

The Constitution for the Ontario Tech Humanities Society



An Amendment of "The Constitution for the Ontario Tech Humanities Society"

Amended by

As Amended on: October 24, 2023

Table of Contents

Table of Contents.....	1
PART 1: ONTARIO TECH HUMANITIES SOCIETY.....	2
Section 1.01: The Society.....	2
Section 1.02: Objectives & Purposes.....	2
Section 1.03: History & Composition.....	3
Section 1.04: Definitions.....	3
PART 2: MEMBERSHIP.....	5
Section 2.01: General Membership.....	5
Section 2.02: Rights, Privileges, and Obligation.....	5
PART 3: THE EXECUTIVES OF THE SOCIETY.....	6
Section 3.01: The Executives of the Society.....	6
Section 3.02: Hiring for Vacant Executive Roles.....	7
Section 3.03: Responsibilities of Executives.....	7
Section 3.04: Duties of Executives.....	8
PART 4: THE BOARD.....	12
Section 4.01: The Board.....	12
Section 4.02: Hiring of the Board.....	12
Section 4.03: Responsibilities of The Board.....	12
Section 4.04: Duties of The Board.....	13
PART 5: SOCIETY ADVISORS.....	14
Section 5.01: The Faculty Advisor (FA).....	14
PART 6: ANNUAL GENERAL MEETING (AGM).....	14
Section 6.01: AGM Requirements.....	14
PART 7: BUDGETS.....	15
Section 7.01: Budgets.....	15
Section 7.02: Fiscal Accountability.....	15
PART 8: AMENDMENTS TO THIS CONSTITUTION.....	16

PART 1: ONTARIO TECH HUMANITIES SOCIETY

1.00.01 - Vision

1.00.01.01 - Our vision is to represent, advocate, and engage all students in every major in the Faculty of Social Sciences & Humanities while advancing the downtown experience.

1.00.02 - Values

In everything we do ...

- 1.00.02.01 - We seek excellence and foster innovation.
- 1.00.02.02 - We instill passion and encourage initiative within the downtown campus.
- 1.00.02.03 - We act with integrity, accountability, and transparency.
- 1.00.02.04 - We demonstrate inclusivity, equity, and diversity.
- 1.00.02.05 - We are transparent and authentic in our vision for the campus.
- 1.00.02.06 - We unite to make a difference in the downtown Oshawa community.
- 1.00.02.07 - We work together as students to improve student life downtown.
- 1.00.02.08 - We involve ourselves in learning, growth, and enjoyment.

Section 1.01: The Society

1.01.01 - The association's name shall be the Ontario Tech Humanities Society ("OTHS").

Section 1.02: Objectives & Purposes

Ontario Tech University's (OTU) Ontario Tech Humanities Society (hereinafter "Society"), acting in the best interests of the students of the Social Science and Humanities (SSH) faculty, hereby expresses its intention to adhere to the following objectives and purposes:

- 1.02.01 - To promote and organize activities for its members and students of the SSH Faculty, including but not limited to athletic, recreational, academic, professional, and social events.
- 1.02.02 - To represent the undergraduate SSH students at OTU to the community at large, as well as industry professionals.
- 1.02.03 - To cultivate a spirit of interest, assistance, and fellowship amongst its members.
- 1.02.04 - To act as a liaison between the students of SSH and the Ontario Tech Student

Union (OTSU) at OTU, as well as organizations of professionals, the administration, the faculty, and other outside organizations.

1.02.05 - Represent and uplift the voices of the Faculty of Social Sciences & Humanities students at Ontario Tech University.

1.02.06 - To liaise with organizations of industry professionals, the university administration and faculty, other stakeholders, and organizations at Ontario Tech University on behalf of the Social Sciences & Humanities undergraduate student body.

1.02.07 - To work collaboratively with the OTSU Executive and Faculty administration to develop strategic plans as they may affect our faculty members.

1.02.08 - Act within the principles of advocacy, transparency, and accountability.

Section 1.03: History & Composition

1.03.01 - The OTSU Faculty Society system was created in 2009 as it was decided that each faculty should be represented by one governing student body. This system is thereby put in place by the Ontario Tech Humanities Society. The Ontario Tech Humanities Society, formerly the “Social Sciences & Humanities Student Society,” was officially ratified in 2013.

1.03.02 - The following is the Constitution of the Society. This body represents all students from the Social Science and Humanities Faculty. This document forms the terms of reference for its operations, activities, and policies. In this Constitution:

1.03.02.01 - Efforts should be made so that the Executive Team will effectively represent all programs equally within the Social Science and Humanities Faculty.

1.03.02.02 - Each program should be represented equally for the strategic planning of events, advocacy initiatives, and societal efforts, such as events encompassing all majors, specializations, and academic interests of the FSSH student body. We aim to represent a faculty with various programs within it.

Section 1.04: Definitions

In this and all other sections of the Constitution, unless the context requires otherwise:

1.04.01 - **Annual General Meeting:** A meeting of the general membership of an organization in which a quorum is met.

1.04.02 - **Clear Academic Standing:** Students must maintain a minimum cumulative grade point average of 2.00 to remain in clear standing.

1.04.03 - **Constitution:** the Constitution of the Society which governs the affairs of the OTHS.

1.04.04 - **Emergency Meeting:** is a meeting conducted in the event of a pressing

situation that must immediately be addressed. Requirements for quorum can be waived if the missing executive members provide consent and assign their votes as proxies to a present Executive. The Executive shall only conduct business regarding one pressing issue within such a meeting.

- 1.04.05 - **Executive**: the highest governing body within the Ontario Tech Humanities Society (OTHS), as stated in part 3.
- 1.04.06 - **Executive Meeting**: a meeting that requires the attendance of at least half of the Executive members. General members of the SSH Faculty may attend as observers upon request but may not speak unless called upon and cannot vote;
- 1.04.07 - **Faculty**: refers to a group of academic programs under a specific discipline at Ontario Tech University.
- 1.04.08 - **Ontario Tech Student Union**: non-profit organization led by students elected by the Ontario Tech student body. The Ontario Tech Student Union members include, but are not limited to, the President, the Vice President Downtown, the Vice President Student Affairs, the Vice President Student Life, the Board of Directors, and the professional staff.
- 1.04.09 - **Position Holder**: Holder of any Ontario Tech Humanities Society position.
- 1.04.10 - **Quorum**: For AGM, quorum stands at 2% of general members from the student body outside of the executive team for that specific year. For Executive meetings, please review 3.01.07.
- 1.04.11 - **Ratification**: According to the Societies Policy, every Society, Sub-Society and Club must submit a ratification package before September 30 of each calendar year to maintain their status as an organization within the Ontario Tech Student Union.
- 1.04.12 - **Society**: the Ontario Tech Humanities Society, the acronym of which is "OTHS," that is, the organization whose membership consists of Society members, which include the related clubs.
- 1.04.13 - **Society Executives**: refers to individuals who voluntarily help manage a Society. There can be several executive officer positions within a Society, each dealing with a specific facet of society management. To be eligible to hold a Society Executive position, individuals must be enrolled full-time in the Faculty their Society represents and be elected via Society Elections.
- 1.04.14 - **Society General Member**: refers to individuals who voluntarily join and participate in Society affairs. Individuals must have participated in at least 20 hours of Society activities over the academic year to receive official recognition as a general member from Ontario Tech. To be eligible to participate as a general member, individuals must be enrolled full-time in the Faculty their society represents; in this case, the Faculty of Social Sciences and Humanities.
- 1.04.15 - **Student Union Societies**: refers to faculty-based groups operated and managed by students. These students are elected into their executive positions each year by their peers. Societies exist to provide their membership with rewarding social, professional and educational opportunities. Each Society represents one Faculty and can consist of Sub-Societies. Societies represent all students in their membership equally.
- 1.04.16 - **Term of Office**: Association officials shall begin on the first day of May

following the election of the new Executive and shall end on the last day of April of the following calendar year;

1.04.17 - **University:** Ontario Tech University in Oshawa, Ontario

PART 2: MEMBERSHIP

Section 2.01: General Membership

2.01.01 - Full general membership in the Society is restricted to full-time undergraduate SSH students in a major or minor program within the Faculty of Social Sciences & Humanities.

2.01.02 - Executive members cannot be general members.

2.01.03 - If an executive member is fired, they cannot apply for general membership for one year.

2.01.04 - General members can attend regular society meetings to stay updated on upcoming events, share ideas, and participate in decision-making processes.

2.01.05 - Members are encouraged to participate in the events and activities the society organizes. This could include workshops, seminars, conferences, social gatherings, community service projects, and more.

2.01.06 - General members are welcome to suggest ideas for events or initiatives that align with the society's goals and objectives. Their input is valuable in shaping the Society's activities.

2.01.07 - Depending on the society's activities, general members may be called upon to volunteer their time and support organizing and running events.

2.01.08 - General members can help promote the society's events and initiatives through social media, word-of-mouth, and other channels to increase participation and visibility.

2.01.09 - Being respectful, supportive, and inclusive is crucial in maintaining a positive atmosphere within the Society, and general members play a vital role in achieving this.

2.01.10 - General members can also be involved in recruitment efforts to bring in new members and expand the Society's reach and impact.

Section 2.02: Rights, Privileges, and Obligation

2.02.01 - The rights and privileges of General members of the Society or any FSSH student shall include:

2.02.01.01 - To vote in all Society elections;

2.02.01.02 - To speak for or against any motions during the AGM;

2.02.01.03 - To move or second motions at Society Annual General Meetings or Society

- Special General Meetings;
- 2.02.01.04 - To vote at Society Annual General Meetings or Society Special General Meetings;
- 2.02.01.05 - To gain admission to and actively participate in any Society-sponsored event and program subject to particular event or program restrictions.

PART 3: THE EXECUTIVES OF THE SOCIETY

Section 3.01: The Executives of the Society

- 3.01.01 - These positions must be filled by elected undergraduate SSH students in good academic standing and shall consist of a:
- 3.01.01.01 - President
 - 3.01.01.02 - Vice President of Operations and Management
 - 3.01.01.03 - Director of Financial and Administrative Operations
 - 3.01.01.04 - Director of Policy and Advocacy
 - 3.01.01.05 - Director of Public Relations and Communications
 - 3.01.01.06 - Director of Events Programming
- 3.01.02 - The President, Vice-President of Operations and Management, Director of Events Programming, Director of Public Relations and Communications, Director of Policy and Advocacy, and the Director of Financial and Administrative Operations shall be elected by members of the Society separately during the same election. The campaign and election shall be held in accordance with the OTSU's Nomination & Election Policy. If they are vacant, the hiring process may be introduced.
- 3.01.03 - All candidates for President, Vice-President of Operations and Management, Director of Events Programming, Director of Public Relations and Communications, Director of Policy and Advocacy, and Director of Financial and Administrative Operations must be in good academic standing and be enrolled in a Faculty of Social Sciences & Humanities program.
- 3.01.04 - Should the position of President become vacant, the Vice-President of Operations and Management shall fill this position effective immediately. The Vice President of Operations would seek to fill their role through a prompt hiring process. In transitioning to the President role, the Club & Society Assistant must be notified via email with a transition letter, and the new President must contact the OTSU's Vice President of Student Life to make them aware of the change.
- 3.01.05 - If no students are elected for any executive positions within the society, the non-returning outgoing executive team and incoming OTSU executives will then comprise the hiring committee. See Part 2, Membership.
- 3.01.06 - Should the executive positions listed in section 3.01.01 all become vacant, they shall be filled by election in accordance with the OTSU's Nomination and Election Policy to

elect those aforementioned positions. All Active General Members shall be notified of the vacancy and have the opportunity to submit their names for consideration. Not more than twenty (20) days of classes shall pass before the new executives with the positions listed in section 3.01.01 take office.

3.01.07 - Executive meetings will be held at least once a month, with attendance taken by the Director of Financial and Administrative Operations. If a vote is being held at the meeting, the quorum for the executive board is 50% + 1 of the current OTHS executives.

Section 3.02: Hiring for Vacant Executive Roles

3.02.01 - If any executive position remains vacant after the election period, a hiring committee comprised of OTSU executives and past OTHS executives, who are still students and also willing to partake, will be made to ensure a prompt and fair hiring process.

3.02.02 - The hiring process will consist of posting the vacant positions and their position descriptions on the official Society Instagram page. Then, a Google Form will be created for applicants to submit their resumé and any other necessary information by the hiring committee. Then, any interested candidates who are current FSSH undergraduate students will be contacted with a request to book an interview time with the hiring committee. At least two [2] hiring committee members must attend each interview. Upon completion of the interview, accepted candidates will receive notification of the committee's intent to offer the position within 48 hours.

Section 3.03: Responsibilities of Executives

3.03.01- Executive's General Roles and Responsibilities:

3.03.01.01 - Actively engage with society, the faculty, students, and other stakeholders.

3.03.01.02 - Participate with the team through various mediums to determine the best course of action and provide feedback for events while contributing to the ongoing functions of society.

3.03.01.03 - Executives must read meeting minutes once the Director of Financial and Administrative Operations has posted them.

3.03.01.04 - Represent the society in external affairs.

3.03.01.05 - Fulfill their duties outlined in the constitution and society position contracts.

3.03.02 - Powers & Authority of Executive Members

3.03.02.01 - The Executive Team of the Society shall have the following authority:

3.03.02.02 - To adopt by-laws and other enacted documents for the promotion and fulfillment of the purposes and aims of the Society through the proper channels.

3.03.02.03 - To call General and Emergency Meetings (where necessary) of the Executive Council per the Constitution.

3.03.02.04 - To endorse the validity and ratify the results of all Society Elections.

3.03.02.05 - To represent the Society on campus.

Section 3.04: Duties of Executives

3.04.01 - **President:** The duties of the President shall include the following but shall not necessarily be limited herein:

3.04.01.01 - Shall be responsible for setting the Society's Annual Work Plan. Shall ensure that the Society Annual Work Plan is executed and set for the year in collaboration with the executive team and oversee any activities of the Society, as well as any Sub-Societies;

3.04.01.02 - Shall oversee the management of the executive team and ensure that all members maintain the integrity and spirit of the Society; Shall supervise and direct other Society Executives;

3.04.01.03 - Shall chair internal meetings with the executive team;

3.04.01.04 - Shall be responsible for responding to external requests and maintaining communication with students, the FSSH faculty, Dean's office, broader university administration, and outside organizations if necessary;

3.04.01.05 - Shall act as a representative on external councils, including the President's Council and Faculty Council;

3.04.01.06 - Shall be the society spokesperson and act as a liaison and coordinate representation of the Society to, but not exclusively, the OTSU, the University, the Faculty of Social Sciences & Humanities, and other University faculties;

3.04.01.07 - Shall make plans to actualize Society's goals and aspirations;

3.04.01.08 - Shall be the society's primary liaison with the Club and Society Coordinator;

3.04.01.09 - Shall abide by the OTSU elections and referenda policies and carry out duties associated with these policies;

3.04.01.10 - Maintain contact with OTSU FSSH Director monthly;

3.04.01.11 - Shall also engage in other duties deemed appropriate to the position;

3.04.01.12 - Shall monitor all Society records and ensure that all minutes are collected and distributed to the Society in a timely manner;

3.04.02 - Vice President of Operations and Management: The duties of the Vice President of Operations and Management shall include the following but shall not necessarily be limited herein:

- 3.04.02.01 - Shall act as the deputy to the President in all capacities during their absence;
- 3.04.02.02 - Shall conduct, with the assistance of the President, all business related to the internal management of the Society, including management of human resources, internal affairs, internal conflict resolution, and team cohesion;
- 3.04.02.03 - Shall ensure that all executive team training, as mandated by the OTSU, is completed by executives in a timely manner;
- 3.04.02.04 - Shall be responsible for organizing all larger-scale team meetings;
- 3.04.02.05 - Shall assist the President in the execution of the Annual Work Plan and oversee the strategic vision of the society;
- 3.04.02.06 - Shall ensure that responsibilities are evenly distributed within the Society;
- 3.04.02.07 - Shall develop and implement policies and procedures that are necessary for the overall functioning of the Society, including enforcing compliances with the constitution, by-laws, and regulations of the Society;
- 3.04.02.08 - Shall assist in running executive team meetings and creating meeting agendas;
- 3.04.02.09 - Shall be responsible for collecting and reviewing executive transition reports at the end of the term and distributing them to incoming executives;
- 3.04.02.10 - Shall monitor internal communication of the executive team and ensure executives are up to date with the necessary information and important dates;

3.04.03 - Director of Financial and Administrative Operations: The duties of the Director of Financial and Administrative Operations shall include the following but shall not necessarily be limited herein:

- 3.04.03.01 - Shall ensure that Society initiatives are effectively resourced and funded;
- 3.04.03.02 - Shall be responsible for drafting, presenting, implementing, and activity monitoring the internal OTHS budget;
- 3.04.03.03 - Shall account, oversee, and maintain an understanding and collect records of the internal OTHS budget;
- 3.04.03.04 - Shall research new funding for Society when necessary;
- 3.04.03.05 - Shall supervise the development of merchandise designs and ensure it

reflects the branding of the Ontario Tech Humanities Society;

- 3.04.03.06 - Shall be responsibly proposing any adjustments for the levy fee and how the funds shall be spent to help operate the initiatives of the Ontario Tech Humanities Society;
 - 3.04.03.07 - Ensuring the OTHS utilizes the levy fee to contribute to the programming and operations of the OTHS accordingly;
 - 3.04.03.08 - Coordinating with the Director of Event Programming and Social Programming Coordinator to help maximize the budget and plan budget-friendly events;
 - 3.04.03.09 - Overseeing the Sponsorship and Technological Coordinator to design merchandise and find ways to expand the Society's funding, partnerships, or sponsorships;
 - 3.04.03.10 - Shall handle the distribution of emails to society members, ensuring privacy and confidentiality when notifying them about upcoming events, society updates, downtown campus initiatives, and Society hiring opportunities;
 - 3.04.03.11 - Shall coordinate executive meetings, arrange virtual meeting links, and book the necessary classrooms or meeting spaces;
 - 3.04.03.12 - Shall take minutes in addition to tracking attendance at Society and executive meetings;
 - 3.04.03.13 - Shall be responsible for managing the organizational evaluation of the Society, including conducting membership surveys, reporting findings to the executive team, and implementing recommendations to ensure the growth and practical development of the society;
 - 3.04.03.14 - Shall be responsible for planning, booking, and executing class visits at the start of each semester to promote general membership of the Society and sub-societies.
- 3.04.04 - **Director of Policy & Advocacy:** The duties of the Director of Policy & Advocacy shall include the following but shall not necessarily be limited herein:
- 3.04.04.01 - Shall identify issues and advocacy opportunities for FSSH students and develop strategic advocacy and policy engagement initiatives for the OTHS;
 - 3.04.04.02 - Shall establish policy positions for which the OTHS is advocating towards;
 - 3.04.04.03 - Shall identify and work with external and internal stakeholders to support advocacy initiatives;
 - 3.04.04.04 - Shall advocate for the greater inclusion of the Ontario Tech Downtown Campus in policy, events, and services;
 - 3.04.04.05 - Shall ensure that any advocacy initiatives being led by the Society as per the short-term and long-term objectives of the Society;

- 3.04.04.06 - Shall ensure the OTHS is represented on any relevant councils, meetings, and coalitions that are supported by OTHS and advance the interests of FSSH students;
- 3.04.04.07 - Work in conjunction with the Director of Public Relations & Communications to provide advocacy updates through our social media channels;
- 3.04.04.08 - Shall work alongside the Advocacy Advancement Coordinator to create strategic advocacy goals for the Ontario Tech Humanities Society;
- 3.04.04.09 - Can suggest specific FSSH policy revisions through the Downtown Advisory Committee.

3.04.05- Director of Public Relations & Communications: The duties of the Director of Public Relations & Communications shall include the following but shall not necessarily be limited herein:

- 3.04.05.01 - Shall be responsible for the monitoring and maintenance of all OTHS social media accounts;
- 3.04.05.02 - Shall promote all Society events in a timely manner on social media accounts;
- 3.04.05.03 - Shall design print posters and distribute them across campus;
- 3.04.05.04 - Shall maintain the branding of the Ontario Tech Humanities Society to represent the campus and vision of the society actively;
- 3.04.05.05 - Shall assist in the strategy development and coordination of promotion schedules for each event in the term, including class visits and social media promotion;
- 3.04.05.06 - Shall promote the Society across campus;
- 3.04.05.07 - Shall make recommendations about new ways of promoting the OTHS in conjunction with the Director of Financial and Administrative Operations;
- 3.04.05.08 - Shall seek to advertise the OTHS' advocacy updates in conjunction with the Director of Policy and Advocacy.

3.04.06- Director of Event Programming: The duties of the Director of Event Programming shall include the following but shall not necessarily be limited herein:

- 3.04.06.01 - Shall be responsible for keeping track and staying informed of all Society events;
- 3.04.06.02 - Shall be responsible for monitoring the Annual Work Plan consistently;
- 3.04.06.03 - Shall conduct all business related to event execution: such as filling out OTSU event forms;
- 3.04.06.04 - Shall act as the Club's and society's primary point of contact for any society events;
- 3.04.06.05 - Shall research and engage potential stakeholders and partners for the

term;

- 3.04.06.06 - Shall work closely with the Clubs & Societies office to coordinate logistics and event information;
- 3.04.06.07 - Shall track event attendance and monitor event success;
- 3.04.06.08 - Shall provide a debrief at every meeting regarding events, including impact and areas for improvements;
- 3.04.06.09 - Shall work closely to plan the Annual General Meeting and fulfill the requirements of this event along with the rest of the executive team;
- 3.04.06.10 - Shall work alongside the Social Programming Coordinator to plan events throughout the year;
- 3.04.06.11 - Shall ensure the executives attend mandatory events such as the OTHS Annual General Meeting and OTSU Annual General Meeting;
- 3.04.06.12 - Works with the Director of Public Relations & Communications to ensure event posters and social media posts have been made ahead of any events;
- 3.04.06.13 - Shall be responsible for working with sub-societies or creating collaborations with any on-campus club or society for an event.

PART 4: THE BOARD

Section 4.01: The Board

4.01.01 - The Board shall consist of three [3] roles; the executive board will hire these roles through a process similar to Section 3.02 but does not need to consist of any OTSU executives or officials.

4.01.02 - The Board will consist of the following positions;

4.01.02.01 - Organizational Membership Coordinator

4.01.02.02 - Advocacy Advancement Coordinator

4.01.02.03 - Social Programming Coordinator

4.01.03 - All candidates must be current FSSH students at Ontario Tech University to be considered.

4.01.04 - The Board is hired and thus does not as a voting member of the Society. They may speak at meetings where a vote is being taken. However, their attendance does not reflect the quorum outlined in Section 3.01.07.

Section 4.02: Hiring of the Board

4.02.01 - The Board is hired and thus will always go through a hiring process. The hiring process will look similar to Section 3.02. However, it will differ, as the Board is not considered an executive body of the OTHS.

4.02.02 - The hiring process will consist of posting the vacant positions and their position descriptions on the official Society Social Media accounts. Then, an application questionnaire will be created for applicants to submit their resumé

and any other necessary information to the hiring committee. Then, any interested candidates who are current FSSH undergraduate students will be contacted with a request to book an interview time with the hiring committee. At least two [2] hiring committee members must attend each interview. Upon completion of the interview, accepted candidates will receive notification of the committee's intent to offer the position within 48 hours.

Section 4.03: Responsibilities of The Board

4.03.01 -The Board's General Roles and Responsibilities:

4.03.01.01 - Actively engage with the Society, the faculty, and the students.

4.03.01.02 - Participate with the team through various mediums to determine the best course of action and provide feedback for events while contributing to the ongoing functions of society.

4.03.01.03 - Board members must read meeting minutes once the Director of Financial and Administrative Operations has posted them.

4.03.01.04 - Represent the society in external affairs.

4.03.01.05 - Fulfill their duties outlined in the constitution and society position contracts.

4.03.02 - Powers & Authority of The Board:

4.03.02.01 - The Board of the Society shall have the following authority:

4.03.02.02 - To adopt by-laws and other enacted documents for the promotion and fulfillment of the purposes and aims of the Society through the proper channels.

4.03.02.03 - To call General and Emergency Meetings (where necessary) of the Executive Council per the Constitution.

4.03.02.04 - To endorse the validity and ratify the results of all Society Elections.

4.03.02.05 - To represent the Society on campus.

4.03.02.06 - To act as the deputy to their respective Executive member.

Section 4.04: Duties of The Board

4.04.01 - **Organizational Membership Coordinator:** The duties of the Organizational Membership Coordinator shall include the following but shall not necessarily be limited herein:

4.04.01.01 - The Organizational Membership Coordinator shall assist the Director of Financial and Administrative Operations in planning class visits and presentations and advertising the society and sub-societies to FSSH students;

4.04.01.02 - Shall also engage in other duties deemed appropriate to the position by the Director of Financial and Administrative Operations or Executive Team;

4.04.01.03 - Shall work to grow our general membership throughout the year.

4.04.02 - **Advocacy Advancement Coordinator:** The duties of the Advocacy Advancement Coordinator shall include the following but shall not necessarily be limited herein:

- 4.04.02.01 - Creating strategic advocacy goals for the Ontario Tech Humanities Society to execute;
- 4.04.02.02 - Assist in the planning or execution of advocacy projects alongside the Director of Policy & Advocacy;
- 4.04.02.03 - Shall also engage in other duties deemed appropriate to the position by the Director of Policy & Advocacy or Executive Team.

4.04.03 - **Social Programming Coordinator:** The duties of the Social Programming Coordinator shall include the following but shall not necessarily be limited herein:

- 4.04.03.01 - The Social Programming Coordinator shall assist the Director of Event Programming in planning and executing events;
- 4.04.03.02 - Shall also engage in other duties deemed appropriate to the position by the Director of Event Programming or Executive Team.

PART 5: SOCIETY ADVISORS

Section 5.01: The Faculty Advisor (FA)

5.01.01 - The faculty society advisor is appointed, not elected. The FA is not an official executive team member and cannot sign any finance forms, vote at the annual general meetings, or have any official powers within the society. This position is filled by a professor or any administrator within the Faculty of Social Sciences and Humanities at Ontario Tech University appointed by the President and executive team.

5.01.02 - Faculty Advisor (FA)

- 5.01.02.01 - Shall support society efforts and initiatives at the faculty council meetings;
- 5.01.02.02 - Before any updates or presentations, the President will give a copy to the Faculty Advisors to review to ensure they are aware of the updates provided if they do not attend the meeting;
- 5.01.02.03 - Shall provide advice, recommendations, and support for advancement, student engagement, or policies being brought forward by the society via faculty council meetings, administrative emails, or anything else brought to the attention of an advisor by Ontario Tech Humanities Society executives;
- 5.01.02.04 - Shall be an official Faculty representative of the Ontario Tech Humanities Society and represent the values and efforts of the Society as a whole;
- 5.01.02.05 - Help promote the society's vision to faculty and students to advance our operations, goals, and projections for the downtown campus;
- 5.01.02.06 - Shall be able to encourage society's involvement in campus activities or significant events such as Experience Day, Orientation, and Collaborating with Student Life. Advisors can help to bring this forward to the OTHS so we can continue to be a big part of the campus community.

5.01.02.07 - Assist in bridging the gap between professors and students by showcasing these perspectives to help the OTHS better reach for staff and faculty to participate in our efforts.

PART 6: ANNUAL GENERAL MEETING (AGM)

Section 6.01: AGM Requirements

- 6.01.01: The established quorum for an Annual General Meeting (AGM) will be based on the attendance of 2% of general members from the student body **outside** of the executive team for that specific year. Students present do not have to be registered general members. However, it is encouraged that if they are in attendance, executives can offer anyone to apply for general membership.
- 6.01.02: The Director of Financial and Administrative Operations shall be responsible for releasing the AGM agenda to the executive membership within seven (7) days of the official day of the AGM.
- 6.01.03: The Director of Public Relations and Communications will be responsible for marketing and advertising materials on social media and throughout the Downtown Oshawa Campus for students to be informed of this AGM date and time.
- 6.01.04: The general membership shall be given at least 20 business days' notice of the event of the Annual General Meeting.

PART 7: BUDGETS

Section 7.01: Budgets

- 7.01.01 - There shall be a Society Budget prepared by the Director of Financial and Administrative Operations, which sets out the budget for the whole Society based on the fiscal year of the Society. The Director of Financial and Administrative Operations shall present the budget to the Executive Team during October. At this meeting, a majority of Executive Team members must approve the motion to approve the budget.
- 7.01.02 - The Society Budget shall include those matters associated with the Executive and the operation of the Society office.
- 7.01.03 - A two-thirds majority of the Executive Team shall approve all expenditures over \$500 made outside the Society budget.

Section 7.02: Fiscal Accountability

- 7.02.01 - The Director of Financial and Administrative Operations shall submit mid-year and year-end financial reports of all financial transactions to be reviewed by the Executive Team and the OTSU.
- 7.02.02 - Should any issues arise from the financial reports, the Executive Team shall strike a

committee consisting of two (2) Executive Team members and the Society President to review all financial receipts and expenses made available by the Director of Financial and Administrative Operations.

7.02.03 - Final statements, annual records, and receipts over \$500 from each Society's executives shall be kept on file and transitioned.

7.02.04 - The Director of Financial and Administrative Operations, Vice President, and the President shall be the only executives allowed signing authority on the Society accounts for any purchases made over \$500 unless otherwise stated via email or expressed in writing by one of these executives.

PART 8: AMENDMENTS TO THIS CONSTITUTION

8.01 - Amendments to the Constitution shall be called and conducted by the following stipulations:

8.01.01 - General

8.01.01.01 - The Constitution can be amended only through the following:

8.01.01.01.01 - A vote at an Annual General Meeting of the Society

8.01.02 - Procedures

8.01.02.01 - Call for Amendment: Any full-time student of the Faculty of Social Sciences and Humanities may propose an amendment to the Constitution during the OTHS Annual General Meeting

8.01.02.02 - Voting:

8.01.02.02.01 - The amendment will be enacted provided that the amendment is supported by a positive vote of 50% + 1 of the total votes cast. For Constitutional amendments, a quorum at an Annual General Meeting must be at least 2% of the student body. Proxy votes will not be accepted for an amendment.