

Constitution and Bylaw of ARMA's University of Toronto Student Chapter

I. Name of the organization

The official name of the recognized student group shall be the "American Rock Mechanics Association University of Toronto student chapter". The acronym or abbreviation of this group shall be ARMA UToronto student chapter.

II. Purpose

ARMA UToronto student chapter's goal is to disseminate information through presentations, meetings, publications (ARMA E-News), and symposiums to engage geotechnical, civil and geomechanics students as well as other members in various fields of engineering, geology, and oil & gas. The purpose being to educate and better deliver state of art of rock mechanics knowledge whilst promoting the development of knowledge within the field.

III. Membership

III-A. Eligibility

- Members must be enrolled and registered students (undergraduate or postgraduate) at University of Toronto.
- Members must be interested in rock mechanics and its applications.
- Membership is free.
- Members must register by providing their full name and a valid email address through an online registration form.

III-B. Executive Positions

- Executive members with voting privileges shall be currently registered students of the University of Toronto.
- Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.
- At any given time, the student chapter shall have at least one (1) academic advisor who is an appointed full professor at the University of Toronto and an active member of ARMA, whose research interest is in rock mechanics.

III-C. Non-voting membership

- Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. However, these members do not hold any voting rights.

III-D. Privileges of Membership

A member would be allowed to participate in all activities arranged by the chapter, including but not limited to meetings, events, and field trips as well as voting during the annual general meetings.

III-E. Revocation of Membership

Membership can be revoked for cause upon vote by 50% +1 of the executive members, excluding any executive member in question, and the appointed academic advisor.

III-F. Non-Discriminatory Policy

ARMA UToronto student chapter, prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status, in its employment and in all of its programs, activities, and opportunities available to its members, except where allowed by law.

All actions and policies of the student chapter shall conform to the policies of Federal and Provincial Government Laws.

IV. Officers/Executive Committee

IV-A. Officers

- The executive committee shall be comprised of at least five (5) elected officers. The officers of the organization shall consist of president, vice-president, treasurer, event coordinator and recording secretary. Term of office held is one academic year.
- Should an Officer cease to be a Member, she or he shall resign office at the end of his or her term of office.
- The Officers shall hold their respective offices for a period of one (1) year beginning May 01.
- All Officers are eligible for re-election.
- If an executive officer resigns and/or forfeits their position before November, preference is given to other executive members to apply for the open position, Else, a special election (Section IV-E) is held for interested candidates.

IV-B. Qualifications

- A. All officers shall be members of the organization who have been in good standing with the chapter for the duration of their membership.
- B. Officers shall be Members for at least three (3) months before seeking election and shall continue to be Members while in office.
- C. The officers may not miss more than one-third (1/3) of the meetings. Advanced notification of absence must be sent to secretary to be exempted from meeting attendance.
- D. Extenuating circumstances will be evaluated by the current officers and faculty advisor.

IV-C. Duties

The schedule presented in Appendix A identifies the individuals currently in office and their term. The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, webmaster, and so on; however, such positions do not hold executive decision-making authority.

a. President

The duties of the president shall be:

- perform duties customarily pertaining to the office ensuring the operations, management, and success of the chapter.
- preside over meetings of the organization.
- perform other duties including all daily campus corresponding academic and communications.
- handle external affairs such as communicating and cooperation with other organizations.
- inviting guest speakers and official correspondence.
- be the spokesperson for the group.
- hold signing officer authority along with the Treasurer for financial purposes.
- ensure transition of office to the future executives.

b. Vice-President

The duties of the vice-president shall be:

- perform duties customarily pertaining to the office.
- assume duties of the president in his/her absence.
- coordinate organizational recruitment efforts.
- perform duties assigned by the president.
- oversee the various committees.
- ensure that all the activities of the club meet regulations and policies of the University of Toronto.
- prepare the annual report for ARMA.

c. Treasurer

The duties of the treasurer shall be:

- perform duties customarily pertaining to the office.
- keep an accurate ledger of the organization's budget and expenditures.
- report to the treasurer of University of Toronto association (The Office of Student Life).
- prepare a budget preceding the end of the spring semester for the submittal to The Office of Student Life financial committee.
- disburse the budget of the current fiscal year under The Office of Student Life financial guidelines.
- prepare budget forecast at the beginning of the year based on the anticipated activities.
- perform those duties assigned by the president.
- be responsible for applying for and documenting funds from The Office of Student Life and other resources.
- hold signing officer authority along with the President for financial purposes.
- Maintain a budget of income and expenses along with receipts.
- Advise members on financial position of the group.

d. Event Coordinator

The duties of the Event Coordinator shall be:

- coordinate and plan regular and special events and activities.
- prepare posters and flyers for those events.
- update and promote the chapter's activities through various social media channels.
- plan/prepare for the newsletter.
- obtain feedback on events and audience interactions on social media channels.
- perform those duties assigned by the president.

e. Secretary

The duties of the secretary shall be:

- perform duties customarily pertaining to the office.
- act as a secretary of all the meeting of the organization and record the minutes thereof.
- help the president, conduct all official correspondence.
- keep a roll of all members of the organization.
- perform those duties assigned by the president.
- maintain the web sites and member contact list.
- Record notes and motions for meetings.
- notify all members of meetings.

IV-D. Elections

Elections will be held at the membership meeting with the exception of absentia voting through e-mail balloting prior to the membership election meeting. 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.

a. Announcement of Candidacy

Those wishing to run for office must email the secretary 4 weeks before end of March with the following items: the requested position and one short paragraph (200 words) detailing the reasons they should be considered for the position. The secretary will verify that the candidate is eligible to run. Nominations for officers will start in March of the spring semester.

Candidates must be members in good standing and be part of the group for at least three (3) months prior to the nomination period. The candidates should also be registered for the entire academic year they are expected to hold office.

b. Ballots

A ballot will be sent to each voting member of the chapter.

c. Voting

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members along with the faculty advisor to conduct and hold elections in March.

Members will be allowed one vote per position

For in-person votes three (3) election dates before March 30th shall be selected 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. Each voting U of T registered student shall be provided with a paper ballot on the voting dates and asked to place their ballot in an enclosed box.

Mail-in and on-line ballots must be sent back to the Elections Committee within one week of ballots being sent to the chapter.

Voting will require a two-thirds vote of all eligible voters to elect a member to a position.

After the election is over, the Elections Committee shall count the ballots. The candidate with the most votes shall be elected to the position. The Elections Committee shall submit a report of the results of the elections to the Executive Committee and general members.

d. Appointment

New officers will be appointed by a majority of votes cast for each position. In the case of a tie, the candidates will be reviewed by the current officers and the faculty advisor, and the most appropriate candidate will be chosen to fill the position.

IV-E. Special Elections

In the event that an executive member resigns/forfeits their position prior to November. A special election will be held to fill the vacant position.

a. Announcement of Candidacy

Those wishing to run for office must email the secretary 1 week from announcement of the vacancy with the following items: the requested position and one short paragraph (200 words) detailing the reasons they should be considered for the position. The secretary will verify that the candidate is eligible to run.

Candidates must be members in good standing and be part of the group for at least three (3) months prior to the nomination period.

b. Ballots

No less than 2 weeks after the call for elections, a ballot will be sent to each voting member of the chapter.

c. Voting

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members along with the faculty advisor to conduct and hold elections.

Mail-in and on-line ballots must be sent back to the Elections Committee within one week of ballots being sent to the chapter.

After the election is over, the Elections Committee shall count the ballots. The candidate with the most votes shall be elected to the position. The Elections Committee shall submit a report of the results of the elections to the Executive Committee and general members.

d. Appointment

New officers will be appointed by a majority of votes cast for each position. In the case of a tie, the candidates will be reviewed by the current officers and the faculty advisor, and the most appropriate candidate will be chosen to fill the position.

V. Termination of Executives or General Members:

Any member of ARMA UToronto student chapter who commits an act negatively affecting the interests of the student chapter and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a 50%+1 majority vote of the current executives 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 chapter'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 student chapter.

VI. Finances

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

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.

VII. Meetings

VII-A. Semi-Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term. The Executive Committee will announce these dates one (1) month 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 voting members in attendance for a vote to be cast. The motion with the most votes will be passed.

VII-B. Executive Committee Meetings.

The executive committee shall meet on a monthly basis . At the first meeting of each semester, the tentative meeting dates will be announced by the President for the rest of the semester.

VII-C. Attendance

Attendance, for AGM and Election meetings, will be taken in order to determine eligibility for voting membership status as well as eligibility to run for office.

VII-D. Quorum

For AGMs, two-thirds (2/3) of the total members of the organization shall constitute a quorum for the transaction of official business.

VIII. Annual Reports

VIII-A. Student Chapter Report:

At the end of each year, the executive committee, supported by the officers of the chapter, will prepare a report highlighting the books and records, including minutes of meetings reports on events, and a financial statement for the year.

Copy of the annual report shall be sent, by the President, to the Board of ARMA or its designated recipient.

IX. Amendments

Any registered U of T students may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

These bylaws are subject to initial approval by The Office of Student Life and subject to revision by the Student Affairs Committee. Following the initial approval by The Office of Student Life, these bylaws may be revised at any time by a vote of at least two-thirds (2/3) of the members of the organization in good standing with regard to the student code of conduct and the bylaws of the University of Toronto.

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) within two (2) weeks of its approval by general members.

Appendix A

May 2021 – April 2022		
Position	Name	Email
President	Aly Abdelaziz	aly.abdelaziz@mail.utoronto.ca
Vice-President	Mei Li	meili.li@mail.utoronto.ca
Treasurer	Earl Magsipoc	e.magsipoc@mail.utoronto.ca
Event Coordinator	Bezawit Haile	bezawit.haile@mail.utoronto.ca
Secretary	Kareem Aboayanah	kareem.aboayanah@mail.utoronto.ca
Faculty Advisor: Prof. Giovanni Grasselli (giovanni.grasselli@utoronto.ca)		