

Constitution of “Applied Architecture Landscape and Design”

1. Article One - Name and Purpose

- 1.1. The official name of this campus group is “Applied Architecture Landscape and Design”.
- 1.2. The acronym or abbreviation of this group is: AALD.
- 1.3. The purpose, objective, mission, and/or mandate of organization is outlined below:

The Applied Architecture Landscape and Design - mostly known as AALD - student group promotes a distinctly hands-on approach to architecture, landscape, and design for both undergraduate and graduate students through tutorials and workshops including but not limited to the following: drafting (such as floor plans, axonometric drawings), general photography techniques, architectural critiques (presentation layout, photographing models, etc.), workshops for students to speak with and learn from practicing professionals in the design field, and portfolio building workshops to help students create successful portfolios to showcase their work. The aim of this broad program is to provide students with an extensive knowledge of applied design methods and arts that no other undergraduate course or student organization offers. AALD will allow students to connect, discuss, and learn valuable practical skills in order to contribute to the faculty and university. AALD aims to supplement the theoretical – based and socially rich environment of students at U of T within the architecture discipline or with an interest in architectural studies. Tutorials and workshops will be run by AALD executive members and experienced graduate students.

2. Article Two - Membership and Membership Fee

- 2.1. The group shall maintain a list of group members
- 2.2. Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).
- 2.3. Voting membership is open only to registered students of the University of Toronto. They are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid U of T email address.
- 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 voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. 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.
- 3.8. If applicable: all members may apply for a full refund of their membership fee within one (1) month of becoming a member.

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 five 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 (1) 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.

5. Article Five - Executive Committee Composition and Duties

- 5.1. The President shall:

- Oversee the operations, management, and the success of the group
- Be eligible to cast votes at meetings of the Executive Committee
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer and Vice President(s) for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of the office to future Executives

The Vice President(s) shall:

- Assume duties of the president in their absence
- Be eligible to cast votes at meetings of the Executive Committee
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Represent the students (first to fourth year) and recognize what tutorials and workshops would benefit the student body based on the course work and academic requirements of upper year students

The Secretary shall:

- Make a list of all registered members and maintain the members contact list
- Be eligible to cast votes at meetings of the Executive Committee
- Maintain monthly calendars and task tracking protocols for all departments
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

The Treasurer shall:

- Record all financial transactions of the group
- Be eligible to cast votes at meetings of the Executive Committee
- Hold signing officer authority over finances along with the President and Vice President(s) for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Handle official bookkeeping correspondence of the organization with AVSSU (Architecture and Visual Studies Student Union) at the John H. Daniels Faculty of Architecture, Landscape, and Design

The President and Vice President(s) may appoint Directors or Coordinators for various committees such as Marketing, Outreach, and/or Operations as the Executive Committee sees fit.

Current Year (2025-26) Appointments:

- First and Second Year Representatives
- Director of Outreach
- Head Director of Outreach
- Director of Operations
- Head Director of Operations
- Director of Marketing
- Director of Media

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)

Amendments for Article Six:

- 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 shall accept nominations only from group members that are also registered U of T members (staff, faculty, students, and alumni) for candidacy of 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 U of T member with a digital ballot on the voting dates and ask the member to submit their ballots in the applicable form.
- In preparation for a tie, the CRO shall select one of the two solutions:
 - Concerning the President role: Select an 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.
 - Concerning the Vice-President Role: If the tie represents votes from at least 80% of the total voting membership, no more than two Vice Presidents shall be elected.
- 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 members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

7. Article Seven - Finances

7.1. The Treasurer shall keep an active record of income and expenses.

7.2. The Treasurer 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.

8. Article Eight - Meetings

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

8.2. The group shall hold general meetings (Annual 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.

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, continuing conflict of interest, or committing an offense that results in full exhaustion of the strike system implemented by the Executive Committee.

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 (non-voting members 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.

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.