

# Constitution of the Astronomy and Space Exploration Society at the University of Toronto

Last Amended: March 27th, 2018

## 1 Name

The organization will be known as the “Astronomy and Space Exploration Society at the University of Toronto”. The organization is referred to with the acronym ASX.

## 2 Purpose and rationale

ASX exists to educate, excite, and inspire students and the general public about astronomy and space exploration. To that end,

1. ASX will engage students and the public in order to cultivate a greater interest in astronomy and the night sky, and to increase public appreciation of the role of astronomy in our culture.
2. ASX will endeavor to explain the benefits and excitement of space exploration.
3. ASX will serve and include students from all disciplines to illustrate the comprehensive and multidisciplinary nature of space exploration. It will foster links between university departments.
4. ASX will also focus on the technical and engineering aspects of space travel and the sciences of astrophysics and cosmology.
5. ASX will strive to be involved in the space community outside of the University of Toronto. It will work with space groups operating outside of the University of Toronto so long as that collaboration is expected to benefit ASX, or to advance ASX’s goals.
6. By increasing public knowledge and interest in space, ASX will indirectly hope to influence current and future space policy, while recognizing that its best hope of doing so is by helping larger groups.

## 3 Membership

An ASX “member” is anyone on the ASX mailing list. Membership is not limited to UofT students or the Toronto community. We are open to anyone interested in sharing their passion for astronomy or space in general. This can be an undergraduate student, a graduate student, a staff or faculty member, or even a member of the public. Anyone wishing to be a member can sign up to join the mailing list by sending an email to [space.society@utoronto.ca](mailto:space.society@utoronto.ca) or sign up at our events by writing down their emails on our recruitment sheets.

## 4 ASX executives and their responsibilities

ASX is governed by a team of executives. This document describes eight roles: President, Vice President, Finance Director, Secretary, Outreach Director, Symposium Director, Events Director, Graphic Designer and Web Designer. All executive members are expected to:

1. Attend every meeting, including the AGM, unless unavoidable absence is communicated to the executive at least 24 hours prior to the meeting. The consequences of failing to attend meetings are outlined in section 5.4.
2. Assist other executives where possible in event promotion, set-up, planning and other tasks.
3. Fulfill the responsibilities of their position, as outlined below.

### 4.1 Positions:

#### 4.1.1 President:

The President must ensure that the organization’s goals are fulfilled. The President will supervise the smooth functioning of ASX by communicating regularly with all of the executives and by leading executive meetings. The President is entitled to read all communications undertaken internally and externally by the ASX executive. The President will closely monitor the progress of all ASX events, and will always clearly understand the state of ASX’s finances as well as being a signing officer of the ASX bank account. The President will also either delegate or assume the responsibility of any vacant role until ASX can find a suitable replacement. The President is ASX’s secondary contact person.

#### 4.1.2 Vice President:

The Vice President has two distinct responsibilities. The first is to secure sponsorships and donations for ASX. The second is to support the President in any presidential work that the President empowers them to oversee.

#### **4.1.3 Outreach Director:**

The Outreach Director is primarily responsible for advertising ASX, managing ASX's social media profiles, cultivating relationships with external organizations, and recruiting members. For large events which require substantial advertisement, the Outreach Director may delegate responsibility for advertising to a number of executives, and should cooperate with the Secretary in creating an effective and consistent online message.

#### **4.1.4 Finance Director:**

The Finance Director is responsible for managing ASX's bank account, and is the only signing officer other than the President. The Finance Director must also provide financial updates upon request, and must responsibly control the budget and keep an updated balance sheet of all income and outflow. The Finance Director must also reimburse as promptly as possible any members who incur expenses on behalf of ASX.

#### **4.1.5 Secretary:**

The Secretary must take minutes during all executive meetings, and must promptly distribute them to the executives once the meeting is done. The Secretary is also responsible for establishing and maintaining the electronic mailing list, and managing the ASX email address. The Secretary is also responsible for managing and sending emails to ASX members, including a monthly newsletter which describes all the relevant space-related events scheduled during the next month. The Secretary is ASX's primary contact person.

#### **4.1.6 Symposium Directors (2):**

The role of the two Symposium Directors is to oversee and manage all activities and tasks related to the Annual Symposium, including contacting and confirming speakers, booking their travel and accommodations, booking the Symposium venue and audio-visual equipment, choosing catering, and any other logistics related to the Symposium. Alongside the President, the Symposium Directors are responsible for delegating these tasks to the other executives as the executives see fit.

#### **4.1.7 Events Directors (2):**

The primary role of the Events Director is to plan and organize public events throughout the year. These include but are not limited to Star Talks, Movie Nights, and Observation Nights.

#### **4.1.8 Graphic Designer (1-2):**

The Graphic Designer is responsible for developing graphics, posters and flyers for ASX events and advertisements. They assist in branding and marketing ASX, and thus work closely with the Outreach Director.

#### **4.1.9 Web Designer:**

The Web Designer is responsible for maintaining and updating the ASX website.

## **5 Meetings**

### **5.1 Executive Meetings**

1. At meetings of the executive team, quorum is established by the presence of at least 2/3 of the executive, rounded up. Decisions will be made with the support of the plurality, unless specified otherwise in this constitution.
2. The president will schedule and lead executive meetings, unless they name another executive to do so.

### **5.2 Annual General Meeting (AGM)**

1. The AGM will take place near the end of the winter term every year, ideally in late March. 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 plurality of voting general members and such decisions will be immediately binding.
2. All members of ASX shall be eligible to vote and run for positions at the AGM.
3. Activities must include a financial report presented by the Finance Director.
4. Activities may include constitutional amendments, which are binding immediately if passed. Such amendments are governed by Article 8.
5. ASX elections are be governed by Article 6.

### **5.3 Strategy Meeting**

1. A Strategy Meeting should be held at the beginning of the academic year to plan ASX's strategy for the upcoming year.

### **5.4 Responsibility to Attend Meetings:**

All members of the executive team are expected to attend meetings. If a member misses more than two meetings without informing the President in advance, or without reason, the President will issue a warning to that member. Missing three meetings without reason is grounds for impeachment. If a member reaches this stage, voting will be held at the third missed meeting. A unanimous vote among present executive members is required to impeach the missing member.

## 6 Elections

### 6.1 Annual Election Process

1. The executives will be elected at the Annual General Meeting. Candidates must be UofT undergraduate students, but any ASX member (see Membership, section 3) can vote in the elections.
2. Candidates may run for up to 3 positions, which they rank in order of preference.
3. If a candidate wishes to run for President, Vice President, Finance Director, or Secretary, then they require a nomination from two other ASX members.
4. Short speeches of no more than 3 minutes shall be given at the AGM by 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.
5. A candidate wins the position which they:
  - (a) Won the election for, and
  - (b) Ranked highest among the elections that they won.
6. In order to win an election, a candidate must receive both:
  - (a) A plurality of the votes, and
  - (b) at least  $(1/3 \text{ rounded down}) + 1$  of the votes cast.
7. All elections are held simultaneously. If the candidates for any position tie, or if no candidates meet the minimum threshold, then a runoff election is held. Runoff elections are conducted until a candidate wins the election.
8. Ballots must include a non-confidence option. If a plurality of voters select non-confidence for any given position, then no runoff election is held, and the position can be filled by application the following year, during by-elections. The bi-election process is outlined in section 6.2 below.
9. The positions of President, Vice President, and Finance Director may only be held by a member who has already served on the executive for at least six months.
10. During the executive elections, two scrutineers who are not on the executive team will be asked to volunteer to oversee the counting of votes.
11. Transfer of power will take place immediately following the AGM.

### 6.2 By-Elections

If a position is unfilled in April, ASX will send out a call for applications at the end of the year and in the fall the following year. Applicants must send in a short statement of interest and a resume. Applications will be reviewed at the strategy meeting in September.

## **7 Finances**

The President and Finance Director will be signing officers for the ASX bank account. The Finance Director will maintain a budget of all transactions that is open to inspection by any member at any time. A majority of voting members may at any time request that independent auditors be appointed to review the budget. The Finance Director will prepare a financial report at the end of each year, and will present it at the Annual General Meeting.

The preliminary budget for the year shall be laid out by October of each year, but shall be continually under review. All purchases must be approved by the Finance Director or President. In order to be reimbursed, executives must provide the Finance Director with a receipt for the purchase.

ASX is prohibited from lending its money to any individual or group under any circumstances.

## **8 Amendments**

Amendments to this document may be made at any time necessary. Amendments can only be adopted through a 2/3 majority vote of all voting members present, rounded up. Under extraordinary circumstances, this document can also be amended by a unanimous vote of a quorum of members, provided that honest efforts were made to notify all ASX members of the proposed amendment at least one week in advance.