

Constitution of “John Tuzo Wilson Geology Club”

1. Name

The official name of this recognized campus group is “John Tuzo Wilson Geology Club.” The acronym or abbreviation of this group is: JTWGC

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of this organization is outlined here:

The purpose and objectives of this organization is to give students a hub for social interaction revolving around topics in Geology and related fields. Through the club, members will be able to expand their knowledge while meeting peers with similar interests. This will be done through various social and academic events that will provide entertainment and socializing opportunities. Through the successful planning and execution of these events, we hope to foster a sense of community within the broader context of the UTM Earth Science program.

3. Membership

Membership to the group is open to all UTMSU members (UTM registered students). Other University of Toronto members (students, staff, faculty and alumni) may also be members as solely associates. UTMSU registered 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. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year. Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Mississauga Students’ Union (UTSU), the group must maintain a minimum of 25 members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSMU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be comprised of at least 6 elected officers. These include President, Vice President, Secretary, Treasurer, Event Coordinator and Second Year Representative.

The President shall:

- Oversee the operations, provide leadership to the management and success of the club
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer (or in case of President’ absence the Vice-President will hold this authority) for financial purposes
- Ensure a smooth transition of office to the future executives
- Handle official correspondence of the organization
- Advise members on the financial position of the group
- Plan and coordinate interesting and exciting events to encourage student attendance

- Ensure events run smoothly and follow the itinerary

The Vice-President shall:

- Assume duties of the President in his/her absence
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Maintain the websites (Discord) and member contact list
- Record notes and motions for meetings
- Handle official correspondence of the organization
- Work closely with the Treasurer to determine event budgets

The Treasurer shall:

- Bookkeeping an accurate log of club expenses and revenue throughout the club's active year.
- Being responsible for the club's banking information
- Act as one of the club's signing officers in addition to the President
- Provide the student union with an audit of the club's financial activity at the end of year/term

The Secretary shall:

- Prepare the weekly email blast (Tuzo Tuesday)
- Keep track of any incoming, new and outgoing (leaving) members of the club and updating the membership list in a timely manner
- Work closely with the Treasurer, Event and Social Media Coordinators and keep club members up to date of other club activities
- Serve as a liaison between club members and the club executives

The Event Coordinator shall:

- Organize and provide budget information for the Treasurer to be used for any club events
- Serve as a liaison between industry professionals, vendors and faculty who wish to participate in events
- Choosing venues, refreshments and setting up for the club's events
- Handle event set-up, and gathering of required supplies

The Student Representative shall:

- Liaise with external organizations like CIM Toronto, WIM to continue our student chapter membership
- Coordinate student chapter events with these external organizations
- Handle correspondence pertaining to the student chapter membership to these external organizations

Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executives or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

5. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where dates and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

6. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates must be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each UTMSU registered member of the club with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

In summary, the responsibilities of the CRO including but not limited to a) ensuring membership is aware of the elections and voting days, etc., b) explaining the election process to candidates, c) hosting an all candidates' meeting, d) setting up voting platforms, e) keeping track of all election material to ensure it is accessible, and f) monitoring all campaigns to ensure they do not breach community guidelines,

The election process should include an Advertising period (during which notice is sent out to members about the electoral process), Nominations Week (during which candidates elect themselves to run, the all candidates meeting should take place during this time), Campaign period (during which candidates engage with voters and members learn about the candidates' platforms), and Voting period during the Winter semester,

Post election procedure, including the posting of results on platforms that are accessible to members, and that problems that may arise during the elections will be brought to the attention of the Campus Groups Coordinator within 72 hours after the end of the election.

Members may not vote by proxy. Non-U of T members may not nominate or vote in elections. Only UTMSU registered members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting. Term of executive positions shall be from May 1st to April 30th.

7. Removal From Office

Removal of General Members:

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under “Elections Procedures”.

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, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions. A two-thirds majority vote of the current members present in favour of removal is required. The member will be removed from the club’s membership and will lose any privileges associated with being a member of the club. Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

Removal of Executive Members:

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

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group’s Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Removal procedures will involve:

- Removal after 1 written warning issued to the individual
- Removal after missed 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

After such removal procedures, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the executive from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Office of University Affairs. The results of the vote should be two-thirds of the executives in favour of removal.

Appeal Process:

A Club executive who has been notified of the sanction has up to ten (10) days (from the mailing of the notice) to appeal the decision to the UTMSU Executive Committee who will hear the appeal and will render a decision to uphold or dismiss the appeal, or possibly to vary the sanction imposed. If the appeal is dismissed from the committee, the club executive will receive a written notice and be removed from the office.

Final Voting Process:

Similarly to the removal of office, should the appeal be deemed successful by the UTMSU Executive Committee, a final voting may be made among the executive team with a minimum of two-thirds in favour of removal. The club executive will be removed from office if at least two-thirds of votes are in favour of removal; otherwise, the executive will remain in office. The motion made must be supervised by the UTMSU and results verified by the Office of University Affairs.

By-Elections/Appointment:

In the event that the club executive has been removed from office, a By-Election must be held. Any member of the club is eligible to apply for the vacant executive position during the By-Elections. If there are no participants running during the By-Elections or if there are any mishaps during the election process leading to delays and dismissal of results for a legitimate reason, the president and vice president can appoint executives for the vacant position through an interview process.

8. Amendments

Only UTMSU members can 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 U of T 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 Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.