

Toronto Science Policy Network Constitution

1. Name

- 1.1. The official name of this recognized campus group is “Toronto Science Policy Network”
- 1.2. The acronyms or abbreviations of this group are: “TOSciPolicyNet” and “TSPN”

2. Purpose and Objectives

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

The Toronto Science Policy Network aims to provide a platform for students (graduate and undergraduate) as well as Post Doctoral researchers to learn more about and engage in science policy. TSPN is open to all disciplines and not bound to one particular department at the University of Toronto and is inclusive of all areas of research. Activities will include workshops, speaker series, public forums, and networking events. TSPN will raise awareness and provide basic training on the topic of science policy for all interested students and postdocs. TSPN will work with the community to advocate for science based policy and hopes to promote communication on the science behind key policy topics. TSPN will also work towards building a directory of science policy careers adjacent to and outside of academia, as well as providing information and events geared towards finding work in science policy after graduation.

3. Membership

- 3.1. Membership to the group is open to all the University of Toronto (U of T) members (including students, postdocs, staff, faculty, and alumni)
- 3.2. TSPN is open to collaboration with external groups associated with science and policy.
- 3.3. U of T members are permitted to run, nominate, and vote in elections and constitutional amendments.
- 3.4. The group is open to non-U of T members. However, these members do not hold the aforementioned rights.
- 3.5. Members must register with a designated executive by submitting their full name and a valid email address and attending at least two (2) TSPN meetings per academic year.
- 3.6. There will be no membership fee.

4. Executive List and Duties

- 4.1. The executive committee shall be comprised of seven (7) elected officers. These include a president, vice-president, secretary, communications officer, treasurer, and two (2) executives-at-large. It is the duty of the current year’s executive members to seek and prepare the next year’s executive. The Executive officers will be elected for one (1) year and may then run for re-election or to any office being vacant.
- 4.2. The positions of President, Vice-President, and Treasurer must be filled at all times. In the case that an inadequate number of nominations are submitted to fill these three (3) positions, the general election meeting will be delayed until nominations are acquired to fill these positions.
- 4.3. The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

4.4. The broad responsibilities of each executive position are as follows:

4.4.1. *The President shall:*

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer and Vice-President for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
- Shall apply for funding
- Submit a final progress report of the year by the end of their term
- Additional responsibilities may include: filling in for secretary and communications officer if positions are not filled.

4.4.2. *The Vice-President shall:*

- Assume duties of the President in his/her absence
- Oversee the various committees
- Hold signing officer authority along with the Treasurer and President
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Shall apply for funding
- Submit a final progress report of the year by the end of their term.
- Additional responsibilities may include: filling in for secretary and communications officer if positions are not filled.

4.4.3. *The Treasurer shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President and Vice-President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Shall apply for funding
- Submit a final progress report of the year by the end of their term.
- Additional responsibilities may include: filling in for secretary and communications officer if positions are not filled.

4.4.4. *The Secretary shall:*

- Make a list of all registered members
- Maintain and manage the TSPN LISTSERV
- Schedule regular meetings for the organization
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization
- Send out newsletters, notifications, and blurbs
- Submit a final progress report of the year by the end of their term.
- Additional responsibilities may include: None.

4.4.5. *The communications officer shall:*

- Maintain regular activity on TSPN social media accounts
- Ensure professional conduct and communication through social media
- Assist in the promotion of TSPN events and initiatives through traditional media and social media
- Facilitate any live-streams or live-commentary of TSPN events when necessary
- Maintain the TSPN website
- Draft and organize newsletters and blurbs to be sent out by the secretary
- Submit a final progress report of the year by the end of their term.
- Additional responsibilities may include: None.

4.4.6. *The Executive-at-Large (2) shall:*

- Assist in the logistical organization of TSPN events or initiatives - duties may include outreach to potential speakers, reservation of event spaces, and creation of promotional materials.
- Assist other executive members in their roles.

5. Termination of Executives or General Members

- 5.1. Any member of the club who commits an act negatively affecting the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.
- 5.2. The member up for removal shall have the right to defend his/her actions.
- 5.3. A two-thirds majority vote of the current members 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.
- 5.4. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 5.5. 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.

6. Elections

- 6.1. The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) from the general members on the committee to conduct and hold elections end of March. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.
- 6.2. The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students, and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period (as of February 1st). The nomination period will open during the first three (3) full weeks of March.
- 6.3. The voting period will be open for one (1) full week following the closing of the nomination period.
- 6.4. Each member of the organization shall be entitled to one (1) vote except the President who shall only vote in the event of a tie.
- 6.5. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the elections to the Executive Committee and general members.
- 6.6. Only U of T members in good standing are eligible for voting.

6.7. Term of executive positions shall be from May 1st to April 30th.

7. Finances

- 7.1. The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$250.00 by majority vote at an executive meeting.
- 7.2. Any disbursement of in any form requires two (2) signing authorities: the president or vice-president and the treasurer. A cheque made out to one of the aforementioned parties must be approved by the other two signing authorities.
- 7.3. Within 1 (one) week after the conclusion of a TSPN event or initiative, the organizing members must submit a fully costed report to the treasurer.
- 7.4. The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

8. Meetings

8.1. Annual General Meetings:

- 8.1.1. The group shall hold general meetings at least once per year.
- 8.1.2. General meetings require a notice of their time, location, and agenda to be sent to members two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

8.2. Executive Meetings:

- 8.2.1. The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8.3. Minutes from all meetings, annual general meetings and executive meetings are to be made available to all executive members and members within seven (7) days of the meeting being held.

9. Amendments

- 9.1. Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.
- 9.2. Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.
- 9.3. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University office (ULife) within two (2) weeks of its approval by general members.