

NSight Mentorship Club Constitution

Last Updated Dec 16th, 2025



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I. Mission

The NSight Mentorship Program¹, abbreviated “NSight” (hereinafter “the program”), aims to support first- and second-year students enrolled in the Engineering Science program at the University of Toronto. The program strives to foster a welcoming community and provide a strong support system to help students transition into university life.

We focus on building connections between lower-year students (first and second year) and upper-year students (third year and above) through a structured mentorship network. The program pairs lower-year students (“mentees”) with upper-year students (“mentors”) and hosts a variety of academic and social events throughout the year. Mentors gain leadership and communication experience, while mentees benefit from peer guidance and opportunities to connect with classmates, senior students, professors, and university staff. Above all, NSight exists to make sure no student navigates the Engineering Science program alone.

II. Membership

Membership in the NSight Mentorship Program is open to all members of the University of Toronto community, including students, staff, faculty, and alumni. The program does not charge any membership fees under any circumstances.

Membership is divided into three categories: **mentee**, **mentor**, and **executive**. All members who are currently registered U of T students are voting members of the club at general meetings.

Mentee Membership

Mentee membership is open to any first- or second-year student at the University of Toronto upon request. Mentees must register with the NSight Executive team and indicate their areas of interest or desired support. Once registered, each mentee will be paired with a mentor to receive guidance and support throughout the year. Mentees may attend and vote at general meetings but may not participate in executive meetings.

Mentor Membership

Mentor membership is available to all third-year and above students at the University of Toronto, including alumni. Interested individuals may apply by specifying the topics or areas in which they are willing to provide mentorship. Upon confirmation, mentors will be paired with mentees. Mentors may also attend and vote at general meetings but are not permitted to attend executive meetings. Note that Mentors who are alumni may participate in mentorship activities and attend general meetings but do not hold voting rights.

¹ This club operates as a sister organization to the Engineering Science (EngSci) Club, meaning we are distinct entities under the Engineering Science division, each with our own election processes. We maintain a close working relationship with the EngSci Club, particularly in coordinating joint events and collaborating with their Finance Director and Communications Director to support event promotion and outreach efforts, including email communications.

Executive Membership

Executive membership is granted to members of the NSight Executive Committee (as defined below). Executives hold additional privileges, including the right to attend and vote at both general and executive meetings. All Executive Committee members must be currently registered students at the University of Toronto.

III. Executive Committee

The executive committee comprises two **Co-Chairs**, who manage all aspects of the program, and five Directors (**Marketing and Social Media, Event and Logistics, Outreach, Mentorship, Admin and Finance**), who are given specific duties which facilitate the program's regular operations.

The duties of the **Co-Chairs** are to:

- Provide leadership and overall vision for the NSight program
- Oversee and attend all meetings and events
- Recruit and maintain communication with all executive members and mentors
- Hold bank signing authority and ensure funds are used in an appropriate and transparent manner
- Ensure all activities comply with the University of Toronto's regulations and policies

The duties of the **Marketing and Social Media Director** are to:

- Design flyers and graphics for events, announcements, and campaigns, along with accompanying captions
- Manage and regularly update NSight's social media platforms (currently Instagram and LinkedIn) by sharing updated, professional, and consistent content
- Respond to direct messages (DMs) and actively engage with U of T-related accounts
- Propose and implement creative strategies such as content calendars, story templates, visual themes, and social media campaigns

The duties of the **Event and Logistics Director** are to:

- Book rooms and venues for all NSight events well in advance
- Plan and coordinate room setup, seating arrangements, and refreshment logistics based on event needs
- Organize event activities such as games and purchase required materials (e.g., decorations, name tags, signage)

- Coordinate the timeline for each event and delegate tasks to executives and volunteers

The duties of the **Outreach Director** are to:

- Reach out to professors, alumni, and professionals to contribute to mentorship, events, or video content
- Recruit new mentors, including undergraduates and alumni
- Coordinate with professors and academic staff to promote NSight through lectures, orientation events, and newsletters
- Develop and implement creative outreach strategies to increase awareness and participation in the program

The duties of the **Mentorship Director** are to:

- Match mentors and mentees based on shared interests, backgrounds, and availability
- Monitor engagement and satisfaction within mentor-mentee pairs through feedback forms or virtual check-ins
- Recognize and reward active and consistent mentors through appreciation initiatives such as certificates, shoutouts, or giveaways

The duties of the **Admin and Finance Director** are to:

- Monitor and respond to messages on Discord and email, including general inquiries and program updates
- Create and manage digital forms for event RSVPs, mentor sign-ups, feedback collection, and other administrative needs
- Track all club expenses, ensure receipts are submitted, and handle reimbursements or purchases
- Prepare and submit funding applications or grant proposals, if applicable

IV. Elections

Eligibility

All current registered U of T student members are eligible to run for executive positions and vote in elections.

Election Process

1. Executive elections shall be held annually during the Spring or Fall semester.
2. All voting members shall be notified at least ten (10) days prior to the election date.
3. Nominations and applications for executive roles shall be open to all voting members for a minimum of seven (7) days.
4. Elections shall be conducted by secret ballot.
5. No individual running for an executive position may participate in the planning, administration, or oversight of the election process.
6. An independent Elections Committee, composed of at least two non-candidate members, shall oversee the election process to ensure fairness and impartiality.
7. Candidates receiving the highest number of votes for a given position shall be elected.

Vacancies

If an executive position becomes vacant mid-term, an interim executive may be appointed by the Executive Committee, subject to ratification by a majority vote of the general membership at the next general meeting.

V. Termination

Any member whose actions are deemed to negatively impact the program or its community may be issued a formal notice of removal. The individual will have the opportunity to respond and present their case. Removal from the program—along with the loss of all associated privileges—shall require a majority vote (over 50%) by the general membership.

Executive members may also be removed from their positions through a majority vote by the remaining executive committee. Any executive removed by the Executive Committee may appeal the decision to the general membership. A majority vote of the general membership shall determine the final outcome.

A member's participation in the program shall also be considered terminated if they formally request to withdraw from the program.

VI. Amendments

Any voting member may propose amendments to this constitution. The Co-Chairs are responsible for facilitating discussion of proposed amendments during general meetings.

At least 50% of the voting membership must be present for an amendment vote to take place. Amendments will be considered approved if they receive support from at least 60% of those present and voting.

Once an amendment is approved, the executive committee will formally adopt the revised constitution and submit it to the appropriate University of Toronto administrative offices within two weeks.