

# Undergraduate Theory Group Constitution

2014-2015

## 1 Name

Undergraduate Theory Group (UTG).

## 2 Purpose

The purpose of the group is to introduce its members to the various sub-fields in Theoretical Computer Science. Presentations take place to educate group members on terms and concepts related to these sub-fields, with the purpose of increasing awareness about past, current, and potential research directions. Weekly group meetings are used to accomplish this purpose, as well as to serve as a breeding ground for ideas and to stimulate discussions. The group also helps connect the undergraduate and graduate/faculty theory communities, providing advice to students on courses, research opportunities and hosting graduate or faculty talks.

## 3 Definitions

For the purpose of this group, we define Theoretical Computer Science (TCS) to be the general field of study concerned with the mathematical underpinnings of computation. More specifically we abide by the ACM Special Interest Group on Algorithms and Computation Theory (SIGACT) definition: TCS covers a wide variety of topics including algorithms, data structures, computational complexity, parallel and distributed computation, probabilistic computation, quantum computation, automata theory, information theory, cryptography, program semantics and verification, machine learning, computational biology, computational economics, computational geometry, and computational number theory and algebra. Work in this field is often distinguished by its emphasis on mathematical technique and rigor.<sup>1</sup>

## 4 Membership

Any person in the University of Toronto community (students, staff, faculty, and alumni) may join the group, become an executive member, nominate others to become executives, vote in elections, and propose and vote on constitutional amendments. The executive committee reserves the right to expel a member (see **section 6** of this document).

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<sup>1</sup>ACM SIGACT, <http://www.sigact.org>, 2014.

## 5 Executives

The Executive Council consists of 6 unique elected positions: **President**, **Co-President**, **VP of Internal Affairs**, **VP of External Affairs**, **VP of Finances** and **VP of Logistics** as well as 3 appointed positions that can be held concurrently by several members: **Project Manager**, **Webmaster**, **Group Mentor**. All these positions are to be held by members of UTG as defined in section 4.

### Details and Responsibilities:

- **President**

1. is accountable for all actions and operations of the group;
2. acts as a signing officer of the group;
3. establishes the short-term and long-term goals of the group;
4. ensures that proper communication is maintained between group executives;
5. addresses any concerns brought forth by the group executives;
6. ensures the group is following its mandate and abiding by its constitution;
7. ensures that any constitutional amendments or changes to the group's mandate are communicated to all group members, and approved by at least 60 % of the group's voting members.

- **Co-President**

1. shares responsibilities 3 to 7 with the **President**;
2. takes on the presidential role if the **President** is incapacitated;

- **VP of Internal Affairs**

1. ensures all group members and executives are informed of all of the group's meetings and activities;
2. ensures group executives fulfil their duties as stated in the constitution;
3. maintains coordination between **Project Managers**;
4. maintains communication with the group mentors and with other University of Toronto organizations in-line with the group's purpose and interests;
5. ensures all concerns posited by group members or executives are communicated to the **President**.

- **VP of External Affairs**

1. promotes the group's public image;
2. recruits new group members;
3. scouts and publicizes events of potential interest to group members;
4. maintains communication with various organizations outside the University of Toronto which support the group's purpose and interests;
5. ensures that all concerns posited by external groups or individuals, related to the operations of the group, are communicated to the **President**.

- **VP of Finances**

1. handles the group's financial resources;
2. provides group members with financial updates, on a monthly basis;
3. records and maintain all financial transactions of the group;
4. reports any financial issues to the **President**.

- **VP of Logistics**

1. ensures meeting space is provided and sufficient for all group members attending;
2. ensures that a meeting schedule is maintained and followed;
3. sends out reminders to group members and executives regarding meetings and events;
4. maintains a log of the group's meetings and operations.

- **Project Manager(s)**

1. lead the group's various projects (e.g. the reading group, the programming group, the robotics group...);
2. provide the **VP of Internal Affairs** with a schedule of future meetings/presentations/tasks;
3. present and work on tasks within their project;
4. assign presentations/tasks to volunteers.

- **Webmaster(s)**

1. design, maintain and update the group's website;
2. maintain the consistency of the mailing list and related issues.

- **Group Mentor(s)**

1. are available for consultation;
2. attend club meetings, when needed;
3. maintain communication with the group executives.

**Terms of office:** executives hold their position, beginning with their appointment, and until the next academic term, beginning in September.

## 6 Impeachment

The executives may call a meeting to decide on the expulsion of a member from the executive committee. The member in question may provide a defence via written and signed documentation, which will be read and discussed at the meeting, directly prior to having the executives vote. A two-thirds majority of executive members must then agree on the removal of the member from the executive committee before voting among the general membership can take place. The member in question may make a public appeal to the general membership prior to voting. To be removed from the executive committee, the decision must be ratified by a majority vote of the general membership. Election protocol will be followed (see **section 9**).

## 7 Finances

The group is fully aware of, and accepts the fact that, the **University of Toronto Students' Union** and **Office of Student Life** may request to audit the group's finances.

The group's **President** and **VP of Finances** are the only two legal signing officers.

All group members are free to inquire about financial information, which will be provided to them by the **VP of Finances**. Executives will be briefed on the group's finances on a monthly basis.

Financial needs are to be estimated by the **VP of Finances** to ensure proper budgeting. Any group expenses require approval from the **VP of Finances** and **President**.

## 8 Meetings

Meetings are a crucial component of this group, in line with the group's mandate. Meetings occur on a regular weekly basis, for an average duration of 1 hour. Frequency and duration of meetings may be adjusted, on a per need basis.

## 9 Elections

### 9.1 Running for a position

To run for one of the 6 unique executive positions, one must:

- be a UTG member, as defined in **section 4**;
- present a hard-copy of documentation stating personal intentions, as well as a plan of action for assisting the group in achieving its short-term and long-term goals;
- have the documentation approved by a majority vote of the current executives.

It is preferable that those running for executive positions have been affiliated with the group for several months.

It is preferable that the **President** and **Co-President** be jointly elected as good cooperation between them will effectively ensure healthy group development and progress.

### 9.2 Election Process

The election process will be run by a chief election officer (any executive member who will not be running for any executive position) along with two scrutinizers (any members of the club who will not be running for any executive positions). The scrutinizers are to tally all the votes and declare a winner for each position. A successful candidate is one who has the majority of the votes (50+1%) of the general voting membership. In case of a tie for a position, the previous **President** will cast the deciding vote.

The election process will take place near the end of the term to form a committee for the next term.

A by-election will be called by the executives if any position should become vacant.

All and only official group members may vote. Picture identification will be required to vote. Elections are to take place on a specified day, time, and location, which all group members will be notified of at least 2 weeks in advance. The election process will last a maximum of two hours.

A ballot system will take place. Each ballot will contain the names of the members running for the respective positions. Votes can be cast for any of the 6 unique executive positions.

## 10 Amendments

Amendments may be proposed by any members of the group, as defined in **section 4**. All members are welcome to vote on constitution changes, which will come into effect if and only if at least  $2/3$  of the general voting membership is in favour of the change, which is to take effect within a month of the decision. All members will be fully notified of any items proposed.