

University of Toronto Peer Tutoring Constitution

Article I - Name of Organization

The name of this organization shall be University of Toronto Peer Tutoring (UTPT).

Article II - Purpose

The purposes of this organization shall be:

- a) To provide lower-year undergraduate students with academic support through
 - i. Individualized and grouped tutorial sessions with academically qualified volunteer tutors;
 - ii. Academic resources in the form of seminars.
- b) To provide volunteer opportunities and teaching experience to tutors.
- c) To provide a valuable service to the University of Toronto community.

Article III - Structure

UTPT shall be comprised of two governing bodies:

- a) An Executive Board, consisting of one President, one Vice-President of Administration, one Vice-president of Operations, one Financial Officer, two Public Relations Officers, one Technical Director, three Division Managers from the Faculty of Arts & Science, one Division Manager from the Faculty of Applied Science and Engineering, one Division Manager from the Rotman School of Management, and a number of Junior Executives.

The Executive Board shall be divided into two divisions: the Administration Division and the Operations Division.

- i. Under the leadership of the President, the Vice-President of Administration shall lead the Administration Division consisting of the Financial Officer, Public Relations Officers, and Technical Director.
 - ii. Under the leadership of the President, the Vice-President of Operations shall lead the Operations Division consisting of all five Division Managers.
 - iii. Junior Executives shall be under the leadership of the President and all executive members in both the Administration and Operations divisions.
- b) General Members consisting of Tutors and Tutees.

Article IV - General Membership

UTPT shall offer the following memberships:

- a) Tutee, who shall
 - i. be any member of the University of Toronto community, including students, staff, faculty, and

alumni;

- ii. be obligated to come prepared with specific questions during tutorial sessions;
- iii. treat Tutors in a professional manner;
- iv. make every effort to attend arranged tutorial sessions;
- v. notify his/her Division Manager of any past or foreseeable absences;
- vi. verify the length of each tutorial session by signing his/her Tutor's Tutor Log.

b) Tutor, who shall

- i. be a member of the University of Toronto community selected via a selection process as determined appropriate by the Executive Board;
- ii. be obligated to come appropriately prepared for each tutorial session;
- iii. sign a semester placement contract prior to the first tutorial session;
- iv. treat Tutees in professional manner;
- v. make every effort to attend arranged tutorial sessions;
- vi. notify his/her Division Manager of any past or foreseeable absences;
- vii. be required to update his/her Tutor Log following each tutorial session.

Article V - Executive Board

The Executive Board shall consist of the following Officers:

a) President, who shall

- i. be responsible for the overall organization and running of the Executive Board;
- ii. preside over meetings of General Members and of the Executive Board;
- iii. appoint qualified applicants to the positions of Administrative Officer, Financial Officer, Public Relations Officer, Webmaster and Division Managers in consultation with the Vice-President of Administrations and Vice-President of Operations;
- iv. serve as the spokesperson of UTPT along with Public Relations Officer;
- v. act as Signing Officer along with the Financial Officer for major financial transactions.

b) Vice-President of Administrations, who shall

- i. assist the President in the operation of the UTPT organization;
- ii. assume the responsibilities of the President in his/her absence;
- iii. record the minutes of all official meetings of the Executive Board and General Members;
- iv. within 48 hours following the meeting, send minutes to the Technical Director for posting on the UTPT website upon approval by the President;
- v. be responsible for ensuring all correspondence (letter mail, electronic mail, and facsimiles) is read regularly and that the Executive Board is kept abreast of all matters concerning UTPT;
- vi. copy, file, and send all correspondence, committee reports, agendas, and etcetera;
- iii. preside over the club's administrative duties.

c) Vice-President of Operations, who shall

- i. assist the President in the operation of the UTPT organization;
- ii. assume the responsibilities of the President in his/her absence;

iii. preside over the club's tutoring operations.

e) Financial Officer, who shall

- i. keep an accurate record of all financial transactions;
- ii. co-direct the financial matters of UTPT with the President;
- iii. prepare monthly and semiannual reports reflecting UTPT's financial status;
- iv. draft an annual budget to be approved by the Executive Board;
- v. be required to approve of any proposed financial transactions and act as Signing Officer along with the President on major financial transactions.

f) Public Relations Officers, who shall

- i. act as the liaison between UTPT, the University of Toronto community, and all UTPT partners, affiliates, and sponsors;
- ii. coordinate the promotion of UTPT and its services;
- iii. solicit and coordinate partnerships and sponsorships for UTPT;
- iii. serve as co-spokesperson with the President.

g) Division Managers, who shall

- i. facilitate the matching between Tutors and Tutees based on academic suitability;
- ii. mediate and resolve conflicts with regards to scheduling and quality of tutoring sessions;
- iii. be responsible for maintaining communication between Tutors, Tutees, and UTPT;
- iv. collect and verify each Tutor's service hours using his/her Tutor Log;
- v. identify Tutors who qualify for Certificates of Achievement, or Honours Certificates of Achievement, or Honours Certificates of Achievement with Distinction.

(h) Technical Director, who shall

- i. be responsible for maintaining and updating the UTPT website;
- ii. work with the Public Relations Officers to determine what will be presented on the website;
- iii. assist other UTPT Executives in their usage of the office computer;
- iv. cooperate with other Executive Officers to properly promote UTPT around campus.

(i) Junior Executives, who shall

- i. promote UTPT programs and events;
- ii. assist with the planning and execution of UTPT events;
- iii. maintain a Comment Box in the UTPT office and summarize its contents;
- iv. under the supervision of the Vice-President Administration, coordinate the collection and summary of surveys at the end of each academic year;
- v. observe other Executive Officers and learn from them.

Article VI - Meetings

a) The Executive Board shall meet on a monthly basis;

b) Three unnotified absences from meetings by any Executive Officer may result in suspension of

executive duties, at the discretion of the Executive Board.

c) The Executive Board and General Members shall meet at a minimum of once per academic semester.

d) The President shall chair all meetings of UTPT.

e) The President shall draft the agenda for each meeting.

Article VII - Elections

a) There shall be nine elected Executive Officers: one President, one Vice-President of Administration, one Vice-President of Operations, two Public Relations Officers, one Financial Officer, three Division Managers from the Faculty of Arts & Science, one Division Manager from the Faculty of Applied Science and Engineering, and one Division Manager from the Rotman School of Management, and one Technical Director.. The following election guidelines shall be employed:

i. Election candidacy for all positions except the President, the Vice-President Administration, and the Vice-President Operations shall be open to all members of UTPT;

ii. Election candidacy for the President, the Vice-President Administration, and the Vice-President Operations shall only be open to members of the outgoing Executive Board;

iii. Any candidate for election to any of these positions must be nominated by one Executive Officer or General Member other than the candidate him/herself;

iv. The nomination list of candidates shall be presented by the President to all members at least one week before the Elections;

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v. All members of UTPT shall vote to select one candidate for each position via a blind ballot during the voting period;

vi. The voting period shall be held during the End-of-year Ceremony to be held sometime in March or April of each year;

vii. The ballots shall be collected and counted by a designated ballot-counter;

viii. The candidate with the highest number of votes in each position shall be elected to fulfill the aforementioned position during the next academic year.

b) The incoming Executive Board shall assume full responsibilities from May 1st to April 30th of the following year..

c) The outgoing Executive Board shall remain as an Advisory Council to the incoming Executive Board from May 1st to August 31st after the current academic year.

Article VIII - Finance

a) No membership fee shall be collected from any General Member or Executive Officer.

b) UTPT finances shall be co-administered by the President and Financial Officer.

c) With regards to funding,

i. Any funds raised shall be reserved solely for UTPT purposes;

ii. Donations may be accepted by UTPT;

iii. Funding shall be requested from the University of Toronto Students' Union.

d) Financial proposals

i. shall be proposed by Executive Officers or General Members;

ii. shall be submitted in written form to the Financial Officer no later than two days before the next meeting of the Executive Board;

iii. shall be presented to the Executive Board in the form of an oral presentation by the person who submitted it;

iv. shall be reviewed by the Executive Board;

v. shall require a two-thirds majority vote of the Executive Board in order to be accepted.

e) The UTPT budget

i. is to be drafted in preliminary form by the Financial Officer;

ii. is to be reviewed in a meeting of the Executive Board;

iii. is to be approved through a series of votes, with a two-thirds majority required to approve any section;

iv. can be amended at any time by the Executive Board;

v. shall be available to any member of the university community upon request.

Article IX - Liability

UTPT shall not be liable for poor academic performance from any UTPT member.

Article X - Amendments

Constitutional amendment proposals

a) can be submitted by any UTPT member;

b) must be submitted to the Vice-President Administration in the written form it would take if adopted into the Constitution.

c) shall be made available to all UTPT members at least one week before the next Executive Board meeting.

d) shall be voted upon by all members of UTPT in a referendum called by the President;

e) shall require of a 75% majority vote of all those who vote in order to be adopted.

By-Laws

By-Law No. 1: Terms of Membership

Section (a): Tutee

1. Violation of Human Rights Code of Canada and University of Toronto Code of Conduct will result in immediate termination of membership to UTPT and may result in legal action.
2. Three un-notified absences from scheduled tutorial sessions will result in suspension from UTPT for one academic year.
3. Tutees shall be tutored in a maximum of five courses per semester.

Section (b): Tutor

1. Violation of Human Rights Code of Canada and University of Toronto Code of Conduct will result in immediate termination of membership to UTPT and may result in legal action.
2. Three un-notified absences from scheduled tutorial sessions will result in suspension from UTPT for one academic year.
3. A Tutor's failure to meet the needs of his/her tutee will result in re-evaluation of the tutor by his/her Division Manager.
4. Misleading documentation of the Tutor Log will result in immediate termination of membership to UTPT and may jeopardize eligibility for a Certificate of Achievement, or a Honours Certificate of Achievement, or a Honours Certificate of Achievement with Distinction.

By-Law No. 2: Guidelines for Recognition of Tutor Service

1. Tutors shall be required to contribute a minimum average of one hour per week to tutoring sessions, in addition to preparatory time.
2. Tutors shall be awarded a Certificate of Achievement upon completion of 40 hours of cumulative tutoring service.
3. Tutors shall be awarded the Honours Certificate of Achievement upon completion of 60 hours of cumulative tutoring service.
4. Tutors shall be awarded the Honours Certificate of Achievement with Distinction upon completion of 80 hours of cumulative tutoring service.
5. All tutors shall be awarded a UTPT Letter of Recognition, authorized by the President, which shall include a description of the tutor's time contribution.

By-Law No.3 - Impeachment of Executive Board Members

1. A member of the Executive Board may be impeached if he/she has grossly neglected his/her responsibilities as stated in this constitution.
2. Written requests for Officer impeachment can be submitted by any member of UTPT to an Executive Officer at any time. That Officer is required to present the request at the earliest possible Executive Board meeting.
3. A general meeting will be organized, at which all UTPT members shall vote to impeach or keep the Officer in question.
4. Impeachment from the Executive Board shall require 75% of the vote from all those who vote.

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