



## **Women in Science and Computing – Constitution**

### **Article I: Club Name**

This club will be called "Women in Science and Computing", abbreviated to WiSC.

### **Article II: Purpose**

The purpose of this club is to provide a welcoming space for those who identify as women in the fields of science, technology, and math. The goal is to connect and build a community, as well as be prepared for a future in a STEM career. WiSC also hopes to start a conversation on diversity and inclusion in STEM and will uphold these values in all our events as every WiSC opportunity will be open to everyone in the UTM community.

We will do this through hosting workshops to develop skills that will be useful for career advancement, as well provide students with access to off campus activities, host community building programs, and bring external organizations to campus to offer their expertise.

### **Article III: Membership**

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T registered general members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. To be considered a general member, you must register with a designated club executive by submitting your full name and a valid University of Toronto email address, and attend at least one WiSC event.

For the 2023-2024 school year, there is no membership fee for members.



## **Article IV: Executive**

### ***Co-President (Sciences)***

- Responsible for overseeing and executing executive meetings
- Forming and maintaining relationships with faculty, departments, and relevant student societies
- Complete all re-recognition packages for the UTMSU at the end of the school year, and execute election procedures as outlined in the Constitution
- Be the go-to person for all executive members if assistance is required
- Holds veto power if voting during an executive meeting requires a tie breaker
- Responsible for the selection of the rest of the executive team with the VPs
- Provide direction for the club vision and ensure the goals set at the beginning of the term are on track to being completed

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### ***Vice President of Internal Affairs***

- Oversee the Director of Graphic Design, Director of Social Media, and Director of Finance
- Book rooms as needed for events + be the liaison with the Centre for Student Engagement and the UTMSU
  - Attend exec training meetings
  - Write applications for club awards at the end of the year
  - Responsible for the Ulife related work (CCR Approval, Ulife app)
- Responsible for overseeing recruitment and volunteer activities
- Book tables for tabling and advertisement
- Be the go-to person for all general members if assistance is required
- Responsible for the selection of the rest of the executive team with the President
- Take meeting minutes at executive and general meetings
- Maintain accurate records of club activities, member attendance, and documentation
- Monitor the club Google Drive, Notion, and newsletter

### ***Vice President of Human Resources***

- Evaluates areas for improvement within team and plans, executes, and improves upon activities to build team cohesion (socials, professional development, team merch, etc)
- Check in and conduct one on ones to monitor personal and professional development of team



- members
- Responsible for coordinating whole team meetings, developing agenda with support of President
- Manages first year associate program
- Responsible for following up with leadership team, getting updates, and sharing updates as required
- Ensure team vision and mandate is being upheld
- Responsible for the selection of the executive team with President
- Works with President and VPs to execute WiSC vision

#### ***Vice President of the General Sciences***

- Oversees the following roles:
  - Director of External Relations
  - Director of Events for the Sciences (x4)
- Ensure the club vision is always being upheld
- Responsible for the selection of the rest of the executive team with the President
- Works with President and other Vice Presidents to execute WiSC vision throughout the year

#### ***Vice President of the Computational Sciences***

- Oversees the following roles:
  - Director of External Relations
  - Director of Events for the Computational Sciences (x4)
- Ensure the club vision is always being upheld
- Responsible for the selection of the rest of the executive team with the President
- Works with President and other Vice Presidents to execute WiSC vision throughout the year

#### ***Director of Finance***

*Reports to: Vice President of Internal Affairs*

- Responsible for managing spending throughout the year
- Collect receipts from other execs for purchases made pertaining to club activities
- Create and set the budget for the year (both long term and short-term budget)
- Complete all financial audits and forms for the UTMSU
- Monitor the club bank account and be responsible for communications with the bank if necessary
- Assist external relations with the completion of grants and funding applications
- Fill out necessary reimbursement forms with regards to using department funding
- Create the Club Financial Statement in accordance with the standards outlined in the Clubs Handbook

#### ***Director of External Relations***

*Reports to: Vice President of the Sciences and Vice President of the Computational Sciences*

- Manages relationships with other science-based UTM/UOFT clubs as well as outside organizations or potential partners – with a focus on science related groups



- Look to develop events and/or relationships with other clubs on campus or organizations in the sciences
- Work with the rest of the executive to create and maintain a strong reputation for the WiSC team on campus
- Maintains a professional relationship with all club partners
- Actively looks for external growth opportunities for the club and applies to grants/funding
- Responsible for finding potential sponsorships for events or activities as required throughout the year, with a focus on the science related events
- Develop a sponsorship package for events as the club grows with the other External Relations Directors
- Work with the Director of Finance to evaluate financial needs of the club and assess how sponsorships can help

### ***Director of Events - Sciences***

*Reports to: Vice President of Sciences*

- Create the required meeting resources for the execution of general meetings related to career advancement (slideshows, workshops, etc.)
- Develop ideas for club events related to career advancement, community building, off campus opportunities, and workshops and pitch it to the exec
- Gather feedback from general membership about meetings and events and implement that feedback
- Take suggestions from General Membership about what they'd like to see
- Manage events and logistics related to the events the team decides to implement
- Delegate tasks if needed to other executives re: the execution of events and meetings
- With the assistance of the VP of Sciences, manage concerns of the general membership
- Inform the team in advance of resources needed to execute meetings successfully
- Work within the budget to make events happen and keep in touch with the Director of Finance regarding budgeting and purchases made to execute events
- If funding is needed, let the executive know so the appropriate executives can manage sponsorship and grants

### ***Director of Events - Computational Sciences***

*Reports to: Vice President of Computational Sciences*

- Create the required meeting resources for the execution of general meetings related to career advancement (slideshows, workshops, etc.)
- Develop ideas for club events related to career advancement, community building, off campus opportunities, and workshops and pitch it to the exec
- Gather feedback from general membership about meetings and events and implement that feedback
- Take suggestions from General Membership about what they'd like to see
- Manage events and logistics related to the events the team decides to implement
- Delegate tasks if needed to other executives re: the execution of events and meetings
- With the assistance of the VP of the Computational Sciences, manage concerns of the general membership
- Inform the team in advance of resources needed to execute meetings successfully



- Work within the budget to make events happen and keep in touch with the Director of Finance regarding budgeting and purchases made to execute events

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

*Reports to: President*

- Create a marketing strategy for all events and initiatives run by WiSC
- Enhance both in school and online presence of WiSC through the strategies
- Oversee the work of the Director of Social Media, the Directors of Graphic Design, and the Website Manager and Designer.
- Responsible for leading the charge on team merchandising, brand decisions, and swag
- Coordinate the efforts of the Director of Social Media and Director of Graphic Design to make sure that all events are advertised for well in advance, at the request of the Director of Events
- Marketing includes but is not limited to: social media marketing, class talks, emailing professors, getting in touch with departments for Quercus advertising, reaching out to other clubs for marketing, etc.

### ***Director of Social Media***

*Reports to: Director of Marketing*

- Responsible for the upkeep of the Instagram, Linktree, Discord, LinkedIn and website
- Responsible for the maintenance of all social media pages, including posting regularly and responding to inquiries
- Use relevant hashtags and social media practices to increase engagement and online presence
- Use social media to promote the mission of the club
- Check in regularly on all social media accounts
- Work with Director of Marketing to ensure the WiSC brand is being represented appropriately and to create a community engagement strategy and evaluate success through constant feedback and iteration
- Work with Director of Events to make sure advertising is out, matching the club standards

### ***Director of Graphic Design***

*Reports to: Director of Marketing*

- Develop high quality graphics to advertise for events and club activities, (online and in print)
- Make sure to follow UTMSU poster guidelines
- Responsible for getting all posters and promotions up in the designated areas well in advance of the event (if in-person)
- Responsible for exploring team swag and additional promotional material when it becomes relevant to the club, working with Director of Finance
- Event photography skills are an asset, but not a requirement


### ***First Year Associate***

*Reports to: Vice President of Human Resources*

- Work with three different WiSC subteams for 1.5 months each to develop both professionally and



- personally
- Gain experience collaborating with WiSC executives while also focusing on work in the areas they are most interested in
- Gain personal skills, including communication and collaboration, leadership plus responsibility, and the chance to network with upper-year students
- Will have the opportunity to put their skills to the test by running an internal WiSC event
- Will have usable and useful skill sets to add to their professional resumes

E X E C U T I V E	President	<i>Green: Applications</i>
	Vice President of Human Resources First Year Associates	
	Vice President of the Sciences Director of Events for the Sciences x2	<i>Red: Elections</i>
	Vice President of the Computational Sciences Director of Events for the Computational Sciences x2	
	Vice President of Internal Affairs Director of Finance	
	Director of Marketing Director of Social Media Directors of Graphic Design x3	
	Mentorship Program Lead Director of Mentor Relations Director of Mentee Relations Director of Student Mentor Relations	
	Director of External Relations	
		

## Article V: Meetings

Executive meetings will be held once a week for one hour. The quorum of executive meetings shall be 50% + 1 executives.

Meetings for the general membership will be in the form of our events, and we will communicate any updates through our newsletter and social media platforms.

There will be one general information meeting in the Fall term and in the Winter term to share the mission, goals, and accomplishments of the club with all prospective and current members, as well as a detailed report on the financial condition of the club if particularly requested by any member.

## Article IV: Elections



WiSC will follow election dates and procedures set by the UTMSU, including the procedure of nomination, majority vote, and eligibility of vote.

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 re-election will be held under the supervision of the UTMSU Clubs Coordinator.

*Election Procedures:*

An election will be held by the end of February or at the beginning of March.

Elections will be open to all interested candidates that are UTMSU registered members of the club. Elections will be held for the President and Vice President positions only, and candidates must have at least one academic year of experience as a WiSC executive to be eligible to run for these positions. All other positions will be appointed through an application and interview process.

Advertising for the election are mandatory and will take place over a period of minimum one week. Advertising will be visible throughout campus. Mass emails will be sent to all registered UTMSU members of the club as well as the Clubs Coordinator and VP Campus Life prior to the week of accepting nominations.

The election will have a CRO (Chief Returning Officer) supervising the electoral process. They will be non biased and approved by the club executive and the Clubs' Coordinator.

A nomination period following the advertising period will 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 executive in the week following campaigning, consisting of a period of two or three days. In the case of a by-election, WiSC will 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. This candidate must be approved by the VP Campus Life.

Any complaints that arise during the course of elections or as a result of the 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.

If undemocratic election procedures are suspected, the election results or even the club status may be put forward to the Clubs Committee by the VP Campus Life.

## **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.

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:
  - Be signed by at least 30% of the club membership or 2/3 of the club executive
  - Specify the alleged incidents of neglect of duty
2. Upon receipt or request, the council shall be required to hold a referendum within 20 days
3. In case of a council member being removed from office, an application process will be launched, similar to the selection of the rest of the team, to replace them

## **Article VIII: Finances**

All cheques will be made out to “Women in Science and Computing UTM”.

The fiscal year of WiSC begins on September 1 and ends on April 30.

If requested, the Director of Finance will coordinate with the Faculty, University, or Government authorities in conducting an audit of WiSC accounts.

WiSC has an external bank account at TD Bank, South Common Mall.

The President and Director of Finance are signing authorities for the external bank account.

The Director of Finance shall maintain a record of all financial transactions on the WiSC Drive.

The Director of Finance will submit audits during auditing season to the UTMSU.

The budget will be determined and set at the start of the fiscal year, and voted on by the executive team for approval, with a 75% majority needed to pass.

Expenditures between \$500 and \$1000 shall be approved by a vote of 75% of the executive council.





Expenditures below \$500 will be approved by the President and the Director of Finance.

Expenditures above \$1000 shall be approved by a unanimous executive council vote.

## **Article IX: Amendments**

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered general members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.