

Article I: Name and Purpose

1.1 The official name of the Campus Group will be **“The Marketing Group.”** Additionally, the organization may be otherwise referred to as **“Home of the Pink Sheep.”**

1.2 The campus group may be referred to by the acronym **“TMG”**.

1.3 The purpose, objectives, mission and/or mandate of the organization is to **connect, professionally develop & foster an appreciation for Marketing within its membership and student body.**

Article II: Membership

2.1 The group shall maintain a list of group members.

2.2 Voting membership is open to all registered students of the University of Toronto.

2.3 Voting membership is open only to registered students of the University of Toronto.

2.4 Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

2.5 The membership fee will be \$0 per year.

Article III: Rights of Members

3.1 All members may apply for a full refund of their membership fee within one (1) month of becoming a member.

3.2 All voting members have a right to attend all general meetings of members.

3.3 All voting members have a right to cast votes at all general meetings of members.

3.4 All voting members have a right to stand for election unless otherwise stated in this document.

3.5 All voting members have a right to cast votes in all group elections and referenda.

3.6 All voting members have a right to propose and vote on amendments to this constitution.

The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article IV: Executive Committee

4.1 The term for all positions on the Executive Committee shall be from May 1st to April 30th.

4.2 The Executive Committee shall be comprised of 25 voting members.

4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.4 Non-voting members may hold only non-voting positions on the Executive Committee.

4.5 The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

4.6 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.7 No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

4.8 The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

Article V: Elections

5.1 All voting positions on the Executive Committee shall be filled through an annual election.

5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.

5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

5.6 On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

5.7 The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

5.8 For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

Article VI: Termination of Membership

6.1 The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.

6.2 A vote to revoke membership must be held at a meeting of the Executive Committee.

6.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

6.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

6.5 In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

6.6 Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

6.7 Executive Committee members are subject to the same termination of membership process as general members.

Article VII: Amendments

7.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

7.2 All voting members may propose and vote on amendments to the constitution.

7.3 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.

7.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.

Article VIII: Finances

8.1 The funds of the organization shall be expended pursuant to the operating budget approved by the Presidents and Executive team at a valid committee meeting.

8.2 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$1000.00 without the approval of the general members at a valid general meeting.

8.3 All Budgets shall be prepared by the Vice-President of Operations in accordance with the organization's priorities as determined by the executive committee at a valid committee meeting.

8.4 The Vice-President of Operations shall present a proposed operating budget for the next fiscal year to the executive committee for its consideration during a final departmental meeting.

8.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

8.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.

8.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executives may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

8.8 The President, the Vice-President of Operations, and one member of the Board Members shall be the designated signing authority of banking instruments for the organization.

8.9 The Marketing Group will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

8.10 The Marketing Group will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article IX: Committee Meetings

9.1 The purpose of Committee meetings is to provide a forum for The Marketing Group's executives to discuss and make decisions on day-to-day matters affecting the organization.

9.2 Committee meetings will be facilitated by the Co-Presidents of The Marketing Group (or an Executive designate thereof, as needed). The Co-Presidents shall be responsible for:

9.2.1 Formulating and distributing an agenda for each meeting;

9.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

9.2.3 Moderating the discussion at meetings according to the agenda;

9.3 There shall be a minimum of one (1) Committee meeting every two (2) weeks from September 1 to April 30. The date of each subsequent meeting will be confirmed at the preceding meeting.

9.4 The frequency of Committee meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee; provided, that there shall be a minimum of one (1) meeting a month during this time.

9.5 Committee meetings may be called to order by the Co-Presidents or Executives.

9.6 Committee meetings are restricted to Executives and Board Members only. Quorum will be established by the presence of a majority of the Executives of The Marketing Group.

9.7 Minutes of all Committee meetings must be recorded and maintained for reference purposes.

9.8 Executives must notify the Co-Presidents a minimum of six (6) hours before a Committee meeting to inform them of new business they wish to discuss. The Co-Presidents will then add the discussion item to the agenda.

9.9 Each Executive and Board member of The Marketing Group shall be entitled to one (1) vote at a valid Committee meeting.

9.10 Any question at a Committee Meeting shall be decided by a show of hands.

9.11 Whenever a vote by show of hands occurs, a declaration by the Co-Presidents that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

9.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

9.13 The Co-Presidents may, with the consent of the majority of Executives, decide to adjourn these meetings from time to time.

Article X: Emergency Meetings

10.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

10.2 These meetings must abide by the respective rules outlined in sections VII .

10.3 Notice of these meetings must be provided a minimum of 24 hours in advance through emails and the Executive Team communication channels (The Marketing Group Discord server, WhatsApp).

10.4 Less notice for emergency meetings may be provided at the discretion of the Co-Presidents in agreement with a minimum of 3 executive members.

Article XI: Executive Hiring

11.1 Presidential hiring will be held prior to March 31 each year. The President/Co-President will be selected/appointed by the Board/Faculty Advisor following a hiring process.

11.2 Candidates for all remaining executive positions shall be selected through a formal hiring process. These processes will be established by the outgoing executive team each year in consultation with the Board/Faculty Advisor.

11.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.

11.4 All screening of candidates will be conducted by the new President/Co-Presidents and selected minority executives in consultation with the Board, who will assess each candidate's qualifications against pre-established criteria for holding the positions.

11.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members in accordance with MESA's established deadlines.

Article XII: Transition

12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XIII: Emergency Powers

13.1 In the case of extenuating circumstances, the Committee shall be afforded the ability to act without direction from the organization's members.

13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

13.4 Members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership

Article XIV: Food Handling On Campus

14.1 The Marketing Group will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article XV: Precedence of University Policies

15.1 The Marketing Group will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of The Marketing Group, the University's policies, procedures, and guidelines will take precedence.

Article XVI: Legal Liability

16.1 The University of Toronto Scarborough does not endorse The Marketing Group's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article XVII: Banking

17.1 The Marketing Group agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Article XVIII: Board of Directors

18.1 For governance purposes, The Marketing Group shall also maintain a Board Of Directors. Membership in this board shall be open to any alumni or faculty of the University of Toronto Scarborough. The broad responsibilities of the Board of Directors shall include:

18.1.1 Approving the strategic plans and objectives of The Marketing Group as well as overseeing their effective implementation.

18.1.2 Setting out the internal rules and policies of the organization.

18.1.3 Supporting the Committee by ensuring the organization is well equipped with the tools for proper management of activities and resources.

18.1.4 Offering advice during meetings and aiding in the year-over-year transition.

18.1.5 Taking corrective actions to maintain the integrity of the Marketing Group as outlined in the constitution.

18.2 The Board of Directors shall have at least one (1) Faculty Advisor. The Faculty Advisor must be an active faculty member of the University of Toronto Scarborough. The Faculty Advisor's responsibilities shall include:

18.2.1 Providing mentorship and guidance to Executives.

18.2.2 Regularly participating in meetings of the Committee and the Board of Directors.

18.2.3 Serving as an advocate for The Marketing Group on campus.

18.2.4 Ensuring smooth operation of The Marketing Group, in a manner consistent with the organization's constitution and policies.

18.2.5 The Faculty Advisor would also be beholden to the rights and functions of a Board Member.

Article XIX: Events

19.1 Over the course of the academic year, The Marketing Group shall engage in the planning, organization and execution of marketing-related events. These events may fall under one of three following categories:

19.1.1 External Events: These events would be developmental in nature, encompassing activities such as case competitions, workshops and speaker conferences. The events will be open to the general public and may include partnerships with third parties, external sponsors as well as other universities.

19.1.2 Internal Events: These events would be similar in nature to the external events but shall be limited in scope and participation. They may be held in collaboration with other on-campus groups, faculty and departments but will restrict participation to University of Toronto personnel only.

19.1.3 Team Events: These events would be focused on team building and enhancing a sense of community within the organization. They will include off-site activities and socials that will be reserved for the members of the organization only.

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with the constitution.