Constitution and Bylaws of the University of Toronto Student Research Initiative

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1. ARTICLE I - NAME AND PURPOSE

1.1. The official name of the recognized student group is “University of Toronto Student Research Initiative”.
1.2. The official acronym or abbreviation of the group is “UTSRI”.
1.3. The official tagline of the group is “bringing Canada’s largest STEM research competition to UofT”
1.4. The purpose of the organization is to plan, organize, and host a biennial STEM competition based in the three campuses of the University of Toronto, aiming to provide undergraduate students with a unique opportunity to engage in STEM research project.
1.5. The purpose of the competition is to to provide undergraduate students with a unique opportunity to engage in STEM research projects.
1.6. The objectives of this initiative is to:
    1.6.1. Offer secondary and undergraduate students hands-on research.
    1.6.2. Experience in Science, Technology, Engineering, and Mathematics (STEM) fields.
    1.6.3. Encourage collaboration and mentorship between undergraduate and graduate students.
    1.6.4. Showcase the innovative potential of our student body to the university community and beyond.
    1.6.5. Provide for tri-campus collaboration with a unique, STEM focused opportunity.
    1.6.6. Provide the University of Toronto with a large-scale initiative, something the University currently does not have.
1.7. If needed, all statements, documents, or any published materials using the name of the competition must use the officially approved logo or/and emblem.
1.8. All official materials using the organization's name and/or acronym must include the designated tagline.

2. ARTICLE II - MEMBERSHIP

2.1. An “committee member” is defined as an individual who fills one or more of the roles / responsibilities within the organization.
2.2. A “general member” or “organization member” is defined as an organization member but non-committee member that is not granted any administrative or executive status.
2.3. The term of membership lasts two years, from May 30 to June 30 of the following biennium, ensuring that the membership concludes precisely two years after its initiation on May 30.
    2.3.1. Membership is automatically updated each school year within the cycle
2.4. Voting membership is open to all registered students of the University of Toronto.
2.5. Voting membership is open only to registered students of the University of Toronto.
2.6. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
2.7. A “team member” or “team officer” is defined as a member that works under a director and is considered considered a member of the UTSRI Committee.

2.8. A “executive” is an individual who is AVP, Director, or Coordinator, or any roles that are granted said status by a senior executive.
2.9. A “senior executive” is an individual who holds a position on the Executive Committee.
2.10. All senior executives are awarded with rights as voting members, and they must be persons within the University.

3. ARTICLE III - FORMATION OF THE COMMITTEE

3.1. All VPs, AVPs, and Directors must be approved by the President before the Committee is officially formed.
3.2. The biennial Committee is officially formed when:
  3.2.1. The President is elected by the Committee members; and
  3.2.2. Two-thirds of the VPs and Directors positions are filled
3.3. The current President must ensure a smooth transition of presidency during the summer months, in which the President must:
  3.3.1. Ensure that the President-elect is aware of their responsibilities and roles
  3.3.2. Provide a signature on an official document confirming the status of the President-elect
  3.3.3. Form a Constitution Reviewing Committee, in which they must review and update the terms listed on the constitution
  3.3.4. Ensure all documents, datas and information are passed on to the President-elect

4. ARTICLE IV - STRUCTURE OF THE COMMITTEE

4.1. The Organization is managed by the Committee, which consists of the Executive Committee, Directors Board, and the all Team Members/Officers.
4.2. Both the Organization and Committee are led by the President, with the Secretary-General acting as deputy chair and first assistant to the President.
4.3. VPs work under the President and Secretary-General, each VP heads and leads their department.
  4.3.1. VPs generally have their own autonomy in terms of departmental structures and the distribution of tasks and responsibilities.
  4.3.2. The process of recruiting members within the departments can either be handled within the department or by the Department of Internal Affairs, the process must be outlined by the VP of Internal Affairs and approved by the President before the recruitment stage begins.
  4.3.3. All VPs are members of the Executive Committee and are considered senior executives.
4.4. AVPs and Directors work under VPs, each director leads their own team and reports their duties to their corresponding VPs.
4.5. VPs are allowed to add or remove AVPs and Director positions as they see fit, but they shall report any changes to the Department of Internal Affairs for record and documentation.
4.6. Any changes of structures and boundaries of responsibilities must be acknowledged by the VP of Internal Affairs and the President.

4.6.1. The VP of Internal Affairs must issue an internal memo notifying all members of the Committee of such changes within 48 hours.

4.7. The vacancy of VP positions, due to resignation or termination as stated in Article XI and Article XII, must also be acknowledged by all members of the Executive Committee.

4.7.1. The VP of Internal Affairs must issue an internal memo notifying all members of the Committee immediately after the notice of vacancy is issued.

4.7.2. Both the President and the VP of Internal Affairs could also issue an external notice addressing the reason of vacancy due to termination if needed.

4.8. Subcommittees can be assembled and disassembled by the President if necessary, such processes must be notified to the Executive Committee.

4.9. Two routine subcommittees are assembled when needed in every two-years cycle

4.9.1. The Events Logistic Coordination Subcommittee (ELCS) is assembled during the first year of each cycle to better mobilize resources and manpower to different events throughout the year.

4.9.2. The Competition and Conference Logistics Coordination Subcommittee (CCLCS) is assembled during the second year of each cycle to foster coordination between departments throughout the competition and conference.

5. ARTICLE V - RIGHTS OF TEAM MEMBERS AND EXECUTIVES

5.1. All team members are voting members of the Committee have a right to attend all general meetings of members.

5.2. All voting members have a right to stand for election unless otherwise stated in this document.

5.3. All voting members have a right to cast votes in all group elections and referenda.

5.4. All voting members have a right to propose and vote on amendments to this constitution.

6. ARTICLE VI - RIGHTS OF SENIOR EXECUTIVES

6.1. All senior executives are members of the Executive Committee

6.2. Senior executives may appoint AVPs, Directors or Coordinators, or Members or Officers for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

6.3. Senior Executives can cast votes, submit agenda items and propose motions in Executive Committee meetings.

6.4. Senior Executives are allowed to modify or restructure their respective departments, after notifying the Department of Internal Affairs.

6.5. Senior Executives may submit the request of terminating a team member to the Department of Internal Affairs, the process is stated in Article XIII.

7. ARTICLE VII - EXECUTIVE COMMITTEE

7.1. The Executive Committee shall be comprised of twelve (12) voting members.

7.2. All voting members of the Executive Committee must be currently registered students of the University of Toronto.

7.3. Non-voting members may hold only non-voting positions on the Executive Committee.

7.4. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
7.5. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
7.6. All positions of the Executive Committee shall be filled through a biennial election.

8. ARTICLE VIII - EXECUTIVE COMMITTEE COMPOSITION AND DUTIES

8.1. The President shall:
- 8.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 8.1.2. Oversee the operations, management, and success of the group,
- 8.1.3. Serve as spokesperson for the group,
- 8.1.4. Hold signing and financial authority along with the Treasurer,
- 8.1.5. Preside over meetings of the Executive Committee and/or members,
- 8.1.6. Ensure the transition of office from one cycle to the next.

8.2. The Secretary-General shall:
- 8.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 8.2.2. Act as the deputy chair or interim president should the President steps down or is temporarily not available,
- 8.2.3. Carry out all the responsibilities of the President's when they are not available,
- 8.2.4. Oversee the Department of A&S and ensure that administrative issues within the committee are resolved in a timely manner,
- 8.2.5. Assist in overseeing the five administrative departments: A&S, P&E, Internal Affairs, IT, and A&R
- 8.2.6. Distribute tasks among departments and handle all administrative issues, such as calendars, timelines, and meetings.

8.3. The VP of Administration and Secretariat shall:
- 8.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 8.3.2. Be responsible for all administrative issues, such as calendars, timelines, and meetings,
- 8.3.3. Appoint secretaries to coordinate with all departments regarding administrative tasks and inter- and intra-departmental communication,
- 8.3.4. Appoint secretaries to draft meeting agendas and minutes, ensuring that all involved parties receive the respective documents,
- 8.3.5. Handle all incoming and outgoing communications related to administrative issues,
- 8.3.6. Ensure that all communications are clear, timely, and in line with the committee's objectives and values,
- 8.3.7. Coordinate with the Secretary-General to maintain consistency in messaging and branding,
- 8.3.8. Issue internal and external memo, representing the committee and the Executive committee,
- 8.3.9. Facilitate the distribution of tasks assigned by the President, Sec-Gen, and VPs within the committee.

8.4. The VP of Treasury shall:
  8.4.1. Be eligible to cast votes at meetings of the Executive Committee,
  8.4.2. Manage the Department of Treasury, which oversees the financial affairs of the committee,
  8.4.3. Develop and maintain the budget for the committee,
  8.4.4. Oversee financial planning, sponsorships, financial transactions, and reporting,
  8.4.5. Ensure compliance with financial regulations and policies,
  8.4.6. Provide regular financial reports to the executive committee and the general membership,
8.5. The VP of Logistics shall:
  8.5.1. Be eligible to cast votes at meetings of the Executive Committee,
  8.5.2. Manage the Department of Logistics, which is responsible for organizing and coordinating logistical aspects of committee operations,
  8.5.3. Coordinate venue arrangements, travel logistics, and resource management for committee activities,
  8.5.4. Ensure that all logistical needs are met for events and activities.
8.6. The VP of Communications and Promotion shall:
  8.6.1. Be eligible to cast votes at meetings of the Executive Committee,
  8.6.2. Manage the Department of Communications and Promotion, which oversees media, communication strategies, and promotional activities for the committee,
  8.6.3. Coordinate outreach to schools, stakeholders, and the public to promote the committee's activities and initiatives,
  8.6.4. Develop and implement communication plans to enhance the committee's visibility and engagement.
8.7. The VP of Internal Affairs shall:
  8.7.1. Be eligible to cast votes at meetings of the Executive Committee,
  8.7.2. Manage the Department of Internal Affairs (“IA”), which oversees internal committee matters,
  8.7.3. Handle recruitment, member relations, human resources, conflict resolution, and adherence to committee policies,
  8.7.4. Ensure that Committee members are informed about and adhere to Committee policies and procedures.
  8.7.5. Reject nominations that are not qualified for elections
8.8. The VP of Campus Collaboration shall:
  8.8.1. Be eligible to cast votes at meetings of the Executive Committee,
  8.8.2. Manage the Department of Campus Collaboration (“CC”), which facilitates collaboration between the committee and campus organizations, departments, or campuses,
  8.8.3. Foster engagement, partnerships, and joint initiatives with campus entities to enhance the committee's impact and reach.
8.9. The VP of Technology and Operation shall:
  8.9.1. Be eligible to cast votes at meetings of the Executive Committee,

8.9.2. Manage the Department of Technology and Operation ("IT"), which oversees technological resources and operational systems to support committee activities,
8.9.3. Ensure the efficiency and effectiveness of technological resources and operational systems

8.10. The VP of Events Coordination shall:
8.10.1. Be eligible to cast votes at meetings of the Executive Committee,
8.10.2. Manage the Department of Events Coordination ("EC"), which plans and organizes events hosted or sponsored by the committee,
8.10.3. Oversee all aspects of event management from planning to execution,
8.10.4. Manage teams of volunteers and panels involved in event coordination.

8.11. The VP of Policy and Evaluation shall:
8.11.1. Be eligible to cast votes at meetings of the Executive Committee,
8.11.2. Manage the Department of Policy and Evaluation ("P&E"), which develops and implements committee policies and evaluates their effectiveness,
8.11.3. Recommend changes or improvements to policies as necessary to enhance the committee's operations and impact,
8.11.4. Help read over all legal documents, including contracts for the committee

8.12. The VP of Academic and Research shall:
8.12.1. Be eligible to cast votes at meetings of the Executive Committee,
8.12.2. Facilitate connections between students and faculty for research projects,
8.12.3. Develop and manage mentorship programs linking students with experienced researchers,
8.12.4. Monitor and assess the effectiveness of academic programs and research initiatives,
8.12.5. Support members in publishing and disseminating their research findings,
8.12.6. Establish relationships with external academic and research organizations for collaboration,
8.12.7. Advise the executive committee on academic and research-related matters.

9. ARTICLE IX - RESIGNATION OF THE PRESIDENT

9.1. A written notice of resignation must be submitted to the Executive Committee at least 14 days prior to the intended resignation date.
9.1.1. In the event of a resignation, the Secretary-General will automatically assume the role of Interim President until a new President is elected.
9.1.2. Alternatively, the President may appoint a Senior Executive as Interim President, subject to a Vote of Confidence by a majority within the Executive Committee.

9.2. Upon receiving the resignation notice, the Department of A&S shall convene a meeting with the Executive Committee and all directors within 48 hours, during which:
9.2.1. A two-thirds vote of confidence for the Interim President chosen by the President shall be conducted.
9.2.2. All presidential responsibilities must be redistributed among the Executive Committee and the Interim President.

9.2.3. The President must sign an official document confirming the status of the Interim President and his resignation.

9.2.4. The Executive Committee shall ensure that all documents, data, and information are transferred to the Interim President.

9.3. The VP of Internal Affairs will initiate an election process within 24 hours of receiving the notice of resignation from the President.

10. ARTICLE X - VOTE OF NO CONFIDENCE ON THE PRESIDENT

10.1. Grounds for the termination of the President may include but are not limited to: gross misconduct, violation of the Committee's constitution or bylaws, and failure to fulfill the duties and responsibilities of the position.

10.2. Initiation of the termination process shall be proposed by a two-thirds majority vote of no confidence from all Vice Presidents.

10.3. Upon receipt of a proposed termination, the President shall be given a written notice outlining the allegations within 7 days from the Executive Committee and a period for response within 14 days.

10.4. Following the President's response, a special ad hoc Membership Review Committee (MRC), chaired by the Sec-Gen, shall be formed to conduct a thorough investigation into the allegations.

10.4.1. The MRC will be comprised of 3 randomly selected VPs, and 12 randomly selected Directors/General Members.

10.4.2. The MRC shall present its findings to the Executive Committee, accompanied by a recommendation for or against termination, based on the evidence presented.

10.5. A vote for termination must be supported by a two-thirds majority of the Executive Committee.

10.6. The President shall have the right to appeal the decision within 14 days of the termination vote, during which time they may present additional evidence or arguments in their defense.

10.7. The final decision on the appeal shall be made by the Sec-Gen, VP of Internal Affairs, and VP of P&E unanimously, whose decision shall be binding and final.

10.8. Throughout the termination process, confidentiality shall be maintained to the fullest extent possible, with all parties involved obligated to respect the privacy of the proceedings.

10.9. Any vacancy resulting from the termination of the President shall be filled according to the procedures outlined in the Organization’s constitution and bylaws.

11. ARTICLE XI - RESIGNATION OF SENIOR EXECUTIVES

11.1. A notice of resignation must be submitted to the VP of Internal Affairs and the Presidents in a written format 14 days prior.

11.2. Within the 14 days transitional period, the VP of Internal Affairs will make sure a smooth transition of office, where they are allowed to either:

11.2.1. Appoint an AVP or Director as replacement with the approval of the President; or,

11.2.2. Call for an election within the committee.

12. ARTICLE XII - TERMINATION OF SENIOR EXECUTIVES

12.1. The process for terminating a senior executive shall commence upon the satisfaction of any of the following conditions:

12.1.1. A formal complaint is lodged by a Organization member and received by the Vice President of Internal Affairs.

12.1.2. A formal complaint is lodged by the University and/or any academic units and received by the Vice President of Internal Affairs.

12.1.3. A complaint filed by any individual is received, reviewed, and accepted by the Vice President of Internal Affairs.

12.2. Upon initiation of the termination process, the Vice President of Internal Affairs shall convene a Membership Review Committee (MRC), comprising ten individuals - one randomly selected from each department, alongside the VP of Internal Affairs.

12.2.1. The Vice President of Internal Affairs shall serve as the chair of the MRC but shall not hold any voting rights.

12.2.2. The Vice President of Internal Affairs is prohibited from influencing or directing members regarding voting decisions.

12.2.3. Information discussed within the MRC shall be treated as confidential and must not be disclosed to the public until the President approves the report for publication.

12.3. The MRC shall gather information and make a decision based on the data collected. All findings and the final decision, based on a two-thirds majority shall be documented in a report submitted to the President.

12.4. The MRC shall judge based on the severity of the issue(s) and consider the following criteria:

12.4.1. The person subject to investigation (“Subject”) is not contributing to the Committee in a meaningful or productive manner, despite having been given opportunities and guidance to do so.

12.4.2. The issue(s) lead to long-term and irreversible structural, financial, and/or reputational harm to any stakeholder, the Committee, and/or the University.

12.4.3. The Subject severely infracts the Constitution of the Committee, any official policies, codes of conducts, and/or bylaws set forth by any governing entities of the University.

12.4.4. The damage caused by the Subject is greater than the contribution by the Subject.

12.4.5. The Subject's actions were intentional, and there is a high likelihood of the Subject repeating the same mistake.

12.5. If the actions have legal implications or violate any laws or regulations, the Subject will be immediately terminated upon review and reported to the University and relevant law enforcement authorities.

12.5.1. The termination of a Subject with legal implications supersedes any conflicting terms or procedures outlined in this constitution.

12.6. Upon receipt of the report, the President must approve the decision made by the MRC by signing the report.

12.7. If the President approves the termination decision, the position shall be immediately deemed vacant, and the Department of Internal Affairs shall conduct the necessary procedures for replacement.
12.8. The individual subject to termination may submit an appeal within five (5) days after the President's approval and publication of the decision.
12.9. Appeals submitted after the five (5) day period shall be rejected immediately.
12.10. All appeal decisions shall be final and documented for future reference.
12.11. If the VP of Internal Affairs themselves are being subjected to the termination process, the Sec-Gen will chair the MRC.

13. ARTICLE XIII - TERMINATION OF EXECUTIVE OR GENERAL MEMBER

13.1. The process for terminating an executive or general member shall commence upon the satisfaction of any of the conditions listed under 12.1
13.2. Instead of convening a Membership Review Committee, the Executive Committee will make a decision based on the information collected by IA
    13.2.1. The motion can only be tabled if two-thirds of the members in the Executive Committee, which must include the President and the VP of IA, are present
    13.2.2. To approve the termination, a two-thirds majority vote is required
    13.2.3. All findings and the final decision shall be documented in a report submitted to the President.
13.3. The Executive Committee shall judge based on the severity of the issue(s) and consider the criteria listed under 12.4:
13.4. If the actions have legal implications or violate any laws or regulations, the Subject will be immediately terminated upon review and reported to the University and relevant law enforcement authorities.
    13.4.1. The termination of a Subject with legal implications supersedes any conflicting terms or procedures outlined in this constitution.
13.5. Refer to 12.7 - 12.10

14. ARTICLE XIV - APPEAL

14.1. Appeals must be submitted to the Department of Internal Affairs within five (5) days after the approval and publication of a decision.
14.2. The appeal must be submitted in writing to the President and the VP of Internal Affairs and shall include a detailed explanation of the grounds for the appeal.
14.3. All appeals will be reviewed by the Department of Policy and Evaluation.
    14.3.1. They shall review the appeal and any additional information provided by the appellant. They may request further information or clarification from the appellant or other relevant parties.
    14.3.2. They shall make a decision on the appeal based on the information presented. The decision shall be final and binding, and documented for future reference.
14.4. The appellant shall be notified of the their decision in writing within ten (10) days of the decision being made.

15. ARTICLE XV - MEETINGS

15.1. The Executive Committee shall meet at least monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

15.2. The Committee shall hold general meetings at least two (2) times per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.

15.2.1. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

15.2.2. The Department of A&S must provide the Executive Committee with the agenda of the general meeting at least 3 days prior to the date of the meeting; and to the Committee at least 24 hours prior to the date of the meeting.

15.3. The Executive Committee and all Directors must meet monthly.

15.4. All department shall meet monthly. The date and time of a departmental meeting must be submitted to the Department of A&S for documentation.

15.5. The attendance of a departmental meeting shall be recorded and submitted to the Department of A&S.

15.6. The VP shall be the designated chair of a departmental meeting, a deputy chair must be selected by the VP during the first departmental meeting of the year.

15.7. All agendas and minutes for an official meeting must be documented by the secretary and signed by the chair of the meeting.

15.8. Items on an approved agenda do not require a motion for discussion, whereas items raised from the floor during a meeting must be proposed, seconded, and receive a majority vote to be discussed.

15.9. The minutes shall be available to the corresponding members at least 48 hours after the meeting.

15.10. Members who fail to attend 1/2 of the official meetings will be subjected to the termination of membership, such process is stated in Articles XII and XIII.

16. ARTICLE XVI - ELECTION

16.1. A by-election could be called when a Senior Executive resigns or is terminated.

16.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

16.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

16.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.

16.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

16.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

16.7. The elections must be held in a non-biased manner. No individual who is seeking election may participate in planning or administering the election.

16.8. An election period starts with a 3-day nomination period, a 7-day campaigning period, and ends with a 3-day voting period.
16.9. Each nominee shall provide a reference from a person on the committee.

17. ARTICLE XVII - FINANCIAL MANAGEMENT

17.1. The VP of Treasury, with the assistant from the Department of Treasury and in consultation with the President and the executive committee, shall oversee the financial affairs of UTSRI. They shall ensure that all financial transactions are conducted in accordance with applicable laws, regulations, and organizational policies.
17.2. The Department of Treasury shall develop an annual budget for UTSRI. The budget shall include projected income and expenses for the fiscal year and shall be presented to the general membership for approval.
17.3. The fiscal year of UTSRI shall begin on May 1 and end on April 30. The executive committee shall ensure that all financial reports and filings are completed in a timely manner.
17.4. The Department of Treasury shall provide regular financial reports to the executive committee and the general membership. These reports shall include an overview of UTSRI's financial status, including income, expenses, and any variances from the budget.
17.5. Funds raised or received by UTSRI shall be used solely for the purposes of the organization as outlined in its constitution and bylaws.
17.6. The President and the VP of Treasury hold signing and financial authority, with the authority to approve expenditures and allocate funds in accordance with the budget and organizational priorities.
17.7. The executive committee may establish additional financial policies and procedures as necessary to ensure the effective management of UTSRI's finances.

18. ARTICLE XVIII - SPONSORSHIPS

18.1. UTSRI may seek sponsorship from external organizations, businesses, or individuals to support its activities and initiatives. Sponsorship agreements shall be entered into in accordance with UTSRI's mission and values and shall not compromise the organization's integrity or independence.
18.2. The Sponsorship Team under the Department of Treasury is responsible for seeking and securing sponsorships on behalf of UTSRI. The team shall develop a sponsorship strategy, identify potential sponsors, and negotiate sponsorship agreements.
18.3. All sponsors must be approved by both the Executive Committee and the President.
    18.3.1. The President can veto the approval of sponsor by the Executive Committee if they deem the sponsor's values, products, or actions to be inconsistent with UTSRI's mission, values, or interests.
    18.3.2. The approval of a sponsor must be finalized by the signature of the President, which signifies that the sponsor has been vetted and approved in accordance with UTSRI's sponsorship policy and that the sponsorship agreement is in compliance with UTSRI's mission and values.

18.3.3. All sponsorship agreements shall be documented in writing and approved by the executive committee and the President. The agreements shall outline the rights and responsibilities of both UTSRI and the sponsor, including the duration of the sponsorship, the sponsorship benefits, and any financial contributions.

18.4. Sponsors may receive benefits in exchange for their sponsorship, such as logo placement on promotional materials, recognition at events, or opportunities to engage with UTSRI members.

18.4.1. The Sponsorship Team shall ensure that sponsorship benefits are commensurate with the level of sponsorship and do not compromise UTSRI's values or objectives and bylaws stated in related documents approved by the UTSU and the University of Toronto.

18.5. UTSRI shall maintain transparency in its sponsorship activities and disclose all sponsorship agreements to its members. The organization shall ensure that sponsorship agreements do not create a conflict of interest or compromise its independence.

18.6. Funds received through sponsorships shall be used solely for the purposes of UTSRI as outlined in its constitution and bylaws. The executive committee shall have the authority to approve expenditures and allocate funds in accordance with the budget and organizational priorities.

18.7. The Sponsorship Team shall provide regular updates to the executive committee and the general membership on sponsorship activities, including funds raised, agreements secured, and benefits provided to sponsors.

19. ARTICLE XIX - RECORDS AND DOCUMENTATION

19.1. The Department of P&E is in charge of all official documents related to competition policy and Organization administration issued by the Committee.

19.2. The Department of P&E shall conduct a biennial review of the following official documents:

19.2.1. The UTSRI Official Rulebook outlines all the rules, regulations, and guidelines for the competition. It covers eligibility criteria, submission requirements, judging criteria, and any other rules relevant to the competition.

19.2.2. The UTSRI Guideline serves as a contestant handbook, providing essential procedures and information for contestants during the competition.

19.2.3. The UTSRI Constitution outlines the organization's structure, governance, and operational guidelines.

19.3. All manuals drafted by members of UTSRI must be reviewed by the Department of P&E and approved by the President.

19.3.1. Such procedures act as an addendum to the UTSRI Constitution

19.3.2. Once signed, they serve as official documents that provide procedures and policies that members shall adhere to.

19.4. The Department of P&E must review and amend the Crisis Management and Continuity Plans.

19.4.1. The CMCP serves an urgent procedure manual to maintain operations during unforeseen disruptions.

19.4.2. If needed, the President shall invoke this procedure with the support of a 1/2 majority from the Executive Committee.

19.4.3. The CMCP, when invoked, supersedes any conflicting terms or procedures outlined in the Constitution and/or any other official documents.

19.4.4. Once the crisis and the invocation period of the CMCP are concluded, the Department of P&E must review all actions taken and provide a comprehensive report. This report should include an evaluation of the effectiveness of the CMCP and recommendations for future improvements.

19.5. The Department of IA shall maintain a list of group members.

19.5.1. By joining the Committee, all members agree to have their information stored and documented by the Department of IA.

19.5.2. The Department of IA shall not disclose any private information of any Organization members to unrelated persons.

19.5.3. The Department of A&S is responsible for taking the attendance in every meeting and handing said records to the Department of IA.

19.6. The Department of P&E must document all official documentations issued by the Committee and related to the Organization.

20. ARTICLE XX - CONFIDENTIALITY AND PRIVACY

20.1. Upon joining the Organization, all members shall agree to share the commitment to uphold the Organization's integrity and maintain confidentiality regarding all internal matters and discussions.

20.2. Members shall not disclose any confidential information or discussions outside of the Organization without explicit permission from the President or the Executive Committee.

20.3. Confidential information include but is not limited to: financial status and information, sponsor and/or partner details, Organization strategies and plans, member contact information, meeting minutes and discussions, Organization budget and financial reports, member performance evaluations, proprietary information related to competitions or events, and/or any other information designated as confidential by the Organization or its leadership.

20.4. Personal information of members shall be kept confidential and used solely for Organization-related purposes, following applicable privacy laws and regulations.

20.5. Any breach of confidentiality may result in disciplinary action as outlined in this Constitution.

21. ARTICLE XXI - MEMBERSHIP REVIEW

21.1. The Department of IA is responsible for conducting a membership review every academic year.

21.2. The Department of IA shall review each member's participation in Organization activities, adherence to Organization policies and codes of conduct, and contribution to the goals and objectives of UTSRI.

21.3. The Department of IA shall collect documentation of each member's participation, including meeting attendance records, project involvement, and any other relevant activities.
21.4. VPs shall be asked to provide an evaluation of their department members' contributions to the Organization.
21.5. The Department shall evaluate the documentation and make recommendations regarding each member's eligibility for co-curricular credits and continued membership in the Organization.
21.6. Based on the evaluation, the Department shall make a recommendation regarding each member's eligibility for co-curricular credits and continued membership. The Department of Internal Affairs shall notify each member of the decision in writing.
21.7. Members who are deemed ineligible for co-curricular credits or membership may appeal the decision to the Department of Internal Affairs within five (5) days of notification.

22. ARTICLE XXII - EVALUATION AND ASSESSMENT

22.1. UTSRI shall conduct regular evaluations to assess the Organization's performance and effectiveness in achieving its goals.
22.2. Feedback shall be collected from various stakeholders, including but not limited to, Organization Members, participants, sponsors, and partnering organizations.
22.3. Feedback collection methods may include surveys, interviews, focus groups, and review of performance metrics.
22.4. The Department of P&E shall be responsible for coordinating the evaluation process and analyzing feedback.
22.5. Feedback collected through the evaluation process shall be used to identify strengths and areas for improvement within the Organization.
22.6. The Department of P&E shall compile and analyze feedback to develop recommendations for improving the Organization's performance and effectiveness.
22.7. Recommendations shall be presented to the Executive Committee for review and implementation.
22.8. The evaluation process shall include considerations for equity, diversity, and inclusion (EDI).
    22.8.1. Feedback collection methods and evaluation criteria shall be designed to ensure equitable representation and participation of all stakeholders.
    22.8.2. The Department of P&E shall monitor and address any equity issues identified through the evaluation process.
22.9. The process of evaluating the competition shall be outlined in a separate UTSRI Rulebook.
    22.9.1. The evaluation criteria, scoring rubrics, and procedures for resolving disputes shall be clearly defined in the Rulebook or Bylaw.
    22.9.2. The Department of P&E shall ensure that the evaluation process during the competition adheres to the principles of fairness, transparency, and accountability.

23. ARTICLE XXIII - MEMBERS' CODES OF CONDUCT

23.1. Members of UTSRI shall conduct themselves in a professional and respectful manner at all times. They shall uphold the values and principles of the organization and adhere to the highest standards of integrity, honesty, and accountability.
23.2. UTSRI is committed to promoting diversity, equity, and inclusion. Members shall respect the diverse backgrounds, experiences, and perspectives of others, and refrain from engaging in discriminatory or harassing behavior based on race, ethnicity, gender, sexual orientation, religion, disability, or any other characteristic.
23.3. Members shall respect the confidentiality of sensitive information shared within the organization. They shall not disclose confidential information without proper authorization and shall use discretion when discussing organizational matters outside of official channels.
23.4. Members shall avoid conflicts of interest that may compromise their ability to act in the best interests of UTSRI. They shall disclose any potential conflicts of interest and refrain from participating in decisions where they have a personal or financial interest.
23.5. Members shall use UTSRI's resources, including funds, equipment, and facilities, responsibly and for the benefit of the organization. They shall not misuse or misappropriate resources for personal gain.
23.6. Members shall comply with all applicable laws, regulations, and organizational policies. They shall act in accordance with the constitution and bylaws of UTSRI and uphold the organization's mission and objectives.
23.7. Violation of the codes of conduct may result in disciplinary action, including but not limited to warning, suspension, or expulsion from UTSRI, refer to Articles XII and XII for such processes.
23.8. Members shall conduct themselves in a professional manner, respecting the opinions and contributions of others, and fostering a collaborative and inclusive environment.
23.9. Members shall communicate with honesty, transparency, and respect in all interactions within UTSRI. They shall refrain from engaging in disrespectful, offensive, or inflammatory communication.

24. ARTICLE XXIV - AMENDMENTS

24.1. The Department of P&E must review the Constitution every two years before a biennial cycle starts.
24.2. Amendments can be suggested by the Department of Policy and Evaluation (“P&E”), and submitted to the Executive Committee for review.
24.3. All amendments must be dated and ratified by the President, Secretary-General, and the VP of P&E, after 2/3 majority approval by the Executive Committee.
24.4. All voting members may propose and vote on amendments to the constitution.
24.5. P&E shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
24.6. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.

Written by Adrian J. Lam, ratified on June 12, 2024 by

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Adrian J. Lam
Founder and President,
University of Toronto Student Research Initiative