Constitution of UofTHacks Student Organization

1. **Article One – Name and Purpose**
   1. The official name of the recognized student group is UofTHacks Student Organization
   2. The official acronym or abbreviation of the group is UofTHacks Student Organization
   3. The purpose, objectives, mission and/or mandate of the organization is outlined below:

      UofTHacks is Canada's first ever student-run hackathon. Our purpose is to host an annual hackathon where over 500 innovators, developers, designers, and entrepreneurs participate in a 36-hour competition with both virtual and in-person events. During this event, they build unique and impactful projects. We exist to serve as a bridge between students, prospective employers, and professionals in the field. Our hackathon allows students to build valuable skills, gain experience, all while networking, and furthering their journey in technology. We aim to inspire the new generation of entrepreneurs by providing ample support from a professional community. Our objective is to host a successful hackathon, which students can use as a space to meet like-minded individuals who can further their careers.

2. **Article Two – Membership and Membership Fee**
   1. The group shall maintain a list of group members.
   2. Voting membership is open to all registered students of the University of Toronto.
   3. 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.
   4. The membership fee will be $0 per year. As a hackathon, our primary goal is to provide a space and network for free. We will not charge a membership fee.

3. **Article Three – Rights of Members**
   1. All voting members have a right to attend all general meetings of members.
   2. All voting members have a right to cast votes at all general meetings of members.
   3. All voting members have a right to stand for election unless otherwise stated in this document.
   4. All voting members have a right to cast votes in all group elections and referenda.
   5. All voting members have a right to propose and vote on amendments to this constitution.
   6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. **Article Four - Executive Committee**
   1. The term for all positions on the Executive Committee shall be from May 1st to April 30th of the following year.
   2. The Executive Committee shall be comprised of ten (10) voting members.
   3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
   4. Non-voting members may hold only non-voting positions on the Executive Committee.

5. The maximum number 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.
6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

5. Article Five - Executive Committee Composition and Duties
The executive committee shall be comprised of the following:

President (1)
- Plan budget, and make decisions on all expenditures including venue, food, prizes, etc.
- Record all financial transactions of the group, and hold financial and signing authorities along with the VP Finance.
- Search for, and finalize the venue of the event.
- Coordinate between all subteams to ensure smooth transfer of information, and ensure that timely goals are being met.
- Complete all forms of recognition, and act as a liaison between the University, UTSU, and UofTHacks.
- Be the point of contact for both the Engineering, and Computer Science departments. This includes all communications, and completing department specific funding forms.
- Assist Vice-Presidents in fulfilling their responsibilities.
- Act as a liaison between Major League Hacking (MLH) and UofTHacks.

VP Finance
- Hold financial and signing authorities with the President(s)
- Plan budget based on previous years' budgets and projected expenses, and communicate this budget to the President(s), VP Purchasing Logistics, and VP Sponsorship
- Record all financial transactions of the group, approve reimbursement requests from the team, and coordinate payments for reimbursements
- Coordinate the delivery of payments to vendors as well as the receival of payments from sponsors/departments

VP Product Management
- Oversee the development process of the team's technical products
- Organize flow of product across subteams, and deadlines for each team.
- Act as a liaison between the Design, Logistics, Web Dev, and Marketing subteams, to ensure all teams fully understand their tasks for the completion of the product.
- Ensure all teams are on schedule so that the product is completed in a timely manner.

VP Event Logistics
- Coordinate and plan overall logistics of the main event, ensuring that it runs smoothly.
- Select, and train and instruct the members of the UofTHacks logistics team.

- Organize and schedule shipments/pickup+drop-off of materials needed for the event.
- Oversee the selection, training, and coordination process of hackers, volunteers, and mentors involved in the event.
- Cooperate with VP Purchasing Logistics to lead the entire logistics team.
- Communicate transparently with all VPs and President(s) to ensure all logistics needs and team needs are met.
- Foster a warm, welcoming and productive environment for the logistics (and UofTHacks) team .

VP Purchasing Logistics
- Oversee all purchasing activities for UofTHacks.
- Work closely with VP Finance and President(s) to manage budget effectively.
- Make executive decisions on purchasing conflicts or financial constraints.
- Lead and coordinate the Merchandising & Purchasing and Food Logistics teams, delegating tasks and handling any internal conflicts.
- Cooperate with VP Event Logistics to lead entire logistics team.
- Foster a warm, welcoming and productive environment for the logistics (and UofTHacks) team.

VP Marketing
- Select and guide the members of UofTHacks' marketing team.
- Ensure that the UofTHacks 'brand' is consistent, professional, and well-known across multiple social media platforms.
- Create connections with other Hackathon teams, as well as establish partnerships with other UofT clubs and teams.
- Ensure all posts are informative, relevant, and engage with audiences to increase interaction with our events.
- Develop marketing strategies and plans.
- Develop content with the VP Design to promote the team on social platforms.
- Create team content during planned social events.
- Search new/trendy ways to optimize outreach of the event.
- Track marketing analytics.
- Respond to hacker questions sent to our email.

VP Design
- Manage a team of designers to foster a safe, fun, and creative atmosphere.
- Lead the creation and execution of the design vision for this year's hackathon.
- Build upon and establish new design principles which the team will adhere to.
- Coordinate cross-functionally with other teams to plan and ship various deliverables, such as: social media posts, merch, sponsorship packages, and dashboard designs.
- Plan and lead weekly meetings with product and graphic teams.

VP Sponsorship
- Lead executives to support finding sponsors for the organization.
- Outreach to companies and groups, search for opportunities of funding from companies and/or the University of Toronto.

- Help your team develop the Sponsorship package.
- Act as a liaison between sponsors and the UofTHacks Team, ensuring strong communication with all sponsors for the event.
- Communicate frequently and transparently with the President(s), VP Finance, and VP Purchasing Logistics to ensure that budget requirements are being met.
- Coordinate hackathon sponsor events such as sponsor booths, breakfasts, coffee chats, etc. and communicate these events with the Logistics team.
- Maintain strong relationships with the UofT groups who give us funding.
- Ensure a smooth and enjoyable experience for sponsors during the hackathon.

VP Web Development (2)
- Maintain the UofTHacks server, including the web server, mail server, database, DNS, and security and access
- Create, launch, and maintain the UofTHacks website
- Select, train, and instruct the members UofThacks web development team
- Fulfill the functions of the UofTHacks webmaster and sysadmin
- Be the official registrant of the UofTHacks domain name

Remaining executive members shall:
- Report to one or more of the above Vice-Presidents
- Carry out tasks assigned to them with the intention of fulfilling the needs of their respective subteams (logistics, sponsorship, web development, graphics, design)
- Work together to achieve a common goal.

6. Article Six – Elections

1. All voting positions on the Executive Committee shall be filled through an annual election. UofTHacks will consist of two elections committees, and two election rounds. All members of any Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

   i. The first, will be the elections committee responsible for recruiting Vice Presidents. This committee will consist of all non-returning executive members of the prior year. This election must be held prior to the month of April, and results must be finalized by the end of April.

   ii. The second, will be the elections committee for recruiting executive members. The elections committee for executives will consist of the newly elected Vice-Presidents. This election must be held prior to the month of July, and must be finalized by the end of July.

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

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

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

5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
6. In the event of a tie, both parties will be called for a second interview, where the committee will have to host an anonymous ballot vote. The successful candidate will be chosen by majority, and will be emailed their acceptance no longer than 1 week after the decision is made.
7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finance

1. The President(s) and VP Finance shall keep an active record of income and expenses.
2. The President(s) and VP Finance shall present the group's updates on the group's financial position at annual general meetings.
3. The President(s) and VP Finance will prepare an annual budget by the month of July, and the Executive Committee must approve all expected expenditures in the month of August.
    a. Any additional unexpected expenditures that arise and are unaccounted for in the budget, must be approved through a majority vote at a meeting of the Executive Committee.
4. The group will not engage in activities that are essentially commercial in nature.
5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
7. Additionally, any money used by the group shall be towards the benefit of the group and its members. The group will primarily be using its financial resources to run events for the benefit of members, as well as, the other participants of said event.
8. The group will not pay salaries or stipends to any of its members, or executive committee members.

8. Article Eight – Meetings

1. **Monthly General Meetings:**
   The group shall hold general club-wide meetings monthly. These meetings are intended for all sub teams to share progress to the rest of the club and to coordinate, decide upon and work on any tasks that span/involve multiple subteams. Date and time for general meetings are pre-determined unless otherwise specified. Meeting minutes are organized in a shared google doc that is sent out with the meeting information and invite. The meeting minutes documents are maintained by the executive members of the logistics team. No formal decision making process is used to come to decisions during this time, but no discussion is made until a consensus is formed.
2. **Leadership Team (President + VP) meetings:**
   The Presidents, and Vice-Presidents, shall meet once a week. During these meetings, the Vice-Presidents are expected to provide updates of what their subteam has accomplished (stand up style), as well as detail out their expected workload for the upcoming week. The

presidents use this time to ensure that the Vice Presidents are enroute to reaching already set aside goals.

3. **Subteam Meetings**
   Each Vice-President shall meet with their subteam members once a week. During these subteam meetings, executives are assigned work, and provide updates on previously assigned work. The Vice- Presidents are expected to use this time to delegate responsibilities and ensure that all executives are aware of what deliverables are to be prioritized.

9. **Article Nine - Termination of Membership**
   1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
   2. The Executive Committee may also revoke the membership of a member of the club after the member has received 3 strikes.
      i. 3 Strike Policy: This policy states that a member may be removed from their position if they receive "3 strikes". The leadership team, (executive committee) is tasked with the responsibility of determining when to assign a strike, and to communicate clearly to the members of why they have received a strike, and next steps to rectify any issues.
      ii. A strike may be given if:
          1. A member misses a meeting without providing prior advanced notice that they will be away or unable to attend.
          2. If a member consecutively misses meetings without a viable reasoning.
          3. If a member consistently fails to deliver on expected responsibilities.
   3. A vote to revoke membership must be held at a meeting of the Executive Committee.
   4. A full majority of the Executive Committee is required to approve any motion to revoke membership.
   5. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
   6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
   7. Executive Committee members are subject to the same termination of membership process as general members.

10. **Article Ten – Amendments**
    1. All constitutional amendments shall require a full majority vote to be passed at a general meeting.
    2. All voting members may propose and vote on amendments to the constitution.
    3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
    4. 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.