

Toronto Science Policy Network (TSPN) Constitution

last modified June 2019

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. Code of Conduct

- 3.1. Any person attending a TSPN event or meeting agrees to abide by the code of conduct below. This code of conduct was adapted from confcodeofconduct.com.

TSPN is dedicated to providing a harassment-free event experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion (or lack thereof), or technology choices. We do not tolerate harassment of TSPN volunteers or event participants in any form. Sexual language and imagery are not appropriate for any TSPN activities, including meetings, talks, workshops, parties, events, Twitter, and other online media. Individuals violating these rules may be sanctioned or asked to leave the event at the discretion of the event organisers.

4. Membership

- 4.1. Membership to the group is open to all the University of Toronto (U of T) community members (including students, postdocs, staff, faculty, and alumni).
- 4.2. There will be no membership fee.
- 4.3. The classes of membership that exist in the group are as follows:
 - 4.3.1. General Members: A General Member is defined as any member of the U of T community who registers with a designated executive by submitting their full name and a valid email address and attending at least two (2) TSPN meetings or events per academic year. General Members are permitted to run, nominate, and vote in elections and constitutional amendments.
 - 4.3.2. Committee Members: A Committee Member is defined as any General Member who is actively involved in a TSPN subcommittee or working group. Committee Members are permitted to run, nominate, and vote in elections and constitutional amendments.
 - 4.3.3. Executive Members: An Executive Member is defined as any member who is elected to an executive position or who is temporarily assuming duties for a vacant executive position. Executive Members are permitted to run, nominate, and vote in elections and constitutional amendments.
 - 4.3.4. Associate Members: An Associate Member is defined as an individual who is ineligible or unable to join the group as a General Member (e.g. those not affiliated with the University of Toronto) and has attended at least two (2) TSPN meetings per academic year. Associate Members do not have voting rights but are invited to sit on TSPN subcommittees or working groups and to attend all group events.

4.4. TSPN is open to collaboration with external groups associated with science and/or policy.

5. Executive List and Duties

- 5.1. The executive committee shall be comprised of ten (10) elected officers. These include a president, vice-president, four (4) marketing and communications officers (1 marketing, 1 internal communications, and 2 external communications), two (2) financial officers (1 treasurer and 1 fundraising lead), 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.
- 5.2. The immediate past president shall remain on the executive committee in an advisory role.
- 5.3. 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.
- 5.4. The positions of President and Vice-President must be filled by someone who has previously involved in TSPN as a Committee Member or Executive Member.
- 5.5. The group may appoint Directors or Coordinators for various subcommittees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority. Persons which hold such positions or participate in these subcommittees are considered Committee Members (see Section 3.4.2)
- 5.6. The broad responsibilities of each executive position are as follows:
 - 5.6.1. 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 executive meetings as well as general meetings.
 - Handle official correspondence of the organization, including U-Life related correspondence.
 - Submit a final progress report of the year by the end of their term.
 - Ensure transition of office to the future Executives.
 - 5.6.2. The Vice-President shall:
 - Assume the duties of the President in their absence.
 - Oversee the workings of various committees.
 - Hold signing officer authority along with the Treasurer and President for financial purposes.
 - Ensure that all the activities of the club meet regulations and policies of the University of Toronto.
 - Coordinate organizational recruitment efforts.
 - Submit a final progress report of the year by the end of their term.
 - Handle official correspondence of the organization, including U-Life related correspondence.
 - 5.6.3. The Marketing Officer shall:
 - Adapt existing graphic templates to create posters and/or social media graphics to promote TSPN events.
 - 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 and social media
 - Facilitate any live-streams or live-commentary of TSPN events when necessary
 - Draft marketing emails regarding upcoming events and programs.
 - Assist the Internal Communications Officer and External Communications Officer where appropriate.
 - 5.6.4. The Internal Communications Officer shall:
 - Make a list of all registered and active members.

- Maintain and manage the TSPN LISTSERV.
 - Schedule regular meetings for the executive committee.
 - Record notes and motions for meetings.
 - Notify all members of meetings.
 - Handle official correspondence of the organization.
 - Send out newsletters, notifications, and blurbs to the TSPN mailing list.
 - Add and maintain the TSPN Google Calendar of Events.
- 5.6.5. The External Communications Officers (2) shall:
- Ensure professional conduct and communication through social media.
 - Maintain the TSPN website.
 - Draft and organize newsletters and blurbs to be sent out to the TSPN mailing list.
 - Create a relevant contact list of stakeholders to contact for TSPN events (including departments, student groups, and/or external community groups).
 - Foster collaborations and partnerships with other groups, organizations and departments, within the U of T community and beyond.
- 5.6.6. 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.
 - Work with the Fundraising Lead to obtain funding through grant applications and/or collaborations with University of Toronto departments and/or community organizations.
- 5.6.7. The Fundraising Lead shall:
- Be responsible for obtaining funding through grant applications and/or collaborations with University of Toronto departments and/or community organizations.
 - Identify potential avenues to seek out fundraising.
 - Coordinate efforts alongside the External Communications officer.
 - Work alongside the Treasurer to manage the overall TSPN budget.
- 5.6.8. 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.
- 5.6.9. The Past President shall:
- Provide advice and support regarding past decisions/activities and other matters to assist the current President and Vice-President in leading TSPN on an as-needed basis.
- 5.6.10. In addition to the specific responsibilities associated with their positions, all Executive Members shall:
- Ensure TSPN remains non-partisan.
 - Assist with funding applications, including budgets, written reports and proposals.
 - Assist with the responsibilities for positions currently unfilled on the Executive Committee.
 - Temporarily appoint an Executive-At-Large or Committee Member to an Executive Member position if the position is unfilled until a by-election can be held.
 - Chair or co-chair one (1) subcommittee during their term.
 - Assist with writing a final report on TSPN for the year, which includes a final progress report of the year by the end of their term.

6. Termination of Membership

- 6.1. 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) or fails to execute their responsibilities and/or TSPN's mission, may be given notice of removal.
- 6.2. The member up for removal shall have the right to defend their actions.
- 6.3. 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 a majority vote of the general membership will have the final say on the matter.
- 6.4. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 6.5. 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.

7. Elections

- 7.1. 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 June. 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.
- 7.2. The CRO 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 June. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period. The nomination period will open during the first three (3) full weeks of June.
- 7.3. The voting period will be open for one (1) full week following the closing of the nomination period.
- 7.4. 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.
- 7.5. 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.
- 7.6. Only General Members, Committee Members, and Executive Members in good standing are eligible for voting.
- 7.7. Term of executive positions shall be from July 1st to June 30th.
- 7.8. By-elections may be held throughout the year to fill any vacant positions on the Executive Committee. The nomination period for any by-election will be open for two (2) weeks before the voting period is opened for one (1) full week. By-elections will be conducted based on the guidelines and rules listed for a regular election.

8. Finances

- 8.1. 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.
- 8.2. 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.
- 8.3. 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.
- 8.4. 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.

9. Meetings

9.1. Annual General Meetings:

9.1.1. The group shall hold general meetings at least once per year.

9.1.2. 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.

9.2. Executive Meetings:

9.2.1. The executive committee shall meet monthly, where date and times are to be set by the executive committee. The quorum of executive meetings shall be 50%+1 of executives.

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

10. Amendments

10.1. 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.

10.2. Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

10.3. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University office (U-Life) within two (2) weeks of its approval by general members.