

Constitution of “Women in International Security Canada University of Toronto Student Chapter”

1. Article One – Name and Purpose

1. The official name of the recognized student group is “Women in International Security Canada University of Toronto Student Chapter”
2. The official acronym or abbreviation of the group is “WIISC-UofT Student Chapter”
3. The purpose, objectives, mission and/or mandate of the organization:
 1. Mentorship and Professional Development: We promote the next generation of leaders by providing early-career members with support across sectors through skills-building opportunities and partnerships with senior-level professionals. We offer resources, networks and peer-to-peer exchange to support members throughout their careers.
 2. Inclusivity: We are committed to creating a diverse and inclusive space for scholars and practitioners from all racial, gender, sexual orientation and religious backgrounds. We are also focused on building a regionally representative membership drawing from communities across Canada, to ensure WIIS captures a range of backgrounds and perspectives.
 3. Justice: We firmly stand against all systems of oppression, and we commit to being a part of the struggle to create a socially just and equitable world free of xenophobia, discrimination, systemic racism, oppression, homophobia and inequality.
 4. Community: Find fellowship and support while navigating this space. You are not alone, and this work cannot be completed alone.

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. Voting membership is open only to registered students of the University of Toronto.
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.
5. The membership fee will be \$0 per year.
6. 4 Founding members: Two Co-President and two Vice Presidents pay a fee of \$20 to WIIS Canada to start a chapter.

3. Article Three – Rights of Members

1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
2. All voting members have a right to attend all general meetings of members.

3. All voting members have a right to cast votes at all general meetings of members.
4. All voting members have a right to stand for election unless otherwise stated in this document.
5. All voting members have a right to cast votes in all group elections and referenda.
6. All voting members have a right to propose and vote on amendments to this constitution.
7. 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 June 1st to May 31st unless otherwise stated by the Article 6
2. The Executive Committee shall be comprised of 4 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 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.
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.
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**

1. **The Co-Presidents shall:**
 1. Be eligible to cast votes at meetings of the Executive Committee,
 2. Oversee the operations, management, and success of the group,
 3. Serve as spokesperson for the group,
 4. Hold signing and financial authority,
 5. Preside over meetings of the Executive Committee and/or members,
 6. Ensure a transition of office from one year as per annual elections,
 7. Serve as a first line of communication for key stakeholders such as Women in International Security Canada organization and University of Toronto,
 8. Crisis management,
 9. Uphold internal procedures, policies and documents,
 10. Coordinate organizational recruitment efforts,
2. **The Vice Presidents shall:**
 1. Be eligible to cast votes at meetings of the Executive Committee,

2. Support the Co-Presidents in leading the operations, management, and success of the group,
3. Uphold internal procedures, policies and documents,
4. Engage in the development of the annual budget,
5. Develop ideas for events,
6. Oversee internal activities related to team building and team development.
3. **The Directors of Communications and Operations shall:**
 1. Be eligible to cast votes at meetings of the Executive Committee,
 2. Responsible for content plan development and implementation
 3. Ensure consistent branding across all communication mediums (including visual designs, written communications, etc.),
 4. Manage club social media accounts and communications,
 5. Oversee the General Membership program,
 6. Uphold internal procedures, policies and documents,
 7. Manage and oversee success of the communications team,
4. **The Director of Events shall:**
 1. Be eligible to cast votes at meetings of the Executive Committee,
 2. Develop event concepts,
 3. Lead the planning and delivery of club events,
 4. Coordinate event logistics,
 5. Create event timelines and checklists,
 6. Collaborate with executive members and external partners in event planning and execution,
 7. Manage event budgets,
 8. Promote events internally and externally,
 9. Evaluate event success and areas for improvement in collaboration with the Operations team.

6. Article Six – Elections

1. Given that the Chapter is a new student organization and it is currently being founded by the Founding members, and given the timing of the founding in January 2025, the first elections will happen in the year 2026 as to accommodate the organizational processes and make sure the Chapter has organizational capacity for holding elections.
2. All voting positions on the Executive Committee shall be filled through an annual election given that the first election will be held in 2026.
3. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
4. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
5. Non-voting group members shall not be eligible to cast a ballot for any elected position.
6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
7. 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.

8. The elections must be held in nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
9. 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)

7. Article Seven – Finances

1. The Finance Director shall keep an active record of income and expenses.
2. The Finance Director shall present the group's updates on the group's financial position at annual general meetings.
3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
4. The group may 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. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

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

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. A vote to revoke membership must be held at a meeting of the Executive Committee.
3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
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.
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 – Amendment

1. All constitutional amendments shall require a 2/3 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.