

Constitution of “Student Transition and Empowerment Program UofT Student Association”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Student Transition and Empowerment Program University of Toronto Student Association”
- 1.2. The official acronym or abbreviation of the group is “STEP UofT”
- 1.3. The vision for the organization: To empower first-year students at the University of Toronto to excel academically and personally by providing tailored support and fostering a collaborative community.
- 1.4. The purpose, objectives, mission, and/or mandate of the organization: To facilitate the transition of students into university life through personalized study strategies, habit formation techniques, and an accountability-partner system, promoting academic success and well-being.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. 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.
- 2.5. The membership fee will be \$0 per year.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of 7 voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.

- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (4) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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, without unanimous approval from the executive body (collected at the beginning of term).
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Article Five - Executive Committee Composition and Duties

5.1. The Co-President(s) shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Vice President of Finances,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.
- 5.1.7. May voluntarily serve in an advisory role to the executive committee following their term,
- 5.1.8. Act as Primary/ Secondary contact for the group (or delegate designations to another member of the executive team as required).

5.2. The Director of Administration:

- 5.2.1. Be eligible to cast votes (1 equivalent) at meetings of the Executive Committee,
- 5.2.2. Actively organize executive meetings and moderate executive meetings when required,
- 5.2.3. Maintain a list of group members,
- 5.2.4. Maintain the group website and member contact list,
- 5.2.5. Record notes and motions for meetings,
- 5.2.6. Address all internal affairs
- 5.2.7. Notify all members of general meetings.

5.3. The Director of Media and Marketing:

- 5.3.1. Be eligible to cast votes (1 equivalent) at meetings of the Executive Committee,
- 5.3.2. Manage all communication material across different platforms,
- 5.3.3. Establish and drive a multichannel communication strategy,
- 5.3.4. Develop contacts with other clubs' executives, and faculty,
- 5.3.5. Supervise and delegate to Event Coordinators as required.

5.4. The Director of Finance shall:

- 5.4.1. Be eligible to cast votes (1 equivalent) at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,

- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group,
- 5.4.7. Prepare documents for reimbursements from funds as required.

5.5. The Director of Logistics:

- 5.5.1. Be eligible to cast votes (1 equivalent) at meetings of the Executive Committee,
- 5.5.2. Collaborate to develop an annual strategic plan for a roster of events,
- 5.5.3. Work with Director of Media and Marketing to implement marketing and promotional materials.
- 5.5.4. Supervise and delegate to Event Coordinators as required,
- 5.5.5. Organize and facilitate events through the academic year,
- 5.5.6. Make required bookings for event spaces,
- 5.5.7. Collaborate with the Director of Administration as required,

5.6. The Director of Outreach:

- 5.6.1. Be eligible to cast votes (1 equivalent) at meetings of the Executive Committee,
- 5.6.2. Contribute to joint outreach efforts with local institutions/ student organizations
- 5.6.3. Build and maintain relationships and partnerships to advance an organization's goals,
- 5.6.4. Plan collaborative efforts with other student organizations,
- 5.6.5. Collaborate with the director of Media and Marketing to recruit speakers and student leaders for events held by the society.
- 5.6.6. Collaborate with the director of Finance for funding opportunities with internal and external organizations as required to fund the events held by the society.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)
- 6.9. The Co-President may elect an executive team member upon their discretion or when there are extenuating circumstances that leave an executive role empty for an extended period.

7. Article Seven – Finances

- 7.1. The Director of Finances shall keep an active record of income and expenses.
- 7.2. The Director of Finances shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.
- 7.8. The group must view all financial information as confidential, and members must be immediately dispensed if acting otherwise.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet bi-weekly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice 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.
- 8.3. 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.
- 8.4. Members must attend all meetings, unless excused by administrative staff.
- 8.5. Members must present legitimate reasons for absence which must be supported by evidence if required by the administrative staff.

9. Article Nine - Termination of Membership

- 9.1. 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. To revoke a membership, either a two-thirds majority of the Executive Committee and/or the President's approval is required.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting or executive meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. 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.
- 10.4. 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.