Constitution of UofT Undergraduate Research Students' Association (URSA UTSC)

Updated as of June 11th, 2026

Article I: Name and Purpose

1.1. The official name of the recognized student group is "UofT Undergraduate Research Students' Association"

1.2. The official acronym or abbreviation of the group is "URSA UTSC".

1.3. The mission of the URSA UTSC is to support and unite undergraduate students at UTSC interested in scientific research. By participating in social and educational activities, students will get a chance to share their experiences with research projects, network and discover new interests. Events organized by the club will include, but are not limited to, research case competitions, research lab tours, research poster presentations showcase, Q&A sessions with guest speakers, undergraduate research and mentorship panels, etc.

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 Scarborough (i.e., registered UTSC undergraduate students).

2.3 Voting membership is open only to registered students of the University of Toronto Scarborough (i.e., registered UTSC undergraduate students).

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 general membership fee will be $0 per year, and premium membership will be $5 per year

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 the right to attend all general meetings of members.

3.3 All voting members have the 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 the right to cast votes in all group elections and referendums.

3.6 All voting members have the 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 25 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 number 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 greater.
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 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 an unbiased 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 – Roles and Responsibilities

8.1 Additional information on the responsibilities of senior executive positions are as follows:

8.1.1 The President will:

8.1.1.1 Be eligible to cast votes at meetings of the Executive Committee.

8.1.1.2 Oversee the operations, management, and success of the group.

8.1.1.3 Approve all external collaborations.

8.1.1.4 Serve as spokesperson for the group.

8.1.1.5 Hold signing and financial authority along with the Finance Chair.

8.1.1.6 Preside over meetings of the Executive Committee and/or members.

8.1.1.7 Ensure a transition of office from one year to the next.

8.1.2 The Vice-President will:

8.1.2.1 Be eligible to cast votes at meetings of the Executive Committee.

8.1.2.2 Act as the official representative of the association if the President is unable to do so.

8.1.2.3 Assume the duties of the President in their absence.

8.1.2.4 Help oversee and manage all large-scale events/programs/projects to ensure their success.

8.1.2.5 Attend club meetings.

8.1.2.6 Act as a secondary point of contact for any club concerns.

8.1.2.7 Ensure activities of the club comply with the policies of the University of Toronto.

8.1.2.8 Maintain a comprehensive and regularly updated list of all group members.

8.1.2.9 Maintain the club activity summary and general member contact list.

8.1.2.10 Track member involvement to verify CCR-eligible contributions.

8.1.3 The Communication and Outreach Chair will:

8.1.3.1 Be responsible for all aspects pertaining to external communications with staff, alumni, employers, student engagement, and development.

8.1.3.2 Represent URSA UTSC in external meetings or networking events, acting as the club's liaison.

8.1.3.3 Collaborate with the Marketing Team to support outreach campaigns and promote URSA's initiatives to potential collaborators.

8.1.3.4 Help coordinate networking events, speaker panels, and external-facing research programs.

8.1.3.5 Work closely with the Presidents and Vice Presidents to ensure continuity between internal planning and external outreach.

8.1.3.6 Participate in the planning and execution of at least one URSA event, providing logistical or communication support.

8.1.3.7 Record meeting notes and motions, ensuring organizational transparency and proper documentation.

8.1.3.8 Notify all members of upcoming general meetings and ensure timely communication about club updates.

8.1.3.9 Help secure a CCR validator for the club by working with UTSC's Student Life or CCR Office.

8.1.4 The Finance Chair will:

8.1.4.1 Be eligible to cast votes at meetings of the Executive Committee.

8.1.4.2 Record all financial transactions of the group.

8.1.4.3 Hold signing and financial authority along with the President.

8.1.4.4 Contact potential sponsoring companies and lead sponsorship meetings.

8.1.4.5 Assist with finding and securing club funding.

8.1.4.6 Attend club meetings.

8.1.4.7 Apply for grants, sponsorships, and university funding.

8.1.4.8 Organize fundraising initiatives to support club events.

8.1.4.9 Prepare financial reports and ensure compliance with UTSC's club regulations.

8.1.5 The Marketing Chair will:

8.1.5.1. Lead the promotions of all club events.

8.1.5.2. Design the brand for the club, including logos and presentation slides.

8.1.5.3. Create flyers, social media posts and other promotional content.

8.1.5.4. Reply to marketing requests via the club email and social media pages.

8.1.5.5. Help with the recruitment of general club members and guest speakers.

8.1.5.6. Attend club meetings.

8.1.5.7 Collaborate with the Events Chair and Communications/Outreach Chair to maximize event attendance.

8.1.5.8 Track engagement metrics and adjust strategies for growth.

8.1.5.9 Conduct Biweekly (or weekly) meetings with the team to ensure deadlines provided by chairs and Co-Pres are met.

8.1.6 The Events Chair will:

8.1.6.1. Lead and participate in the planning, logistics, and execution of all club events.

8.1.6.2 Work with the Finance Chair for budgeting and event funding.

8.1.6.3. Book venues, arrange catering, and handle technical setup.

8.1.6.4 Ensure effective event promotion in collaboration with the Marketing Chair.

8.1.6.5 Evaluate event success and collect feedback for improvement.

8.1.6.6. Assist other directors with event budgeting and promotions, if needed.

8.1.6.7. Attend club meetings.

8.1.7 Academic Affairs Chair will:

8.1.7.1 The Academic Affairs Chair will:

8.1.7.2 Oversee the Academic Affairs Department and support the work of the Academic Affairs Directors.

8.1.7.3 Lead and participate in the planning, logistics, and execution of academic initiatives, including workshops, journal clubs, lab tours, and research-focused events.

8.1.7.4 Plan and execute the club's semesterly case competitions in collaboration with the Academic Affairs Directors and other executive members.

8.1.7.5 Coordinate the club's newsletter, including its schedule, content planning, and timely release.

8.1.7.6 Work with the Academic Affairs Directors to develop research-based posts, academic resources, and student engagement opportunities.

8.1.7.7 Collaborate with faculty members, campus partners, and research-related organizations to promote undergraduate academic and research involvement.

8.1.7.8 Ensure that academic programming aligns with the club's mission and supports undergraduate researchers.

8.1.7.9 Assist other executive members with academic content, workshop planning, and research-related initiatives when needed.

8.2 Additional information on the responsibilities of junior executive positions are as follows:

8.2.1 The Sponsorships Director will:

8.2.1.1 Assist the Finance Chair with all related duties.

8.2.1.2 Assume the duties of the Finance Chair in their absence.

8.2.1.3 Research and identify potential sponsors, donors, and collaborators.

8.2.1.4 Draft and send professional outreach emails, sponsorship proposals, and follow-ups.

8.2.1.5 Maintain a sponsorship tracker to log contacts, responses, and agreements.

8.2.1.6 Manage relationships with sponsors, ensuring timely recognition and fulfillment of agreed benefits.

8.2.2 The Director of Academic Affairs will:

8.2.2.1 Develop and lead research-focused workshops and academic events.

8.2.2.2 Work on the club's biweekly newsletter and summarise research findings for research-based posts.

8.2.2.3 Organize lab tours, journal clubs, and student-led research presentations.

8.2.2.4 Connect students with academic and research resources at UofT.

8.2.2.5 Work closely with faculty members to promote research engagement.
8.2.2.6 Oversee academic initiatives that support undergraduate researchers.

8.2.3 The Director of Research Mentorship will:

8.2.3.1 Develop a mentorship program pairing undergraduates with experienced researchers.
8.2.3.2 Recruit and onboard mentors and mentees.
8.2.3.3 Develop a Research Volunteer Program at UTSC.
8.2.3.4 Organize mentorship-focused events and networking sessions.
8.2.3.5 Provide resources to help students navigate research opportunities.
8.2.3.6 Work with the Academic Affairs Team to design and assess research case competition criteria and undergraduate research conferences.

8.2.4 The Graphic Designer will:

8.2.4.1 Create, along with the marketing chair, and maintain URSA UTSC's visual identity.
8.2.4.2 Design graphics for Instagram and LinkedIn for events, announcements, spotlights, and campaigns.
8.2.4.3 Collaborate with the Marketing Chair to produce consistent promotional content.
8.2.4.4 Design flyers, posters, and banners for digital and physical promotions.
8.2.4.6 Work with the Marketing Team to brainstorm creative content ideas.
8.2.4.7 Ensure all design materials are delivered on time and optimized for intended platforms.

8.2.5 The Events Directors will:

8.2.5.1 Plan and execute events along with the events chair.
8.2.5.2 Manage logistics and event-day operations.
8.2.5.3 Promote events with the Marketing Team.
8.2.5.4 Assist with feedback and event summaries.

8.2.6 The External Affairs Director will:

8.2.6.1 Draft and send formal communications to faculty, guest speakers, and external partners.
8.2.6.2 Maintain communication logs and follow-up schedules.
8.2.6.3 Collaborate with Events, Marketing, and Logistics teams for messaging.

8.2.6.4 Help coordinate outreach efforts and build academic/industry relationships.

8.2.7 The Marketing Director will:

8.2.7.1 Lead the club's social media strategy.

8.2.7.2 Lead the strategy, execution, and creative direction of outreach and communications

8.2.7.3 Increase the club's visibility by promoting events and initiatives, and building a consistent and engaging brand across platforms.

8.2.7.4 Brainstorm and implement creative campaigns to boost student engagement and awareness.

8.2.8.1 Collaborate with the Graphic Designer to create visually appealing, on-brand marketing materials.

8.2.8 The Web Developer will:

8.2.8.1 Manage and maintain the club's official website to ensure it remains accurate, updated, and accessible.

8.2.8.2 Update the website with upcoming events, academic initiatives, programs, and other club opportunities.

8.2.8.3 Upload and organize relevant photos, event recaps, resources, and external links as needed.

8.2.8.4 Work with the Marketing Chair and other executive members to ensure website content aligns with the club's branding and communication strategy.