

# CONSTITUTION OF "NEUROTECHUOFT"

## 1) NAME

- a) The official name of this recognized campus group is "NeurotechUofT".
- b) The acronym or abbreviation of this group is: nt-uoft

## 2) PURPOSE AND OBJECTIVES

- a) The purpose of NeurotechUofT is to drive undergraduate neurotechnology innovation by facilitating student-led and run research/development projects, providing resources or references to external resources, and by organizing events and initiatives that encourage neurotechnology innovation. Implementation of our goals may include, but is not limited to, conducting neurotechnology research and development, running a neurotechnology design and testing lab aimed primarily for use by undergraduate students, , and planning and hosting conferences, hackathons, and workshops.

## 3) MEMBERSHIP

- a) Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).
- b) U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.
- c) The membership fee will be \$0 per year. However, a membership fee can be introduced if necessary through a general vote for constitution amendment.
- d) Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

- e) For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.
- f) Members can also join the NeurotechUofT Administrative Team, which will help facilitate NeurotechUofT.
- g) When members (or non-members) are using the resources and/or services of NeurotechUofT, their utilization of these services and resources is governed by the NeurotechUofT Terms of Use, rather than by this constitution. Refer to the NeurotechUofT Terms of Use for more information.

#### **4) EXECUTIVE LIST AND DUTIES**

- a) The executive committee shall be comprised of 2 elected officers. These include a President and a Vice President of Operations.
  - i) 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 Vice Presidents for financial purposes
    - Preside over board meetings as well as general meetings
    - Ensure transition of office to the future Executives
  - ii) The Vice-Presidents shall:
    - Assume duties of the President in his/her absence
    - Hold signing officer authority along with the President for financial purposes
    - Oversee the various committees
    - Ensure that all the activities of the club meet regulations and policies of the University of Toronto
    - Coordinate organizational recruitment efforts
  - iii) In addition, the Vice President of Operations shall:
    - Ensure that NeurotechUofT remains recognized as a ULife, UTSU, and EngSoc club

- Record all financial transactions of the group
  - 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, and sign off with the President on budgets for specific initiatives
  - Make and maintain a contact list of all registered members
- iv) For each position, additional responsibilities may be included over time.
- b) 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.
- c) For any vacant positions for directors of committees, the executive committee may vote to appoint a member of NeurotechUofT to the position. The process to appoint directors may use applications to select a suitable candidate. If a position is vacant, the duties of the position shall be taken by member(s) of the executive committee.

## **5) TERMINATION OF EXECUTIVES OR GENERAL MEMBERS**

- a) Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club. Depending on the severity of the incident, they may also be banned from participating in NeurotechUofT's activities or using NeurotechUofT's resources. Refer to the Terms of Use for further details.
- i) To decide on revoking membership, a vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favour 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.
- b) Members of the Administrative Team will run the organization, and ensure it can provide the resources and services according to the club's semester goals and plan. To remain a member of the Administrative Team, the member must make active contributions to the execution of the group. If a member refuses to actively contribute to the organization, he or she will be

expected resign from the Administrative Team, or may be impeached on a simple majority vote by the executive and administrative team. This does not take away this person's membership with NeurotechUofT. A member may rejoin the Administrative Team (depending on the circumstances).

i) Each position's scope and minimum requirements to qualify as "active contributions" will be listed in each position's CCR Position Forms.

(1) Active contributions include actively participating in the running of a committee under NeurotechUofT with a reasonable amount of punctuality.

c) 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**

a) Elections will be held for vacant executive positions in March.

b) Electoral Process

i) The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

ii) 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 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.

iii) The CRO shall select three (3) election dates before March 30<sup>th</sup> for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

- iv) The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.
  - v) In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.
  - vi) After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.
  - vii) Registered U of T members may not vote by proxy.
- c) Participants
- i) Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.
    - (1) Non-U of T members may not nominate or vote in elections.
- d) Term of positions
- i) Term of executive positions shall be from May 1st of a given year until:
    - (1) Resignation of executive
    - (2) Executive has not fulfilled their obligations, and has been terminated as described in Section 5b.

## **7) FINANCES**

- a) The Vice President of Operations shall keep records of all income and expenses. The Vice President of Operations shall present the group's financial health at the annual general meetings.
- b) The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

- c) The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of 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**

- a) Annual General Meetings (AGMs):
  - i) The group shall hold general meetings at least twice per year, i.e. once per academic term.
  - ii) The Executive Committee will announce these dates 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.
- b) Administrative Team Meetings:
  - i) The Administrative Team shall meet at least on a biweekly basis where date and times are to be set by an executive. The quorum of administrative and executive team meetings shall be 50%+1 of team members.

## **9) AMENDMENTS**

- a) 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.
- b) Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.
- c) The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University

of Toronto Students' Union, etc) within two (2) weeks of its approval by the club's general members.