Constitution of "University of Toronto COP Research Group Student Association**"**

1. **Article One – Name and Purpose**

    1.1. The official name of the recognized student group is "University of Toronto COP Research Group Student Association"
    1.2. The official acronym or abbreviation of the group is "UTCOP"
    1.3. The purpose, objectives, mission and/or mandate of the organization is:

To build a youth-led think tank that empowers students to shape environmental policy and accountability worldwide, transforming research into actionable change for a sustainable and just future.

We are a collective of student researchers committed to addressing global and regional environmental challenges through rigorous analysis, creative policy design, and accountability monitoring. By producing research briefs, legislative proposals, and calls-for-action, we aim to bridge the gap between academic insight and political decision-making. Our mission is to ensure that governments, institutions, and industries are held accountable to their environmental commitments, while amplifying youth voices as credible agents of change in shaping a resilient, net-zero future.

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 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. The membership fee will be $0 per year.

3. **Article Three – Rights of Members**

    3.1. All voting members have a right to attend all general meetings of members.
    3.2. All voting members have a right to cast votes at all general meetings of members.
    3.3. All voting members have a right to stand for election unless otherwise stated in this document.
    3.4. All voting members have a right to cast votes in all group elections and referenda.
    3.5. All voting members have a right to propose and vote on amendments to this constitution.
    3.6. 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 to April 30th.
4.2. The Executive Committee shall be composed of seven (7) voting members.
4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto, the University of Toronto Mississauga, or the University of Toronto at Scarborough.
4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
4.5. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact. However, any voting member can, in writing, delegate their signing authority to a non-voting member temporarily.
4.6. 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.
4.7. 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. These coordinators shall be considered non-voting Executive Members and be invited to contribute-to and attend Executive Committee meetings.
4.8. At least one coordinator shall be appointed for the portfolio of Social Media & Content.
4.9. At least one coordinator shall be appointed for the portfolio of Publications.

5. **Article Five - Executive Committee Composition and Duties**

5.1. **The** Co-Chairs **shall:**
5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
5.1.2. Oversee the operations, management, and success of the group,
5.1.3. Serve as spokesperson for the group,
5.1.4. Hold signing and financial authority along with the Treasurer,
5.1.5. Preside over meetings of the Executive Committee and/or members,
5.1.6. Ensure a transition of office from one year to the next,
5.1.7. Step-in for the Vice-President or any other Executive in their absence at the request of the Executive Member.
5.1.8. Support the Executive in the execution of their duties.
5.1.9. There shall be three Co-Chairs.
5.2. **The** Secretary, Internal **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 group website and member contact list,
5.2.4. Record notes and motions for meetings,
5.2.5. Notify all members of general meetings.
5.2.6. Be the Treasurer.
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. Hold signing and financial authority along with the President,
5.3.4. Maintain a budget of income and expenses,
5.3.5. Advise members on financial position of the group,
5.3.6. Due to the nature of the club, if a budget is deemed unnecessary,
5.3.7. Prepare an annual budget for the group.

5.4. The Director of Research **Shall:**

5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
5.4.2. Regularly hold meetings of the Research Committee,
5.4.3. Organize the Research Committee in any way they see fit with consultation from the Executive Committee,
5.4.4. Set the agenda of the meetings of the Research Committee,
5.4.5. Carry out any and all duties pertaining to the functioning and good productivity of the Research Committee,
5.4.6. Appoint Project Directors or delegate assignments to any General Members within the Research Committee,
5.4.7. Identify goals, needs, and action items of the Research Committee and ensure their completion in a timely manner,
5.4.8. Coordinate with the rest of the Executive to ensure seamless completion of tasks.

5.5. The Director of Legislative Affairs **Shall:**

5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
5.5.2. Regularly hold meetings of the Legislative Committee,
5.5.3. Organize the Legislative Committee in any way they see fit with consultation from the Executive Committee,
5.5.4. Set the agenda of the meetings of the Legislative Committee,
5.5.5. Carry out any and all duties pertaining to the functioning and good productivity of the Legislative Committee,
5.5.6. Appoint Project Directors or delegate assignments to any General Members within the Legislative Committee,
5.5.7. Identify goals, needs, and action items of the Legislative Committee and ensure their completion in a timely manner,
5.5.8. Coordinate with the rest of the Executive to ensure seamless completion of tasks.

5.6. The Director of Compliance **Shall:**

5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
5.6.2. Regularly hold meetings of the Compliance Committee,
5.6.3. Organize the Compliance Committee in any way they see fit with consultation from the Executive Committee,
5.6.4. Set the agenda of the meetings of the Compliance Committee,
5.6.5. Carry out any and all duties pertaining to the functioning and good productivity of the Compliance Committee,
5.6.6. Appoint Project Directors or delegate assignments to any General Members within the Compliance Committee,
5.6.7. Identify goals, needs, and action items of the Compliance Committee and ensure their completion in a timely manner,
5.6.8. Coordinate with the rest of the Executive to ensure seamless completion of tasks.

5.7. The Secretary, External **Shall:**

5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
5.7.2. Regularly hold meetings of the Social Media & Events Team,
5.7.3. Organize the Social Media & Events Team in any way they see fit with consultation from the Executive Committee,
5.7.4. Set the agenda of the meetings of the Compliance Committee,
5.7.5. Carry out any and all duties pertaining to the functioning and good productivity of theSocial Media & Events Team,
5.7.6. Appoint Project Directors or delegate assignments to any General Members within the Compliance Committee,
5.7.7. Identify goals, needs, and action items of the Social Media & Events Team and ensure their completion in a timely manner,
5.7.8. Coordinate with the rest of the Executive to ensure seamless completion of tasks.
5.7.9. Manage the Social Media & Events Manager, and act upon the advice of the Events & Marketing Advisor as they see fit.

5.8. The Appointed Coordinators **Shall:**

5.8.1. Not be eligible to cast votes at meetings of the Executive Committee,
5.8.2. Use their expertise & experience to support the work of the organization,
5.8.3. Provide regular updates to the Executive Committee,
5.8.4. Carry out any and all tasks specified in their duties by the Executive Committee.
5.8.5. As of the last update of this group constitution on the 12th of April, 2026, there are two appointed coordinators:
5.8.5.1. The Events & Marketing Advisor, responsible for overall social media guidance. They are also the coordinator appointed for managing group publications.
5.8.5.2. The Social Media & Events Manager, responsible for the execution of social media strategy

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 an unbiased 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)

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 at least monthly with the exception of finals. 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. Committee meetings are expected to happen more often, at least weekly or bi-weekly, to ensure timely completion of tasks.
8.4. 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 but not limited to non-disclosure of a significant or continuing conflict of interest, lack of participation, disclosing club documents or activities to a non-member student, or acting in any such way deemed negative to the club's atmosphere.
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. 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.
9.5. 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.

9.6. The case of the termination of Executive Members is to be handled by the President, who reserves the right to terminate an Executive Member for any conduct specified in 9.1 in consultation with the Vice-President & Executive Committee.

9.7. **Explore three-strike policy for compliance analysts and leads, and 48 hour communication policy, repeated AI usage, poor report quality, complaints**

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.