Aerospace Students' Association Constitution

A. Name
This Association shall be known as the Aerospace Students' Association (herein referred to as "ASA").

B. Purpose
The purpose of the ASA is to serve the interests of all graduate students at the University of Toronto Institute for Aerospace Studies (herein referred to as "UTIAS").

C. Membership
All full-time and part-time graduate students at UTIAS are members of the ASA.

D. Executive Committee
The ASA Executive Committee shall consist of the President, Vice-President, Treasurer, Athletic Coordinators (2), Social Coordinators (2), GSU Representatives (3), SFL Representative, and MEng Representative.

D.1 Elections
Subject to any restrictions in section D.2, any ASA member may run for any position on the Executive Committee. Nominations may be made in advance of the election or on election day.

All elections for single positions (President, Vice-President, and Treasurer, SFL Representative, MEng Representative) shall be conducted according to the exhaustive ballot system. Each ASA member may cast one vote for each ballot. If a candidate reaches an absolute majority in the first ballot, that candidate is elected. If not, the candidate with the lowest number of votes is eliminated and another ballot is held. This process is to be repeated until one candidate reaches a majority. A majority is defined as 50% + 1 of all valid votes.

In the event of a tie for the lowest two (or more) candidates in a particular ballot, both (or more) will be eliminated for the next ballot.

All elections for positions with more than one person (Athletic Coordinators, Social Coordinators and GSU Representatives) shall proceed as follows. If there are more candidates than available positions, the candidates with the most votes shall be declared winners and elected to fill the positions. If there are an equal number of candidates for the available positions, they are acclaimed candidates, each subject to a majority yea/nay vote of confidence. Each ASA member may cast one vote for each ballot.

In the event of a tie that results in the elimination of all candidates (such as in the case of a final ballot between two or more candidates whose votes are split evenly), or that results in more winners than there are available positions, the tie shall be resolved as follows. In the event of a two-way tie, a member of the outgoing executive who is not involved in the tie will flip a coin to decide the outcome. In the event of a tie consisting of three or more candidates,
a member of the outgoing executive who is not involved in the tie will flip one coin for each candidate until one candidate has a unique outcome. The candidate with the unique outcome will then be eliminated, and the next ballot will proceed as above.

Elections shall take place in September, after the official start of the academic year. It is the outgoing President’s responsibility to call and organize the election meeting as discussed in Section E.

D.2 Restrictions
1. The President must be a member of the previous year’s Executive Committee, unless no member of the previous year’s Executive Committee chooses to run, in which case any ASA member who has been a student at UTIAS for at least 6 months may run.
2. A single individual may serve a maximum of two terms as President. There are no term limits for other positions.

D.3 Responsibilities
All Executive Committee members shall share organizational work for ASA events, however, individual members of the Executive Committee may have specific responsibilities.

- **President**: The President shall, by virtue of his/her office, be the student representative in all areas not already represented by Executive Committee Members, and may call and chair ASA meetings whenever necessary.
- **Vice-President**: The Vice-President shall assist the President in his/her duties, chair ASA meetings in the President’s absence, record and post minutes of the ASA meetings, and oversee outreach and social media.
- **Treasurer**: The Treasurer will administer ASA funds, maintain a record of revenues and expenditures, and prepare budgets and other financial documents as required.
- **Athletic Coordinators**: The Athletic Coordinators shall be responsible for coordinating ASA athletic activities and supervising the various Executive appointees who will be in charge of individual activities as managers. The Athletic Coordinators are also responsible for the upkeep of the athletic equipment and venues.
- **Social Coordinators**: The Social Coordinators shall be responsible for coordinating ASA social activities and events and supervising the various Executive appointees who will be in charge of individual social activities as managers.
- **GSU Representatives**: The Graduate Student Union Representatives act as liaisons between the Graduate Students Union and the students at UTIAS. The GSU representatives shall be responsible for attending the monthly meetings of the Graduate Students' Union. The GSU representatives must attend three of the four Fall (September-December) meetings in order for the ASA to be eligible for the head grant. The GSU representatives are also responsible for picking up the head grant cheques from the GSU office.
- **SFL Representative**: The SFL Representative acts as the representative of students in the Space Flight Laboratory on the ASA Executive Committee to ensure that SFL students are included and represented in all ASA functions.
• **MEng Representative:** The MEng Representative acts as the representative of MEng students on the ASA Executive Committee to ensure that MEng students are included and represented in all ASA functions.

**E. General ASA Meetings**
A General ASA Meeting may be called at the discretion of the President (or as otherwise allowed) with notice of the meeting being posted at least one week in advance and an agenda at least two days in advance. If the President receives a written request by at least 15% of the membership for a General ASA Meeting, he/she is obligated to call one within ten days.

**F. Quorum**
The Executive Committee quorum will be at least 3 members and must include either the President or Vice-President (if so appointed by the President). The quorum for a General ASA Meeting shall be 25% of the membership.

**G. Large Purchases**
If the ASA wants to spend more than 25% of combined incoming funds (GSU Head Grant, Hart House Refund, Athletic Centre Refund, etc.) on a single event or purchase, the ASA executive may approve such an expenditure by a two-thirds majority vote. In the event that the vote fails, the expenditure will be decided in a UTIAS-wide referendum.

**H. Referenda**
The ASA Executive can hold an ASA wide Referendum if they feel that a matter should be taken to a formal ASA vote. The Executive will choose a Referendum Coordinator who will be in charge of the Referendum (including tallying of votes). Voting shall be open for five consecutive days. At the end of the voting period, a simple majority of cast votes will decide the Referendum.

14 February, 1969 - Ratified

11 April, 1969 - Amended

21 November 1969 - Amended

23 September 1979 - Amended

31 May 1972 - Amended

5 September 2008 - Amended

23 August 2016 - Amended, Updated election procedures (2 term max, president eligibility, tie resolution) , clarified large purchase procedure (⅔ exec approval, referendum if not resolved) . Added MEng and SFL reps. Added additional VP responsibilities (social media).