CONSTITUTION OF THE UNIVERSITY OF TORONTO AEROSPACE TEAM

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1. Name

1) The official name of this recognized campus group is: University of Toronto Aerospace Team
2) The official acronym for this group is: UTAT
3) The official slogan for this group shall be: Redefining Limits

2. Mission

2.1 Mission

1) The mission of UTAT is to provide opportunities for students at the University of Toronto to apply and develop skills relating or applicable to aerospace science, engineering, STEM education, and industry.

3. Membership

3.1 Eligibility

1) Membership of UTAT is open to all members of the University of Toronto including, but not limited to, students, alumni, faculty, and staff.
2) These groups will be referred to as “members” and “the membership”
3) Advisors to UTAT who do not take part in regular UTAT activities are not considered members.

3.2 Rights of Membership

1) The membership of UTAT is eligible to nominate individuals for elections, hold non-voting executive positions, and recommend constitutional amendments.
2) Members who are also students of the University of Toronto are eligible to vote, hold voting executive positions, as well as vote on constitutional amendments.

3.3 Membership Classification

1) Members may fall into categories of identification including: executive team members, leadership team members, and general members. These categories are used for administrative purposes only and do not afford any members additional rights above those afforded to them by their position.
2) Executive team members are those who serve on the Executive Committee pursuant to Section 4.1 Organization
3) Leadership team members are those who fill leadership roles within UTAT divisions and portfolios, fulfilling activities including, but not limited to: management, administration, mentorship, and strategic planning.

4) General members are those who do not fall into the other two membership categories.

### 3.3 Fees for Membership

1) The membership of UTAT will not be charged a fee for their membership.

2) Members intending to attend competitions, conferences or events on behalf of UTAT may be responsible for their own travel expenses.

3) Members may be responsible for funding their own involvement with special projects and services, which may be partially subsidized by UTAT.

### 3.4 Recognition

1) The team must maintain an active membership roster consisting of at least 10 undergraduate engineering students to ensure continuing recognition with the Engineering Society, the Office of Student Life, and the University of Toronto Students’ Union.

### 4. Executive and Organization Structure

#### 4.1 Organization

1) The organization will be divided into two branches: the administrative branch and the technical branch.

2) The administrative branch will be divided into five (5) portfolios: the Business Development Portfolio, the Finance Portfolio, the Leadership Development Portfolio, the Media Portfolio, and the Outreach Portfolio.

3) The technical branch will be divided into four (4) divisions: the Aerospace Policy Division, the Rocketry Division, the Space Systems Division, and the Unmanned Aerial Systems Division.

4) Divisions and portfolios will be referred to collectively as “organizations.”

5) Each organization in the administrative branch and technical branch will have a minimum of one (1) Director responsible for its operations, and who will sit on the Executive Committee.

6) The Executive Committee will be chaired by the Executive Director

7) One of the 10 executive members may hold a non-voting executive position.

#### 4.2 Executive Director

1) The Executive Director shall be elected to the position by a simple majority of the voting membership.

2) The Executive Director shall be responsible for steering the direction of UTAT’s activities.

3) The Executive Director is responsible for considering the needs of the administrative and technical branches to promote collaboration within UTAT.
4) Other responsibilities of the Executive Director include:
   i) Oversee operations to manage the success of UTAT.
   ii) Manage external communications with faculty, alumni, advisors, industry partners, and student organizations
   iii) Hold signing officer authority for financial purposes.
   iv) Preside over Executive Committee meetings.
   v) Develop new strategies for enlarging the member recruitment pool of UTAT.
   vi) Ensure the smooth transition of Directors.
   vii) Appoint a successor from the Executive Committee if, for any reason, they are absent for a prolonged period or unable to complete their duties as Executive Director.
   viii) Ensure all activities of the club meet regulations and policies of the University of Toronto.
   ix) Working with Directors and Portfolios to maintain and pursue Finance, Business Development, Leadership Development, and Outreach initiatives.

4.3 The Administrative Branch

1) The administrative branch shall be organized pursuant to the details of Section 4.1 Organization.

2) The Directors of the administrative branch shall be appointed by the Executive Director through a diligent recruitment process outlined in Section 5.3 Succession of Directors with significant value placed on the recommendations of current administrative branch Directors.

3) The Business Development Portfolio will operate with the following objectives:
   i) Develop corporate sponsorships to bring capital and parts into UTAT.
   ii) Develop corporate partnerships to bring talent and knowledge into UTAT.
   iii) Maintain relationships with existing corporate sponsors and partners.
   iv) Develop relationships with academic partners to bring talent, knowledge, and resources into UTAT.
   v) Maintain a list of all sponsors and partners of UTAT.
   vi) Generally develop the business operations of UTAT.

4) The Finance Portfolio will operate with the following objectives:
   i) Ensure UTAT’s operations are fiscally responsible.
   ii) Collaborate with all portfolios, both administrative and technical, to create, balance and maintain a budget.
   iii) Track, manage, and forecast UTAT’s financial needs.
   iv) Manage personal expense reimbursement for members.
   v) Ensure all financial documentation is accurately and completely prepared and updated.
   vi) Analyze expenditures and incomes to develop strategies towards enhancing monetary practice.

5) The Leadership Development Portfolio will operate with the following objectives:
   i) Develop leadership skills among UTAT members.
   ii) Conduct research into leadership skills and the development of leaders.
   iii) Maintain a list of UTAT members
   iv) Develop new strategies for enlarging the member recruitment pool of UTAT.
v) Develop Equity, Diversity, and Inclusion training for UTAT members
vi) Act as a point of contact for UTAT members to approach with concerns regarding leadership

6) The Media Portfolio will operate with the following objectives:
   i) Maintain consistent branding for UTAT’s external communications, including, but not limited to, ensuring information on utat.ca, the Facebook page, and the Instagram account are up to date.
   ii) Develop public awareness and engagement about UTAT at the University of Toronto and other college campuses, as well as with the public at-large
   iii) Develop marketing campaigns and materials to support UTAT’s external relations engagements

7) The Outreach Portfolio will operate with the following objectives:
   i) Develop interest and promote education in aerospace, STEM, the University of Toronto, and UTAT among high school, university students, and the public at-large
   ii) Develop partnerships in cooperation with the Business Development and Media Portfolios with industry and academic stakeholders
   iii) Facilitate events to forward the development of UTAT’s brand
   iv) Develop new strategies for enlarging the member recruitment pool of UTAT.

4.4 The Technical Branch

1) The technical branch shall be organized pursuant to the details of Section 4.1 Organization.
2) The Directors of the technical branch shall be appointed by the Executive Director through a diligent recruitment process outlined in Section 5.3 Succession of Directors with significant value placed on the recommendations of current technical branch Directors.
3) All technical branch divisions will operate with the following objectives:
   i) Develop domain-specific projects to be completed by division members
   ii) Develop the transferable skills of their membership such as leadership, teamwork, and communication
   iii) Develop members’ technical and engineering design skills.
   iv) Promote UTAT at the University of Toronto, other Universities, competitions, and events
   v) Produce documentation for internal use at UTAT on the development of projects, leadership structure, and non-technical areas.
4) The domains of the technical branch divisions will be:
   i) For Aerospace Policy, academic research and policy analysis
   ii) For Rocketry, high-altitude sounding rockets
   iii) For Space Systems, nanosatellites
   iv) For Unmanned Aerial Systems, fixed-wing and multirotor UAVs

4.5 Responsibilities of Directors

1) Directors shall be responsible for overseeing the activities of their respective organization so as to fulfill that organization’s objectives.
2) Directors shall be responsible for attending Executive Committee meetings and keeping the Executive Committee updated on the activities and needs of their organization.

3) Directors shall be responsible for the following:
   i) Ensuring a safe and positive working environment for their team
   ii) Settling conflicts within their team
   iii) Ensuring the information in their section of the utat.ca website is up-to-date
   iv) Maintaining lists of their organizations’ members
   v) Providing opportunities for members to develop new skills
   vi) Working with the Executive Committee to facilitate recruitment efforts for their organization
   vii) Appointing acting Directors to replace them in periods of absence
   viii) Provisioning of resources to support their organizations’ projects
   ix) Forming and overseeing their organizations’ leadership structure

4) Directors shall also be granted the authority to develop their organization or, with approval from the Executive Committee, UTAT as a whole through new undertakings, such that:
   i) Directors are responsible for ensuring that any new undertaking which they develop does not interfere with the regular operations of another organization
   ii) Directors are responsible for doing their due diligence in ensuring any new undertaking is in the best interest of UTAT, its membership, and the University of Toronto at-large

4.6 Termination of General Members and Leadership Team Members

1) Members may not be terminated without cause

2) Termination of a member must always be preceded by a written warning except in exceptional circumstances

3) Termination of a member may occur in instances where that member has participated in misconduct including, but not limited to:
   i) Bullying
   ii) Harassment
   iii) Sexual Harassment
   iv) Discrimination
   v) Excessively unruly or disruptive behaviour
   vi) Blatant disregard for safety procedures
   vii) Criminal conduct
   viii) Any activity outside of reasonable conduct which makes other members feel threatened or unsafe

4) General members and leadership team members may be terminated at the discretion of the Director(s) or Acting Director(s) of the organization responsible for their membership and the Executive Director

5) All General Member or Leadership Team Member terminations are treated as termination from UTAT as a whole, not a specific organization

6) All members are entitled to appeal their termination to the Executive Committee.
7) The termination of a member must follow these steps:
   i) The terminated member must be notified in writing of their termination from the team
   ii) The terminated member must be notified of the reason for their termination
   iii) The terminated member must be notified of their right to appeal the termination to the Executive Committee
   iv) The Executive Committee member responsible for the termination must submit a written report of the termination to the Executive Committee including the name of the terminated member, the organization responsible for their membership, the reason for their termination, whether a warning was given, and that the terminated member was notified of their right to appeal.
   v) All terminations will come into effect immediately once UTAT provides written notice.
   vi) If the terminated member chooses to appeal their termination, they must be granted an opportunity to appeal verbally within fifteen (15) days to the Executive Committee
   vii) Following an appeal, the Executive Committee must come to a decision on the termination and provide written notice to the defendant within eight (8) days.

4.7 Termination of Executive Members

1) Executive members may not be terminated without cause
2) Executive members may be terminated in two ways: termination of executive duties, and termination of membership
   i) An executive member relieved of executive duties may remain a member of the team.
   ii) An executive member terminated of membership may no longer be a member of the team in any capacity.
3) Executive members may be terminated of membership pursuant to any of the reasons listed in section 4.6 Termination of General Members and Leadership Team Members
4) Executive members may be relieved of executive duties if they fail to fulfill the responsibilities of their role, to the detriment of the organization
5) The termination of an executive member must follow these steps:
   i) The executive member calling for termination must raise the motion in writing to the Executive Committee, including the name of the executive member subject to the motion, their position, and the reason for the motion.
   ii) Within eight (8) days from when the motion was raised, a discussion of the motion must be facilitated, including the executive member subject to the motion and all Executive Committee members
   iii) If the executive member subject to the motion does not confirm receipt of the motion, after seven (7) days of significant attempts at contact, the discussion of the motion may proceed in their absence
   iv) If any Executive Committee member cannot attend the discussion of the motion, they will abstain their vote. The motion will be voted on by the Executive Committee, less the executive member subject to the motion, following the discussion of the motion
   v) A simple majority vote is required for termination of membership.
   vi) A ⅔ majority vote is required for relieving executive duties.
vii) The result of the vote will be in effect immediately

5. Elections and Succession

5.1 Elected Positions
1) Executive Members will be put to election annually
2) It will not be mandatory to put any other position up for election

5.2 Elections
1) Elections shall occur once annually
2) Elections shall be announced one month in advance of their start date
3) Elections shall be held via an online form during the week following the Annual General Meeting
4) The Executive Committee will facilitate the election
5) In the event of a tie, the Incumbent Executive Director will hold the deciding vote. If the Incumbent Executive Director is running for re-election, however, they will be ineligible to vote.
6) The winner of the election shall be the individual with the most ballots in favour
7) The winner of the election will be ceded the position within one (1) month of the election.
8) The term of an elected executive shall be one year, not including one (1) month transition time following the election
9) The term limit of an elected executive will be three (3) years.

5.3 Succession of Executive Members
1) The term duration of Executive Members of UTAT is one (1) year.
2) At the end of their first term, incumbent Executive Members must notify Executive Committee in writing if they intend to hold their position for another term
3) Incumbent Executive Members who intend to hold their position for another term are subject to a vote of confidence in order to remain in their position
   a) For technical branch Executive Members, a vote of confidence requires a 2/3 majority of their respective organization’s leadership and a 2/3 majority of the Executive Committee.
   b) For all other Executive Members, a vote of confidence requires a 2/3 majority of the Executive Committee.
   c) The voting process will occur following the completion of their term during a real-time meeting, with avenues for anonymized commentary, ending with an anonymous vote
4) Where confidence is not granted by the respective voting body, a new Executive Committee member must be recruited for the position.
5) Executive Members may hold their position for up to two terms.
6) Executive Members may only hold more than two terms if there are no suitable alternative candidates, following an extensive search by the Executive Committee. In this case, the Executive Committee should prioritize a continual search for a suitable alternative candidate throughout the extra term.

7) Recruitment for an Executive Committee member must follow these steps:
   i) The Executive Committee must be notified in writing that recruitment will be taking place.
   ii) If a suitable successor is not available within UTAT, a written posting must be drafted for the executive position and posted publicly.
   iii) A digital copy of the posting will be distributed to Executive Committee members to distribute to potential candidates and public pages at their discretion.
   v) Interviews for technical branch Executive Committee positions will be conducted by a panel of leadership members of the respective organization, organized by the incumbent Director.

2) Interviews for administrative branch executive members will be conducted by the Executive Committee, organized by the Executive Director.

3) Interviews for Executive Director will be conducted by the Executive Committee, organized by the incumbent Executive Director.

4) In the event of a tie, the incumbent Executive Member holds the deciding vote.

5) Applications will be submitted by email to the recruiter and must include a resume and cover letter.

6) Applicants selected for executive membership will take on the role within one (1) month of the final decision for their recruitment.

7) The details of onboarding will be determined by the Executive Director, the outgoing Executive Member, and the incoming Executive Member on a case-by-case basis.

6. Finances

6.1 Controls

1) Signing officer authority for UTAT’s financial practice will be held by the Executive Director, Director(s) of Finance.

2) Restricted signing officer authority may be given to any voting executive director position whom both the Executive Director and Director(s) of Finance unanimously deem appropriate.
   i) These individuals will be limited to accessing the finances of their appropriate, Divisional, jurisdiction.

6.2 Planning

1) All expected financial activity for the year done by UTAT organizations will be submitted as a budget proposal to the Director(s) of Finance and the Executive Director during September of the academic year.
2) The deadline for budget proposals will be announced by the Director of Finance or the Executive Director by July 30th.
3) Budget proposals for organizations will be prepared by the Director of that organization or that organization’s appointee.
4) Budget proposals will be prepared with purchase-risk scaling factors in order to accommodate unforeseen price changes or unexpected costs.

6.3 Exclusions
1) Members of UTAT may not participate in activities of a commercial nature:
   i) Commercial activities include those which are undertaken expressly for the purpose of personal gain.
   ii) Commercial activities do not include any activities which return capital into the UTAT operating budget or which make an investment towards future returns to the UTAT budget.
2) UTAT may loan members to private organizations to assist in the design or construction of aerospace projects, vehicles, or infrastructure but in these activities members are precluded from being paid.
3) Where a member makes an industry connection in the course of their involvement with UTAT and is hired under contract by that organization, it will be considered that the contract supersedes this document and that member will not be precluded from personal gain.
4) UTAT will not pay salaries to its members.

7. Meetings

7.1 Annual General Meeting (AGM)
1) Once annually UTAT will call an AGM.
2) The AGM will be announced to the membership of UTAT and the public at large no less than two (2) weeks prior to the meeting.
3) The AGM will be held for the purpose of:
   i) Providing updates to the membership on the state of the organization at-large.
   ii) Providing updates to the membership on the organizations within UTAT.
   iii) Opening discussion on new initiatives and plans for UTAT in the coming academic year.
   iv) Voting on amendments to the constitution, if any.
   v) Opening discussion on upcoming Executive Member elections, including voting instructions and a review of the voting process as a whole.
4) The AGM will be held between June 1st and August 1st.
5) Votes made at the AGM will only be binding if 10% of the membership is in attendance, including all Executive Committee members (or their proxy) and member representation from every organization.
7.2 Executive Committee Meetings

1) Executive Committee meetings will be held biweekly.
2) Executive Members shall be invited to Executive Committee meetings by default, but any member may be invited at the discretion of an executive member or as the proxy of an Executive Member.
3) Executive Committee meetings will be held for the purpose of:
   i) Updating Executive Members on the operations of other organizations
   ii) Planning strategy for upcoming events undertaken by organizations
   iii) Ensuring the consistent operations of the organizations within the UTAT culture and brand
   iv) Supporting organizations on their needs and developing joint activities between organizations

7.3 Organizational Meetings

1) All organization meetings will occur every one to two months.
2) All organization meetings will be organized by the Executive Committee.
3) All organization meetings will be held for the purpose of:
   i) Enhancing unity among the technical branch's and administrative branch's organizations.
   ii) Developing excitement across organizations for other organizations' projects
4) All organization meetings may be allocated a unique budget for food and refreshment

8. Amendments

8.1 Requirements

1) Any member may recommend amendments to the constitution.
2) Amendments must be passed by a simple majority vote at the AGM.
3) The Executive Committee shall adopt the ratified constitution with amendments and submit that constitution to necessary university offices within two (2) weeks of the successful vote.

8.2 Version

1) This constitution has yet to be ratified until an AGM is held.

Link to the latex version of the constitution, to be populated when edits are done:
https://www.overleaf.com/4855937966xgryncndkvnm