

## **ASX Constitution**

### **1. Interpretation:**

*For the purpose of this document*

“Society” shall mean the U of T Astronomy and Space Exploration Society.

“student” shall mean a full-time or part-time student of the University of Toronto, regardless of campus.

“member” shall mean any person who places a request to join the Society.

“voting member” shall mean any member who is a current student, alumni, staff or faculty of the University of Toronto and is hence entitled to 1 vote.

“respondent” shall mean a member who registers a vote within the time allotted, whether at a meeting or electronically and as a voting member of the Society.

### **2. Name**

The organization will be known as the “Astronomy & Space Exploration Society at the University of Toronto”. The organization may be referred to with the acronyms “ASX”.

### **3. Purpose and Rationale**

The Society exists to educate, inspire and excite students and the general public about astronomy and space exploration.

1. The Society will engage students and the public through the cultivation of a greater interest in astronomy and the night sky and by creating an appreciation of the role of astronomy in our culture.

2. The Society will endeavor to explain the benefits of space exploration in all its guises and relay the excitement of new discoveries and frontiers. By drawing together students from all disciplines – sciences, humanities, engineering – to illustrate the comprehensive and multidisciplinary nature of space exploration, the organization will promote the understanding that the exploration of space is an endeavour that can unite and harness many disparate forces.

3. The Society will, wherever possible, promote and illuminate the comprehensive and multidisciplinary nature of space activity by fostering links between university departments. The university’s array of sciences and research facilities create a venue for a rich interplay of ideas among several disciplines.

4. Two other major areas of Society interest will include the technical and engineering aspects of space travel and exploration and the sciences of astrophysics and cosmology. These two fields shall also be major focuses for the Society.

5. The purpose of many Society events will include the fostering of links between the Society and those in the community involved in space-related organizations and projects. The

Society will be informally allied with a number of space-related groups, both on and off campus. 6. Though remaining distant and detached from partisan politics, a goal of the Society will be to influence both current and future space policy.

#### **4. Membership**

Persons who are not voting members are entitled to non-voting status and may attend all meetings and take part in all Society projects. Membership in the Society confers each individual with inclusion in an electronic mailing list, to be maintained by the Secretary. This list shall not be publicized by any means or divulged to anyone, save the Office of Student Affairs. The members will be notified by the Secretary of requests by the Office of Student Affairs. Active membership in the Society is strongly encouraged.

#### **5. Meetings**

##### **1. Executive Meetings**

a) Executive meetings will be confined to members of the executive, unless advertised otherwise. Quorum will be established by the presence of at least  $\frac{2}{3}$  of the executive members. Decisions will be made with support of 4 executive members, or the majority present, whichever is greater. The executive may choose to bring an issue to a referendum of the membership either at a general meeting or over the electronic listserv. Once brought to referenda, the decision is binding.

b) The president will lead executive meetings.

##### **2. General Meetings**

a) General Meetings are open to everyone. Quorum will be established by the presence of at least 6 voting members. Referenda brought to the general membership will be decided by the majority of voting general members and such decisions will be immediately binding.

b) Any member of the club may contact the Chair to inform him/her that they wish to raise an issue at the next meeting. The Chair will communicate the agenda over the yahoo/gmail group at least 1 day prior to the meeting. The Chair will lead general meetings according to Roberts Rules of Order.

c) The date of each meeting will be confirmed at the prior general meeting and will be communicated to the members one week prior.

d) Project Coordinators, Outreach Coordinator and project leaders are expected to give progress reports at every general meeting on projects which they have been assigned.

e) The Secretary will keep minutes at all meetings and will take down any decisions made. Minutes of each meeting will be made available via email and the yahoo/gmail group within 3 days of the meeting.

##### **3. Annual General Meeting (AGM):**

- a) The AGM will take place at the final general meeting prior to the end of the spring term. The AGM will be open to everyone. Quorum will be established by the presence of at least 10 voting members. All decisions shall be made by a majority of voting general members and such decisions will be immediately binding.
- b) All voting members of the Society shall be eligible to vote and run for positions at the AGM.
- c) Activities must include a year-end financial report presented by the Treasurer and adopted through the support of a majority of voting members.
- d) Activities may include constitutional amendments, which are binding immediately if passed.
- e) Society elections will be governed by Article 6.

#### 4. Strategy Meeting:

- a) The Strategy Meeting will be held at the beginning of the academic year (in Sept/Oct), to present, discuss, and set the society's strategy and planning for that year.
- b) The Executive team should meet beforehand to strategize and brainstorm on ideas, including those for each functional groups (e.g. events, marketing, finance). They shall then present a consensus plan at the Strategy Meeting.
- c) Items b), d) and e) under the AGM above are also applicable to the Strategy Meeting.

### 6. Election of Society Executive

This document references nine roles: President, Vice President, Treasurer/Finance Director, Secretary, Projects Director, Outreach Director, Symposium Director, Observing Director, and Marketing Director. There are a total of nine executive positions. All executive members and officers are expected to attend every meeting, including the AGM, unless unavoidable absence is communicated to the executive at least 24 hours prior to the meeting.

#### 1. Positions

- a) **President:** The role of the President is to lead executive meetings. The President will also be kept aware of all communications undertaken internally and externally by the Secretary. The President will be kept aware of all budgetary concerns from the Treasurer and progress on all projects from the Projects Director and Outreach Director. The President is the Society's primary contact person. The President will also be kept aware of all external communications by any other executive member of the club.
- b) **Vice President:** The role of the Vice President is mainly securing sponsorships and donations for the Society. The VP is also a signing member of the Society's bank account. The Vice President will take over all Presidential responsibilities at any meeting where the President is unable to attend, although this privilege will never be extended to executive meetings.
- c) **Projects Director:** The Projects Director is responsible for overseeing all projects assigned

by the executive and reporting on them at meetings.

d) **Outreach Director:** Will directly oversee and be responsible for all projects assigned by the executive deemed to fall under the category of Outreach, which may include: cultivating relationships with other space/astronomy organizations, high school outreach, and recruiting/engaging members.

e) **Treasurer/Finance Director:** Responsible for holding the Society's bank account with the President and Vice President. Shall also be responsible for financial updates, budgeting, managing balance sheet, and keeping records of income and expenses.

f) **Secretary:** The role of the Secretary is to retain the minutes of all meetings, establish and maintain the electronic mailing list and keep copies of all communications by the Society. The Secretary will lead any referenda conducted through the electronic mailing list. The Secretary is also responsible for managing and sending out emails to Society members. The Secretary is the Society's secondary contact person.

g) **Symposium Director:** The role of the Symposium Director is to oversee and manage all activities and tasks related to the Annual Symposium, including speakers, venue logistics, promotions (via Marketing Director), etc.

h) **Observing Director:** The role of the Observing Director is to plan Observing Nights throughout the year. These may include events co-organized with other groups such as the U of T Dept of Astronomy and Astrophysics, the RASC, or others. The events may also be held at different locations, including on Campus and at Campgrounds.

i) **Marketing Director:** Responsible for developing and executing a marketing strategy that is in line with the overall strategy of the Society. These pertain to market research, promotions, advertising, public relations, and development of marketing collateral (e.g. brochures, posters, flyers, etc). The Marketing Director will also write one newsletter per month highlighting developments within the club to be distributed to club members as well as externally.

j) **Symposium Coordinator:** They will work with the Symposium Director to oversee and manage all activities and tasks related to the Annual Symposium, including speakers, venue logistics, promotions, etc.

k) The executive of any year may appoint people to act in advisor roles. These roles are entirely optional to the executive members and are not official executive positions. The advisor's job is to lend their experience to the decision-making process and as such is afforded a voice at executive meetings. If the advisor is also a member of ASX, they are also accorded one vote on issues voted on by the whole club as per normal.

## 2. Procedure

a) The executive will be elected at the Annual General Meeting.

- b) At least two members must nominate a candidate for the executive. Short speeches of no more than 3 minutes shall be given to each candidate, followed by a short question and answer period. Elections shall be conducted by secret ballot, to be overseen by an impartial observer to be agreed upon by all candidates.
- c) In the event of a candidate desiring re-election for an undisputed position, a vote of continued confidence will be conducted by secret ballot to determine if the individual shall remain in position.
- d) The President will assume the responsibility of any vacant role, save Secretary, until the Society can find a suitable replacement candidate.
- e) Transfer of power will take place immediately following the AGM.
- f) The positions of President, Vice President, and Finance Director may only be held by a voting member who has filled the role of at least one other executive (or coordinator under section 6.1.j) position for at least 6 months of 1 academic year. 1 academic year is defined as being from September 1 of any year to May 1 of the following year.
- g) In the event of a tie vote for the President position, it is recommended that a revote is done to determine one President. This is to avoid conflict in leadership and overall decision-making, as well as ensuring that there are odd number of executives for the purpose of voting. In the event of a tie vote for any other positions, the candidates can choose to share the responsibility, or to consider another position.
- h) During the executive elections, two scrutineers who are not on the executive team will be asked to volunteer to oversee the counting of votes.

## **7. Finances**

The President and Treasurer will be signing officers for the Society's fiscal affairs and hold the Society's bank account. The Treasurer will maintain a chronicle of all transactions, which are open to inspection by any member upon a week's notice. If a majority of voting members so request, independent auditors may be appointed to review the chronicle. The treasurer will prepare a financial report, both written and oral, for the Annual General Meeting. The preliminary budget for the year shall be laid out by the October General Meeting, but shall be under review throughout the year.

All purchases or reimbursements up to \$100.00 may be authorized by any one of the three signing officers. Any purchases or reimbursements from \$100.01 to \$300.00 require approval of a majority of the three signing officers. Any purchases or reimbursements totaling \$300.01 or greater require the majority approval of the whole executive.

No member of the Society, nor its Executives, Officers, Coordinators, or any other individuals shall be allowed to borrow or withdraw money from the Society's bank account for personal use.

## **8. Amendments & Decision-Making Policy**

Amendments to this document may be proposed at executive or general meetings or through discussion on the Society's electronic mail list server. Two-thirds of respondents must approve the changes for ratification within one week of notification. The constitution may also be amended at the Annual General Meeting.

Any amendments that directly affects or changes ASX governing policy must be ratified by the group's executive within 1 week of being proposed, unless an emergency situation exists. In the event of such a situation, the executive shall ratify the amendment within three business days.

Anything that is non-policy affecting must be ratified by the executive within 3 business days unless an emergency situation exists. In that event, the executive must ratify the amendment or proposal by the end of the next business day.