

The Constitution of
The University of Toronto
Future-Living Lab Student Association

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1. General

1.1. General

1.1.1. This document outlines and defines the constitution of the University of Toronto Future-Living Lab Student Association [UTFLLSA].

1.2. Interpretation

1.2.1. In this document:

- (a) “PEY” shall mean Professional Experience Year for the Applied Science and Engineering Department;
- (b) “CRO” shall mean Chief Returning Officer;
- (c) “UofT” shall mean the University of Toronto;
- (d) “EM” shall mean Executive Meeting; and
- (e) “GM” shall mean General Meeting.

2. The University of Toronto Future-Living Lab Student Association

2.1. Name

2.1.1. The Official name of this recognized campus group is: “Future-Living Lab Student Association”. The Group Prefix is “The University of Toronto”.

2.1.2. The acronym or abbreviation of this group is: “UTFLLSA”.

2.2. Purpose and Objectives

2.2.1. We are a student-run innovation lab with a passion for exploring the future of sustainable building design and pushing design innovations. Our team consists of architecture and engineering students from the University of Toronto. We focus on conceptual building designs while merging our collective interests in sustainability, building science, architecture, and structural engineering. Our aim is to provide students with hands-on experience through various building projects to promote and enrich quality of life, strengthen communities, and raise environmental awareness. We provide opportunities to participate in design studio workshops, seminars with industry experts, field trips, and prototyping projects.

3. Membership

3.1. General

- 3.1.1. Membership to the group is open to all UofT students.
- 3.1.2. Each member shall be afforded the following rights through membership in the UTFLLSA:
 - (a) The right to participate and vote in elections and group meetings as specified in Article 7;
 - (b) The right to communicate, discuss, and explore all ideas pertaining to the UTFLLSA;
 - (c) The right to organize/engage in activities/events that are safe and lawful;
 - (d) The right to freedom from discrimination on the basis of race, gender, religion, age, disability, and sexual orientation; and
 - (e) The right to distribute on campus, in a responsible way, published material related to and/or by the UTFLLSA, provided that it is not unlawful.
- 3.1.3. Non-U of T members are permitted in the group. However, they do not hold the right to vote at meetings or be nominated for any executive position. Such members must register with a designated executive by submitting valid contact information.
- 3.1.4. To become a member, one must submit contact information, to be determined by executives.
- 3.1.5. Members may be appointed to lead certain tasks through mutual agreement and by executives.

3.2. Fee

- 3.2.1. The UTFLLSA will not collect a membership fee from each member.

3.3. Term of Membership

- 3.3.1. The term of membership for the UTFLLSA will be from the first day of the Fall term to the day before the following Fall term.
- 3.3.2. The term of executive positions shall be from the first Monday of April to the last Friday of March.

3.4. Privacy

- 3.4.1. The UTFLLSA values and respects the personal information of its members. The UTFLLSA secures its members' information at all times and will not supply confidential information to third-parties unless prior permission is given in writing by the member.
- 3.4.2. The UTFLLSA will protect the privacy of members' information and must use it only when agreed upon at an executive meeting.

4. Executive Committee

4.1. General

- 4.1.1. The executive committee shall be comprised of nine (9) elected executive officers (President, Vice President, 2 Architecture Co-Lead, 2 Engineering Co-Lead, Architecture Intern, Social Media Lead, Graphic Designer Lead), appointed members by the executive committee, and project leaders.
- 4.1.2. Alternatively, the role of President and Vice President can be designated as Co-President if appropriate.
- 4.1.3. All executive positions may only be filled by current UofT students.

4.2. President

- 4.2.1. The President shall be considered the main representative of the UTFLLSA.
- 4.2.2. The President shall be a Signing Officer of the UTFLLSA.
- 4.2.3. The President shall be responsible for:
 - (a) overseeing all operations, management, and success of the group;
 - (b) presiding over executive meetings as well as general meetings;
 - (c) building and maintaining connections with other groups and organizations, inside and outside of UofT;
 - (d) approval of major spending or spending outside of specified budgets that must be made in a short time period before an executive meeting can be held; and
 - (e) ensuring transition of office to future executives.

4.3. Vice President

- 4.3.1. The Vice President shall be a Signing Officer of the UTFLLSA.
- 4.3.2. The Vice President shall be responsible for:
 - (a) assuming or delegating the responsibilities of the President if the President is unavailable; and
 - (b) aiding and assisting the President with all their tasks and disseminating information to the executives.
 - (c) ensuring that all the activities of the club meet regulation and policies of the University of Toronto.

4.4. Social Media Lead

- 4.4.1. The Social Media Lead shall be responsible for:
 - (a) promoting the UTFLLSA and its projects;
 - (b) managing any group media meant for branding and marketing, such as photography, videography, and social media platforms;
 - (c) organizing events, meant for marketing the group;
 - (d) Onboarding new general members;
 - (e) delegating any, but not all, of the above tasks to members as required.

4.5. Graphic Designer Lead

- 4.5.1. The Graphic Designer Lead shall be responsible for:
- (a) creating/managing graphic media like posters, banners, logos, and managing virtual reality content;
 - (b) written content such as website/blog marketing content, newsletter marketing content, and creating/managing group slogans;
 - (c) delegating any, but not all, of the above tasks to members as required.

4.6. Architecture Co-Lead

- 4.6.1. The Architecture Co-Lead shall be responsible for:
- (a) leading design sessions / charrettes;
 - (b) guiding members in broadly understanding architectural representation techniques and architectural elements of building form;
 - (c) conveying architectural ideas to the group through rough sketches;
 - (d) completing drawings and renderings as part of a design team;

4.7. Engineering Co-Lead

- 4.7.1. The Engineering Co-Lead shall be responsible for:
- (a) leading design meetings and design charrettes;
 - (b) leading, teaching, and delegating the tasks of structural design and material selection to other members;
 - (c) completing structural drawings and calculations as part of a design team;
 - (d) completing structural and building science calculations.

4.8. Architecture Intern

- 4.8.1. The Construction Lead shall be responsible for:
- (a) collaborating with the Architectural Design Lead to assist in design-related projects;
 - (b) act as a liaison between UTFLLSA and first-year students;
 - (c) coordinate with the President/Vice President to coordinate the purchase and storage of materials;
 - (d) take pictures and/or videos during club events and activities.

4.9. Term of Office of Executives

- 4.9.1. The term of office of UTFLLSA executives shall begin on the first weekday of April and end on the last weekday of March.
- 4.9.2. Following the election of new executives in accordance with Article 5, at least two of the previous year's executives must attend a reasonably scheduled changeover meeting no longer than two weeks after a new term of office has begun. One of these two officers must be the previous President or Vice President.

5. Group Advisors

5.1. General

- 5.1.1. An expert project advisor from UofT faculty or industry may be sought to provide feedback on various aspects of building design and team operation.
- 5.1.2. Multiple advisors may be sought for each project.
- 5.1.3. Not all advisors will be responsible for detailed design review to ensure safety of designs. Stamping engineers and architects for the designs, chosen with the client, will take primary responsibility.
- 5.1.4. The selected advisor(s) dealing with safety will help UTFLLSA ensure the design meets Canadian standards of engineering practice, and additionally is in accordance with local building code requirements.

5.2. Selection of Advisor

- 5.2.1. Industry advisors will be selected according to the needs of the project.
- 5.2.2. At least one faculty advisor will be selected to aid in continuity of the project and provide their long term perspective across projects.

6. Elections

6.1. General

- 6.1.1. All voting positions on the Executive Committee shall be filled through an annual election. All voting positions on the Executive Committee shall be filled through an annual election. All elections for executives shall be conducted by the general members on the last week of February.
 - 6.1.1.1. An Executive Search Committee shall be created if deemed necessary by the general membership.
- 6.1.2. The Executive Committee shall appoint one (1) CRO and two (2) Scrutinizers from the general members on the committee to conduct and hold elections.
- 6.1.3. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

6.2. Eligibility

- 6.2.1. The members eligible to vote in elections for executives of the UTFLLSA shall be limited to the UofT student members of the UTFLLSA.
- 6.2.2. The CRO shall accept nominations only from group members that are also registered UofT students for candidacy of executive positions from the general membership before the end of February.
- 6.2.3. Candidates are recommended to be members in good standing with the group and be part of the group for at least one month prior to the nomination period.
- 6.2.4. Candidates are recommended to be in good standing with the University of Toronto (not under Probation of any kind).

6.3. Appointed Officer and Scrutinizers

- 6.3.1. The CRO shall select three (3) consecutive election dates before February 28th for the voting period.
- 6.3.2. The CRO shall announce the voting period a minimum of three (3) weeks prior to the earliest election date and said announcement must fall on a weekday.
- 6.3.3. The CRO and Scrutinizers shall provide each UTFLLSA member with a ranked voting system. Under a ranked ballot, voters mark their first, second and subsequent choices. If no candidate wins more than 50 per cent of the vote, the contender with the fewest votes is dropped from the ballot and his or her supporters' second choices are counted. That continues until one candidate emerges with a majority.
- 6.3.4. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members during the next general meeting.

6.4. Campaigning Rules

- 6.4.1. All eligible members seeking to become Executive Officers shall dispose of the two (2) weeks preceding the beginning of elections to campaign.

- 6.4.2. The aforementioned campaigning members shall not form slates or coalitions, nor shall they hire or solicit help or endorsements from any organization.
- 6.4.3. The campaigning media and materials (including but not limited to posters, pamphlets, videos or social media) shall not include ad hominem attacks, harassment, bullying, or discrimination against any other candidate. If a candidate feels they have witnessed this, the offense shall be evaluated by the CRO and Scrutinizers who will remove the candidate from the race.
- 6.4.4. Campaigning such as posters and online promotions must stop at midnight the day before election period begins.
- 6.4.5. Method of voting shall be conducted according to the CRO.

7. Finances

7.1. General

- 7.1.1. All finance policies shall be consistent with UofT's requirements.
- 7.1.2. The President and Treasurer of the UTFLLSA shall be the signing officers for the account.
- 7.1.3. All cheques written on behalf of the UTFLLSA must be signed by two Executive Officers with signing rights, one of whom must be the President or Vice President.

7.2. Records

- 7.2.1. Records of the financial transactions relating to all activities of the UTFLLSA shall be kept up-to-date by the Treasurer including keeping all receipts.
- 7.2.2. All financial records shall be made available to all members upon request, within a reasonable amount of time, per clause 4.4.2.c).
- 7.2.3. The Treasurer and the President of the UTFLLSA shall prepare and submit an annual financial report to the UTFLLSA in March, prior to the end of the office period.
- 7.2.4. Only executive members are able to request reimbursement and only after the expense has been approved by the executive committee.
- 7.2.5. All requests for reimbursement must be accompanied by a purchase receipt with date, company name, items bought, and a handwritten name of the executive requesting reimbursement.

7.3. Budgets

- 7.3.1. The Treasurer and the President of the UTFLLSA shall be responsible for the preparation of an annual budget.
- 7.3.2. Approval of an annual budget shall be considered at or before the first Executive Meeting called during the fall season.
- 7.3.3. All changes to the budget shall be discussed and voted upon by sixty-five percent of the Executive Committee.
- 7.3.4. Expenditures over \$100.00 CAD shall be discussed and voted upon by majority at an Executive Meeting.
- 7.3.5. Approval of additional activities and events outside of UTFLLSA budget will require a majority vote by the Executive Committee.
- 7.3.6. If possible, unused funds from both budgetary surplus and projects will be used in total budget for the following year.

8. Executive Meetings

8.1. Calling an Executive Meeting

- 8.1.1. It is the responsibility of the President and/or Vice President of the UTFLLSA to call all scheduled executive meetings and emergency meetings. Once called for, EMs are to be scheduled and organized by the President and/or Vice President.

8.2. Notice of Executive Meetings

- 8.2.1. Notice of meetings must be given electronically and posted on the UTFLLSA group, chosen at the discretion of the Executive Committee, at least 48 hours prior to the time chosen for the meeting.

8.3. Agenda

- 8.3.1. The President and/or Vice President of the UTFLLSA shall compile a meeting agenda to be discussed at all EMs.
- 8.3.2. Any executive may submit additions to the agenda until two hours prior to a EM.
- 8.3.3. Speaking rights at a meeting shall be granted to all members attending the EM.

8.4. Executive Meeting

- 8.4.1. EMs shall be attended by Executive Committee members as outlined in 4.1.
- 8.4.2. Standing agenda items shall be the group's annual activity plan, financial health, upcoming and current project details, and to propose or vote on constitutional amendments, if any, prior to being presented for a vote at the GM (if deemed necessary).
- 8.4.3. Executive Meetings may form project committees/teams as needed for specific projects and ad-hoc work groups for other specific tasks that will dissolve once the task is completed.
- 8.4.4. There shall be at least two Executive Meetings per month.

8.5. Voting

- 8.5.1. Executive members of the UTFLLSA have one vote each. The President's vote will be the deciding vote in the event of a tie.
- 8.5.2. In the case that a single person obtains two positions on the executive committee, that person may only have one vote in the decision.
- 8.5.3. Appointed Directors (positions that are appointed to work closely with the Executive team) are unable to vote for any decisions at the EMs.
- 8.5.4. Decisions at an EM shall be approved by a simple majority of the voting members at an EM where quorum is present unless stated otherwise in the constitution.

8.6. Quorum

- 8.6.1. Binding decisions of an EM can only be made where a quorum is present. EMs can still take place for informational purposes if quorum is not present.
- 8.6.2. The quorum of an EM shall be one-half (½) of the UTFLLSA's executives.

9. General Meetings

9.1. Calling a General Meeting

- 9.1.1. It is the responsibility of the President and/or Vice President of the UTFLLSA to call all regularly scheduled meetings and emergency meetings. Once called for, GMs are to be scheduled and organized by the President and/or Vice President

9.2. Notice of General Meetings

- 9.2.1. Notice of meetings must be given electronically and posted on the UTFLLSA's group at least 48 hours prior to the time chosen for the meeting.

9.3. Agenda

- 9.3.1. The President and/or the Vice President of the UTFLLSA shall compile a meeting agenda to be discussed at all meetings.
- 9.3.2. A submission method for agenda additions must be made available through the UTFLLSA's group.
- 9.3.3. Any member may submit additions to the agenda until one day prior to a meeting.
- 9.3.4. Speaking rights at a meeting shall be granted to:
 - (a) all members of the UTFLLSA; and
 - (b) any other person approved by a simple majority of a GM.

9.4. General Meeting

- 9.4.1. There shall be at least two general meetings a year, one in the first half of the fall semester, and one near the end of the winter semester.
- 9.4.2. Standing agenda items include the group's project activity plan, financial health, upcoming workshops/events/socials, and propose or vote on constitutional amendments, if any.

9.5. Voting

- 9.5.1. Each member of the UTFLLSA has one vote in each decision at a GM.
- 9.5.2. Decisions at a GM shall be approved by a simple majority of the voting members at a GM where a quorum is present.

9.6. Quorum

- 9.6.1. Binding decisions of a GM can only be made where a quorum is present. GMs can still take place for informational purposes if a quorum is not present.
- 9.6.2. The quorum of a GM shall be:
 - (a) one-third ($\frac{1}{3}$) of the UTFLLSA's General Members;
 - (b) one-half ($\frac{1}{2}$) of the UTFLLSA's executives;
 - (c) the President or Vice President of the UTFLLSA.

10. Recall of Position or Membership

10.1. Grounds for Recall

- 10.1.1. Any act or omission in the following areas by an Executive, Appointed Director, or Member of the UTFLLSA that curtails the efficient operation of the UTFLLSA can be considered reasonable grounds for recall. These areas include, but are not limited to:
- (a) unreasonable dereliction of duties or responsibilities;
 - (b) discrimination, harassment or abuse of any member of the UTFLLSA based on race, national or ethnic origin, colour, religion, sex, age, gender, sexual orientation, or socioeconomic status; and
 - (c) unreasonable and unapproved activities performed on behalf of the UTFLLSA.
 - (d) Executives that miss more than 2 consecutive EMs without reasonable notice.

10.2. Recall

- 10.2.1. 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.
- 10.2.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 10.2.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 10.2.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 10.2.5. 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.
- 10.2.6. 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.
- 10.2.7. Executive Committee members are subject to the same termination of membership process as general members.

10.3. Automatic Recall by Ineligibility

- 10.3.1. Executives and Appointed Directors, will be automatically recalled without a recall vote if he or she becomes ineligible to hold the position by failing to meet any of the position requirements as outlined by the definition of the position and/or eligibility requirements.

10.4. Conflict Resolution

- 10.4.1. A conflict shall be defined as an event where two or more parties are faced with a disagreement among them. Executives and Directors will be notified of any conflict that impairs reasonable operation of UTFLLSA.

The course of action to resolve the conflict will be negotiated amongst the affected parties. If negotiation is unsuccessful, a majority vote will be held amongst the Executive Committee at the following EM.

11. Amendments

11.1. Amendments to the Constitution

- 11.1.1. Amendments may be made to the Constitution by a two-third ($\frac{2}{3}$) majority vote at an EM. The agenda for this meeting must explicitly state the Constitution amendments that will be discussed, as well as specific issues with the Constitution.
- 11.1.2. The full text of such an amendment must be provided to all members of the Executive Committee not less than three (3) days prior to a meeting called for its approval.