

# Undergraduate Theory Group Constitution

2016-2017

Approved on September 28, 2016

## 1 Name

Undergraduate Theory Group (UTG).

## 2 Purpose

The purpose of the group is to introduce its members to the various sub-fields in Theoretical Computer Science. Presentations take place to educate group members on terms and concepts related to these sub-fields, with the purpose of increasing awareness about past, current, and potential research directions. The group also helps connect the undergraduate and graduate/faculty theory communities, providing advice to students on courses, research opportunities, and hosting graduate or faculty talks.

## 3 Definitions

For the purpose of this group, we define Theoretical Computer Science (TCS) to be the general field of study concerned with the mathematical underpinnings of computation. More specifically we abide by the ACM Special Interest Group on Algorithms and Computation Theory (SIGACT) definition: TCS covers a wide variety of topics including algorithms, data structures, computational complexity, parallel and distributed computation, probabilistic computation, quantum computation, automata theory, information theory, cryptography, program semantics and verification, machine learning, computational biology, computational economics, computational geometry, and computational number theory and algebra. Work in this field is often distinguished by its emphasis on mathematical technique and rigor.<sup>1</sup>

## 4 Membership

Any person in the University of Toronto community (students, staff, faculty, and alumni) may join the group, become an executive member, nominate others to become executives, vote in elections, and propose and vote on constitutional amendments. The executive committee reserves the right to expel a member (see **section 6** of this document).

## 5 Executives

The Executive Council consists of 6 elected<sup>2</sup> positions and 1 appointed position. Appointed members must be approved by 60 % of the Executive Council.

The elected positions are: **President**, **Vice President**, **Treasurer**, **Communications Officer**, **Seminar Organizer**, and **General Events Manager**. The positions of **President** and **Vice President** must

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<sup>1</sup>ACM SIGACT, <http://www.sigact.org>, 2014.

<sup>2</sup>Subject to the conditions in Section 8.

always be filled. In the event that no **Treasurer** is elected, the **Vice President** takes on this role. The roles of **Communications Officer**, **Seminar Organizer**, and **General Events Manager** positions are not mutually exclusive, and in the event that they are not filled the responsibilities are to be taken on by members of the Executive Council.

The only appointed position is that of the **Designer(s)**, which may be filled by more than one UTG member, including executives.

All these positions are to be held by members of UTG as defined in **section 4**.

## 5.1 Details and Responsibilities:

### • **President**

1. is accountable for all actions and operations of the group;
2. acts as a signing officer of the group;
3. establishes the short-term and long-term goals of the group;
4. ensures that proper communication is maintained between group executives;
5. addresses any concerns brought forth by the group executives;
6. ensures the group is following its mandate and abiding by its constitution;
7. ensures that any constitutional amendments or changes to the group's mandate are communicated to all group members, and approved by at least 60 % of the group's voting members.

### • **Vice President**

1. shares responsibilities 3 to 7 with the **President**;
2. takes on the presidential role if the **President** is incapacitated.

### • **Seminar Organizer**

1. reaches out to faculty and other speakers, ensuring that the **President**, **Vice President**, and **Communications Officer** have first proofread any such request;
2. occasionally surveys the UTG group for desirable speakers and seminar topics;
3. books rooms with OSM at least two weeks in advance (if possible);
4. notifies **Designers** and the **Communication Officer** of upcoming events at least two weeks in advance (if possible);
5. communicates funding requests (e.g. catering) to the Treasurer at least two weeks in advance (if possible).

### • **General Events Manager**

1. plans all non-seminar-related events, including social events, meetings, and tutorials;
2. occasionally surveys the UTG group for desirable social events, tutorial topics, etc;
3. shares responsibilities 4 and 5 with the **Seminar Organizer**.

### • **Communications Officer**

1. keeps the Facebook group, mailing list, and website updated and synchronized;
2. communicates with related groups like the CSSU and Math Union when relevant;
3. cooperates with the **Seminar Organizer** and **General Events Manager** to publicize events to all UTG members, and optionally other undergraduates, graduate students, and faculty;

4. oversees and proofreads official group communications by the **Seminar Organizer, President, and Vice President**.

- **Treasurer**

1. handles the group's financial resources;
2. is a signing officer of the group;
3. provides group members with financial updates, on a monthly basis;
4. records all financial transactions of the group;
5. works with the **Seminar Organizer** and **General Events Manager** to ensure sufficient funds are provided;
6. seeks and applies for funding opportunities;
7. reports any financial issues to the **President**.

- **Designer(s)**

1. work with the **Communications Officer, Seminar Organizer, and General Events Manager** to create digital and print banners and posters;
2. is/are entitled to credit wherever their work is used.

**Terms of office:** executives hold their position, beginning with their appointment, until the next election cycle (see Section 8).

## 6 Impeachment

The executives may call a meeting to decide on the expulsion of a member from the executive committee. The member in question may provide a defence via written and signed documentation, which will be read and discussed at the meeting, directly prior to having the executives vote. A two-thirds majority of executive members must then agree on the removal of the member from the executive committee before voting among the general membership can take place. The member in question may make a public appeal to the general membership prior to voting. To be removed from the executive committee, the decision must be ratified by a majority vote of the general membership. Election protocol will be followed (see **section 9**).

## 7 Finances

The group is fully aware of, and accepts the fact that, the **University of Toronto Students' Union** and **Office of Student Life** may request to audit the group's finances.

The group's **President** and **Treasurer** are the only two legal signing officers.

All group members are free to inquire about financial information, which will be provided to them by the **Treasurer**. Executives will be briefed on the group's finances on a monthly basis.

Financial needs are to be estimated by the **Treasurer** to ensure proper budgeting. Any group expenses require approval from the **Treasurer** and **President**.

## 8 Elections

Official elections take place on the final month of the Spring term. In the event that one or more executive positions are not filled, by-elections for those positions must be held on the second month of the following Fall term.

### 8.1 Running for a position

To run for one of the 6 unique executive positions, one must:

- be a UTG member, as defined in **section 4**;
- present documentation stating personal intentions, as well as a plan of action for assisting the group in achieving its short-term and long-term goals.

It is preferable that those running for executive positions have been affiliated with the group for several months.

It is preferable that the **President** and **Vice President** be jointly elected as good cooperation between them will effectively ensure healthy group development and progress.

### 8.2 Election Process

The election process will be run by a chief election officer (any executive member who will not be running for any executive position) along with two scrutinizers (any members of the club who will not be running for any executive positions). The scrutinizers are to tally all the votes and declare a winner for each position. A successful candidate is one who has the majority of the votes (50+1%) of the general voting membership. In case of a tie for a position, the previous **President** will cast the deciding vote, with the exception of the **President** position, in which case the **Vice President** will cast such a vote.

The election process will take place near the end of the term to form a committee for the next term.

A by-election will be called by the executives if any position should become vacant.

All and only official group members may vote. Picture identification will be required to vote. Elections are to take place on a specified day, time, and location, which all group members will be notified of at least 2 weeks in advance. The election process will last a maximum of two hours.

A ballot system will take place. Each ballot will contain the names of the members running for the respective positions. Votes can be cast for any of the 6 unique executive positions.

## 9 Amendments

Amendments may be proposed by any members of the group, as defined in **section 4**. All members are welcome to vote on constitution changes, which will come into effect if and only if at least  $2/3$  of the general voting membership is in favour of the change, which is to take effect within a month of the decision. All members will be fully notified of any items proposed.