

Constitution of “University of Toronto Effective Altruism (Student Chapter)”

1. Name and Definitions

- a) The official name of this recognized student group is “University of Toronto Effective Altruism (Student Chapter)”
- b) The acronym or abbreviation of this group is UTEA.
- c) Other definitions used within this document:
 - i) “UofT” refers to the University of Toronto.
 - ii) “UTSU” refers to University of Toronto Students' Union
- d) “GM” shall refer to General Meetings
- e) See Section 3 for details on membership

2. Purpose and Objectives

- a) Effective Altruism is a global movement dedicated to making a positive impact on the world in the most effective way possible. This involves not only caring about making a difference, but also thinking critically and finding evidence-based approaches to improving the world.
- b) UTEA aims to promote effective altruism in all its forms, including encouraging charitable donations, promoting cost-effectiveness in charitable giving, and supporting the idea of using one's career to improve the world.
- c) UTEA will explain the ideas of effective altruism and provide support to our members on how to put those ideas into practice. This includes:
 - i) Helping members connect with like-minded individuals to share ideas and work towards their goals
 - ii) Educating members on how they can maximize their impact with their limited time and resources

3. Membership

- a) UTEA shall maintain a list of group members.

- b) Membership shall be open to all University of Toronto students, staff, faculty, alumni, and to persons from outside the university without restriction on the grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination
 - i) The right to vote is open to all registered students of the University of Toronto.
 - ii) The right to vote is open only to registered students of the University of Toronto.
- c) The membership fee will be \$0 per year.
- d) To become a UTEA member, one must provide the Executive Committee with the required information as set out by the UTSU and attend at least one (1) UTEA event.
- e) Community members and students from other universities are welcome to attend UTEA events unless otherwise specified.

Rights of Members

- f) All registered student members have the right to
 - i) apply for a full refund of their membership fee within one (1) month of becoming a member.
 - ii) attend all General Meetings.
 - iii) cast votes at all General Meetings.
 - iv) stand for election unless otherwise stated in this document.
 - v) cast votes in all group elections and referendums.
 - vi) propose and vote on amendments to this constitution.

Voting Privileges and Executive Membership

- g) Executive members with voting privileges shall be currently registered students at UofT who are registered UTEA members.
- h) Staff, faculty, or alumni may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) person. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

4.1. Executive Committee

- a) The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- b) The Executive Committee shall comprise four (4) members who have voting privileges.
- c) Members without voting privileges may hold only positions on the Executive Committee that are not selected via voting.
- d) The maximum number 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.

- e) Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- f) 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.

4.2. Executive List and Duties

- a) The Co-Presidents shall:
 - i) Be eligible to cast votes at meetings of the Executive Committee
 - ii) Oversee the operations, management and success of the group
 - iii) Oversee the various committees
 - iv) Be the spokesperson or spokespeople for the group
 - v) Ensure that all the activities of the club meet regulations and policies of the University of Toronto
 - vi) Hold signing officer authority along with the Treasurer for financial purposes
 - 1) It is only necessary that at least one Co-President hold signing officer authority; it is not necessary that both Co-Presidents hold signing officer authority
 - vii) Preside over executive meetings as well as General Meetings
 - viii) Ensure transition of office to the future Executives
 - ix) Coordinate organizational recruitment efforts
 - x) Additional responsibilities may include:
 - 1) Organizing any Fellowship programs
- b) The Secretary / Communication and Marketing Director shall:
 - i) Be eligible to cast votes at meetings of the Executive Committee
 - ii) Make and maintain a list of all registered UTEA members
 - iii) Maintain the web sites and member contact list
 - iv) Record notes and motions for meetings
 - v) Notify all members of meetings
 - vi) Handle official correspondence of the organization
 - vii) Additional responsibilities may include:
- c) The Treasurer shall:
 - i) Be eligible to cast votes at meetings of the Executive Committee
 - ii) Record all financial transactions of the group
 - iii) Hold signing officer authority along with the President for financial purposes
 - iv) Maintain a budget of income and expenses along with receipts
 - v) Advise members on financial position of the group
 - vi) Prepare an annual budget for the group as well as budgets for specific events
 - vii) Additional responsibilities may include:

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive

decision making authority.

4.3. Termination of Executives or General Members

- a) Any member of UTEA who commits an act negatively affecting the interests of the club and its members may be given notice of removal from UTEA by the Executive Committee.
 - i) Causes for removal include:
 - 1) Non-disclosure of a significant or ongoing conflict of interest
 - 2) Harassment
 - 3) Creating a hostile environment for other UTEA members in any way not listed above
- b) A vote will be held at an executive meeting, and a $\frac{2}{3}$ majority vote of the current executives present in favor of removal is required for removal.
 - i) Any vote to remove a current UTEA member will be held at least one (1) week after providing written notice of removal to the member who would be removed.
- c) The member who is up for removal shall have the right to defend their actions.
 - i) If a written defense is given, it must be made available in full to all executive members of UTEA.
- d) The member has the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.
- e) 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.

Termination of Executive Members

- f) Executive members are subject to the same termination or impeachment process as general members and, as determined by the vote and the position held by this member, may lose their executive position along with their membership to the group.
 - i) If an Executive Committee member's membership is terminated, then their position will be declared vacant.
- g) A sitting executive member of UTEA may choose to resign, in which case their position will be declared vacant. Procedures for filling vacancies are detailed on Section 5.

5. Elections

General notes on elections

- a) All positions that are on the Executive Committee shall be filled through an annual election.
- b) All UTEA members with voting privileges shall be eligible to seek nomination to and cast a ballot for each voting position.
- c) All UTEA members without voting privileges shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- d) UTEA members without voting privileges shall not be eligible to cast a ballot for any elected position.
- e) The nominee or nominees winning the most votes as counted via instant-run-off ranked voting cast in the election for each position shall be deemed the winner.
 - i) Counting procedure:
 - 1) Eliminate the candidate appearing as the first preference on the fewest ballots.
 - 2) If only one candidate remains, elect this candidate and stop.
 - 3) Otherwise go to 1.
 - ii) 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.
- f) The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

The Elections Committee

- g) The Executive Committee shall strike the Elections Committee, appointing one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March-April.
 - i) All members of the Elections Committee shall be unbiased in the results of the election and shall be required to publicly disclose any and all conflicts of interest in the election.

Nominations

- h) The CRO shall accept nominations for executive positions only from and for registered UTEA members who have been members in good standing for at least 30 days prior to the end of the nomination period.
 - i) Anyone who nominates someone for a voting executive position must be a current UofT student at the time of nomination.
 - ii) Anyone who is nominated for a voting executive position must plan to be a UofT student for their intended term.
 - iii) Any UTEA member may nominate someone or be nominated for a non-voting UTEA executive position.
- i) The nomination period must be at least seven (7) days, at least five (5) of which must be business days.

Voting and Vote-Counting Procedures

- j) By March 30th, The CRO shall select three (3) election dates before April 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on business days.
 - i) More than three (3) election dates are permitted, but at least three (3) of them must fall on business days.
 - ii) If any election dates are during or after the exam period, then online voting must be available for at least one 24-hour window.
- k) In preparation for a tie, the CRO shall select a UofT registered student 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.
- l) After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes as counted via instant-run-off ranked voting 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.
- m) If an in-person election poses a health risk to UTEA members, then voting may be conducted online.
 - i) Voting must be available on at least three (3) business days

Voting Rights

- n) Registered UofT students may not vote by proxy. Non-registered students may not nominate or vote in elections.
- o) Only registered UofT students who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible to vote.

Vacancies and By-elections

- p) Vacant positions may be filled only by one of the following procedures:
 - i) A by-election following all the procedures of a general election, except that a by-election does not have to be held in March.
 - ii) An appointment by the executive committee. This requires an affirmative vote by over $\frac{1}{2}$ of the executive committee. This appointment shall only be for an interim basis, and a by-election for this position shall be called as soon as is reasonable.
 - iii) If there are no executive members (such as during the initial establishment of the club), then vacancies will be filled in a discussion including at least $\frac{2}{3}$ of the registered members. Disputes will be resolved using majority votes.

6. Finances

- a) The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the General Meetings.
- b) The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.
- c) The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not:
 - i) have as a major activity a function that makes it an on-campus part of a commercial organization,
 - ii) provide services and goods at a profit when that profit is used for purposes other than those of the organization, or
 - iii) pay salaries to some or all of its officers.

7. Meetings

General Meetings (GMs)

- a) UTEA shall hold GMs at least once (1) per academic Fall semester and at least once (1) per academic Winter semester.
- b) The Executive Committee will announce these dates at least two (2) weeks prior to holding the meetings.
- c) GMs are intended to go over the group's annual activity plan, financial health, and any proposals or votes on constitutional amendments.
- d) Minutes from any given GM shall be made available to all UTEA members within 24 hours of the end of the relevant GM

Executive Meetings

- a) The executive committee shall meet at least once (1) a month during the Fall and Winter semesters, where dates and times are to be set by an executive. The quorum of executive meetings shall be $\frac{1}{2}$ of executives + 1 executive.

8. Amendments

- a) All members with voting privileges may propose and vote on amendments to this constitution.

- b) The Executive Committee will ensure that any and all proposed constitutional amendments are discussed and voted upon at the next GM
- c) Constitutional amendments may only be passed at GMs.
 - i) To be passed at GMs, proposed constitutional amendments shall require a $\frac{2}{3}$ majority by registered UTEA members in attendance.
- d) The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Division of Student Life, The University of Toronto Students' Union, etc.) within two (2) weeks of its approval by general members.
- e) 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.