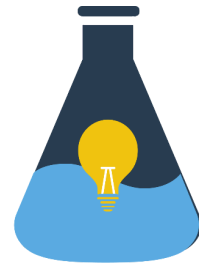


# Product Lab



Last revised September 5th, 2024

Consolidated September 5th, 2024

UNIVERSITY OF TORONTO SCARBOROUGH PRODUCT LAB

## CONSTITUTION

**THIS DOCUMENT IS PROTECTED INTELLECTUAL PROPERTY. ANY  
DUPLICATION IN PART OR WHOLE OF THIS DOCUMENT IS NOT PERMITTED  
WITHOUT PERMISSION.**

## **Article I: Clarification**

- 1.1 The official name of the organization will be **Product Lab**.
- 1.2 The organization may be referred to by the acronym **PL**.
- 1.3 “UTSC” refers to the University of Toronto, Scarborough Campus.
- 1.4 “Executive Officer” refers to any member of the Executive Committee.
- 1.5 “Executive Committee” refers to the officers collectively holding the positions of President(s), Vice President of Business Development, Vice President of Curriculum, Vice President of External Affairs, Vice President of Finance, Vice President of Human Resources, Vice President of Marketing, and Vice President of Operations.
- 1.6 “Executive Committee” refers to the voting officers of the Association as outlined in Operating Guidelines #1.
- 1.7 “Member” refers to a person defined as a member in Article III.

## **Article II: Purpose**

- 2.1 The purpose of Product Lab will be to **foster innovation and collaboration in product design, product management and development among University of Toronto Scarborough students**.
- 2.2 The organization will enhance the educational, recreational, and professional environment of the University of Toronto Scarborough by **providing workshops, networking opportunities, and hands-on projects related to product design, technology, and entrepreneurship**.
- 2.3 The organization fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.
- 2.4 The organization operates as an independent entity working within the University of Toronto Scarborough community, subject to the values and policies of the University.

## **Article III: Membership**

- 3.1 Membership in Product Lab is open to all students, staff, faculty, and alumni of the University of Toronto Scarborough.
- 3.2 The term of membership for the organization will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in Product Lab:
  - 3.3.1 The right to participate and vote in group elections and meetings;
  - 3.3.2 The right to communicate and discuss ideas and innovations;
  - 3.3.3 The right to organize and engage in activities/events related to product design and development;
  - 3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
  - 3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization’s philosophy, beliefs, interests, or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
  - 3.3.6 The right to distribute on campus, in a responsible way, published material related to product design and technology.
- 3.4 Each member shall possess the following responsibilities relative to participation in Product Lab:



- 3.4.1 Support the purpose and values of the organization;
  - 3.4.2 Contribute constructively to the programs and activities offered by the organization;
  - 3.4.3 Attend general meetings and actively participate in events;
  - 3.4.4 Abide by the constitution and subsequent official organizational documents;
  - 3.4.5 Respect the rights of peers and fellow members;
  - 3.4.6 Abide by University of Toronto policies, procedures, and guidelines;
  - 3.4.7 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5** Product Lab values and respects the personal information of its members. The organization secures its members' information at all times and will not supply names or other confidential information to third parties.
- 3.6** Product Lab will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

#### **Article IV: Management Umbrella**

**4.1** The Management Umbrella structure was established during the 2016-2017 Annual General Meeting. This structure, known as the Management Umbrella (the “Umbrella Structure”), outlines the relationship between student associations within the Department of Management. Associations, including Product Lab, benefit from financial support and resources provided by the Department of Management.

**4.2** The Association is required to comply with all policies and regulations as outlined in the Management Umbrella contract.

**4.3**

Product Lab must adhere to the Department of Management's (DOM) requirements for financial accountability, reporting, and transparency. DOM's directives and guidelines regarding financial matters must be followed carefully to ensure sound financial management and full compliance with university policies.

#### **Article V: Authority**

**5.1** This Constitution shall serve as the sole authority for defining the mission, powers, and responsibilities of the Product Lab at the University of Toronto Scarborough. Upon ratification by the membership, this Constitution will supersede any prior governing documents or agreements.

**5.2** Product Lab is dedicated to upholding democratic principles, ensuring active participation and representation of its members in decision-making processes. The democratic structure of Product Lab is established through the following provisions:

a) **Elections:** Product Lab will hold regular elections to elect its Executive Committee, including positions such as President(s), Vice President of Product Development, Vice President of Design, Vice President of External Relations, Vice President of Finance, Vice President of Human Resources, Vice President of Marketing, and Vice President of Operations. These elections will be conducted fairly and transparently, allowing all members to take part in selecting their leadership.

b) **General Meetings:** Product Lab will organize general meetings where all members have the right to participate and vote. These meetings will offer a forum for open discussions, the sharing of ideas, and decision-making on key organizational matters. Members are encouraged to actively engage and contribute in these meetings.

c) **Member Input:** Product Lab values the input of its members. Every member has the right to express their ideas, concerns, and suggestions regarding Product Lab's activities, goals, and



initiatives. Member feedback will be considered in the organization's decision-making process.

d) **Accountability and Transparency:** Product Lab is committed to maintaining transparency in its operations. The Executive Committee will regularly update members on the organization's activities, financial situation, and future plans. Members have the right to access relevant information and are encouraged to hold the Executive Committee accountable.

e) **Amendments to the Constitution:** Any amendments to this Constitution will undergo a democratic process. Members will be given the opportunity to review and vote on any proposed changes, ensuring that the Constitution remains aligned with the collective interests of the Product Lab community.

**5.3** Product Lab acknowledges that its strength and success rely on its dedication to democratic principles and the active involvement of its members. By embracing these principles, Product Lab seeks to promote a sense of ownership, inclusivity, and shared responsibility, ensuring the continued growth and success of the organization.

### **OPERATING BY-LAW #1**

**THIS DOCUMENT IS PROTECTED INTELLECTUAL PROPERTY.  
ANY DUPLICATION IN PART OR WHOLE OF THIS DOCUMENT IS  
NOT PERMITTED WITHOUT PERMISSION.**

#### **Article I: Executives**

**1.1** The executives of the organization shall include: President, Vice-President Academics, Vice-President External, Vice-President Events, Vice-President Operations, and Vice-President Human Resources, Vice President of Marketing.

**1.2** Directors:

Research Analyst

Director of External Affairs

Director of Data Analytics

Director of Human Resources

Director of Communications

Director of Operations

Director of IT

**1.3** The broad responsibilities of each executive position are as follows:

1.3.1 The President is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies.

1.3.2 The Vice-President Academics acts as an advocate and resource for the academic issues of members, ensuring accessible, high-quality educational opportunities related to product design.

1.3.3 The Vice-President External acts as a liaison between the organization and other student clubs, societies, organizations, and groups on and off campus.

1.3.4 The Vice-President Events oversees the planning and execution of events and workshops organized by the organization, ensuring they meet the interests and needs of members.

1.3.5 The Vice-President Operations oversees the organization's finances and is in charge of developing and enhancing the delivery of member services and operational efficiency.

1.3.6 The Vice-President Human Resources is responsible for the hiring and training of all organizational associates while developing human resources practices and policies to maintain



a positive and safe working environment for members.

1.3.7 Vice President of Marketing oversees the club's marketing strategies, promotions, and branding to increase visibility and engagement.

1.4 Only student members of the organization may hold executive positions.

1.5 The executive positions collectively will form a committee that acts as the primary steward of the organization.

1.6 This committee is collectively responsible for the day-to-day decision-making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

1.7 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

1.8 The term of each executive will last from May 1 following their election to April 30 of the following year.

1.9 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

1.10 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

1.11 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

1.12 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

## **Article II: Powers and Duties of Executives**

2.1 All executive officers shall, at the end of their term, hand over to their successor (or incoming Senior Executive team) all books, documents, and other items related to the Product Lab. The successor will then assume responsibility for the care and management of these items.

2.2 All executive officers must keep confidential any personal information about members, faculty, staff, and sponsors. A breach of this confidentiality may lead to impeachment.

2.3 The term of each executive will begin on May 1 following their election and end on April 30 of the next year.

### **2.4 Executive Voting:**

a) A quorum for voting and conducting business at an official meeting requires one-half plus one member of the Executive Committee.

b) Each executive officer will have one (1) vote.

c) All voting within the Executive Committee shall be conducted democratically, and the results will be documented for future reference.

d) Any executive may request a confidential vote, conducted by secret ballot.

e) A major vote requires a two-thirds (2/3) majority to pass. Major votes are needed for the following:

i) Changes to the Constitution.

ii) Changes to Operating Guidelines.



- iii) The addition of a new executive officer.
- iv) The impeachment of an executive officer.
- f) A standard vote requires a simple majority (one-half plus one) to pass. Standard votes are necessary for the approval of new major Product Lab initiatives (events with a budget exceeding \$100) or other decisions deemed significant by the Executive Committee.
- g) The Executive Committee must be informed at least one week before any major or standard vote, and all relevant materials should be provided to help members make informed decisions.
- h) If the Senior Executive Team seeks input or approval from the Executive Committee on issues within their exclusive authority, they may request a vote.

**2.5 Powers and Duties of the Senior Executive Team:**

- a) The Senior Executive Team shall address all matters concerning the future of Product Lab and its internal and external relationships, while keeping the Executive Committee updated on ongoing tasks.
- b) The Senior Executive Team can make operational decisions for Product Lab, except for the following:
  - i) Amendments to the Constitution.
  - ii) Adding new executive officers.
  - iii) Impeachment of an executive officer.
  - iv) Initiation of new major Product Lab initiatives.
- c) All Senior Executive Team decisions must be communicated to the Executive Committee promptly and may be appealed.
- d) If a Senior Executive Team member is unable to fulfill their role for the rest of their term, the Senior Executive Team can decide to share their duties. If a replacement is necessary, the decision must be approved by a two-thirds (2/3) majority vote of the Executive Committee.
- e) A returning Senior Executive Team member may serve as an Executive Advisor for the following year, at the discretion of the incoming Senior Executive Team. The Executive Advisor's role includes supporting ad-hoc projects initiated by themselves or by the Senior Executive Team, and they will participate in projects when formally requested by the Executive Committee.

**2.6 Powers and Duties of the Executive Committee:**

- a) If a position is vacant, the Executive Committee can appoint a member by a two-thirds (2/3) majority vote or opt to share the duties among themselves.
- b) If a general member proposes an event or project for Product Lab, they can participate and be given an appropriate title as determined by a two-thirds (2/3) majority vote of the Executive Committee.
- c) Impeachment requires a recommendation from the Senior Executive Team and a two-thirds (2/3) majority vote. The officer being impeached must be present and given an opportunity to defend themselves. Appeals can be submitted within 72 hours if new information emerges that could have influenced the original decision.

**2.7 Powers and Duties of Each Executive Officer:** All executive officers shall work to further Product Lab's goals and uphold the integrity of its Constitution.

- a) Each officer shall attend as many Product Lab events as possible.
- b) Each officer shall act in a manner that reflects the values of Product Lab and their responsibilities to members.
- c) Each officer shall report regularly to their designated Vice President.

**Article III: Removal of Members and Executives**

**3.1** The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the



general membership to investigate a complaint determines that:

3.1.1 A member or executive has engaged in unlawful actions or activities;

3.1.2 A member or executive has violated the constitution;

3.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;

3.1.4 A member or executive has violated the rights of a fellow member;

3.1.5 A member or executive has not fulfilled their organizational responsibilities;

3.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

**3.2** The process for removing a member or executive may also be initiated when:

3.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

3.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

**3.3** The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:

3.3.1 **First Tier:** The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

3.3.2 **Second Tier:** Initiated because the member or executive has violated section 5.1 after receiving a first-tier warning relative to a particular action or behavior.

The Vice President Human Resources will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

The Vice President Human Resources must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President Human Resources' written response to demonstrate progress or correction of behavior.

3.3.3 **Third Tier:** Initiated because the member or executive has violated section 5.1 after receiving a second-tier warning relative to a particular action or behavior.

The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member in question shall be permitted to provide a verbal response during the meeting. A two-thirds majority vote of the general membership in attendance is required to remove the individual.

The vote must be conducted anonymously, and the results shall be delivered in writing to the general membership.

#### **Article IV: Executive Committee Meetings**

**4.1** The purpose of executive meetings is to provide a platform for Product Lab executives to discuss and make decisions regarding day-to-day organizational matters.



**4.2** Executive meetings will be led by the President of Product Lab, who will be responsible for:

- a) Preparing and distributing the agenda for each meeting.
- b) Ensuring proper conduct and efficiently leading the meeting.
- c) Moderating discussions based on the meeting agenda.

**4.3** A minimum of one (1) executive meeting will be held weekly between September 1 and April 30. The date for the next meeting will be confirmed at the prior meeting and reiterated via email at least two (2) calendar days in advance.

**4.4** The frequency of executive meetings between May 1 and August 31 will be determined by the executive committee's discretion.

**4.5** Executive meetings can be called by the President or through a petition signed by three (3) executive members.

**4.6** Executive meetings are exclusive to executive members, and a quorum will be achieved by a simple majority of the total executives.

**4.7** Minutes of all executive meetings must be recorded and maintained for future reference.

**4.8** Executives must inform the President at least six (6) hours before a meeting if they wish to add new business to the agenda. The President will include these items accordingly.

**4.9** Each executive member has one (1) vote at any valid executive meeting.

**4.10** Any question or decision at an executive meeting will be resolved by a show of hands.

**4.11** When a vote by show of hands takes place, the President will declare the result as either carried, carried by a particular majority, or failed, and this will be recorded in the meeting minutes.

**4.12** In the event of a tie during a vote, the motion will be considered failed.

**4.13** The President, with the consent of the majority of executives, may adjourn meetings as necessary.

## **Article V: General Meetings**

**5.1** The purpose of General Meetings is to provide a forum for executives to review the organization's activities, gather feedback from members, engage in policy-making, propose constitutional amendments, and report on the financial status of the organization.

**5.2** General meetings will be facilitated by a Chairperson selected by the general membership from the executive committee. The Chairperson shall be responsible for:

- a) Formulating and distributing an agenda for each meeting no later than two (2) days prior.
- b) Ensuring proper conduct and efficient meeting facilitation.
- c) Suspending members from participation for constitutional or procedural violations.

**5.3** Meetings of members will follow the procedures outlined in Appendix A.

**5.4** A minimum of one (1) general meeting will be held each month. The date of the next general meeting will be confirmed at the prior meeting and reiterated via email at least two (2) calendar days in advance.

**5.5** General meetings may be called by the President, by a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.

**5.6** General meetings are open to registered members only. Quorum requires a simple majority of executives.

**5.7** For quorum to remain valid, the number of non-executive general members must exceed the number of executives at all times during the meeting.





- 5.8** All executives are expected to present brief progress reports on their activities at every general meeting.
- 5.9** Minutes of all general meetings must be recorded and maintained for reference.
- 5.10** Members must notify the Chairperson at least 48 hours before a general meeting to add new business to the agenda.
- 5.11** Each member has one (1) vote at a general meeting, except the Chairperson, who will vote only in the event of a tie.
- 5.12** All questions at a general meeting will be decided by a show of hands.
- 5.13** When a vote by show of hands occurs, the Chairperson will declare the outcome and it will be recorded in the minutes.
- 5.14** In the case of a tie, the Chairperson will cast the deciding vote.
- 5.15** The Chairperson may adjourn meetings with the consent of the majority of members.

#### **Article VI: Emergency Meetings**

- 6.1** Emergency meetings can be called for unforeseen or urgent circumstances.
- 6.2** These meetings must follow the rules outlined in sections IV and V, depending on the nature of the meeting.
- 6.3** Notice of these meetings must be provided at least 24 hours in advance via email.
- 6.4** Less notice may be provided at the discretion of the President, with the agreement of at least five (5) general members.

#### **Article VII: Finances**

- 7.1** The organization's funds will be expended according to the operating budget approved by the general membership at a general meeting.
- 7.2** Any unbudgeted expenditure over \$100 must be approved by the general membership at a valid general meeting.
- 7.3** All budgets will be prepared by the Vice President of Finance in line with the organization's priorities, as determined by the executive committee and general members.
- 7.4** The Vice President of Finance will present the proposed operating budget for the next fiscal year at the final general meeting.
- 7.5** The operating budget will be the primary financial plan for the next fiscal year.
- 7.6** The operating budget must be approved by a majority vote of general members at a valid general meeting.
- 7.7** The organization's banking will be conducted with a designated institution, and all banking matters will be managed by authorized Officers.
- 7.8** The President, Vice President of Finance, and, in special cases, the Vice President of Operations, will be the sole signing authorities for banking instruments.
- 7.9** Product Lab will ensure accurate financial records are maintained and passed on to incoming executives each year.
- 7.10** Product Lab will assume full financial responsibility for all activities it sponsors, plans, or executes.

#### **Article VIII: Elections**

- 8.1** Executive elections will be held before March 31 each year.



- 8.2** Candidates for executive positions will undergo a structured application and interview process, overseen by the outgoing executive team.
- 8.3** Only confirmed student members will be eligible to participate in elections.
- 8.4** The candidate screening process will be conducted by a committee of mostly non-executive members, ensuring fairness and consistency.
- 8.5** Notification of the acceptance of applications will be sent via email to all general members at least 21 days prior to the election meeting.
- 8.6** The application period will open at least 14 days before the election meeting and close at least seven (7) days prior.
- 8.7** Candidates will give brief speeches at the election meeting, followed by a short Q&A session.
- 8.8** Elections will be conducted by secret ballot, overseen by an independent election committee.
- 8.9** This election committee will consist of two (2) non-executive members and one (1) executive.
- 8.10** The candidate with the most votes will be declared the winner.
- 8.11** Election results will be presented for ratification, with only the process, not the results, being subject to review.
- 8.12** If errors in the process are found, the election will be re-held at the final General Meeting with a new election committee.
- 8.13** Candidates running unopposed must receive a majority of votes to be declared the winner.
- 8.14** Voting motions include: a) Adopting an action; b) Postponing the item to another meeting; c) Removing the item from consideration.
- 8.15** Only one item of business will be discussed at a time, but multiple motions can be considered for each item.
- 8.16** After discussion, the Chairperson will call for a vote on each motion.
- 8.17** Any failed motion can be reconsidered at a future meeting.

#### **Article IX: Special/Non-Permanent Clauses**

**9.1** Groups working closely with Product Lab but not part of the Executive Committee will still be accountable to Product Lab. Major decisions must be approved by the Senior Executive Team and the Executive Committee if necessary.

#### **Article X: Authority**

**10.1** The Constitution and By-Laws will serve as the primary authority for the formation, powers, and responsibilities of the organization and its members, invalidating all prior documents.

**10.2** Product Lab will adhere to all relevant University of Toronto policies and guidelines. If there is a conflict between Product Lab's policies and the University's, the latter will take precedence.

**10.3** Associates and Volunteers will report directly to an Executive Officer and assume greater responsibility based on their roles.

#### **Article XI: Legal Liability**

**11.1** The University of Toronto Scarborough does not endorse Product Lab's beliefs or philosophy and does not assume legal liability for its activities on or off-campus.



## **Article XII: Amendments**

**12.1** The organization may amend the constitution by following these steps:

a) A full text of the proposed amendment must be provided to members at least 14 days prior to the meeting.

b) A summary of the rationale for the amendment must also be provided.

**12.2** Amendments must be approved by a two-thirds majority at a valid general meeting.

**12.3** Final approval of constitutional amendments lies with the general membership.

## **Article XIII: Transition**

**13.1** Outgoing executives must transfer all organizational resources used during their tenure to the incoming team.

**13.2** They are also required to submit detailed reports on ongoing and past projects to the incoming team.

**13.3** Outgoing and incoming executives will participate in a joint training session by the end of May each year.

## **Article XIV: Emergency Powers**

**14.1** In extenuating circumstances, the executive team can act without direction from the membership.

**14.2** Extenuating circumstances include but are not limited to executive vacancies, unexpected cancellations, or lack of member response.

**14.3** Emergency powers will only be used for the duration necessary to resolve the issue.

**14.4** General members can revoke emergency powers through a petition signed by at least 10% of the membership.

## **Article XV: Food Handling on Campus**

**15.1** Product Lab will comply with all Provincial and Municipal Health Regulations when organizing events involving the sale or service of food on the University of Toronto Scarborough campus.

## **Article XVI: Precedence of University Policies**

**16.1** Product Lab will follow all University of Toronto policies and procedures, with University guidelines taking precedence in case of a conflict.

## **Article XVII: Legal Liability**

**17.1** The University of Toronto Scarborough does not assume legal liability for Product Lab's activities on or off-campus.

## **Article XVIII: Banking**

**18.1** Product Lab agrees to provide details of its bank accounts to the Department of Management and the Department of Student Life at the University of Toronto Scarborough.



**This document was last revised on Sept. 4, 2023.  
The current Executive Committee list is available upon request.**

