

*The Constitution of the
Undergraduate Science Society of
Toronto Metropolitan*

Last Revision: January 2024

Table of Contents

Section 1: Introduction	3
Section 2: Mandate	3
Section 3: Membership	4
Section 4: Membership Fees	4
Section 5: The Faculty of Science	5
Section 6: The Board of Directors	5
Section 7: General Meetings	9
Section 8: Finances	10
Section 9: By-Laws	11
Section 10: Elections	12
Section 11: Amendments to the Constitution	12
Section 12: Constitution Primacy	13
Section 13: Dissolution of the USSTM	13
Section 14: Violations	13

Section 1: Introduction

1.1 Overview

- 1.1.1. This document defines the organization of students enrolled in undergraduate science at Toronto Metropolitan University.
- 1.1.2. The name of this organization is the “Undergraduate Science Society of Toronto Metropolitan” henceforth abbreviated to “USSTM”.
- 1.1.3. This document is the official Constitution of the Undergraduate Science Society of Toronto Metropolitan.

1.2 Interpretation and Language

- 1.2.1. The Board of Governors of Toronto Metropolitan University will henceforth be referred to as the “Board of Governors”.
- 1.2.2. Toronto Metropolitan University will henceforth be referred to as “the University”.
- 1.2.3. 1.2.3. The Faculty of Science at Toronto Metropolitan University will henceforth be referred to as “the Faculty”.
- 1.2.4. The Executive Directors of USSTM, as defined in Section 6, will henceforth be referred to as “the Executive”.
- 1.2.5. The Board of Directors of the USSTM will henceforth be referred to as “the Board of Directors”.
- 1.2.6. The Membership of USSTM, as outlined in Section 3, will henceforth be referred to as “the Membership”.
- 1.2.7. The accompanying document “By-Laws of the Undergraduate Science Society of Toronto Metropolitan” will henceforth be referred to as “the By-Laws”.
- 1.2.8. The phrase “Vice-President” henceforth abbreviated to “VP”.

Section 2: Mandate

2.1 The Mandate of USSTM is:

- 2.1.1. To provide the Membership with representation within the University community;

- 2.1.2. To support and provide activities, events, and resources that will enhance the Membership's experience and provide them with opportunities to gain professional experience and marketable skills
- 2.1.3. To foster a community that allows for all the Membership to become more engaged with the USSTM and voice their opinions on matters that concern their academic and extra-curricular interests; and,
- 2.1.4. To allocate and provide resources to the Membership in a manner that is equitable, efficient and effective.

Section 3: Membership

3.1 Membership in the USSTM shall be granted to students who:

- 3.1.1. Are enrolled in a full-time undergraduate degree in the Faculty of Science.
- 3.1.2. Have paid the USSTM fees.

3.2 Termination of Membership

- 3.2.1. Membership is terminated at time of graduation, program withdrawal, suspension or expulsion from the University.
- 3.2.2. Students that are on work-terms, co-operative education terms or internships are still part of the Membership provided they have paid the USSTM Membership fee, as outlined in Section 4.

3.3 Rights and Responsibilities of the Membership

- 3.3.1. All rights and responsibilities of the Membership defined in this document and in all other governing documents apply to all members.
- 3.3.2. All members are entitled to one (1) vote in all USSTM Elections, as outlined in Section 10, and at all USSTM General Meetings, as outlined in Section 7.
- 3.3.3. All members are entitled to run for positions in USSTM elections, provided they meet requirements for the role they are seeking election, as outlined in Section 10 and the Election Procedures.
- 3.3.4. All members are eligible to be appointed to the USSTM Board, provided they meet all criteria for the role.

- 3.3.5. Honorary Membership may be bestowed upon an individual by a two-thirds (2/3) affirmative vote of the Board of Directors.

Section 4: Membership Fees

- 4.1 A fee of \$30.00 CDN per academic term shall be collected from all members, as defined in Section 3, beginning in the Fall semester of the 2018-2019 academic year. This fee shall increase every year based on the Canadian Price Index (CPI).
- 4.2 The membership fee is non-refundable. If an individual wish to be exempt from their Membership fee, they must contact the Secretary of the Board of Governors by September 30th of the academic year from which they want to be exempt from.
- 4.3 A change in fees, that is not an adjustment based on the CPI, must be conducted through a referendum of the Membership.
- 4.3.1. To change membership fees a referendum will be administered by the University's Election Procedures Committee
- 4.3.2. The referendum must be approved by the Board of Governors. After consultation with the President of the University, or their nominee, the Board of Governors must be informed of the implications of a favourable referendum prior to the referendum being held.
- 4.3.3. A "favourable referendum" shall mean a simple majority vote of all the Membership.
- 4.3.4. The cost of the referendum will be covered by the University, excluding any salary or employee related costs of any employee who assists or participates in holding the referendum

Section 5: The Faculty of Science

- 5.1 The Dean of the Faculty, along with the Associate Dean, or their designate(s) shall advise the USSTM and monitor its finances to ensure its fiscal accountability.
- 5.2 The Dean of the Faculty, or their designate, shall review the proposed USSTM budget annually and approve it before transferring funds to the USSTM.

- 5.3 Until such a time where the position of Manager, Undergraduate Relations and Development of the Society can be established, the Dean of the Faculty may view and freeze USSTM funds and resources in situations of gross misconduct by any Director with signing authority over these assets.
- 5.4 The Manager, Undergraduate Relations and Development will work in the Faculty and with the USSTM to ensure fiscal accountability, operational success, succession planning, and assist with conflict resolution

Section 6: The Board of Directors

- 6.1 The Board of Directors will oversee the organization and be responsible for making decisions of the organization.
- 6.2 Eligibility for the Board of Directors is as follows:
 - 6.2.1. Part of the Membership, as defined in Section 3, for the entire duration of their term on the Board of Directors;
 - 6.2.2. Is in clear academic standing as defined by the University. Should no one in clear academic standing declare candidacy for a position, the position shall be left vacant and the newly elected Board of Directors shall ask for applications to the position and appoint a Director with a simple majority vote; and,
 - 6.2.3. Any further restrictions specific to individual positions.
- 6.3 Eight (8) Directors will be known as the Executive Directors of the USSTM:
 - i) President
 - ii) VP Operations
 - iii) VP Finance
 - iv) VP Communications
 - v) VP Student Life
 - vi) VP External
 - vii) VP Academic
 - viii) VP Equity
- 6.3.2. To be eligible to run for the position of President, the candidate must

been on the USSTM Board of Directors for at least one full year by the time they take would office. However, if a Member without the required experience seeks to run for President, they must request an exception meeting with the Board of Directors; further information regarding exemptions shall be outlined in the Election Procedures.

6.3.2.1. In accordance with the election eligibility of 6.3.2, two qualifying members may run together for the shared position of President. In order to be eligible, the two members in question must hold an exception meeting with the Board of Directors and may only run with a (2/3) majority vote. This is required of each pair of members who intend to share the role of President without exemption.

6.3.3. Each Executive Director gets one (1) vote on the Board of Directors.

6.3.3.1. If the position of President is held by two co-presidents, the president's vote will be shared equally between the two.

6.3.3.1.1 In the case that one co-president votes affirmatively and one co-president votes negatively then the vote of the President will be an abstention

6.3.4. To be eligible to run for the position of VP Academic, or VP Equity the candidate must have been a full time student in the Faculty of Science for at least one full year by the time they would take office.

6.3.5. No USSTM Executive may be a signing officer on any official USSTM Course Union, Student Group or Team

6.3.5.1. Additionally, the President and VP Finance may only hold any executive (VP or President or similar role) position on any official USSTM Course Union, Student Group or Team as long as said group does not request funding from the USSTM. The VP Student life may not hold the positions of VP Student Life in another USSTM Course Union Student Group or Team.

6.3.6. Each VP must appoint a Deputy in order to act as a secondary of the VP Executive:

- i) Deputy of Operations
- ii) Deputy of Finance
- iii) Deputy of Communications
- iv) Deputy of Student Life
- v) Deputy of External
- vi) Deputy of Academic
- vii) Deputy of Equity

6.3.6.1. The Deputy must be a Program Director and must be able to fulfill their Deputy duties alongside their Director duties.

6.3.6.2. In the case the role cannot be fulfilled by a Program Director, the role will be taken up by a Committee member in the Vice President's portfolio.

6.3.7. An Executive may take one (1) hiatus or vacation per year, lasting a maximum of two (2) weeks.

6.3.7.1. No two or more (2) Executives may take a hiatus at the same time. Extenuating circumstances approved by the manager and president may permit the suspension of this article.

6.4 Directors shall be elected to represent each of the programs in the Faculty.

6.4.1. A proportional amount of program Directors will be elected to represent each program. One (1) Director will be elected for every ten-percent (10%) that their program student population represents of the entire student population in the Faculty; such that there is a maximum of four (4) Directors per program, and the calculated percent values are rounded down to the nearest ten value.

6.4.1.1. The number of program Directors shall be determined using the latest student numbers available from the University Planning Office for the Winter term of the academic year in which the

election is held.

- 6.4.2. In the case that a program does not meet the ten-percent (10%) threshold, they still receive one (1) director, but additional directors will be elected once the conditions in section 6.4.1 are met.
- 6.4.3. A program does not get an additional Director until the student population of the program surpasses the next threshold for an additional Director.
- 6.4.4. A program Director must be enrolled in the Program that they are elected to represent and must remain in that program to stay in that role. If a program Director switches to another program, they are required to resign immediately.
- 6.4.5. Each program Director gets one (1) vote on the Board of Directors
- 6.5 Three (3) First Year Directors are to be appointed by the Board of Directors from members in their first year of study in the Faculty. This position has one (1) vote on the Board of Directors.
 - 6.5.1. The President shall bring forward their top choices to be discussed with and appointed by the Board of Directors. First-Year Board must consist of three (3) students from the Membership in their first year of study in the Faculty.
 - 6.5.2. The First-Year Board as a whole only gets one (1) vote on the Board of Directors. The First-Year Board vote will be the majority of the individual votes of the students on the First-Year Board. In the case that one-member votes affirmatively, one-member votes negatively and one member abstains from voting the First-Year Board vote will be counted as an abstention.
- 6.6 The Board of Directors will have three non-voting positions that will be appointed by the Board of Directors from the Membership.
 - i) Chair of the Board
 - ii) Secretary of the Board
 - iii) Executive Advisor

- 6.6.2. All non-voting positions on the Board of Directors, including those not listed above, are permitted speaking rights at meetings Board of Directors, as well as the ability to add agenda items
 - 6.6.2.1. Non-voting members may introduce a motion to the agenda but they will still not receive a vote in this case
- 6.6.3. The Chairperson and the Secretary of the Board report to the VP Operations.
- 6.6.4. The Executive Advisor shall be a student from the membership who has previous experience on USSTM, preferably on the Executive team, and will attend both Board and Executive Meetings to be a source of institutional memory.
- 6.6.5. The Executive Advisor shall be appointed by Executives with a simple majority vote.
 - 6.6.5.1. If the Executives cannot decide on who to appoint it will be brought before the Board of Directors for a simple majority vote.
 - 6.6.5.2. If the Board of Directors cannot decide on who to appoint, the position may go vacant for the year.
- 6.7 The Manager, Student Relations and Development is a non-voting member on the Board of Directors and Executive Committee
- 6.8 Term of Office
 - 6.8.1. The term of office of all elected officials on the Board of Directors shall be one (1) year, from May 1 to April 30 of the following year.
 - 6.8.2. All members are permitted to be re-elected for the same or different positions in subsequent terms, so long as they remain part of the Membership and meet all requirements to determine their eligibility for the position.
- 6.9 All members of the Board of Directors must be in clear academic standing, as defined by the University, to hold their position on the Board. If a Director does not meet this requirement at any point during their term, they will be expected to step down and an interim Director may be appointed by the Board of

Directors.

6.10 Vacancies on the Board of Directors

6.10.1. Should any Director be unable to continue their position on the Board of Directors for any reason, their position must be filled as soon as possible.

6.10.1.1. In the case an Executive position is vacant, the Deputy in accordance with their portfolio shall be automatically appointed as Interim Executive

6.10.2. The Board of Directors may appoint an interim Director to fill the position of any vacant Director. A two-thirds (2/3) affirmative vote is required by the Board of Directors to approve the appointee.

6.10.3. Should one-third (1/3) or more of the current term of office remain, the Board of Directors must hold a By-Election that conforms to the rules of Elections set out in Section 10.

6.11 Immunity of Directors

6.11.1. Executives Officers and Directors of the USSTM Board shall not be held jointly or individually responsible for actions taken and decisions made in good faith within the scope of their authority.

6.11.2. Executives Officers and Directors of the USSTM Board can be held jointly or individually responsible for actions taken and decisions made regarding misappropriation of USSTM financial resources or assets.

6.11.3. Members of the USSTM, by virtue of their membership, shall automatically waive the right to take legal action against the USSTM Board or any USSTM Board Member as a result of actions or decisions taken by the USSTM Board Members individually or jointly for the benefit and in the best interest of the USSTM as defined in Section 2.

6.12 No Board Member shall hold an executive position on the USSTM as well as a committee position on the USSTM simultaneously; in exception of when the constitution or by-laws mandates that they must fill a position as a last resort.

6.13 All USSTM Board Meetings shall be open to the Membership but anyone who does not hold the position on the Board of Directors must e-mail VP Operations

to indicate that they will be attending at least 24 hours in advance. Otherwise you may not be able to attend

Section 7: General Meetings

- 7.1 A General Meeting is defined as an open meeting for all the Membership to attend and vote on issues. The purpose of any General Meeting is for the USSTM to communicate with students and for students to raise issues or concerns that they want the USSTM to address.
- 7.2 There must be at least two (2) General Meetings each year. The Semi- Annual General Meeting, henceforth referred to as “the SAGM”, shall be held in the Fall Term (September to December) of the academic year and the Annual General Meeting, henceforth referred to as “the AGM” shall be held in the Winter Term (January to April) of the academic year.
 - 7.2.1. Each student group and course union shall send a minimum of two (2) Faculty of Science Students of the membership on the team to attend the SAGM, the AGM, and General Meetings hosted by the USSTM.
 - 7.2.1.1. Student groups with teams less than five (5) are required to send only one (1) member to each of the meetings.
- 7.3 Notice of a General Meeting must be distributed to the Membership at least fifteen (15) days before the scheduled date of the meeting.
- 7.4 Any member may submit motions for a General Meeting up until seven (7) days prior to the General Meeting. All motions must be submitted to the Secretary of the Board.
 - 7.4.1. The motion must be endorsed with a signature and TMU student number from, at minimum, three (3) students in the Membership.
- 7.5 Two-thirds (2/3) of the USSTM Board of Directors are expected to attend all General Meetings. If any Director cannot attend a General Meeting they must submit their excuse for absence to the President or VP Operations of the USSTM.
- 7.6 The President or VP Operations of the USSTM may call other General Meetings as often as the Board of Directors deems necessary.

- 7.7 The Secretary of the Board can call Special General Meetings upon receiving a written request signed by a minimum of forty (40) members, with no more than fifty-percent (50%) of the signatures from a single department. The written request must state the purpose of the Special General Meeting.
- 7.8 A General Meeting agenda must be provided to students at minimum two (2) days prior to the General Meeting.
- 7.9 The Board of Directors of the USSTM shall host and run all General Meetings.
- 7.10 Once a General Meeting obtains quorum, quorum is not considered lost until two (2) hours after the Meeting was scheduled to begin.
- 7.11 All Constitutional amendments should be placed at the top of the list of motions.
- 7.12 If a General Meeting loses quorum and motions have not been voted on, they will be moved to the next Board Meeting. Constitutional amendments are exempt from this as they cannot be voted on at the Board Meeting.
 - 7.12.1. The motions will be moved to the next scheduled USSTM Board Meeting that is taking place at least five (5) days after the General Meeting.
 - 7.12.2. The USSTM must publicly advertise the Board Meeting to the membership
 - 7.12.3. All Membership must RSVP to the VP Operations at least two (2) days before the Board Meeting via e-mail to receive speaking rights at the meeting. Speaking rights are only granted to the Membership for the portion of the meeting where General Meeting motions are being discussed.

Section 8: Finances

- 8.1 The fiscal year of the USSTM is from May 1 to April 30 of the following year.
- 8.2 The VP Finance must prepare and present a completed budget to the Board of Directors and to the Faculty no later than June 30th.
- 8.3 The VP Finance must give final, written authorization for all non-contractual financial matters concerning USSTM. All cheques must be approved and have

the signature of the Manager, Undergraduate Relations and Development at the Faculty, and one (1) of the Vice- President Finance or the President.

- 8.4 The USSTM shall establish a set of Financial Policies that will outline how it shall conduct its finances.
- 8.5 The Financial Policies may be changed by a two-thirds (2/3) affirmative vote of the Board of Directors.
- 8.6 The Financial Policies must be consistent with the Constitution, in accordance with Section 12. In the event of disagreement between the two documents, the Constitution has primacy.
- 8.7 An annual financial audit must be conducted.
- 8.8 The Funding Request Committee can promise funds into the following fiscal year, the details of which are outlined in the Financial Policies.
- 8.9 All changes to the Financial Policies that occur not at a General Meeting of the Membership must be communicated to the Membership within the month it occurred in, through the USSTM list-serve.
- 8.10 The Funding Request Committee may allocate funding that will be spent after the fiscal year ends.
 - 8.10.1 All funding not spent by the end of the year is no longer accessible to the students who applied for that funding and it is added to the “rollover” or “equity” and is part of the next fiscal year’s revenue.
 - 8.10.2 Students applying for funding can indicate if their initiative will take place close or after the fiscal year. The Funding Request Committee can extend their term by how long they see fit, up to 45 days after the end of the fiscal year.
 - 8.10.3 The outgoing VP Finance must prepare a list of all outstanding and ongoing funding requests for the incoming VP Finance.
 - 8.10.4 The Funding Request Committee cannot allocate money from the next fiscal year, only their own

Section 9: By-Laws

- 9.1 The USSTM shall establish a set of By-Laws to help govern the society.

- 9.2 The By-Laws may be changed by a two-thirds (2/3) affirmative vote of the Board of Directors.
- 9.3 The By-Laws must be consistent with the Constitution, in accordance with Section 12. In the event of disagreement between the two documents, the Constitution has primacy.
- 9.4 All changes to the By-Laws that occur not at a General Meeting of the Membership must be communicated to the membership within the month it occurred in, through the USSTM list-serv.

Section 10: Elections

- 10.1 Elections of the USSTM shall take place by secret ballot.
- 10.2 All Members are entitled to one (1) vote in all USSTM Elections.
- 10.3 A Chief Returning Officer (CRO) shall be appointed by the Board to facilitate all election procedures.
- 10.4 The election procedure shall coincide with the normal practices of the University as established by the Election Procedures Committee.
- 10.5 No slates, teams, or parties may be formed for the purpose of campaigning in the USSTM elections. This shall apply to all positions that are available for election.
 - 10.5.1 Upon the validation of two members' eligibility to run for the shared position of President, their names shall be written together and represented as an individual and singular candidate on the presidential ballot and is therefore not considered as a slate, team, or party.
- 10.6 No individuals running in the election may informally form a slate, team, or party.
- 10.7 The USSTM shall organize a central website, forum, or communication platform where all candidates shall be invited to post a short biography.
- 10.8 The USSTM shall offer to host an Executive debate or discussion and questioning forum to all Executive candidates. This session may happen in person, online, or both.

10.8.1. If there are two or more candidates running for the same executive position, then a debate or discussion and questioning forum is required.

10.8.2. If in any election there is a candidate for President that is a pair of two members, then a discussion and questioning forum is required.

10.9 The USSTM shall establish a set of Election Procedures to help govern the annual election of the society's Board of Directors.

10.10 The Election Procedures may be changed by a two-thirds (2/3) affirmative vote of the Board of Directors.

10.11 The Election Procedures must be consistent with the Constitution, in accordance with Section 12. In the event of disagreement between the two documents, the Constitution has primacy.

10.12 In the case that no one declares candidacy for a position in an election, the position will be appointed by a two-thirds majority vote of the incoming Board of Directors.

10.12.1. A call for applicants must be sent out to the Membership within the first six (6) weeks after elections and be open for a week at minimum. The Board of Directors will then decide who to appoint based on the applications and optional interviews. If the Board cannot pick a reason, it goes to a By-Election.

10.12.2. Any director may motion for the position to be chosen through a By-Election. This requires a two-thirds (2/3) majority to pass.

10.13 All changes to the Election Procedures that occur not at a General Meeting of the Membership must be communicated to the membership within the month it occurred in, through the USSTM list-serv.

Section 11: Amendments to the Constitution

11.1 Amendments may be approved by the Board of Directors and ratified by the Membership at a General Meeting.

11.2 Proposed amendments must be included in the General Meeting agenda.

- 11.3 Amendments to the Constitution require a favourable vote of two-thirds (2/3), rounded up, of the members present and voting at the General Meeting; such that there are a minimum of thirty (30) members present.

Section 12: Constitution Primacy

- 12.1 Any contradictions between this document and other governing documents should be resolved as soon as possible once they are identified. Until such changes are rectified, this document has primacy.
- 12.2 This document supersedes and replaces any and all previous constitutions of the USSTM.

Section 13: Dissolution of the USSTM

- 13.1 To dissolve USSTM, the following steps shall be followed:
- 13.1.1 A petition requesting a referendum on the dissolution of USSTM shall be signed by fifteen percent (15%) of the USSTM Membership and presented to the USSTM President.
 - 13.1.2 The USSTM President shall communicate the request for a referendum on dissolution to the Dean of the Faculty within ten (10) working days after receiving the petition.
 - 13.1.3 The Dean of the Faculty shall consult with the President of the University, or their nominee, and work with the Board of Governors to request a referendum.
 - 13.1.4 The Election Procedures Committee of the University shall conduct the referendum. The referendum will be held within either the Fall or Winter Semester, and not during a Final Examination period of the University.
- 13.2 A “favourable referendum” shall mean an affirmative vote by two-thirds of the members voting.
- 13.3 If the request to dissolve USSTM is successful, the President of the USSTM will request that the Board of Governors dissolve the USSTM.

Section 14: Violations

14.1 The following are violations that are grounds for impeachment:

- i) Deliberate violation of the USSTM Constitution, By-Laws, policies or decisions by the Board of Directors.
- ii) Behaviour that discredits either the USSTM, the Faculty or the University.
- iii) Any and all illegal or harmful acts as defined by applicable laws.
- iv) Repetitive absences at USSTM Board of Directors meetings.
- v) Non-performance of duties as outlined in governing documents or as decided by the Board of Directors.
- vi) Serious actions not in conformance with the best ethical interests of the organization.

14.2 The following result in a Board Member's position on the Board of Directors automatically being deemed vacant, and the USSTM must replace them using the pertinent By-Laws. Conflict of class with meetings is exempt from this.

- i) An executive takes a full-time job, internship or co-op during Fall or Winter semester of their team.
- ii) A board member misses (3) regularly scheduled meetings in a row or misses more than two-thirds ($2/3$) of the regularly scheduled board meetings in a semester, regardless of reason, with the exception of class.
- iii) A board member is no longer in clear academic standing, as determined by the university.
- iv) A board member is no longer a full-time undergraduate student in the Faculty of Science.
- v) A board member misses more than half of their scheduled office hours in a semester.

14.3 At any time during the year, a board member, either a Director or an Executive Officer, of the USSTM may move for impeachment of a board member on the grounds of a violation of policy. A board member may be removed from the Board by a two-thirds ($2/3$) affirmative vote by the Board of Directors.

14.4 At any time during the year, a student in the Membership may start a petition to impeach a board member on the grounds of a violation of policy. The petition must have the correct number of proportionate signatures of support from the Membership and be presented to the Secretary of the Board with thirty (30) signatures needed for a petition against a Director, and fifty (50) signatures needed for a petition against an Executive Officer.

14.4.1. The Board of Directors will then vote on the impeachment at the next Board of Directors meeting. Impeachment in this case requires a two-thirds (2/3) majority vote.

14.4.2. The membership will then vote on the impeachment of an Executive Officer at the next general meeting. Impeachment in this case requires a two-thirds (2/3) majority vote.