BUSINESS AND INFORMATION TECHNOLOGY

STUDENT SOCIETY

(BITSoc)

CONSTITUTION

UPDATED: August 2024

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Mission

- Our mission is to represent all students in every specialization in the Faculty of Business and Information Technology, and to aid in providing a wholistic student experience focused on learning, development, social connections and belonging.

Values

In everything we do ...

- We seek **excellence** and foster **innovation**.
- We instill **passion** and encourage **initiative**.
- We act with **integrity** and **transparency**.
- We demonstrate **inclusivity and diversity**.
- We build **collaborative** relationships.
- We unite to **make a difference** in our communities.
- We **work together** as students for students.

Objectives

The Ontario Tech University, Faculty of Business and IT Student Society shall:

- Represent and provide a voice for students in the Faculty of Business and Information Technology at Ontario Tech University
- To promote and coordinate social, professional, and academic activities for its members.
- To cultivate a spirit of interest, assistance and fellowship amongst its members;
- To liaise with organizations of industry professionals, the university administration and faculty, other stakeholders and organizations at Ontario Tech University on behalf of the business and information technology undergraduate student body.
- To work collaboratively with the OTSU Executive and Faculty administration to develop strategic plans as they may affect members of our faculty.
- Act within the principles of equality, freedom and democracy.

1. INTERPRETATION

1.1. Exceptions

1.1.1. No part of this constitution shall contradict or replace any provision or policy established by the Campus Clubs Policy, Campus Clubs Procedure, Campus Club Financial Procedure, or any other policy, procedure, or financial control of the OTSU.

1.1.2. Any provision of this Constitution that is found to contradict such policies or provisions is invalid.

1.2. Definitions

Definitions in the Constitution, unless the context requires otherwise:

- **"Society"** - the Business and IT Student Society, the acronym of which is "BITSoc," that is, the association whose membership consists of Society members which include the related clubs
- "**Club(s)" or "BITSoc Club(s)" -** A club or association that has a seat on the Board of Directors and is financially supported by the Society.
- **"Constitution"** – terms that govern the affairs of the society
- **"Position holder"** – holder of any position within the Business and IT Student Society
- **"Board of Directors"** - the Board of Directors includes the BITSoc President as the chair and BITSoc clubs president(s)
- "**Executive Assembly**" - comprised of the voting executives specified on the society ratification
- **"Executive"** – the member of the executive team
- **"Executive Team"** - comprised of the voting executives and non-voting executives
- **"Society Member" or "BITSoc Member" or "General Member"** – a member of the Society shall be any active FBIT student who has submitted a common general members form and/or is part of any of the BITSoc clubs
- **"University"** – Ontario Tech University in Oshawa, Ontario

- **"Faculty"** – Ontario Tech University Faculty of Business and Information Technology (FBIT)
- **"OTSU"** - The Ontario Tech Student Union
- **"Term of Office"** - Business and IT Student Society executive team shall serve from the first day of May and shall end their term on the last day of April the following calendar year
- **"Good Academic Standing"** - a student is not on academic probation as determined by FBIT, and a GPA above 2.0

1.3. Rules of Interpretaion

1.3.1. words importing the plural form include the singular and vice-versa;

1.3.2. any words importing any gender include all other genders; and

1.3.3. the invalidity or unenforceability of any provision of the constitution will not affect the validity or enforceability of any other provision of the constitution

2. GENERAL MEMBERS

2.1. Rights, Privileges and Obligation

The rights and privileges of common general members of the Society shall include:

2.1.1. To vote in all Society elections and referenda

2.1.2. To hold positions within the Society, subject to any restriction of the office or position as outlined by the Constitution

2.1.3. To move or second, and speak for or against any motions at Society Annual General Meetings or Society Special General Meetings

2.1.4. To vote at Society Annual General Meetings or Society Special General Meetings

2.1.5. To gain admission to and/or actively participate in any Society sponsored event and/or program subject to restrictions of the particular event or program

Members shall resign by resignation in writing, which shall be effective upon acceptance by the Executive. In the case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by them to the Society before the acceptance of their resignation.

3. EXECUTIVE TEAM

3.1. Roles

The Executive team for BITSoc shall consist both executive and non-executive roles who must all be BITSoc members except the faculty advisor who will be appointed by the dean of FBIT.

3.1.1. Voting Members of the Executive Team that form the assembly are:

- President
- Vice-President of IT (VP IT)
- Vice-President of Commerce (VP Commerce)
- Chief Financial Officer (CFO)
- Chief Technology Officer (CTO)
- Chief Communications Officer (CCO)
- Chief Operations Officer (COO)
- Chief Relationships Officer (CRO)

3.1.2. Non-Voting Members of the Executive Team are:

- Associate Operations Officer (AOO)
- Associate Communications Officer (ACO)
- Associate Technology Officer (ATO)
- Student Advisor(s)
- Faculty Advisor
- IT Coordinator(s)
- Commerce Coordinator(s)

3.1.3. The executive assembly members shall be considered official executives of BITSoc and will be elected by members of the Society separately, during the same election and will be announced to the OTSU at ratification.

3.1.4. BITSoc has adopted a Vote of No Confidence on their election ballot. The campaign and election shall be held in accordance with the OTSU's Society Elections Policy and the OTSU Bylaws. In the event that executive positions are vacant, the hiring process similar to the non-executive role hiring may be introduced. Non-execuitve roles will be hired by the president and respective executive officers for their associate or coordinator roles jointly.

3.1.5. Should the position of President become vacant, the Vice-President IT and/or Vice-President Commerce shall fill this position effective immediately. Should all positions of Vice-President IT and Vice-President Commerce become vacant, the position of President shall be filled by the Chief Financial Officer (CFO). If any of these positions become vacant due to the appointment to a superior position, a society by-election will be held to fill that position and shall proceed in the manner outlined in subsection 4. Not more than twenty (20) days of classes shall pass before the new President, Vice- Presidents and CFO take office.

3.1.6. Should the executive positions listed in above section 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 name for consideration. Not more than twenty (20) days of classes shall pass before the new executives with the positions listed in section 2.1, takes office.

3.2. Qualifications

3.2.1. All candidates for the executive and non-executive roles must be enrolled in a Faculty of Business and Information Technology program

3.2.2. Must be in good academic standing

3.2.3. Must be transitioning into year 2 (or above) status except the coordinator roles which will be strictly reserved for year 1 students.

3.2.4. Must have previously held an executive position on BITSoc or a BITSoc affiliated club

3.2.5. Exceptions to the above may be made for non-executive positions at the discretion of the president and additional qualifications may be required for certain positions.

3.3.   Position Descriptions & Responsibilities

All the roles listed below are not limited to the listed duties and may be required to engage in other duties deemed necessary and appropriate by the assembly.

3.3.1. **PRESIDENT**
- Shall be the society spokesperson and to act as a liaison and coordinate representation of the Society to, but not exclusively, the OTSU, the University, the Faculty Business and IT, and other University faculties
- Shall make plans to actualize Society goals and aspirations
- Shall supervise and direct other Society Executives
- Shall be the society primary liaison with the Clubs and Societies Coordinator
- Shall be the chair of the Board, Assembly and of all meetings of members
- Shall schedule and provide notice for meetings of the executive team
- Shall abide by the OTSU elections and referenda policies and carry out duties associated with these policies
- Shall attend faculty council meetings for FBIT, faculty meetings, OTSU meetings of Society Presidents and report on the activities of BITSoc and student concerns
- Shall maintain contact with OTSU FBIT Director and report updates and bring student concerns to their attention

3.3.2. **VICE PRESIDENT OF COMMERCE (VP of Commerce)**
- Shall have open communication lines with the OTAA, OTFA, HRA, OTMA and WIB
- Should inform the the commerce associations of faculty matters that pertain to

their respective clubs

- Shall assist the President in implementing society initiatives
- Shall be responsible for managing the commerce active general members roster
- Shall coordinate the participation of Society members in external competitions and conferences
- Shall accompany the president in attending monthly FBIT Council meetings

3.3.3. VICE PRESIDENT OF IT (VP of IT)

- Shall assume any duty of the President in his or her absence or inability
- Shall have open communication lines with the NETSoc, GDSA, TMSA, WIT
- Should inform the IT associations of faculty matters that pertain to their respective sub-societies
- Shall assist the President in implementing Club initiatives
- Shall be responsible for managing the IT active general members roster
- Shall coordinate the participation of Society members in external competitions and conferences
- Shall accompany the president in attending monthly FBIT Council meetings

3.3.4. CHIEF FINANCIAL OFFICER (CFO)

- Shall be responsible for managing and maintaining documentation of BITSoc's funds and finances
- Shall be responsible for signing and filing all financial forms to the OTSU for processing
- Shall be responsible for proposing fundraising or sponsorship plans, as needed
- To allow any general member access to such books of an account within a timely manner
- Shall prepare the study term budget for the Society subject to approval by the Assembly

3.3.5. CHIEF OPERATIONS OFFICER (COO)

- The Chief Operations Officer shall connect FBIT students with external opportunities that promote growth and learning, including but not limited to case competitions and conferences
- The Chief Operations Officer shall lead and aid in the creation of BITSoc's sponsorship package
- The Chief Operations Officer shall actively seek sponsorships and partnerships with external entities
- The Chief Operations Officer shall oversee any external BITSoc partnerships with external entities for the academic year
- The Chief Operations Officer shall main accurate records of all Society events and functions
- The Chief Operations Officer shall maintain accurate and up-to-date records of all meetings of the society
- The Chief Operations Officer shall post notices of meeting and their agendas

3.3.6. **CHIEF COMMUNICATIONS OFFICER (CCO)**

- Shall be responsible for managing and maintaining BITSoc's social media pages (Facebook, Instagram, LinkedIn)
- Shall be responsible for maintaining and updating BITSoc's website
- Shall be responsible for responding to all BITSoc emails within 2 business days
- Shall maintain accurate and up-to-date records of all meetings of the society
- Shall be responsible for all general correspondence to and from the society
- Shall be responsible for teaching and leading the Associate Communications Officer
- Shall main accurate records of all Society events and functions
- Shall be responsible for conveying information from the executives to the membership
- Shall aid the President in all dealings with external media organizations

3.3.7. CHIEF TECHNOLOGY OFFICER (CTO)

● Shall manage www.otubitsoc.com, and maintain an accurate and up-to-date website of the Society

● Shall actively incorporate new features onto the website that would benefit the students

● Shall work alongside the Vice President of IT to create initiatives that will foster collaboration and communication amongst the IT clubs

● Shall strive to continuously bring new ideas to the table

● Shall aid in the planning and implementation of various Society events

● Shall oversee any administrative duties regarding technology (IT event outreach, communication among IT organizations, etc.)

3.3.8. CHIEF RELATIONSHIP OFFICER (CRO)

● Shall be responsible for finding and retaining sponsors for BITSoc

● Shall work alongside the President to create initiatives that will foster collaboration and communication with employers/organizations

● Shall act as a liaison and manage alumni affairs for the BITSoc alumni chapter

● Shall aid the faculty of business and IT with highschool outreach acting as a student voice talking about BITSoc & its sub associations

● Shall support the mentorship program and work closely with VP IT & Commerce to create other programs to engage students

● Shall oversee any administrative duties pertaining to above mentioned relationships

● Shall also engage in other duties that may be deemed appropriate to the position by the Assembly

3.3.9. ASSOCIATE OPERATIONS OFFICER (AOO)

● Shall aid the Chief Operations Officer in connecting FBIT students with external opportunities that promote growth and learning, including but not limited to

case competitions and conferences

- Shall aid the Chief Operations Officer in the creation of BITSoc's sponsorship package
- Shall aid the Chief Operations Officer in maintaining accurate and up-to-date records of all meetings of the society
- Shall aid the Chief Operations Officer in posting notices of meeting and their agendas
- Shall aid the Chief Operations Officer in maintaining accurate records of all society events and functions
- Shall aid the Chief Operations Officer in actively seeking sponsorships and partnerships with external entities
- Shall aid the Chief Operations Officer in overseeing any external BITSoc partnerships with external entities for the academic year
- Shall also engage in other duties that may be deemed appropriate to the position by the Assembly

3.3.10. **ASSOCIATE COMMUNICATIONS OFFICER (ACO)**

- Shall aid the Chief Communications Officer in managing and maintaining BITSoc's social media pages (Facebook, Instagram, LinkedIn)
- Shall aid the Chief Communications Officer in responding to all BITSoc emails within 2 business days
- Shall aid the Chief Communications Officer with all general correspondence to and from the society
- Shall aid the Chief Communications Officer in conveying information from the executives to the membership
- Shall also engage in other duties that may be deemed appropriate to the position by the Assembly

3.3.11. **ASSOCIATE TECHNOLOGY OFFICER (ATO)**

- Shall assist the CTO in managing and updating the society's website to ensure it remains accurate and up-to-date
- Shall work with the CTO to incorporate new features onto the website that benefit students, following the CTO's guidance and vision
- Shall support the CTO and Vice President of IT in creating and implementing initiatives that foster collaboration and communication among IT clubs and other relevant groups
- Shall contribute ideas and suggestions to the CTO for improving technology-related aspects of the society, based on research and analysis
- Shall support the CTO in overseeing administrative duties related to technology and administrative tasks as needed
- Shall provide technical support to members of the society as directed by the CTO, including troubleshooting issues and implementing technical solutions
- Shall assist in documenting processes, procedures, and technical solutions, and prepare reports as required by the CTO or leadership team
- Shall stay updated with the latest trends and developments in technology relevant to the society's needs, and participate in professional development activities as directed by the CTO
- Shall undertake any other duties assigned by the CTO that are deemed appropriate and necessary for supporting the technology-related initiatives of the society

3.3.12. **IT Coordinator(s)**
- Shall assist the VP of IT in representing and engaging with students in the IT programs
- Shall assist the executive team with event set up, take down and smooth operations during socials
- Shall assist in developing and implementing strategies to increase outreach

amongst the first year IT students

- Shall help CTO & ATO when necessary during the busy periods

3.3.13. **Commerce Coordinator(s)**

- Shall assist the VP of Commerce in representing and engaging with students in the commerce programs
- Shall assist the executive team with event set up, take down and smooth operations during socials
- Shall assist in developing and implementing strategies to increase outreach amongst the first year Commerce students
- Shall help CCO & ACO when necessary during the busy periods

3.3.14. **Student Advisor(s)**

- Shall be chosen from the previous Senior BITSoc executive team and will act as support to the next year's executive team
- Shall NOT be voting members, strictly for advice purposes to the BITSoc executive team
- Shall ensure team's adherence to the constitution as well as other prevailing policies at the university
- Shall provide guidance on BITSoc initiatives and make sure that the efforts are adding value and are channelized in the right direction and ensure a balance of efforts between IT & Commerce

3.3.15. **Faculty Advisor**

- Shall provide guidance on BITSoc initiatives and make sure that the efforts are adding value and are channelized in the right direction and ensure a balance of efforts between IT & Commerce
- May provide input (ideas as well as feedback) on event logistics and risk management
- Shall connect BITSoc with organizations and professionals in the industry as well

as opportunities like conferences, competitions, etc.

- Shall act as our advocate and promote and recognize BITSoc and its sub-associations in rooms we are not present.
- Shall leverage their influence among students to increase student participation and engagement

4. BITSoc EXECUTIVE ASSEMBLY

4.1. Assembly Members

4.1.1. The voting members of the Assembly shall be the President, VP of IT, VP of Commerce, CFO, CTO, CCO, COO and CRO.

4.1.2. Rest of the executive team members shall be allowed to observe the assembly meetings and may contribute in the discussions without any voting and decision making privileges.

4.2. Duties of Assembly Members

4.2.1. The duties of the Executive shall be as outlined in section 3.3

4.2.2. All Assembly members must report to the Assembly about the activities related to their position, including any committees overseen as defined in the Assembly Policy.

4.3. Terms of Reference of the Assembly

4.3.1. The Assembly is the ultimate decision-making body for the policy and political affairs of the Society.

4.3.2. The Assembly has full power, within the restrictions of the Constitution, to create, alter and/or terminate any policy statements, which are considered to be Society policy, and to deal with any reports, recommendations and/or conclusions of any groups, committees and organizations which fall within the purview of the Society.

4.3.3. Without in any way restricting the generality of the foregoing, the Assembly shall aim to fulfill its mandate by debating and dealing with any reports, including their

recommendations and conclusions; motions, as submitted by the Assembly or the Society student body at large; policy decisions regarding the official stance of the Society on any issue within the purview of the Assembly; approving allocations for all monies assigned in the current budget; to represent the Society where it is deemed necessary; to carry out various duties in the interest of the societal student body, and to move the society forward, and towards its mission.

4.3.4. The decisions of the Assembly shall be binding on the members of the Society.

4.4. Assembly Meetings and Quorum

4.4.1. The Assembly will meet at least 4 times during the course of the regular school year, September to April. Meetings will be held in accordance with Assembly Policy.

4.4.2. Records and minutes of all meetings will be kept and maintained by the COO and must be approved by the Assembly before becoming a public record.

4.4.3. The meetings of the Assembly shall be open to the public; however, there shall be recourse to closed sessions if so decided by a majority of members present or if required. If such a motion is passed, all non-Assembly members must leave the room, as well as non-voting Assembly members as defined by the policy.

4.4.4. No expenditures shall be approved during a closed session except where required by policy.

4.4.5. Quorum at an Assembly meeting is required to pass any motion brought forward to the Assembly.

4.4.6. Quorum shall be half of all voting members plus one. If half of all voting members is not a whole number, the next highest whole number shall constitute a quorum. Proxy votes will not be accepted as part of quorum determination. If a quorum is not maintained, the meeting shall be adjourned, and the time and names of the members present shall be recorded in the minutes.

4.4.7. Motions of the meetings of the Assembly shall be decided by a majority of votes, with each voting Assembly member as defined in subsection 6.01.01 entitled to one vote. In the case of an equality of votes, the Speaker shall cast the deciding vote as status quo.

4.4.8. In the absence of a voting member at the Assembly, the voting member may proxy their vote to another member of the Society by notifying the Secretary. A vote may not be proxied to another voting Assembly member as defined in subsection above.

5. BITSoc Club(s) - Board Members

5.1. BITSoc Recognized Clubs - Permanent Board Members

5.1.1. Recognized Clubs should represent or provide service to a subset of students within the faculty or its related programs. Current recognized clubs are:

- Accounting Association (OTAA)
- Finance Association (OTFA)
- Game Development Students Association (GDSA)
- Human Resources Association (HRA)
- Marketing Association (OTMA)
- Networking and IT Security Association (NETSoc)
- Women in Business (WIB)
- Women in IT (WIT)
- Technology Management Student Association (TMSA)

5.1.2. Each member club's president *or* their appointed proxy, who should be a senior executive of the club, will be the club's representative on the board of directors of BITSoc.

5.2. Conditions of Membership

5.2.1. To collaborate with BITSoc on joint events in the school year

5.2.2. Being present at monthly BITSoc Board of Directors Meetings

5.2.3. Having the BITSoc logo on all promotions for Club events which utilize BITSoc funding and/or use BITSoc assets

5.2.4. Adhere to all BITSoc Club policies and guidelines

5.2.5. Share the members sign-up and act as an equal part of the society and the board

5.2.6. Participate in the Joint Annual General Meeting (J-AGM) and share with the general membership what the club hopes to achieve with BITSoc funding

5.2.7. Must have at least one free event in each semester that includes general members

5.3.   Activities and Meeting of the Board

5.3.1. Each member will be given a voice to take part in all BITSoc activities; including but not limited to:

- Planning of future events
- Discussion on funding-related matters
- Contributing to policy changes
- Voting at the Annual General Meeting

5.3.2. The board shall meet at least eight (8) times during the course of the regular school year, September to April. Meetings will be held in accordance with board policy.

5.3.3. Records and minutes of all meetings will be kept and maintained by the COO and must be approved by the Assembly before becoming a public record.

5.4.   Privileges of Members

5.4.1. To receive financial support from BITSoc.

5.4.2. To have an equal vote on BITSoc board's decisions and topics of discussion.

5.4.3. Access to BITSoc resources and support for betterment of the club.

5.4.4. Recognition and branding benefits from BITSoc.

5.4.5. Access to the BITSoc community for collaboration, learning and growth.

5.5.   Additions to BITSoc Board

    5.5.1. The Board of Directors and the BITSoc Assembly shall vote in order to determine if a club can be recognized.

    5.5.2. Interested clubs shall provide an application on why they should be given Membership in the Board.

    5.5.3. Each new club must prepare a presentation on why it feels it should be given Membership to the Board.

    5.5.4. Once membership has been approved by the BITSoc Assembly and Board of Directors, a certain amount subject to the discretion of the BITSoc Assembly will be given to the club.

    5.5.5. Club will have a trial period and other conditions set at the board's discretion before it is made a permanent member.

5.6.   Probabtions and Removal from BITSoc Board

    5.6.1. Probabtion from the BITSoc board will be at the assembly's discretion for non-compliance to the conditions of membership or violation of the funding contract.

    5.6.2. During the probationary period, all the board member privileges shall be revoked. The board member will only be allowed to attend board meeting in observational capacity.

    5.6.3. Inability to consistently show up and show legitimate efforts to make amends will result in removal from the board at the end of the probationary period.

    5.6.4. Another reason for removal could be discontinuation of the major by FBIT that the club represents or if the club no longer represents FBIT demographic.

5.7.   Funding Procedure for Board Members

    5.7.1. Clubs must add disclosure of outside sponsorships (funding from other organizations - not the school)

5.7.2. The amount of funding that each club receives in each school year will be discussed with the BITSoc Assembly and announced at the J-AGM following the Pitch-It

    5.7.2.1. Pitch-IT: Based on what they need, a presentation will be made by each Club on what amount of funding they require, where it will be used in the club and a plan of what type of events they will do that year. Further structure for pitchit can be found in BITSoc policies.

    5.7.2.2. After the BITSoc assembly reviews the presentations, a decision from the BITSoc assembly will be made

5.7.3. In each academic year, the BITSoc CFO and executive team will prepare a set amount of funds available for students to go for external conferences/events; these funds will go hand in hand with each BITSoc club, and at the discretion of the BITSoc clubs they will be distributed to students

5.7.4. Some will be held for overall conferences by BITSoc that cover a variety of student disciplines that are not really covered by each of the BITSoc club

5.7.5. In the event that a BITSoc assembly member is an executive on the correlating club seeking funding from BITSoc, they will have no voting power in the funding decision for their related club

5.8. Contract

5.8.1. To make sure BITSoc and BITSoc clubs are adhering to the BITSoc constitutions, especially Section 3.5, a contract will be prepared by the Executive team where BITSoc President, VP IT, VP Commerce, CFO along with the Club's President and CFO must have to sign.

5.8.2. Contract shall cover the amount of funding agreed upon by the club and BITSoc and how they will be using it.

5.8.3. The form must be filled out once the link is provided to each club after successfully finding out how much funding they require at the start of the school year and after the J-AGM.

6. Finance

6.1. Budgets

6.1.1. There shall be a Society Budget prepared by the CFO, which sets out the budget for the whole Society based on the fiscal year (May 1 to April 30) of the Society. The CFO shall present the budget to the Assembly during the month of September. At this meeting, a majority of Assembly members must approve the motion to approve the budget.

6.1.2. The Society Budget shall include those matters associated with the Executive and the operation of the Society office.

6.1.3. All expenditures over $500 made outside of the Society budget shall be approved by a two-- thirds majority of the Assembly at one (1) meeting.

6.2. Fiscal Accountability

6.2.1. The CFO shall submit mid-year and year-end financial reports of all financial transactions to be reviewed by the Assembly and the OTSU.

6.2.2. Should any issues arise from the financial reports, the Assembly shall strike a committee consisting of two (2) assembly members and one of the two Vice Presidents to review all financial receipts and expenses made available by the CFO.

6.2.3. The Internal Audit Committee or designate shall perform an audit of all financial reports and accounts of the Society organizations before the end of the CFO's term.

6.2.4. Final statements, annual records and receipts from each of the Society's financial officers shall be kept on file and transitioned.

6.2.5. The CFO, Vice President, and the President shall be the only Officers allowed signing authority on the Society accounts.

7.   REFERENDA

7.1.   General

7.1.1. A referendum to consult the full membership of the Society for a purpose connected with affairs of the Society must be called;

7.1.1.1.   By the President of the Assembly;

7.1.1.2.   By a two-thirds majority vote of the Assembly; or

7.1.1.3.   Upon receipt, by the President, of a petition in writing of not less than ten (10) percent of the full membership of the Society.

7.1.1.4.   The President will delegate to a member of the society listed in section 2.02.01 who shall verify the validity of the petition and each signature and shall report to the Assembly members thereon.

7.1.2. The wording of the referendum question shall be decided by the Assembly members, subject to the approval of the representatives(s) of the petition;

7.2.   Action on Petition

7.2.1. The request for a referendum on any issue connected with the affairs of the Society must be acted on at the first meeting of the Assembly members after the submission of the petition to the President of the Assembly.

7.3.   Procedures

7.3.1. Conduct the referendum;

- The exact wording of the referendum question shall be published in an issue of publication with widespread circulation amongst the members of the Society, be posted on the Society website and all Society bulletins boards no later than one week before the opening of the polls;

7.4. Results

7.4.1. A motion, as stated in a referendum, is passed with an affirmative vote of at least half plus one of the total ballots cast (including spoiled ballots) and is subject to below;

7.4.2. The results of the referendum shall be binding on the Society, provided that no less than ten (10) percent of the members of the Society cast ballots therein.

8. AMENDMENTS TO THIS CONSTITUTION

8.1.1. The Assembly may amend this constitution by resolution at a Meeting of Executives. Amendments passed by the Executive committee must be approved by the Campus Clubs Coordinator, at which point they come into effect. Such amendments must be ratified at the next Member's meeting, or they become immediately invalid.

8.1.2. The Active General Members may amend this constitution by valid motion at the Annual General Meeting. Such amendments must be approved by the OTSU, as stated by OTSU by-laws, at which time they come into effect.

8.1.3. No amendment shall be valid if it results in the disciplining or removal of an Executive from her or his office.