Constitution of "STEM Fellowship UTSG Student Chapter"

1. Article One – Name and Purpose

1.1. The official name of the recognized student group is "STEM Fellowship UTSG Student Chapter"
1.2. The official acronym or abbreviation of the group is "STEM Fellowship UTSG"
1.3. The purpose, objectives, mission and/or mandate of the organization is to create equitable learning opportunities, connections and experiences for students to develop modern skills for the digital age. We are the UofT St. George branch of STEM Fellowship, which is a Canadian charitable organization that empowers students and educators to become active and motivated partners in knowledge sharing and acquisition. STEM Fellowship is a community of students, educators & industry that creates opportunities for peer learning and Open Science. We provide experiential learning programs, mentorship opportunities, and workshops to equip students with skills in research, scholarly writing, and scientific communication.

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 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.
3.7. 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 comprise d of5 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.

5. Article Five - Executive Committee Composition and Duties

5.1 Composition

The society is composed of students from the University of Toronto.

5.2. Structure

STEM Fellowship is composed of four (4) teams and two (2) Co-Presidents/ (1) President. The teams include the Indicium Team, Research Exploration Opportunity (REO) Team, Events Team, and Marketing Team. Each team is managed by one (1) Team Lead. The Indicium Team coordinates the Indicium Program, which provides undergraduate students with the opportunity to complete a research project under the supervision of a mentor. The REO Team coordinates the REO Program, during which high school students explore research and careers in STEM. The Events Team organizes workshops, seminars, and other events centred around STEM education. The Marketing Team is responsible for outreach, maintaining STEM Fellowship's social media presence, and event promotion. The detailed responsibilities of each Team are as follows, along with the responsibilities of the Co-Presidents and each Team Lead.

5.2.1. Administration – Responsible for ensuring the efficient performance of all departments of society. It oversees the society's behavior, culture, and philosophy to make sure that its vision is well implemented. It serves as a connection among the departments, conducts effective communication within the society, and keeps records.

The Co-Presidents/ President shall:

1. Be eligible to cast votes at meetings of the Executive Committee,
2. Oversee the operations, management, and success of the group,
3. Serve as spokesperson for the group,
4. Hold signing and financial authority; along with the second Co-President if present,
5. Preside over meetings of the Executive Committee and/or members,
6. Coordinate organizational recruitment efforts,
7. Ensure a transition of office from one year to the next.

The Secretary shall:

1. Be eligible to cast votes at meetings of the Executive Committee,
2. Maintain a list of group members,
3. Maintain the group website and member contact list,
4. Record notes and motions for meetings,
5. Notify all members of general meetings.

The Treasurer shall:

1. Be eligible to cast votes at meetings of the Executive Committee,
2. Record all financial transactions of the group,
3. Hold signing and financial authority along with the Co-Presidents,

4. Maintain a budget of income and expenses,
5. Advise members on financial position of the group,
6. Prepare an annual budget for the group.

5.2.2. Events – Responsible for organizing a variety of events, either for our executives or for the general student community. It is the main department that produces some of the major outcomes of society.

The Team Lead shall

1. Be responsible for planning events and budget controlling
2. Be responsible for inviting speakers and preparing them
3. Be responsible for following up on the event process and solving problems during the execution
4. Cooperate with the Marketing department to promote the event

5.2.3. Marketing – Responsible for producing content on all social media platforms. It presents the society in a variety of aspects, including but not limited to updates about new executives, promotions of upcoming events/workshops, our responses to contributions, and academic reports.

The Team Lead shall

1. Be responsible for increasing the number of members and establishing a database of membership
2. Seeking to create, explain and implement membership benefits
3. Be responsible for managing all membership communication methods
4. Be responsible for dealing with any member inquiries
5. Be responsible for online marketing
6. Be responsible for outbound relationship management
7. Be responsible for recruiting Communication directors (responsible for marketing email and social media management) and graphic designers (design marketing materials for posters or daily awareness promotion)

5.2.4. REO Team – Responsible for smooth operation of the REO program that aims to provide 1 weeklong lab opportunity for high school students in GTA, including but not limited to reaching out to potential mentors, communicating with the marketing team to recruit students, going over through students' application, and conducting the mentor-mentee matching process

The Team Lead shall

1. Be responsible for general management of the REO program
2. Be responsible for recruiting REO mentors and mentees (for reaching out and going through applications)
3. Be responsible to ensure that enough mentors and mentees are recruited on time
4. Be responsible for dealing with conflicts during the recruiting and the mentor-mentee matching process

5.2.5. Indicium Team – Responsible for smooth operation of the Indicium program that aims to provide 1 semester long research opportunity for students in UofT, including but not limited to reaching out to potential mentors, communicating with the marketing team to recruit students, going over through students' application, conducting the mentor-mentee matching process, and operate the final Indicium conference.

The Team Lead shall

1. Be responsible for general management of the Indicium program

2. Be responsible for recruiting Indicium coordinators (for reaching out and going through applications)
3. Be responsible to ensure that enough mentors and mentees are recruited on time
4. Be responsible for dealing with conflicts during the recruiting and the mentor-mentee matching process
5. Be responsible to ensure that the final Indicium conference is properly prepared and organized
6. Be responsible to communicate with the Indicium National Team

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 a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

7.1. The Co-President/President shall keep an active record of income and expenses.
7.2. The Co-President/President 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 monthly. 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. 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 non-disclosure of a significant or continuing conflict of interest.
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. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
9.5. 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.
9.6. 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.
9.7. Executive Committee members are subject to the same termination of membership process as general members.

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.