

Constitution of “UofT Student Team for Amateur Rocketry”

Article I: Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Student Team for Amateur Rocketry”.
- 1.2. The official acronym or abbreviation of the group is “UTSTAR”.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is for like-minded individuals to come together to produce unique hobby rocket systems, from thrust-vectoring vertical landing systems to intriguing multi-stage vehicles. Team members will get hand-on exposure to all stages of the rocketry design process, by designing and producing propulsion, structural, aerodynamic, and avionics components completely from scratch, and launching the finished product. Team membership may also include guest speaker seminars, and subject-related social opportunities.

Article II: 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 \$25 per year.
- 2.6. Additional fees may be charged to cover transportation, food, housing and individual certifications for launches.
 - 2.6.1. Only members who choose to attend the launch may be required to pay any additional fees beyond the standard membership fee (2.5).
 - 2.6.2. A request for additional fees must be accompanied by an expected expense report completed by the Director of Finance (5.7).

Article III: 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 referendums.

- 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.

Article IV: Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from September 1st to August 31st.
- 4.2. The Executive Committee shall be composed of at least four (4) 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 number of non-voting positions on the Executive Committee shall be one 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.
- 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.
 - 4.8.1. Any member of the Executive Committee may nominate any voting member for a temporary position. The nomination must specify details of the role, powers granted, and a set term length not exceeding three (3) months.
 - 4.8.2. The Executive Committee shall vote on the appointment of the nominee at the next executive meeting. A simple majority is required for approval.
 - 4.8.3. Terms for any appointed position may be extended in increments of no more than 3 months with approval by a simple majority vote at a subsequent executive meeting.
 - 4.8.4. Positions not nominated for renewal by a member of the executive committee will expire at the end of their set term.
 - 4.8.5. Individuals appointed through this internal executive nomination will not hold any voting privileges at meetings of the Executive Committee.
 - 4.8.6. All temporary positions created under this article will expire at the next club general election. These roles will not appear on the ballot and must remain vacant until the conclusion of the election period.
 - 4.8.7. Early termination of the temporary position may occur through simple majority vote of members of the Executive Committee at any executive meeting; Alternatively, the appointed individual may resign at any point, whereafter the role will expire.

Article V: Executive Committee Composition and Duties

- 5.1. The President shall:
 - 5.1.1. Be eligible to cast votes at meetings of the Executive Committee, and serve as a tie breaker if necessary.
 - 5.1.2. Oversee the overall operations, management, and finances of the group.
 - 5.1.3. Serve as primary spokesperson for the group.
 - 5.1.4. Hold signing and financial authority along with the Director of Finance and Vice President.
 - 5.1.5. Preside over meetings of the Executive Committee and/or members.
 - 5.1.6. Approve all finalized designs (i.e., propulsion, avionics, and structural) of the model rocket, and production outputs.
 - 5.1.7. Direct launches of model rockets.

- 5.2. The Vice President shall:
 - 5.2.1. Be eligible to cast votes at meetings of the Executive Committee.
 - 5.2.2. Assume duties of the President in their absence, including signing and financial authority as required.
 - 5.2.3. Ensure activities of the group comply with policies of the University of Toronto.

- 5.3. The Technical Director shall:
 - 5.3.1. Maintain and update the club website, including content changes, functionality and uptime.
 - 5.3.2. Coordinate with other members of the Executive Committee to implement features and manage the club's digital infrastructure.
 - 5.3.3. Oversee and maintain the club's GitHub organization, including managing repositories, creating documentation standards and ensuring version control practices are maintained.
 - 5.3.4. Advise the Executive Committee on digital strategy and technical feasibility of project proposals.

- 5.4. The Director of Propulsion shall:
 - 5.4.1. Be eligible to cast votes at meetings of the Executive Committee.
 - 5.4.2. Coordinate the design process and oversee the production of model rocket parts.
 - 5.4.3. Direct launches of model rockets in the absence of the President or Vice President.
 - 5.4.4. Lead the design, production, and testing of any propulsion system.

- 5.5. The Director of Aerodynamics and Mechanics shall:
 - 5.5.1. Be eligible to cast votes at meetings of the Executive Committee.
 - 5.5.2. Coordinate the design process and oversee the production of model rocket parts.
 - 5.5.3. Direct launches of model rockets in the absence of the President or Vice President.
 - 5.5.4. Lead the design, production, and testing of any structural or aerodynamics system.

- 5.6. The Director of Avionics shall:
 - 5.6.1. Be eligible to cast votes at meetings of the Executive Committee.
 - 5.6.2. Coordinate the design process and oversee the production of model rocket parts.
 - 5.6.3. Direct launches of model rockets in the absence of the President or Vice President.
 - 5.6.4. Lead the design, production, and testing of any avionics system.

- 5.7. The Director of Finance shall:
 - 5.7.1. Be eligible to cast votes at meetings of the Executive Committee.
 - 5.7.2. Record all financial transactions of the group.
 - 5.7.3. Hold signing and financial authority along with the President and Vice President.
 - 5.7.4. Maintain the group's budget of income and expenses.
 - 5.7.5. Advise members on financial position of the group,
 - 5.7.6. Prepare an annual budget for the group.
 - 5.7.7. Oversee the collection of membership fees and additional fees, including creating an expense report for collection of additional fees.
 - 5.7.8. With the joint authority of the President and Vice President, request additional fees be collected in accordance with (5.7.7) and (2.6) as required.

- 5.8. The Director of Outreach shall:
 - 5.8.1. Be eligible to cast votes at meetings of the Executive Committee.
 - 5.8.2. Coordinate organizational recruitment efforts.
 - 5.8.3. Serve a secondary spokesperson for the club.
 - 5.8.4. Lead the maintenance of the group website.
 - 5.8.5. Lead the design, creation and management of social media platforms and associated interactions.
 - 5.8.6. Coordinate social events.
 - 5.8.7. Oversee organizational recruitment efforts.

- 5.9. The Director of Recovery shall:
 - 5.9.1. Oversee technical and personal safety of activities and members
 - 5.9.2. Flag any environmental and/or health hazards that may pose a threat to the safety of both the operation and the members.
 - 5.9.3. Ensure that the group operates within the University's Health and Safety Policies.
 - 5.9.4. Contributes to design, construction and launch of model rockets, particularly regarding recovery.

- 5.10. The Secretary shall:
 - 5.10.1. Ensure documentation and bookkeeping on all nonfinancial documents.
 - 5.10.2. Compile meeting minutes and records of all club events, including attendance, details of the event, and any potential incidents or outcomes.
 - 5.10.3. Maintain an up to date list of club membership, including join dates, times, etc.

- 5.10.4. Aid in interdivision communications as a mediator if necessary, including organizing joint subteam meetings if requested upon by the subteam leads.
- 5.11. The Member at Large shall:
 - 5.11.1. Serve as an appointed position on the Executive Committee holding no direct voting privilege.
 - 5.11.2. Advise the Executive Committee on any decisions.
 - 5.11.3. Hold voting privileges at meetings of the Executive Committee when acting on behalf of an executive with voting privileges in absentia.
 - 5.11.4. Uphold the duties of other executives in their absence, with the explicit request and permission of said executive.
 - 5.11.5. Hold a maximum of one (1) vote at meetings of the Executive Committee regardless of the number of executives represented.
 - 5.11.6. Serve as the ombudsperson of the group, accepting complaints of any member, maintaining confidentiality and neutrality, and providing non-binding recommendations and bringing up anonymous concerns to the Executive Committee.
 - 5.11.7. Be appointed or removed by a simple majority vote of the Executive Committee at any executive meeting.
 - 5.11.8. Serve as the Chief Returning Officer for the club during periods of elections or byelections. The duties of the Chief Returning Officer take precedent over all advisory duties of this position.

Article VI: 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. Elections will be conducted under the supervision and authority of the Chief Returning Officer, or, in the absence of a Chief Returning Officer, an individual designated by them. In the event of a complete lack of a Chief Returning Officer, the position shall go to a voting member of the club not seeking election.
- 6.7. The Chief Returning Officer shall hold a term length of no more than three (3) weeks. The appointment of which shall be dictated in accordance with (5.11).

- 6.8. An election must be conducted in an impartial way, through which all members wishing to vote are granted exactly one (1) vote. The Chief Returning Officer is responsible for verifying all votes.
- 6.9. A period of at least one day (24 hours) must be given for nominations for all elections and by-elections. This period must be followed upon within one day (24 hours) by a voting period for each of the positions on the ballot. The means through which voting is conducted is at the discretion of the Chief Returning Officer, but must maintain the anonymity of voters to the general public and allow all voting members wishing to participate an equal opportunity to vote.
- 6.10. Within one week (7 days) of the conclusion of an election, the position of Chief Returning Officer must be dissolved.
- 6.11. In the event of an unfilled position, remaining officers will share the duties and responsibilities until a by-election can be called in accordance with (6).

Article VII: Finances

- 7.1. The Director of Finance shall keep an active record of income and expenses.
- 7.2. The Director of Finance shall present a report of the club's financial status during the final club general meeting of each semester.
- 7.3. The President, Vice President and Director of Finance shall review and decide on all expenditures over \$300.00 through a decision involving at least two of the aforementioned executives.
- 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.

Article VIII: Meetings

- 8.1. The Executive Committee shall meet twice monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The quorum of all votes occurring at general meetings shall be set at eight (8) or 10% of the number of club members who have paid membership fees + 1 (10%+1), whichever is greater.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) days prior to the date of the meeting.

Article IX: Termination of Membership

- 9.1. The Executive Committee may revoke the membership of any member of the team who commits an act negatively affecting the interests of the team 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. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 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 team's membership and will lose any privileges associated with being a member of the team.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

Article X: Safety

- 10.1. All airspace laws must be abided upon in accordance with the airspace laws of the supervisory authority (Transport Canada, FAA, etc).
- 10.2. Members attending launches are expected to act in accordance with the laws and regulations of the launch site, the country, and any municipal, provincial or state laws applicable.
- 10.3. Members attending launches are expected to follow all safety precautions set out by the organizers of said events. If no guideline is provided, the Executive Committee shall provide one at least two days (48 hours) before the event.
- 10.4. If applicable, members are responsible for ensuring their travel documents are up to date and identification is carried at all times.

Article XI: Amendments

- 11.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 11.2. All voting members may propose and vote on amendments to the constitution.
- 11.3. 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.
- 11.4. 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.