

# **Constitution of “The Science Communication Club”**

## **1. Name**

The official name of this recognized group is **The Science Communication Club**. The acronym or abbreviation of this group is **SCC**.

## **2. Purpose and Objectives**

The University of Toronto Science Communication club focuses on the public communication of the current Science, Technology, Engineering, and Mathematics (S.T.E.M.) research to non-experts and the general public. The mission of the SCC is to make science more accessible by producing and sharing accurate, unbiased, and creative science media. SCC contributors thrive at the intersection of art and science. Apart from building bridges between professionals and non-experts, the SCC also aims to promote and raise interest in science communication within and beyond the University of Toronto.

Aside from executive positions, the SCC will recruit members who take one of the following positions: Illustrator, Writer, Multimedia. Writers will compose a short article after gathering information on a STEM topic/research that they find interesting, important, or meaningful to the greater community. Illustrators will create accompanying visual graphics to communicate the STEM article. The final pieces of work will be posted on online media platforms (Facebook, Instagram, Twitter) and shared with the general public. The multimedia team will shoot or animate short videos that will be posted on online media platforms.

The SCC encourages members to connect with professors and researchers on campus to discuss the curated works and their corresponding research. Events (such as panels, seminars and workshops) providing information about science communication and relevant career paths will be held to raise interest and popularity in the field. The SCC will also seek opportunities to collaborate with STEM clubs and faculty on campus.

## **3. Membership**

Executive members with voting privileges shall be currently registered students of the University of Toronto.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greater. Individuals holding these nonvoting executive positions are not eligible to serve as an officer (including a financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. 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.

There are no membership fees required for this group.

For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 30 members, and a total of 51% of the members are UTSU members. The group

must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

#### 4. **Executive List and Duties**

The executive committee shall be composed of at least three (3) elected officers. These include a President, Secretary, and Treasurer. These administrative team positions must be voted on annually, regardless of whether officers wish to keep their position for the next year.

The **President** or **Co-President(s)** shall oversee the operations, management, and success of the group. They will be the spokesperson for the group and hold signing officer authority along with the Treasurer for financial purposes. The president will oversee meetings as well as general meetings. They will also ensure the transition of office to future executives. The president is responsible for seeking opportunities that expand and increase the success of the club. It is preferred that the president be enrolled in one of the STEM programs.

The **Secretary** shall make a list of all registered members while maintaining a member contact list. He/She is responsible for notifying all members about meetings. He/She will be in charge of the logistics of the student group. This also includes event planning and communicating with the office of student life. He/She should record all financial transactions of the group.

The **Treasurer** shall record all financial transactions of the group. They will hold signing officer authority along with the President for financial purposes. The Treasurer will maintain a budget of income and expenses, along with receipts and advise members on the financial position of the group. They will prepare an annual budget for the group as well as budgets for specific events.

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

#### **Termination of Executives or General members:**

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 vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favour of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

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 in the group.

#### 5. **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 who are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of March. Candidates have to 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 election dates and must fall on weekdays.

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

In preparation for a tie, the CRO shall select a U of T registered student 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.

Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Only registered U of T students 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.

The term of executive positions shall be from May 1st to April 30th.

## **6. 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 executive or member 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 the 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.

## **7. Meetings**

### **A) Annual General Meetings:**

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.

**8. Amendments**

Any registered U of T students 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 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 Students' Union, etc) within two (2) weeks of its approval by general members.