauga who is interested in the STEM fields is welcome to become a member. Eligible members are not required to be pursuing a degree in the STEM fields.

3.2.1 Students can become members by filling out the online general member registration form.

3.2.2 Membership term is September 1 to August 31 of each academic year.

3.2.3 Membership is recurring unless the student leaves the university or expresses a desire to leave the club.

3.2.4 Members are not required to pay a membership fee.

3.3 Any member in good standing is entitled to: (a) receive advanced notice regarding the time and location of STEM Fellowship meetings (b) attend STEM Fellowship meetings and events (c) speak openly and provide feedback at STEM Fellowship meetings (d) vote for and suggest events for STEM Fellowship (e) contribute to planning the events and activities of STEM Fellowship (f) be eligible to become a STEM Fellowship executive (g) contact any executive to set up a meeting in the case of a question or concern (h) attend STEM Fellowship workshops at a discounted price

3.4 All members are considered to have general membership but are entitled to become an executive member by: (a) completing the executive membership application by the deadline (b) completing a successful interview with the presidents

3.5.1 Any member is also eligible to apply for a position with the events sub-committee at the commencement of each term. They may do so by: (a) completing the events sub-committee application by the deadline date (b) completing a successful interview with the presidents

3.5.2 A position on the events sub-committee requires more commitment than a general member but less than an executive position. The roles of the events committee member include: (a) attending events sub-committee meetings (b) collaborating with the executive team to plan events (c) collaborating with the Vice President of Communications and the Faculty Representatives to promote the events to the student body

3.6 If a member decides to withdraw from the club, he or she must provide written notice to the presidents.

3.7.1 The STEM Fellowship executive team holds the right to remove a member at any time of the year under the following circumstances: (a) if the member fails to abide by the constitution (b) if the member demonstrates disrespect to anyone tied to the organization, including other members, executives and students and faculty participating in the club's events (c) if the member takes on responsibilities to organize club functions and fails on multiple occasions to fulfill these responsibilities (d) if the member is consistently disruptive during meetings and club events (e) if the member is involved in an ongoing conflict of interest, or conflict with another member that is not able to be resolved and is hindering the productivity of the organization (f) if the member engages in other inappropriate or offensive behaviors or causes anyone in the organization any danger of any form

3.7.2 The removal of a member shall occur by a majority vote of executives, except in extreme circumstances where the member has violated the university code of conduct or the law or poses danger to anyone tied to the organization. In this case, any executive who has witnessed these behaviors holds the right to remove the member.

3.8 At all times, STEM Fellowship shall have a minimum of 25 members, two thirds of whom must be current undergraduate students at the University of Toronto Mississauga.

Article IV: Executive List

5.1 The executive team shall comprise the following positions:

(a) Co-President (b) Vice President Executive (c) Treasurer (d) Vice President of Events (e) Vice President of External Affairs (f) Vice President of Internal Affairs (g) Vice President of Marketing **(h) Team Lead (i) Internal Operations (j) External Operations (k) Associate** (l) Coordinator

5.2.1 The role of the **Co- Presidents** is to:

(a) select and manage the executive team (b) collaborate with the VP Events, VP Scholarly Writing and VP External to oversee the club's events and develop content to present at workshops (c) promote the club and its events within the student body (d) chair all club meetings (e) complete the annual report (f) be the spokesperson for the club (g) remain in contact with the national STEM Fellowship organization via Slack messaging platform and online STEM Fellowship national branch committee meetings (h) appoint a new president/s prior to graduation from the university (i) ensure compliance with the SU and university policy (j) be a co-signing authority for financial matters (k) update the VP Internal on the roles and progress made by executive members and work with her to delegate tasks to executives (l) offer guidance and feedback to other branch presidents at universities across the country (m) work with the VP communications and faculty reps to develop strategies for increasing student engagement in club activities

5.2.2 The role of the **Treasurer** is to:

(a) create an annual budget for club (b) keep track of cash flow and maintain all financial records (c) apply for sponsorships and grants to fund the club's activities (d) complete insurance paperwork (e) collaborate with treasurers from STEM Fellowship branches across Canada by attending national branch committee meetings and using Slack (f) be a co-signing authority for financial matters (g) prepare and complete the UTMSU audits.

5.2.3 The role of the **Vice President of Executives**:

(a) managing club operations by assisting the presidents and other club officers in completing their duties (b) to assist in growth and development of members as well as the overall club (c) Preside over weekly club meetings in the absence of the presidents (d) Make sure the executive members mail in the club's operations reports to the necessary executives (e) Attend all club meetings (f)

Ensure that the Board adhere to the proposed action plans and goals of the club (g) Have a good understanding of the clubs constitution and policies

5.2.4 The role of the **Vice President of Events** is to:

(a) coordinate aspects of events including booking a venue, creating a schedule for the event, and developing interactive activities for the event (b) serve as a co-chair of the events sub-committee, which entails: i) co-chairing events sub-committee meetings ii) working with the events sub-committee to organize event logistics, plan event activities and hold general event brainstorming sessions

5.2.5 The role of the **Vice President of External Affairs** is to:

(a) manage partnerships and communication with other organizations (including campus clubs/services and high schools when coordinating internships) (b) contact faculty to speak at events and to promote events (c) contact undergraduate and graduate students to mentor students and speak at networking panels

5.2.6 The role of the **Vice President of Internal Affairs** is to:

(a) keep minutes of all official meetings (b) communicate with members and designate tasks for general members (c) prepare agendas and send out meeting notices upon request of the presidents (d) maintain the club's membership list (e) ensure good communication between members of the executive team as well as between members of the executive team and the events-subcommittee (f) preside over club meetings in the absence of the presidents (g) create and manage online registration and payment forms for events

5.2.7 The role of the **Vice President of Marketing** is to:

(a) promote membership of the club (b) promote club events and meetings through social media, posters, presentations and other promotional methods (c) connect with other organizations on campus to spread awareness about the club

5.2.8 The role of the **Team Lead** is to:

(a) lead the logistical aspects of hosting research placements (b) lead a team of 5 executive team members to execute the program at the UTM campus (c) coordinate applications of research students (d) Plan and host program-related workshops (e) Be the liaison between branch and national STEM Fellowship communication (f) Be the primary point of communication between the national organization and the branch Co-Presidents/Vice-President

5.2.9 The role of the **Internal Operations** is to:

(a) Main point person for mentees or students: questions, check-ins, accommodations, collecting contracts, etc. (b) Coordinate and facilitate surveys and analyze feedback from faculty, mentees and students (c) Collaborates and assists the Team Lead on student applications and formation of mentor & mentee partnerships.

5.2.10 The role of the **External Operations** is to:

(a) facilitate contact with external organizations and sponsorships (b) Main point person for communication with faculty and various highschools to promote their respective project (c) Coordinate with Team Lead on strategies for marketing and outreach of their respective project.

5.2.10 The role of the **Associate** is to:

(a) lead the logistical aspects of the mentorship program discord platform (b) Assist with the events team in organizing events and executing the planned event activities (c) Assist and collaborate with the Marketing team to create social media and promotional content.

5.2.11 The role of the Coordinator is to:

(a) Assist VP of their department in completion of tasks (b) Tabling and extra hands to help with events

5.3.1 Transitions of executive positions shall begin in April of each academic year once new executives are appointed.

5.3.2 Outgoing executives are responsible for training their successors over a period that shall last two calendar weeks.

5.3.3 Outgoing executives are responsible for ensuring that executives have ClubHub accounts and Slack accounts for positions requiring it.

5.3.4 Outgoing executives are responsible for completing all end of year responsibilities to the Students Union

Article V: Meetings

6.1 Weekly or bi-weekly executive team meetings shall be chaired by the co-presidents.

6.1.1 The executive team shall meet to coordinate events, manage club affairs and discuss progress on individual tasks and responsibilities.

6.1.2 Meeting times shall be coordinated by the presidents, by use of a Doodle poll to take into account the availability of executive members. Five calendar days' notice shall be provided for all executive team meetings.

6.1.3 In the event that additional meetings are required, special meetings can be called by the presidents, following consensus of the executive team, at least 3 calendar days prior to the meeting.

6.1.4 Quorum for executive team meetings shall be the presence of at least 4 executives in addition to the presidents.

6.1.5 Executive meetings are not open to general members or the public but are open to events sub-committee members. Meeting minutes shall be shared with all executive members and events sub-committee members.

6.1.6 Only executive members have the power to vote at executive team meetings. Each member, including the presidents, shall have one vote; however, the presidents shall have two votes only in the case of a tie.

6.2.1 STEM Fellowship shall have an Annual General Meeting once per year, chaired by the presidents, for the purpose of: (a) amending the constitution (b) reviewing the club's activities and successes over the year (c) planning an overview of the year's events (d) reviewing the club's financial statements

6.2.2 Notice of the Annual General Meeting shall be given at least calendar weeks in advance. This notice shall provide the time, location and agenda of the meeting, which shall be determined by the presidents.

6.2.3 Notice of the Annual General Meeting shall be given at least 2 calendar weeks in advance. This notice shall provide the time, location and agenda of the meeting, which shall be determined by the presidents.

6.2.4 Annual General Meetings are open to the public and meeting minutes will be available to the public via the Facebook page.

6.2.5 Club members and executives each hold one vote. The presidents does not have a second vote in the case of a tie vote.

6.3.1 General meetings shall be held twice a semester with two weeks' notice for the purpose of providing general members with the opportunity to provide feedback about the club and contribute their ideas for club events.

6.3.2 Procedures and rules regarding the proceeding of general meetings shall be the same as the procedures for Annual General Meetings outlined in article 6.2.2 to 6.2.5 above.

Article VI: Elections

7.1.1 STEM Fellowship will follow the set election date and procedure, including the procedure of nomination, majority vote and eligibility of vote. Anyone from any program of study at UTM is eligible to nominate themselves through the nomination package for executive positions.

7.1.2 If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee, these results will be subject to petition by a member and reelection will be held under the supervision of the UTMSU Clubs Coordinator.

Election Procedures:

- Elections will follow the UTMSU timeline
- Elections must open to all interested candidates that are UTMSU registered members of the club.
- Advertising for elections is mandatory and is to take place over a period of a minimum of one week. Advertising must be visible throughout campus. Mass emails should be sent to all UTMSU registered members of the club as well as the Clubs Coordinator and VP Campus Life prior to the week of accepting nominations.
- All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be non-biased and must be approved by the club executive and the Clubs' Coordinator.
- A Nomination period following the advertising period should be set for a period of at least one week.
- A campaign week will be held in the week following nominations' close.
- Elections are to take place at a location designated for this purpose by the club s' executive in the week following campaigning, consisting of a period of two or three days. In the case of a by-elections, clubs must still follow the above regulations.
- If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. The update of the executive list sent to the UTMSU will serve as approval.

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Clubs Coordinator in a written format within 72 hours of the election. The Clubs Committee withholds the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election.

Non occurrence of elections will result in immediate effect of cancellation of club status.

Non-submission of election results will result in later loss of club status through the Clubs Committee.

Article VII: REMOVAL FROM OFFICE

Removal from office can occur after the VP Campus Life has issued two verbal warnings and the Clubs Committee has issued one written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them.

After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be two-thirds of the executives in favour of removal.

In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter. The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office.

Alternatively, an executive member may be removed from office by the club itself for failing to perform his/her duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied:

1. A request be submitted to the VP Campus Life which should:
 - a. Be signed by at least 30 % of the Club membership or two-thirds (2/3) of the club executive membership
 - b. Specify the alleged incidents of neglect of duty.
2. Upon receipt of request, the council shall be required to hold a referendum within twenty (20) days.
3. In case of a council 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 VIII: AMENDMENTS TO THE CONSTITUTION

The constitution of a club must be subject to an amendment procedure that prevents arbitrary alterations to it. All amendments must be approved by UTMSU before they are formalized. During annual general meetings, $\frac{2}{3}$ majority vote is required to ratify any amendments to the constitution.