

Constitution of “Super Women Engineers University of Toronto”

1. Name

The official name of this recognized campus group is “Super Women Engineers University of Toronto.”

The acronym or abbreviation of this group is: GradSWE UofT.

2. Vision and Mission

Our vision is:

"We want to be a supportive, inclusive and diverse community catalyzing change for self-identified womxn engineers and their allies by promoting equity, dialogue, and action at the University of Toronto."

The purpose, objectives, mission and/or mandate of organization is outlined here:

Our mission is to support and contribute to the continual professional success of women in engineering.

We hope to achieve our vision using this mission and these goals:

1. Creating a social space for open discussions where students can engage in meaningful conversations with their peers and professionals that will help them to navigate opportunities and challenges of graduate life.
2. Collaborating with organizations within the university and beyond to create positive change around inclusivity, diversity, mental health and wellness in engineering.
3. Fostering social leadership and professional development through events and campaigns that evolve dynamically as our community grows.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

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. The executive member will then add those with active U of T email to the official Microsoft team's platform of the group. Membership will be subject to renewal every year requiring confirmation by the members and depending on activity in the group. For termination grounds and petitioning see policy document “Code of Conduct and Complaint Redressal”.

4. Executive List and Duties

The executive committee shall be comprised of seven (7) elected officers. The duties for each position are listed below. The group may appoint Directors or Coordinators for various committees on an as-needed basis; however, such positions do not hold executive decision-making authority.

President

The President is responsible for coordinating and building the skills and capabilities of all VPs, coordinating with SWE Toronto University Outreach Coordinator, and the Faculty of Applied Science and Engineering.

- Serve as a Liaison between VPs in the executive team.
- Identify high potential candidates for future leadership positions.
- Support the VP team with visioning and strategic planning exercises.
- Should be a volunteer for at least 6 months prior to nomination.
- Will be co-signatory on all group expenses with VP Finance.
- Taking stock of active members on the teams platform, prior to ULife renewal process.
- Will maintain history of any complaints received in accordance with the Policy Document “Code of Conduct and Complaints Redressal Process”.
- Can continue in a voluntary advisory role as “Past President” after the 1-year term.

VP Finance

The VP Finance is responsible for bank account, budgeting, reimbursements and will lead funding applications. This involves:

- Coordinating with other executives to create yearly budget based on upcoming events.
- Leading funding applications to the university / SWE Global / GradSWE or other funding sources.
- Establishing and maintaining standard reimbursement procedure.
- Keeping accounts of all money received and paid by GradSWE.
- Managing the GradSWE bank account.
- Preparing a yearly financial report for the Annual General Meeting *VP Communications (2 positions)*

VP Communications is responsible for all internal and external communications for the team, working closely with event organizing sub-groups as well as VP external outreach and mediating communication requirements/announcements/infographic requirements with the communication sub-group and the rest of the team.

There will be two positions available, and the tasks include: website development, newsletter circulation (in collaboration with the President), handling social media platforms, Microsoft teams channel management and graphic design for posts and event advertisements. The VPs can divide the tasks in their portfolios as they see fit.

General duties include:

- An annual communication strategy must be formed and/or reviewed at the start of the year to best support overall team vision and all communication formulated should be inclusive, respectful and persuasive for a given target audience.

- Identify a small sub-group of volunteers dedicated to maintaining existing communication platforms of the team and designate responsibilities and oversee operations to ensure synergy. Currently these include:
 - Internal communications: Microsoft Teams, OneDrive
 - External newsletter (Mailchimp) and Eventbrite
 - Social Media Platforms: Facebook (group and page), LinkedIn group and page and Instagram page
 - Identify more platforms as per need for increased virtual presence.
- Identify webmaster for website development (WordPress) and maintenance and infographic design for promotion of group and events (Canva shared group and others)
- Create an appropriate communication schedule and avoid repetitive information.

VP External Outreach

VP external outreach will be the main liaison between the team and other campus groups (students and faculty level), SWE Toronto and other SWE bodies and other off campus relevant groups. They will also maintain presence on external platforms such as Engineering Connect and ULife calendar.

Duties include:

- Closely work with the President to identify on-campus allies in relevant student groups and organization and identify common interests and collaboration opportunities.
- Working with both President and respective VPs identify relevant sources of funding and/or support (professional development/networking) with faculty members, departments or university offices.
- Closely follow SWE Toronto, other GradSWE chapters and general SWE updates and notify communications VP for advertising relevant events and conferences.
- Serve as the main point of contact for off-campus groups (other Canadian GradSWE chapters, CUPE etc.).

VP Learning and Development

The VP Learning and Development is responsible for planning events geared towards our members' personal learning and development while fostering networking opportunities with industry, academics and the graduate community.

Duties include:

- Promote professional development for members of GradSWE through both organizing internal (for example coffee Talks) and attending/organizing external events.
- Lead the mentorship programs or any similar future undertakings by the group.
- Lead a team of volunteers to organize one big annual event and monthly (or more frequent) smaller recurring events:
 - Identify key volunteers to take charge of learning and developing aspects of reoccurring event series, if certain events also have social aspects.

- Actively seek and coordinate with VP External Outreach to establish and maintain collaborative relationships with other groups in the community.
- Coordinate with VP Communication to promote events on proper platforms.
- Coordinate with VP Social to schedule events that could maximize the benefits and interests of all members of GradSWE.

VP Social

The VP social is responsible for planning events around a theme of social and fun purposes to foster community bonding and promotion.

- Promote social connections for members of GradSWE through both organizing internal (for example Coffee Talks) and attending external (for example “GradSWE Goes To” series) events.
- Identify different categories of inclusive events from sports to arts to maximize GradSWE community bonding.
- Coordinate with VP Communications to promote events on proper platforms.
- Coordinate with VP Learning and Development to schedule events that could maximize the benefits and interests of all members of GradSWE.
- Prepare a general yearly events calendar in collaboration with VP Learning and Development, and coordinate with VP Finance for event budgeting.

4.1 Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club, violating the code of conduct as outlined in the policy document “Code of Conduct and Complaint Redressal”, also including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. Details of the complaint redressal process preceding review of membership meeting can be found in the same policy document.

The member up for removal shall have the right to defend his/her/their actions.

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 the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club’s membership and will lose any privileges associated with being a member of the club.

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.

5. Elections

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 July. 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.

The CRO Returning Officer shall accept nominations only from group members that are registered U of T graduate students for candidacy of executive positions from the general membership before mid-June. All candidates for executive positions must be members in good standing and be part of the group for at least one month prior to the nomination period, except for the presidential candidates. Any member running for the position of President, must have been an active volunteer for at least six months prior to nomination.

The CRO shall select three (3) election dates before June 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates.

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.

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 to break the tie.

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.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

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.

Term of executive positions shall be from August 1st to July 30th.

6. Finances

The VP Finance shall keep records of all income and expenses. The VP Finance shall present the group's financial health at the annual general meetings. Expenditures of over \$100.00 will need the approval of the President and VP Finance. .

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended 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.

7. Meetings

A) Annual General Meetings (AGMs):

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

The Executive Committee will announce these dates at least one (1) week 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 and simple majority of those in attendance for the motion to be passed.

b) Executive Meetings:

The executive committee shall meet on a bi-monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives. These meeting remain open to all members of the group; participation is mandatory only for the executive members.

8. Amendments

8.1 Amendments to constitution

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.

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

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 general members.

8.2 Amendments to By-law documents

Any registered U of T members may propose and vote on amendments to By-Law documents. The Executive Committee will administer the process of having amendments discussed at regular planning meetings or a designated meeting.

By-law document amendments shall require 2/3rd majority of the executive member team. In the case that the amendment was requested by a non-executive member, they could be optionally present at the meeting.

8.3 Amendments to Policy documents

8.3.1 Amendments to Policy Document: Code of Conduct and Complaint Redressal Process

The same process as outlined in section 8.1 applies.

8.3.2 Amendments to all other Policy documents

The same process as outlined in section 8.2 applies.

