

Constitution of “Autism Educational Support Club”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Autism Educational Support Club”
- 1.2. The official acronym or abbreviation of the group is “AESC”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to deliver free educational support to underserved students in the GTA, specifically students struggling with autism or other learning disabilities. Many students that struggle with autism don’t get the resources they need in the public school system - this club aims to fill that educational gap and help underserved students to reach their full potential. Our club trains, and pairs UofT tutors with students ages 5-17 within the GTA. This pairing lasts the entirety of the school year, with 1 hour weekly 1:1 tutoring sessions. We aim to develop meaningful peer-mentor relationships that have a lasting impact on both individuals, as well as build community amongst tutors through seasonal events.

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 club members that are registered students of the University of Toronto.
- 2.3. Voting membership is open only to club members that are 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 \$10 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 2025 to April 30th 2026.
- 4.2. The Executive Committee shall be composed of eleven (11) 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:

- 5.1.1.** Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Be responsible for coordinating volunteer opportunities ie. pairing each UofT tutor with a student,
- 5.1.3. Oversee the operations, management, and success of the group,
- 5.1.4. Serve as spokesperson for the group, responding to parent and tutor emails in a timely, empathetic, and respectful manner,
- 5.1.5. Be responsible for dealing with any parent/child-tutor issues that may arise
- 5.1.6. Hold signing and financial authority along with the Treasurer,
- 5.1.7. Lead meetings of the Executive Committee and/or members,
- 5.1.8. Ensure a transition of office from one year to the next.
- 5.1.9. Responsible for coordinating with external organizations for club support
- 5.1.10. Find and upkeep relations with faculty mentor
- 5.1.11. Train tutors in August, prior to sessions starting in September

5.2. The Secretary shall:

- 5.2.1.** Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Maintain a list of group members,
- 5.2.3. Maintain the member contact list,
- 5.2.4. Record notes and motions for meetings,
- 5.2.5. Notify all members of general meetings.
- 5.2.6. Keep record of member's training progress and requirements (police checks)
- 5.2.7. Follow up with tutors on a monthly basis with personalized check-in emails.

5.3. The Treasurer shall:

- 5.3.1.** Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Record all financial transactions of the group,
- 5.3.3. Be responsible for necessary communications with bank (BMO) and updating related monetary information
- 5.3.4. Hold signing and financial authority along with the President,
- 5.3.5. Maintain a budget of income and expenses,

- 5.3.6. Advise members on financial position of the group,
- 5.3.7. Prepare an annual budget for the group.

5.4. The Social Media Director shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2 Creation of content and upkeep of instagram
- 5.4.2 Communicate recruitment events to the public through social media
- 5.4.4 Organize social events for club members
- 5.4.5 Creation and upkeep the email address and website

5.5. The Educational Resource Managers (2; 1 for student education, 1 for tutor education)

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Keep track of tutor follow-up form entries to ensure things are running smoothly,
- 5.5.3. Collect and integrate feedback from tutors,
- 5.5.4. Host 1 event/semester to teach tutors about new pedagogical research, techniques, and practices
- 5.5.5. Acquire any additional educational resources for students and tutors.

5.6. The Events Coordinators (1 lead, 2 additional coordinators) shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Organize events that contribute to the growth and mission of the club; ideally a tutor-only event, and one tutor and student event per semester.
- 5.6.3. Communicate with social media head to get the word out about events and the treasurer to approve financial choices.
- 5.6.4. Get events approved by the executive committee at least two weeks before they are intended to be executed.
- 5.6.5. Send receipts to the treasurer at a maximum of 10 days after the event for reimbursement.

5.7. Head of Fundraising

- 5.7.1. Be responsible for planning 1 fundraiser a year to ensure sufficient funds for events and resources

5.8 Director of Neurodivergent Equity and Advocacy

- 5.8.1. Attending meetings and providing input in person
- 5.8.2 Responding to emails (daily)
- 5.8.3 Creating a long term plan for inclusion
- 5.8.4 Attending advocacy events on behalf of the club
- 5.8.5 Writing statements on inclusion/equity (having autistic executive members is super important to show genuine interest in accessibility and a statement published about it is a norm for autism advocacy groups)

5.9 Volunteer Coordinator

5.9.1. Facilitate weekly meetings with HMB490 students to ensure their projects are in-line with AESC goals.

5.9.2. Lead recruitment of tutors for the next school year during winter semester.

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. On March 17th of every year, a google form will be released in which club members may nominate themselves by answering a question about their motivation for this position, as well as their vision for the position.
- 6.10. On March 31st of every year, a meeting with all club members will be held (virtually and in-person). Nominees will present for 2 minutes about their motivations, vision and past experience with the club, followed by a 2 minute questioning period. All individuals running for a specific position will present in a randomly selected order, and anonymous voting via google form will occur immediately after to determine the winning candidate.
- 6.11. If an individual is not elected for their desired position, they may re-nominate themselves for any unfilled position should they so choose after the elections are complete.

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 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 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 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.