

Statistical Sciences Union (SSU)

Constitution

University of Toronto, St. George Campus

Department of Statistical Sciences

June 1st 2026.

Article I. Introduction

1. General

- 1.1. The official designation of the association shall be “The Statistical Sciences Union (SSU)”.
- 1.2. The Statistical Sciences Union is a course union of the Department of Statistical Sciences (DoSS) at the University of Toronto, St. George campus. It is subject to the typical University authorities and is bound by the ASSU Constitution.
- 1.3. The SSU’s purpose is to enrich the undergraduate experience of students in the Department of Statistical Sciences by fostering an inclusive academic, professional, and social community for students in statistics, actuarial science, and related fields.
- 1.4. The SSU is an organization responsible for:
 - a. Organizing academic, professional, and social events for undergraduate students in the Department of Statistical Sciences and for the general undergraduate population interested in statistics and data science
 - b. Assisting the Department of Statistical Sciences with various aspects of departmental events throughout the year as needed
 - c. Advocating on behalf of its members within the Department, the Faculty of Arts and Science, and the wider University community

Article II. Membership

1. Overview

- 1.1. The SSU represents all undergraduate students enrolled in any course offered by the Department of Statistical Sciences (e.g., STA, ACT), as well as students enrolled in any major, specialist, or minor program offered by the Department of Statistical Sciences.
- 1.2. The SSU is comprised of two governing bodies:
 - a. Executive Committee
 - b. General Committee

2. Executive Committee

- 2.1. The Executive Committee shall consist of up to fifteen (15) members:
 - a. One President
 - b. One Vice-President Internal
 - c. One Vice-President External
 - d. Two Directors of Academic Affairs
 - e. Two Directors of Social Affairs
 - f. One Director of Finance
 - g. Two Directors of Public Relations
 - h. One Graduating Year Representative
 - i. One Third Year Representative
 - j. One Second Year Representative
 - k. Two Academic Affairs Associates

3. General Committee

- 3.1. General members may fall under one or more of the following categories:
 - a. Members of the Executive Committee
 - b. Enrolled in a course offered by the Department of Statistical Sciences (see Article II, 1.1)
 - c. Enrolled in a major, specialist, or minor program offered by the Department of Statistical Sciences (see Article II, 1.1)
- 3.2. There shall be no SSU membership fee. Membership is open and free of charge to all eligible students.
- 3.3. Non-voting membership is open to University of Toronto staff, faculty, and alumni. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

Article III. Executive Committee

1. Eligibility and Notes

- 1.1. At the time of their election or appointment, the member must be enrolled in one of the following programs offered by the Department of Statistical Sciences:
 - a. Statistics Major
 - b. Statistics Specialist
- 1.2. All Executive Committee members must be full-time students of the Faculty of Arts and Science.
- 1.3. All Executive Committee members shall not hold more than one position.
- 1.4. For all Executive Committee positions with two members, both members are considered of equal rank, standing, and responsibility.
- 1.5. Voting privileges at Executive Committee meetings are held by the President, Vice-President Internal, Vice-President External, and all Directors (ten members in total). Year Representatives and Associates are non-voting members of the Executive Committee but shall be invited to attend meetings and contribute to discussions.

2. President (1)

- 2.1. Shall be responsible for the overall organization and running of the Executive Committee.
- 2.2. Shall supervise the general administration of the union and oversee all its undertakings.
- 2.3. Shall supervise the preparation of the budget and ensure that all grants received from ASSU and the Department of Statistical Sciences are used appropriately for the purposes of the SSU. The President shall act as one of two signing officers on financial transactions, alongside the Director of Finance.
- 2.4. Shall call and chair at least one General Committee meeting per academic year.
- 2.5. Shall be responsible for organizing all elections unless a conflict of interest (as deemed by the Executive Committee) arises. In such a case, the responsibility shall fall to the Vice-President Internal or another designated Executive Board member.
- 2.6. Shall administer and lead the overall strategic development of SSU.
- 2.7. Shall act as the primary Administrative officer, legal signing officer, legal bank signing officer, and primary contact for SSU.
- 2.8. Shall attend all ASSU council meetings and Department of Statistical Sciences faculty council meetings, or designate a Vice-President to attend in their place.

- 2.9. Shall be ultimately responsible for ensuring that the SSU acts in accordance with the ASSU Constitution and all other University regulations.
- 2.10. Shall ensure a transition of office from one year to the next.
- 2.11. Shall be the official representative of SSU to all board and union meetings.

3. Vice-Presidents (2)

3.1. Vice-President Internal (1)

- a. Shall assume the duties of the President in their absence.
- b. Shall act as the secondary Administrative officer for SSU.
- c. Shall ensure that activities of the SSU comply with the policies of the University of Toronto and ASSU.
- d. Shall support the Executive team recruitment and interview hiring process for Directors and Associates, in coordination with the President.
- e. Shall record notes and motions for meetings of the Executive Committee and General Committee meetings.
- f. Shall support team leads in event planning, including room bookings and resource coordination.
- g. Shall consistently check in on the progress of designated tasks of the Finance Director and Year Representatives.
- h. Shall lead and coordinate with the Year Representatives of SSU in implementing study sessions, duties, and events related to student relations.
- i. Shall develop and implement initiatives to improve organizational efficiency and support the statistical sciences student community.

3.2. Vice-President External (1)

- a. Shall maintain a list of group members and the SSU member contact list.
- b. Shall lead external outreach, foster collaboration with other student organizations at the University of Toronto, and support the Director of Finance in identifying sponsorship and partnership opportunities.
- c. Shall be responsible for response to the inquiries from the external parties within 48 hours after being notified.
- d. Shall support the Executive team recruitment and interview hiring process for Directors and Associates, in coordination with the President.
- e. Shall support team leads in event planning, including room bookings and resource coordination.
- f. Shall be responsible in maintaining existing relations with external organizations and communities.
- g. Shall represent the SSU in external collaborations and partnerships where the President is unavailable.
- h. Shall consistently check in on the progress of designated tasks of the Academic, Social, and Public Relations Directors.
- i. Shall develop and implement initiatives to improve organizational efficiency and support the statistical sciences student community.

4. Directors (7)

4.1. Directors of Academic Affairs (2)

- a. Shall be responsible for organizing at least two (2) academic events per semester to ensure compliance with ASSU regulations and to maintain eligibility for funding.
- b. Shall serve as the primary coordinators for the SSU's annual Networking Night, Workshops, Conference, and all academic events, ensuring its continuity, organization, and academic excellence.
- e. Shall oversee the work of the Academic Affairs Associates.
- f. Shall collaborate with the Department of Statistical Sciences faculty and with external industry partners to support academic and professional programming.
- g. Shall assist with any other events of an academic nature.

4.2. Directors of Social Affairs (2)

- a. Shall be responsible for organizing at least two (2) social events per semester to maintain a balanced event calendar and meet funding requirements.
- b. Shall serve as the primary coordinators for the SSU's annual Alumni Panel, ensuring its continuity and organization.
- d. Shall plan two (2) executive team socials to build team cohesion throughout the academic year.
- e. Shall support the Directors of Academic Affairs with logistics and engagement at academic events.
- f. Shall collaborate with Year Representatives to support study sessions, socials, and other community-oriented programming.

4.3. Director of Finance (1)

- a. Shall prepare budget requests for funding from ASSU and from the Department of Statistical Sciences.
- b. Shall act as one of two signing officers on financial transactions, alongside the President, and shall keep detailed records of such transactions.
- c. Shall be responsible for ensuring that all SSU funds are used appropriately for the purposes of the SSU. All unused ASSU funds must be returned to ASSU, and all unused fundraising money and grants received from the Department of Statistical Sciences must remain in the SSU bank account for the next SSU academic year, unless stated otherwise by the department.
- d. Shall secure sponsorships and partnerships and handle all internal team reimbursements.
- e. Shall present updates on the SSU's financial position at executive meetings.

4.4. Director of Public Relations (2)

- a. Shall be responsible for managing and updating the SSU's digital presence, including social media accounts (e.g., Instagram, LinkedIn, Discord) and all other communication channels between the SSU and the undergraduate community.
- b. Shall be responsible for photography and videography at all SSU events.
- c. Shall create graphic designs for social media and ensure cohesive branding across all SSU platforms.
- d. Shall oversee the dissemination of important announcements, event promotions, and engagement strategies to ensure clear and effective communication with the student body.
- e. Shall facilitate cross-communication and collaboration with other student clubs at the University of Toronto on promotional matters.

5. Year Representatives (3)

5.1. Year Representative Responsibilities

- a. Shall keep classmates informed about SSU involved events.
- b. Shall advertise special events to students of their designated year and core courses at least one (1) week in advance, with permission of the course administrator.
- c. Shall relay any complaints, comments, and concerns made by students of their designated year between the SSU and the Department of Statistical Sciences.
- e. Shall organize or contribute to at least one event per semester related to academic, social, or community development.
- f. Shall develop and implement initiatives to support and engage our community of statistical sciences students.
- g. Shall liaise with Statistical Sciences alumni (e.g., maintain a list of alumni, support alumni-facing events).

5.2. Graduating Year Representative (1)

- a. Must be graduating or intend to graduate in the regular academic session at the time of their appointment.
- b. Shall assume all responsibilities held by Year Representatives (see Article III, 5.1).

5.3. Third Year Representative (1)

- a. Must be in their third year of a Statistical Sciences program at the time of their appointment.
- c. Shall assume all responsibilities held by Year Representatives (see Article III, 5.1).

5.4. Second Year Representative (1)

- a. Must be in their second year of a Statistical Sciences program at the time of their appointment.
- c. Shall assume all responsibilities held by Year Representatives (see Article III, 5.1).

6. Associates (2)

6.1. Academic Affairs Associates (2)

- a. Shall support the Directors of Academic Affairs in the organization of the annual AI Conference, Data Workshop, Networking Night, and other academic programming.

7. Resignation of an Executive Committee Member

- 7.1.** In the event of resignation or any form of unfitness to perform a position, the responsibilities of the member shall be shared among the Executive Committee until a new member is appointed through a by-election or supplementary recruitment round, as appropriate to the position (see Article IV).
- 7.2.** If an Executive Committee member is deemed unfit for their role, they may be removed from their position after an Executive Committee meeting is held with a majority anonymous vote of the voting members in favour of their removal.

Article IV. Elections and Appointments

1. Election and Appointment Procedure

- 1.1.** The President, Vice-President Internal, and Vice-President External shall be elected annually, within the final four (4) weeks of classes in the second semester, by the General Committee and those eligible for the General Committee (see Article II, 3).
- 1.2.** Eligibility for the President, Vice-President Internal, and Vice-President External positions is restricted to voting members of the SSU who are enrolled in a major or specialist program offered by the Department of Statistical Sciences.
- 1.3.** The Directors of Academic Affairs, Directors of Social Affairs, Director of Finance, Director of Public Relations, and all Associate positions shall be filled through a recruitment and interview hiring process held from August to September of each academic year, administered by the incoming President, Vice-President Internal, and Vice-President External.
- 1.4.** The Graduating Year Representative, Third Year Representative, and Second Year Representative shall be appointed through the August-September recruitment and interview process.
- 1.6.** Successful election of the President, Vice-President Internal, and Vice-President External shall be determined by a plurality of votes cast.
- 1.7.** Hiring decisions for Directors and Associates shall be made by a majority vote of the incoming President, Vice-President Internal, and Vice-President External, on the basis of merit, fit with the role, and the needs of the SSU.
- 1.8.** If any position is not filled or an elected or appointed member of the SSU cannot maintain their position, the position shall be filled through a by-election or supplementary recruitment round, as appropriate, at the discretion of the Executive Committee.
- 1.9.** All roles on the voting ballot shall be run as individuals.
- 1.10.** Candidates may choose to initiate a social media campaign during the election period. If desired, candidates may campaign in conjunction with each other, even if their voting ballots are as individuals.
- 1.11.** Elections must be held in a non-biased manner. No individual who is seeking election may participate in the planning or administration of that election.

Article V. Meetings and Communications

1. Communication

- 1.1.** A communication platform (e.g., Discord, Slack, WhatsApp) shall be chosen by the President prior to the start of the academic year.
- 1.2.** All members of the Executive Committee must download and join this communication platform to ensure proper and efficient communication.
- 1.3.** All members of the Executive Committee must check the platform at least once every 48 hours and must respond within this time frame unless they notify the team or the President otherwise (emergency situations exempted).

2. Meetings

2.1. Meeting Details

- a. The Executive Committee shall meet at least twice (2) per month during the academic year to plan upcoming events. Meeting dates shall be decided by the President at the beginning of each academic term, based on (1) the course timetables of each member and (2) regular time commitments reported by each member.
- b. Notification of monthly Executive Committee meetings shall be made by preferred mode of communication at least two (2) weeks prior to the planned date.
- c. Additional Executive Committee meetings can be called with one (1) week's notice to assist in the preparation of an event.
- d. Notification of General Committee meetings shall be made by posters, online advertisements, class announcements, or email at least two (2) weeks prior to the planned date.

2.2. Exceptions to Meeting Mandate

- a. If a scheduled event is to occur during a month, a General Committee meeting does not need to be held in that month.

2.3. Voting at Meetings

- a. Only voting members of the Executive Committee, as defined in Article III, 1.5, may cast votes on motions at Executive Committee meetings. Non-voting members are entitled to attend and participate in discussion.

Article VI. Finances

- 1.1. The Director of Finance shall keep an active record of income and expenses.
- 1.2. The Director of Finance shall present updates on the SSU's financial position at Executive Committee meetings.
- 1.3. The SSU shall not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 1.4. The SSU shall not provide services and goods at a profit when that profit is used for purposes other than those of the SSU.
- 1.5. The President and the Director of Finance shall jointly hold signing and financial authority for the SSU. Both signatures, or equivalent authorizations, are required for financial actions where ASSU or University of Toronto policies require dual signing authority.

Article VII. Procedure for Amendments

- 1.1. Amendments to the SSU Constitution that are put to motion must be in accordance with the ASSU Constitution.
- 1.2. Any member of the General Committee may request a constitutional amendment but must do so at least one (1) week prior to a General Committee meeting for discussion. The amendment shall be voted on by the General Committee two (2) weeks after the meeting, with a two-thirds (2/3) majority passing the amendment.
- 1.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto, and shall file an updated copy with the ASSU office, within two (2) weeks of ratification.

- 1.4. 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.
- 1.5. No provision of this constitution may conflict with the ASSU Constitution and by-laws. In the event of any such conflict, the ASSU Constitution and by-laws shall prevail, and the affected provision shall be deemed amended to the minimum extent necessary to resolve the conflict.

Article VIII. Termination of Membership

1. Termination of General Membership

- 1.1. The Executive Committee may revoke the membership of any general member who commits an act negatively affecting the interests of the SSU and its members, including non-disclosure of a significant or continuing conflict of interest.
- 1.2. A vote to revoke general membership must be held at a meeting of the Executive Committee, with the member given written notice and the right to address the committee before the vote.
- 1.3. A two-thirds (2/3) majority of the voting members of the Executive Committee is required to approve any motion to revoke general membership.
- 1.4. The member shall have the right to appeal the decision to the General Committee. A simple majority vote of the General Committee shall be required to sustain the revocation.
- 1.5. Following a final termination, the member shall be removed from the SSU's membership and shall lose all associated privileges.

2. Removal of an Executive Committee Member

- 2.1. An Executive Committee member may be removed from their position for failure to fulfill the duties of their role, repeated unexcused absence, misuse of SSU funds, breach of the SSU or ASSU Constitution, or conduct negatively affecting the interests of the SSU.
- 2.2. The member in question shall be given written notice and the right to address the Executive Committee before any vote is held.
- 2.3. Removal requires a two-thirds (2/3) majority anonymous vote of the voting members of the Executive Committee, excluding the member in question.
- 2.4. The removed member may choose to appeal to the General Committee within two (2) weeks of the vote. A majority vote of the General Committee shall be required to sustain the removal.
- 2.5. Upon final removal, the position shall be deemed vacant and filled in accordance with Article IV.