

Constitution of “University of Toronto Accessibility Awareness Club/U-TAAC”

1. Name

The official name of this recognized student group is “University of Toronto Accessibility Awareness Club.”

The acronym or abbreviation of this group is: “U-TAAC”

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

Uoft’s Accessibility Awareness Club (U-T.A.A.C) desires to foster discussion about disabilities in an educational & safe environment to spread awareness of all types of disabilities and their issues on campus, and to advocate for better accessibility on campus.

U-TAAC is the founding member of the **Accessibility Awareness Club** (AAC) network, a consortium of student-led disability and accessibility advocacy clubs in universities across Canada.

3. Membership

Executive members of the club shall be registered students of the University of Toronto.

For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be composed of at least three (3) elected officers. These include a President, Secretary, Social Media Coordinators

- President
- Vice-President
- Community Engagement Director
- Social media coordinators
- Secretaries
- Online Editors
- Treasurer

The President shall:

Oversee the operations, management and success of the group.

Plan events and meetings.

Be the spokesperson for the group.

Preside over executive meetings as well as general meetings and hosting events.

Ensure transition of office to the future Executives.

Collaborate with Accessibility services, other clubs, and university staff to ensure further collaborations and find speakers for key events.

The Vice President Shall:

Assist the president in:

Planning and hosting events and meetings.

Presiding over executive meetings as well as general meetings and hosting events.

Collaborating with Accessibility services, other clubs, and university staff to ensure further collaborations and finding speakers for key events.

The Treasurer shall

Manage the financial account of U-TAAC.

Research funding for events, socials and honorariums.

Create a yearly budget.

The Secretaries shall:

Make a list of all registered members.

Notify all members of meetings.

Handle official correspondence of the organization.

Additional responsibilities may include:

Creating forms that are sent to members.

The Social Media Coordinators shall:

Design and organize social media posts.

Maintain engagement as well as outreach for new members.

Keep members updated on new events and club activities.

The Online Editor Shall:

Manage and maintain the club's wordpress website.

Create and publish blog posts frequently to update members on events and meetings.

Inform fellow executives of new collaborations and those who reach out using the contact form.

The Community Engagement Director Shall:

Assist the president in planning and hosting events/ socials/ conferences.

Collaborate with the Treasurer to secure funding for said events.

Find collaborators and guest speakers for each event.

Non-Vote Members

Non-vote members are members of the U-TAAC executive team who due to their expertise, knowledge, connections and passion for accessibility support the executive team behind the scenes, sharing their expertise with them for the benefit of the club. They are not elected members of the executive team, and thus are not involved in the general organization of programming or running of the club.

Non-Voting Members:

- **Catherine Dumé, Club Ambassador**

- As Club Ambassador, Catherine shares her expertise as a co-founder and former president of U-TAAC by supporting the Executive Team behind the scenes. Her role is to ensure the vision of U-TAAC is being met by the executive team. She is also responsible for the expansion and scaling of the club into a national organization and for the development of new chapters.

Termination of Executives or General Members:

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, may be given notice of removal. The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have 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.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The Head Executive(s) will conduct and hold annual elections in March/April. The Head Executive(s) shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election. No individual who is seeking election may participate in planning or administering the election.

They shall accept nominations from all student members that are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of March.

Each position is open to all student members and none are barred from running.

Candidates running for head executive positions (President, Vice President) should ideally have been a long time regular member of the club, at least 8 months, and should ideally have held an executive position prior to running.

Candidates running for junior executive positions (secretary, online editor, social media coordinator) should ideally have been a regular member for at least 4 months and should ideally have past experience in a similar role.

In the case of a vacancy of the President Role:

- If there is a Vice President, the VP will assume the Presidential role.
- If there is no VP, potential executives running for positions may run for the presidential role, and the role they originally ran for may be shifted over to the next runner up, or open for applications.

If the VP is vacant, the President will assume their duties.

The Head Executive shall select the days for self-nomination and voting period before March 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 weekdays.

The Head Executive shall provide each voting U of T registered student an electronic ballot on the voting dates and ask the student to submit their ballot via a google form.

In preparation for a tie, the Head Executive will select a U of T 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 executives shall break the seal and count the ballot in order to break the tie.

After the election is over, the Head Executive shall count the ballots. The candidate with the most votes shall be elected to the position. They shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Only registered U of T students who are members are eligible for voting.

Term of executive positions shall be from May 1st - April 30th (eg: May 1 2022- April 2023)

The summer term is reserved for executives to plan out the future term, as well as get to host light socials with their members to gain their support.

6. Meetings

a) End of Term/Year Socials

The group shall hold general meetings at least twice per year, i.e. once per academic term. These meetings will be socials.

b) Conferences:

The group shall hold one big conference each winter term (Feb/March) to promote engagement, collaboration and awareness on campus.

c) Executive Meetings:

The executive committee shall meet on a bi weekly - monthly basis where date and times are to be set by an executive to plan for the upcoming events.

7. Amendments

Any member of the club may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) once approved by general members.