





Constitution of Women in STEM

Updated as of **10/3/2025**

Article I: Name and Purpose

1.1 The official name of the Campus Group will be ***Women in STEM (WiS) at the University of Toronto Scarborough Student Association.***

1.2 The campus group may be referred to by the acronym **WiS**.

1.3 The purpose, objectives, mission and/or mandate of the organization is to

1.3.1 The purpose of Women in STEM (WiS) is to foster an inclusive community that empowers, supports, and advances women pursuing studies and careers in science, technology, engineering, and mathematics.

1.3.2 WiS aims to provide mentorship, networking opportunities, professional development, and advocacy, while raising awareness of gender inequity in STEM fields.

1.3.3 Encourage and facilitate equal opportunities for underrepresented groups on campus.

1.3.4 The UTSC WiS serves as a non-profit and student-led organization at the University of Toronto Scarborough.

1.3.5 The association provides opportunities for students at the University to engage outside a classroom setting.

1.3.6 Be the foundation for innovation and reformation for future student-led initiatives.

1.3.7 The UTSC Women in STEM Association is a non-partisan and non-political organization. It shall not endorse, support, or oppose any political party, candidate, government policy, armed conflict, or social movement unrelated to its mission. The Association's activities, communications, and funds shall be used solely to advance its stated mission of supporting women and gender-diverse students in STEM.

Article II: Membership

2.1 The group shall maintain a list of group members.

2.2 Voting membership is open to all registered students of the University of Toronto.

2.3 Voting membership is open only to 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 There will be **NO** membership fee to join WiS.

Article III: 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.

The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article IV: 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 seven 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.

Article V: Elections

5.1 All voting positions on the Executive Committee shall be filled through an annual election.

5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.

5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

5.6 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.

5.7 The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

5.8 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)

Article VI: Termination of Membership

6.1 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.

6.2 A vote to revoke membership must be held at a meeting of the Executive Committee.



6.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

6.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

6.5 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.

6.6 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.

6.7 Executive Committee members are subject to the same termination of membership process as general members.

Article VII – Amendments

7.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

7.2 All voting members may propose and vote on amendments to the constitution.

7.3 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.

7.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.

Article VIII OBJECTIVES

8.1 Objectives of WiS:

8.2 Hosting mentorship programs

8.3 Running skill-building workshops

8.4 Advocating for gender equity in STEM on campus

8.5 Creating outreach initiatives to inspire high school girls to pursue STEM

Article IX. Internal Departments



9.1 The Executive Committee shall operate through specialized internal departments to effectively manage the club's activities and responsibilities. Each department will be led by a Vice-President, who will oversee its operations and objectives.

9.2 The official departments of the UTSC Women in STEM Association are:

9.2.1 Finance Department:

- Led by the **Vice-President, Finance**.
- This department is responsible for all fiscal matters, including preparing the annual budget, tracking expenses, managing reimbursements, and ensuring compliance with all university financial policies.
- It also oversees fundraising efforts and external sponsorships.

9.2.2 Marketing & Communications Department:

- Led by the **Vice-President, Marketing & Communications**.
- This department is in charge of developing and executing all marketing strategies.
- Its duties include managing social media, designing promotional materials, and maintaining the club's brand identity.

9.2.3 Events Department:

- Led by the **Vice-President, Events**.
- This department is dedicated to planning and executing all club events, workshops, and panels.
- It works closely with the Finance department on budgeting and is responsible for recruiting and managing event volunteers.

9.2.4 Outreach & Academic Initiatives Department:

- Led by the **Vice-President, Outreach & Academic Initiatives**.
- This department focuses on creating and coordinating academic and professional development programs.
- It is also responsible for building and maintaining relationships with faculty, alumni, and other organizations to support the club's academic goals.

9.4.5 Membership & Student Engagement Department:



- Led by the **Vice-President, Membership & Student Engagement**.
- This department is responsible for recruiting new members, retaining existing ones, and ensuring all members feel welcomed and engaged.
- Its responsibilities include managing the membership database, sending newsletters, and overseeing all volunteer coordination.

Article X. SENIOR EXECUTIVE COMMITTEE

10.1 All senior executive positions are voluntary, non-paid positions. The term for these positions extends from September 1 to August 31 of the next year.

10.2 All senior executive positions are elected positions which can be held by any general members of WiS enrolled at the University of Toronto Scarborough.

10.3 Eligibility for a senior executive position requires at least one year of prior service as an executive within the organization

10.4 The Senior Executive Committee shall consist of the following elected voting members:

10.4.1 Co-Presidents (2) - ELECTED

- Provide leadership and oversight for the organization, uphold the integrity of the Association, and ensure that all events and activities align with its mission and values.
- Provide overall leadership and strategic direction for the UTSC Women in STEM Association.
- Ensure the financial and organizational stability of the Association, maintaining open and consistent communication (in person, by email, etc.) with both the Executive Committee and general members to keep them informed of important updates.
- Assume the duties of any vacant executive position or ensure they are delegated appropriately, and facilitate the smooth transition and continuity of the Association from year to year.
- Serve as the primary point of contact with Student Life, the Student Union, and external partners.
- Chair Executive Committee meetings and ensure the club operates in line with its constitution.
- Oversee all portfolios and ensure coordination between Vice-Presidents.



- Approve budgets and major expenditures alongside the Vice-President, Finance.

10.4.2 Vice-President, Finance - ELECTED

- Prepare the club's annual budget and track all expenses and reimbursements.
- Ensure compliance with Student Life/Student Union financial policies.
- Assist other Vice-Presidents with budgeting for their events and initiatives.
- Oversee any fundraising efforts or external sponsorships.
- Maintain accurate financial records and present financial updates at Executive meetings.

10.4.3 Vice-President, Marketing & Communications - ELECTED

- Develop and execute marketing and communications strategies for the Association.
- Manage all social media accounts, newsletters, and promotional materials.
- Design and distribute posters, digital graphics, and event campaigns.
- Liaise with campus media and other student groups to promote events.
- Maintain a consistent brand identity for the Association (including logo usage).

10.4.4 Vice-President, Events - ELECTED

- Plan, coordinate, and execute all events, workshops, and panels hosted by the Association.
- Work with the VP Finance on event budgets and reimbursements.
- Recruit and manage volunteers or Directors for event logistics.
- Evaluate event success and gather feedback from attendees.
- Collaborate with the Administrative Officer for venue bookings and other university procedural tasks.
- Evaluate event success and gather feedback for improvement.



10.4.5 Vice-President, Outreach & Academic Initiatives - ELECTED

- Develop research-based initiatives or projects that align with the Association's mission.
- Identify and invite guest speakers, mentors, and professionals from STEM fields.
- Coordinate academic or skills-building programs such as mentorship circles, study sessions, or career panels.
- Maintain relationships with faculty and alumni who may support the Association's academic goals.
- Seek out collaborations with other clubs, DSAs, and external organizations.

10.4.6 Vice-President, Membership & Student Engagement - ELECTED

- Manage the recruitment and retention of members.
- Maintain an up-to-date membership database and mailing list, creating and sending out newsletters to all general members.
- Coordinate volunteers for events (recruit, train, schedule).
- Ensure that all members feel welcomed and engaged in the Association's activities.
- Create strategies to keep members actively engaged between events.
- Oversee Directors or Coordinators for student engagement.

10.4.7 Administrative Officer / Operations - ELECTED

- Handle room bookings, AV requests, and other campus administrative processes.
- Submit event permits and forms on behalf of the Association.
- Maintain records and ensure compliance with Student Life procedures.

Article XI. JUNIOR EXECUTIVE COMMITTEE - HIRED

11.1 Junior Executive committee members are part of different departments within the WiS club.



11.2 This committee refers to the directors and coordinators for the WiS club at UTSC.

11.3 Hired positions (Directors and Coordinators working under their department's VP) are executive positions which require specific expertise.

11.4 Directors and Coordinators are appointed through a process of application and interview by their Vice-President of the department. (E.g., the Vice President of Marketing will interview and hire a director of Marketing).

11.5 Directors will support their respective Vice-President in carrying out duties.

11.6 Some junior executive roles for the departments of finance shall be:

11.6.1 Director of Fundraising - HIRED

- Work under the Vice President of Finance.
- Plan and execute small fundraising initiatives (merch, bake sales, raffles).
- Research potential sponsors or grant opportunities.
- Support VP Finance in preparing sponsorship packages.

11.6.2 Coordinator of Reimbursements / Budget Tracking - HIRED

- Work under the Vice President of Finance.
- Collect receipts and reimbursement forms from the team.
- Help maintain accurate expense logs.
- Draft simple financial reports for VP Finance to present at meetings.

11.7 Some junior executive roles for the departments of Marketing & Communications shall be:

11.7.1 Director of social media - HIRED

- Work under the Vice President of Marketing & Communications.
- Manage day-to-day posting on Instagram, LinkedIn, TikTok, etc.
- Create captions, reels, and interactive stories.
- Monitor engagement and reply to messages.

11.7.2 Director of Design & Branding - HIRED



- Work under the Vice President of Marketing & Communications.
- Create posters, graphics, and promotional materials for events.
- Keep all visuals consistent with the club's brand (logo, fonts, colors).

11.7.3 Coordinator of Outreach Communications - HIRED

- Work under the Vice President of Marketing & Communications.
- Write newsletters and email blasts to members.
- Liaise with campus media or other clubs for cross-promotion.

11.8 Some junior executive roles for the departments of Events shall be:

11.8.1 Director of Event Logistics - HIRED

- Work under the Vice President of Events.
- Coordinate set-up, supplies, catering, and volunteer shifts at events.
- Prepare checklists and timelines for each event.

11.8.2 Director of Programming - HIRED

- Work under the Vice President of Events.
- Help brainstorm event ideas and themes with VP Events.
- Draft agendas and schedules for workshops or panels.

11.8.3 Coordinator of Feedback & Evaluation - HIRED

- Work under the Vice President of Events.
- Collect attendee feedback after each event (surveys, polls).
- Summarize feedback for VP Events to improve future events.

11.9 Some junior executive roles for the departments of Outreach & Academic Initiatives shall be:

11.9.1 Director of Speaker Outreach - HIRED

- Work under the Vice President of Outreach & Academic Initiatives.



- Research and compile lists of potential guest speakers or mentors.
- Send initial invitation emails and coordinate scheduling.

11.9.2 Director of Academic Programs - HIRED

- Work under the Vice President of Outreach & Academic Initiatives.
- Organize mentorship circles, study groups, or career panels.
- Coordinate materials or resources for these programs.

11.9.3 Coordinator of Partnerships - HIRED

- Work under the Vice President of Outreach & Academic Initiatives.
- Maintain relationships with faculty, alumni, and external organizations.
- Track collaboration opportunities with other clubs or DSAs.

11.10 Some junior executive roles for the departments of Membership & Student Engagement shall be:

11.10.1 Director of Recruitment - HIRED

- Work under the Vice President of Membership & Student Engagement.
- Manage sign-up drives at club fairs, classrooms, and online.
- Update membership databases and handle sign-up forms.

11.10.2 Director of Volunteer Engagement - HIRED

- Work under the Vice President of Membership & Student Engagement.
- Recruit and schedule volunteers for events.
- Create recognition programs for active members.

11.10.3 Coordinator of Member Experience - HIRED

- Work under the Vice President of Membership & Student Engagement.
- Plan internal socials, onboarding sessions, and appreciation activities.
- Gather member feedback and track retention rates.



Article XII: Termination of Membership

12.1 Code of Conduct

All members, volunteers, and executives of the UTSC Women in STEM Association are expected to uphold a standard of professionalism and respect. The Association is committed to creating an inclusive, equitable, and harassment-free environment for all members regardless of gender, race, ethnicity, religion, disability, or sexual orientation.

Members must agree to:

- Treat others with respect and dignity at all times.
- Promote inclusivity and equal opportunity in all Association activities.
- Refrain from harassment, discrimination, or disruptive behavior.

12.2 Grounds for Termination of a Membership

The Executive Committee may revoke the membership of any member of the UTSC Women in STEM Association who:

- Violates the Code of Conduct;
- Commits an act that negatively affects the interests or reputation of the Association; or
- Violates this constitution or any official policy of the University of Toronto.

12.3 Procedure

A vote to revoke membership must be held at a meeting of the Executive Committee. The member in question will be notified 72 hours in advance and given an opportunity to respond before the vote is held.

12.4 Voting Threshold

A two-thirds (2/3) majority of the Executive Committee is required to approve any motion to revoke membership.

12.5 Right of Appeal

Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership at the next general meeting.

12.6 Sustaining the Revocation

A simple majority vote (50% +1) at a meeting of the general membership shall be required to sustain the revocation of membership.



12.7 Effect of Termination

Following termination of membership, the individual will be removed from the Association's membership list and will lose any privileges associated with being a member.

12.8 Executive Committee Members

Executive Committee members are subject to the same termination of membership process as general members.

12.9 Removal from Office (Executive Committee Members)

- In addition to termination of membership, an Executive Committee member may be removed from their position for failing to fulfill their duties, violating the Code of Conduct, or acting in a manner contrary to this Constitution.
- A vote to remove an Executive Committee member from office shall follow the same procedure outlined in Sections 12.3–12.6 of this Article.
- If an Executive Committee member is removed from office but retains their membership, they will lose all rights and responsibilities associated with their Executive position. Any vacancy created by such removal shall be filled according to the procedures as outlined in Article V.

Article XIII. MEETINGS

13.1 General Meetings

- The Association shall hold a minimum of one (1) General Meeting per semester.
- All voting members have the right to attend all General Meetings and receive notice of them.
- The President(s) shall be responsible for creating the meeting agenda and moderating all discussions.
- A quorum for a General Meeting shall be defined as the presence of a simple majority (50% + 1) of the Executive Committee and at least five (5) general members. Business may not be conducted without a quorum.

13.2 Executive Meetings

- Executive meetings shall be held at the discretion of the Executive Committee, but no less than once per month during the academic year.



- The Senior Executive members are required to attend all Executive meetings. The attendance of Junior Executives (Directors/Coordinators) will be at the discretion of their respective Vice-President.
- The purpose of Executive meetings is to discuss club business, plan events, and vote on motions regarding club operations.
- All decisions made at an Executive meeting require a simple majority vote (50% + 1) of the Senior Executive members present.

13.3 Emergency Meetings

- An emergency meeting of the Executive Committee may be called by any Senior Executive member with at least 24 hours' notice to the rest of the committee.
- The purpose of an emergency meeting is to address urgent matters that require immediate action and cannot wait until the next scheduled meeting.

Article XIV: DISSOLUTION

14.1 In the event of the dissolution of the UTSC Women in STEM Association, all of the Association's assets shall be used to pay any outstanding debts or obligations.

14.2 Any remaining assets, including but not limited to funds and equipment, shall be donated to a recognized UTSC student club, a department, or a charitable organization as decided by a majority vote of the Executive Committee at the time of dissolution.

14.3 Under no circumstances shall the remaining assets or funds be distributed to individual members of the Association.

This article ensures that your club has a responsible and compliant plan for the future. Once you have this in place, your constitution will be very close to completion.

Article XV. TRANSITION OF LEADERSHIP

15.1 Outgoing Executive Responsibilities:

Upon the conclusion of their term, each outgoing executive member is responsible for providing comprehensive documentation of their role. This includes, but is not limited to:



- A detailed summary of all projects, initiatives, and events undertaken.
- A complete financial report of their department's budget and expenditures.
- A list of all relevant contacts, including collaborators, sponsors, and university staff.
- A transfer of all digital files, passwords, and accounts related to their position.

Article XVI. BRANDING

16.1 All official logos, signatures, and visual branding of the UTSC Women in STEM Association are the property of the Association. These elements shall only be reproduced with the Executive Committee's consent.

16.2 The use of the UTSC Women in STEM Association's branding, including its logo and official colors, shall follow guidelines established by the Executive Committee to ensure a consistent public image.

Article XVII. LEGAL LIABILITY

17.1 The UTSC Women in STEM Association operates as an independent student organization at the University of Toronto Scarborough.

17.2 The University of Toronto Scarborough does not endorse the Association's activities, beliefs, or philosophy and does not assume any legal or financial liability for the Association's actions on or off-campus.

Article XVIII. FISCAL YEAR

18.1 The fiscal year for the UTSC Women in STEM Association shall begin on September and end on April 30th of the following year.

18.2 All financial records and budgets shall be maintained according to this fiscal year and shall be transferred to the incoming Executive Committee at the conclusion of each term.

Article XIX. PRECEDENCE OF UNIVERSITY POLICIES

19.1 The UTSC Women in STEM Association will abide by all pertinent policies, procedures, and guidelines set forth by the University of Toronto.



19.2 In the event of any conflict between this constitution and the University of Toronto's policies, the University's policies, procedures, and guidelines will take precedence.