

Constitution of the University of Toronto Underwater Exploration Student Team (UTUX)

Article I - Name and Branding

- The official name of this recognized student group is the University of Toronto Underwater Exploration Student Team.
- The official acronym for this group is UTUX.

Article II - Mission and Vision

2.1 - Mission

- The mission of UTUX is to design, build, and operate unmanned underwater vehicles (UUVs) for the purpose of conducting underwater surveys, collecting diverse samples, and collaborating with University of Toronto labs. UTUX will provide University of Toronto students with hands-on engineering experience, fostering their growth and enabling them to continue their learning beyond the classroom.

2.2 - Vision

- UTUX envisions becoming a leading student organization at the University of Toronto, empowering its members to push boundaries and creating a safe space for future engineers to flourish by providing them with much needed hands-on experience. UTUX aims to contribute to real-world solutions and advance the field of underwater exploration and research.

Article III - Membership and Organization Structure

3.1 - Eligibility

- Membership in UTUX is open to all members of the University of Toronto community, including students, alumni, faculty, and staff.
- Non University of Toronto individuals may be granted membership at the discretion of the Executive Committee, but they will not have voting rights or be eligible to hold executive positions.

3.2 - Membership Categories

- Members will be classified into four categories:
 - **Executive Members:** The elected officers who comprise the Executive Committee and lead the organization.
 - **Division Leaders:** Individuals responsible for managing the Technical or Public Relations Divisions. Also called as The Director of their respective divisions.
 - **Sub-Division Leaders:** Individuals responsible for managing specific projects or areas of focus within each Division.
 - **General Members:** All other members who participate in the organization's activities and contribute to its mission.

3.3 - Membership Fees

- There will be no membership fee for UTUX.
- Members participating in field tests or other events that require travel may be responsible for their own expenses.

3.4 - Organization

- The organization will be divided into two divisions:
 - **Technical Division:** Responsible for the design, development, and operation of UUVs.

Public Relations Division: Responsible for managing the organization's external relations, communications, sponsorships, and outreach efforts.

- - Each division will have its respective subdivisions, each led by a Sub-Division Leader. The specific subdivisions will be determined based on the organization's needs and projects.
 - The Executive Committee will oversee both divisions.
 - Each division will have its respective subdivisions, each led by a Sub-Division Leader. The specific subdivisions will be determined based on the organization's needs and projects.
 - Sub-Division Leaders may attend Executive Committee meetings when prompted and make suggestions but cannot vote.

3.5 - Membership Rights

- All members, regardless of category (3.2) and affiliation to University of Toronto, have the right to:
 - Nominate individuals for elections.
 - Recommend constitutional amendments.

- Participate in UTUX activities and projects.
- Attend general meetings.
- Registered University of Toronto students who are members have the right to:
 - Vote in elections.
 - Hold executive positions.
 - Vote on constitutional amendments.

Article IV - Executive Committee

4.1 - Composition

- The Executive Committee shall consist of:
 - The Executive Director
 - The Director of Operations
 - The Director of the Technical Division
 - The Director of the Business Development
 - The Director of Finance

4.2 - Executive Director

- The Executive Director shall be elected by a simple majority of the voting membership.
- The Executive Director's responsibilities include:
- Providing overall leadership and strategic direction for UTUX.
 - Ensuring the collaboration between the Technical and Public Relations Divisions goes smoothly.
 - Overseeing the organization's operations and ensuring its success.
 - Managing external communications with faculty, alumni, advisors, industry partners, and other student organizations.
 - Holding signing officer authority for financial matters.
 - Presiding over Executive Committee meetings.
 - Developing strategies for member recruitment and retention.
 - Ensuring the smooth transition of Executive Committee members.
 - Appointing a successor from the Executive Committee in case of absence or inability to fulfill duties.
 - Ensuring UTUX complies with University regulations and policies.

4.3 - Division Leaders

- The Director of the Technical Division and the Director of the Public Relations Division shall be elected by the voting membership of their respective divisions.
- Division Leaders shall receive a majority vote from the Executive Committee to be elected.
- The Division Leaders' responsibilities include:
 - Overseeing the activities and projects within their respective divisions.
 - Managing and supporting Sub-Division Leaders and General Members within their divisions.
 - Attending Executive Committee meetings and providing updates on their division's activities and needs.
 - Ensuring a safe and positive working environment within their divisions.

4.4 - Director of Finance

- The Director of Finance shall receive a majority vote from the Executive Committee to be elected.
- The Director of Finance's responsibilities include:
 - Overseeing the organization's finances, including budgeting, expense tracking, and financial reporting
 - Identifying and securing funding opportunities, working together with the PR division to manage relationships with sponsors, and ensuring financial sustainability
 - Ensuring adherence to university financial policies and procedures, as well as any external regulations

4.5 - The Director of Operations

- The Director of Operations shall receive a majority vote from the Executive Committee to be elected.
- The Director of Operations's responsibilities include:
 - Maintaining accurate records of meetings, decisions, and official documents
 - Managing internal and external communications, including email correspondence, announcements, and meeting minutes

- Maintaining membership records, coordinating membership drives, and facilitating communication with members
- Assisting with the planning and execution of UTUX events, meetings, and activities
- Overseeing the organization and execution of all UTUX elections, ensuring fairness, transparency, and adherence to the organization's bylaws

4.6 - Term Limits and Removal

- The term of all Executive Committee members is one year.
- Executive Committee members may be re-elected for a maximum of two consecutive terms.
 - Executive Members may only hold more than two terms if there are no suitable alternative candidates. If this is the case, the Executive Committee should prioritize a search to find a suitable candidate. This rule is only applicable to an Executive Member who has not already given an extra year.
 - Executive Committee members may be removed from their position for cause by a two-thirds majority vote of the remaining Executive Committee members. More details in section 4.7.

4.7 - Termination of Executive members

An Executive Committee member may be removed for cause, which includes but is not limited to:

- Neglect of duties
- Breach of the UTUX Constitution
- Conduct detrimental to the reputation of UTUX
- Incapacity to fulfill their role
- Any cause outlined in section 8.1

4.8 - Termination Process

- i. A motion for termination must be proposed in writing to the Executive Committee, outlining the specific cause(s).
- ii. The Executive Committee will convene a special meeting to discuss the motion, providing the member in question an opportunity to respond.

- iii. A vote will be held, requiring a two-thirds majority of the remaining Executive Committee members to approve the termination.
- iv. If terminated, the member's position will be declared vacant, and the process for filling the vacancy will be initiated.
- v. The executive member being terminated will have the opportunity to appeal their termination to a quorum representative of the terminated executives sub team that upholds the spirit of democracy, or to the broader student membership.

Article V - Elections

5.1 - Elections

- Elections for Executive Committee, Subdivision Leadership and Division Leadership positions shall occur annually
- All voting members are eligible to run for and vote in their respective elections
- Elections will be announced one month in advance and held online
- The Director of Operations will facilitate the elections. In the event the Director of Operations is seeking reelection, the Executive Director will facilitate the election. In the case where Director of Operations and Executive Director are seeking reelection, election facilitation will pass to the most senior member of the club not seeking election
- The election process will be unbiased, no member seeking election may participate in planning or administering the election
- At the end of their term, Executive Members must notify the Executive Committee if they intend to run for re-election
- Re-election is subject to a vote of confidence. If confidence is not granted, a new Executive Member must be recruited
- Executive Members may hold their position for up to two consecutive terms
- Recruitment for new Executive Members will involve a written posting and interviews
- Subdivision Leader elections will take place after all Executive Member elections are finalized
- Voting in elections is open only to students registered at the University of Toronto.

Article VI - Finances

6.1 - Regulation

- Signing officer authority is held by the Executive Director and the Director of Finance

- Restricted signing authority may be granted to other Executive Members if Executive Director and the Director of Finance deems appropriate.
- No person may serve as a financial authority for UTUX if they hold a similar role in another recognized student group

6.2 - Financial Planning

- All expected financial activity will be submitted as budget proposals to the Director of Finance and the Executive Director by September 30th.
- Budget proposals must include risk scaling factors to accommodate unforeseen costs
- Budget proposals for each subdivision must be completed by subdivision leaders and must be turned in to their respective Division Director.

6.3 - Limitations

- Members may not engage in activities that are essentially commercial in nature.
- UTUX will not pay salaries to its members
- UTUX will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- UTUX will not provide services and goods at a profit when that profit is used for purposes other than those of the group

Article VII - Meetings

7.1 - Annual Grand Meeting

An Annual Grand Meeting will be held in August, with the exact date determined and announced before July 1st each year. As the name suggests, this meeting will be held annually, though the specific date within the designated month may vary from year to year.

The Annual Grand Meeting serves as a central gathering for UTUX members, both online and in-person, to:

- Receive general announcements and updates regarding the organization's activities and goals.
- Participate in the election process for Executive Committee members and Sub-Division Leaders through voting, if applicable.

- Engage in discussions and provide feedback on the proposed objectives for the upcoming year.
- Propose and vote on new amendments to the UTUX Constitution.

7.2 - Executive Committee Meetings

- The Executive Committee Meetings will be held biweekly on a selected day of the week.
- Any member may be invited at the discretion of an Executive Member.
- Meetings will focus on several topics such as general updates, strategy planning, and steps for supporting collaboration. Each meeting's topics might differ according to the needs of the organization.
- An emergency Executive Committee Meeting can be requested at any time by the Executive Director, as deemed necessary.

7.3 - Subdivision Meetings

- A Subdivision Meeting can be requested at any time by that subdivision's leader or its respective division leader, as deemed necessary.
- Subdivision Meetings are the most common type of official meeting, taking place to share progress and knowledge. These meetings are a crucial cornerstone to complete subdivision's given tasks.

Article VIII - Conflict Resolution Process

8.1 Identification of Conflict

- Conflict can be identified by verbally reporting the conflict to the leader of any division or by a leader seeing the problem and identifying it themselves.

8.2 Initial Address

- The Team Lead will have an informal hearing with all parties about the alleged conflict.
- The Team Lead, with the help of the parties involved, will outline a set of conflict-resolution strategies and a plan.
- A follow-up will be scheduled one-week after the initial address.

8.3 Formal Meeting

- If the initial address does not solve the conflict, a formal meeting, including all parties involved, the team lead, and the executive member of the branch in which the conflict occurred, will be held.

- The Executive Member will outline what must be done by each party involved. If action is not taken by the parties involved, the opposing party will have grounds to submit a formal complaint.
- If the conflict has not been solved and a formal complaint was submitted, follow the steps outlined in the Policy on Complaints.

Article VIII - Policy on Complaints

8.1 - Submission of Complaints

- All complaints submitted to any member of the Executive Committee, or any technical directors, shall be immediately directed to the Director of the Operations. In the case that the complaint is against the operations director, the complaint shall be submitted to the Executive Director.
- Complaints can be submitted in writing, or by email at the personal addresses of executive members, or technical leads.
- Complaints must include the following:
 - Specific actions and/or behaviors subject to complaint
 - Timeline of alleged behaviors
- Complaints deemed by the committee to be high priority can be submitted without the Conflict Resolution steps. The committee may deem any complaint as high priority. The following topics are considered high priority under all circumstances:
 - Harassment
 - Intimidation
 - Bullying
 - Safety Concerns

Article IX - Termination of Membership

9.1 - Termination with Cause

- A member's membership may only be terminated for cause, which includes but is not limited to:
 - Bullying
 - Harassment in any kind
 - Discrimination
 - Repeated disregard for safety procedures
 - Excessively disruptive behavior

- Criminal conduct
- Termination of a member must always be preceded by a written warning, except in exceptional circumstances as determined by the Executive Committee.
- General members and Subdivision team leadership members may be terminated at the discretion of that Division's Director, with the approval of the Executive Director.
- Termination from any UTUX sub-division results in termination from UTUX as a whole.
- All members have the right to appeal their termination to the Executive Committee.

9.2 - Termination Process

- A letter is written to the Executive Committee explaining the issue
- A vote to revoke membership must be held at a meeting of the Executive Committee.
- A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- The Executive Committee will issue a formal termination letter to the member, signed by the executive members issuing the termination, detailing the reasons for termination.
- The member facing removal will lose all club account access and must return all club property.
- Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership with a quorum representative of the club's membership that upholds the spirit of democracy.
- In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to reverse the decision of the executive. This vote may take online at the agreement of all parties, otherwise it must take place at an in-person meeting of the membership.
 - Upon a successful appeal, all access will be restored within 24 hours of the voting meeting.
 - Upon an unsuccessful appeal, the member agrees to concede access to club systems, property, and social media platforms indefinitely.
- 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.

Article X - Amendments

10.1 Proposal of Amendments

- Amendments to UTUX Constitution may be proposed by any member of UTUX, regardless of the member type.
- Proposals must be submitted to the Executive Committee, clearly outlining the proposed changes and the rationale behind them.

11.2 Review and Presentation

- The Executive Committee shall review all proposed amendments and assess their potential impact on the organization.
- If deemed appropriate, the Executive Committee will present the proposed amendments to the general membership at the Annual Grand Meeting.

10.3 Adoption of Amendments

- Amendments shall be adopted upon approval by a two-thirds (2/3) majority vote of the members present and voting at the Annual Grand Meeting.
- Once adopted, the Executive Committee shall ensure that the revised Constitution is updated and communicated to all members.

10.4 Temporary Amendments

- In exceptional circumstances, the Executive Committee may enact temporary amendments to comply with university requirements or address urgent organizational needs.
- Such temporary amendments shall be valid only until the next Annual Grand Meeting, where they will be subject to ratification by the general membership.