

# **Constitution of “University of Toronto Student Team for Amateur Rocketry”**

## **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “University of Toronto Student Team for Amateur Rocketry”
- 1.2. The official acronym or abbreviation of the group is “UTSTAR”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is for like-minded individuals to come together to produce unique hobby rocket systems, from thrust-vectoring vertical landing systems to intriguing multi-stage vehicles. Team members will get hand-on exposure to all stages of the rocketry design process, by designing and producing propulsion, structural, aerodynamic, and avionics components completely from scratch, and launching the finished product. Team membership may also include guest speaker seminars, and subject-related social opportunities.

## **2. Article Two – Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. The membership fee will be \$25 per year.

## **3. Article Three – Rights of Members**

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

## **4. Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from September 1<sup>st</sup> to August 31<sup>st</sup>.
- 4.2. The Executive Committee shall be comprised of at least four (4) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.

- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

## **5. Article Five - Executive Committee Composition and Duties**

### **5.1. The President shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee, and may be tie-breaker vote, if required.
- 5.1.2. Oversee the overall operations, management, finances, etc. of the group
- 5.1.3. Serve as primary spokesperson for the group
- 5.1.4. Hold signing and financial authority along with the Financial Lead (and Vice President, as delegate)
- 5.1.5. Preside over meetings of the Executive Committee and/or members, as Chair
- 5.1.6. Ensure a transition of office from one year to the next.
- 5.1.7. Sign off on all finalized designs (i.e., propulsion, avionics, and structural) designs of a model rocket, and production outputs.
- 5.1.8. Direct launch of model rocket(s).

### **5.2. The Vice President shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.2.2. Assume duties of the President in their absence, including signing & financial authority, as required.
- 5.2.3. Ensure activities of the team comply with policies of the University of Toronto.
- 5.2.4. Oversee organizational recruitment efforts.
- 5.2.5. Coordinates the design process and oversees the production of amateur rockets.

### **5.3. The Safety/Testing Team Lead Shall:**

- 5.3.1. Oversee technical and personal safety of activities and members
- 5.3.2. Flag any environmental and/or health hazards that may pose a threat to the safety of both the operation and the members
- 5.3.3. Ensure that the group operates within the University's Health and Safety Policies.
- 5.3.4. Contributes to design, construction and launch of model rockets, specifically when it comes to testing

### **5.4. The Propulsion Team Lead shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.4.2. Coordinates the design process and oversees the production of model rockets parts as relevant.
- 5.4.3. Direct a launch of a model rocket in the absence of the President or Vice President.

- 5.4.4. Leads the design, production, and testing of any propulsion system(s).
- 5.5. The Mechanical/Aerodynamics Team Lead Shall:**
  - 5.5.1. Be eligible to cast votes at meetings of the Executive Committee
  - 5.5.2. Coordinates the design process and oversees the production of model rockets parts as relevant.
  - 5.5.3. Direct a launch of a model rocket in the absence of the President or Vice President.
  - 5.5.4. Leads the design, production, and testing of any structural or aerodynamics system.
- 5.6. The Avionics Team Lead Shall:**
  - 5.6.1. Be eligible to cast votes at meetings of the Executive Committee
  - 5.6.2. Coordinates the design process and oversees the production of model rockets parts as relevant.
  - 5.6.3. Direct a launch of a model rocket in the absence of the President or Vice President.
  - 5.6.4. Leads the design, production, and testing of any avionics system.
- 5.7. The Finance Lead shall:**
  - 5.7.1. Be eligible to cast votes at meetings of the Executive Committee
  - 5.7.2. Record all financial transactions of the group,
  - 5.7.3. Hold signing and financial authority along with the President (and Vice President)
  - 5.7.4. Maintain the group's budget of income and expenses
  - 5.7.5. Advise members on financial position of the group,
  - 5.7.6. Prepare an annual budget for the group.
- 5.8. The Media/Outreach Team Lead shall:**
  - 5.8.1. Be eligible to cast votes at meetings of the Executive Committee
  - 5.8.2. Coordinate organizational recruitment efforts
  - 5.8.3. Serve a secondary spokesperson
  - 5.8.4. Lead the maintenance of the group website.
  - 5.8.5. Lead the design, creation and management of social media platforms and associated interactions.
  - 5.8.6. Coordinate social events.

## **6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

## **7. Article Seven – Finances**

- 7.1. The Financial Lead shall keep an active record of income and expenses.
- 7.2. The Financial Lead shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$300.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet twice monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The President is eligible to cast the tie-breaking vote.
- 8.3. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.4. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **9. Article Nine - Termination of Membership**

- 9.1. The Executive Committee may revoke the membership of any member of the team who commits an act negatively affecting the interests of the team and its members, including non-disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the team's membership and will lose any privileges associated with being a member of the team.

- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Safety**

- 10.1. All domestic airspace laws must be always abided in accordance with Transport Canada.
- 10.2. All municipal by-laws must be adhered by regarding launches.
- 10.3. The Safety/Testing Team must run a safety check before each test or launch, ensuring no hazards are present in the surrounding area.
- 10.4. There must be a fire extinguisher and fire blanket ready to be used for any solid rocket motor test or launch.
- 10.5. Everyone must be equipped with safety goggles regardless of solid rocket or pressurized water propulsion rocket test or launch.

## **11. Article Eleven – Amendments**

- 11.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 11.2. All voting members may propose and vote on amendments to the constitution.
- 11.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 11.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.