

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

### 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 any student or graduate of the University of Toronto who has requested membership in ASX. This request can be informal, implicit, and made at any time. ASX will not attempt to keep any record of its members, and no list can be consulted to determine who is or is not an ASX member. Rather, an ASX member is any student or graduate of the University of Toronto who considers themselves a member of ASX.

### 4. ASX executives and their election

ASX is governed by a team of executives. This document describes eight roles: President, Vice President, Treasurer, Secretary, Outreach Director, Symposium Director, Observing Director, and Marketing Director. In addition to these nine executive positions, the executive is empowered to create coordinator positions through a majority vote of the executive team at any executive meeting where quorum is met<sup>1</sup>. All executive members 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.

Positions:

1. **President:** The President must ensure that the organization’s goals are fulfilled. The President will supervise the smooth functioning of ASX by communicating

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<sup>1</sup>see section 4.9 for a discussion of coordinators, and section 5 for a discussion of meetings and quorum rules.

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.

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.

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. **Treasurer:** The Treasurer is responsible for managing ASX's bank account, and is the only signing officer other than the President. The Treasurer 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 Treasurer must also reimburse as promptly as possible any members who incur expenses on behalf of ASX.<sup>2</sup>

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.

6. **Symposium Director:** The role of the Symposium Director 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 Director is responsible for delegating these tasks to the other executives as the executives see fit. The executives are strongly encouraged to appoint a Symposium Coordinator to assist with these preparations.

7. **Observing Director:** The primary role of the Observing Director is to plan observing nights throughout the year. These events may be coupled with public lectures, and should be held as regularly and frequently as the executive can manage. The Observing Director is also generally responsible for planning any public events that ASX undertakes that have not been assigned to another executive.<sup>3</sup>

8. **Marketing Director:** The Marketing Director is responsible for developing and executing a marketing strategy that is in line with the overall strategy of the Soci-

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<sup>2</sup>For further discussion of reimbursement rules, see section 7. A reimbursement is binding as soon as it has been decided on according to the procedures in that section, even if that decision was verbal or informal.

<sup>3</sup>This implicitly excludes the Symposium, the AGM, and the Strategy Meeting, which are the purview of the whole executive.

ety. The Marketing Director must assist with branding ASX, particularly by developing graphics, posters, and flyers for ASX events and advertisements.

9. Individuals can be appointed to Coordinator positions through a  $\frac{2}{3}$  majority vote of the executive team at any executive meeting where quorum is met<sup>4</sup>, and Coordinator positions should include a Symposium Coordinator and a Webmaster. Coordinator positions should be created as needed to assist a Director with a given job; for example, the Symposium Coordinator assists the Symposium Director, while the Webmaster works closely with the Outreach Director. Once a member is appointed to a coordinator position, they have an equal vote to every other executive in any occasion where executives vote, and they remain in their role until the next Annual General Meeting. At no time may there be more than 4 Coordinators, for a total of 12 executives.

## 5. Meetings

### 1. Executive Meetings

a) At meetings of the executive team, quorum is established by the presence of at least  $\frac{2}{3}$  of the executive, rounded up. Decisions will be made with the support of the plurality, unless specified otherwise in this constitution.

b) The president will schedule and lead executive meetings, unless they name another executive to do so.

### 2. Annual General Meeting (AGM):

a) 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.

b) All members of ASX shall be eligible to vote and run for positions at the AGM.

c) Activities must include a financial report presented by the Treasurer.

d) Activities may include constitutional amendments, which are binding immediately if passed. Such amendments are governed by Article 8.

e) ASX elections are governed by Article 6.

### 3. Strategy Meeting:

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

## 6. Elections

1. The executive will be elected at the Annual General Meeting.

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, Treasurer, 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 ( $\frac{1}{3}$  rounded down) +1 of the votes cast.

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<sup>4</sup>See section 5.

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 at the next Strategy Meeting, or at any other sufficiently advertised general meeting during the following year. This applies to both contested and uncontested elections.

9. The positions of President, Vice President, and Treasurer 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.

## **7. Finances**

The President and Treasurer will be signing officers for the ASX bank account. The Treasurer 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 Treasurer 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 or reimbursements up to \$100 may be authorized by either one of the two signing officers. Any purchases or reimbursements from \$100 to \$300 require approval of a majority of the three signing officers. Any purchases or reimbursements totaling \$300 or greater require the majority approval of the whole executive. ASX is prohibited from lending its money to any individual or group under any circumstances.

## **8. Amendments**

Amendments to this document may be made only at the Annual General Meeting or at the annual Strategy Meeting. Amendments can only be adopted through a  $\frac{2}{3}$  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.