

CLUB CONSTITUTION

New clubs must see the VP Campus life before submitting a constitution to prevent a mismatch between club constitutions and that of UTMSU.

Any modification in a club's constitution should be approved by unanimous consent of the executives or by a majority of the membership. The VP Campus Life, Clubs Coordinator, or Associate must be involved in the modification process. For modification to pass, a general meeting must occur where all members of the club are informed and invited through mass e-mail. The majority of the attendees to this general meeting must then vote in favor of the modification for it to be subsequently accepted.

All clubs recognized by UTMSU must adhere to the following constitutional guidelines. A copy of the constitution from each club must be kept on file at UTMSU; the copy with UTMSU will be considered the official constitution of that club. Please indicate Article # and follow the following format precisely.

Article I: Name

ACE UTM

Article II: Purpose

Our goal is to engage students to experience professional business environments. Our goal is to help students prepare for their future by allowing students to learn how to approach a professional environment, teaching them basic speaking skills and engaging them in a case study competition. We are aiming to provide a fun and enthusiastic experience for students to prepare themselves for the professional business world.

Article III: Membership

Membership is open to all UTM students.

This year we plan on charging the members a \$7 fee for membership. This is part of the \$15 total fee that goes directly to ACE Canada and ACE UTM has kindly taken it upon themselves to pay for \$8 of the \$15 fee.

Article IV: Executive

Co-President: Oversees the entire council with the other co-president and decides on the major goals and strategies for the year. The co-president also oversees the operating budget throughout the year and attends all executive meetings required by ACE Canada, UTMSU, Department of Management, sponsorship etc. and finally represents ACE in a professional manner.

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Vice President Internal: Responsible for overlooking the Internal Directors. Also helps oversee the entire council alongside the President and fills in for the President when not available. They also ensure that directors complete all tasks, assignments, and activities within a given timeframe.

Vice President External: Responsible for overlooking the Director External. Also helps oversee the entire council alongside the President and fills in for the President when not available. They also ensure that directors complete all tasks, assignments, and activities within a given timeframe.

Vice President Finance: Responsible for overlooking the Director Finance. Responsible for completing all financial documents required by the UTMSU and Department of Management and ensuring that they are submitted on a timely basis. Also keeps track of all receipts and reimbursements and keeps financial accounts in order. They will also explore sponsorship opportunities to obtain club funding from campus and community resources. Responsible for UTMSU Audit.

Vice President Equity - The vice president of equity oversees the entire team's conflicts and difficult situations, if any were to arise. The VP assists in all of the events as well as contributes their skillset, however their main role is to ensure everyone on the team is pulling their weight and the team is running smoothly and without conflict.

Vice President Marketing : Responsible for maintaining and updating all social media platforms (Twitter, Facebook and Instagram) along with the ACE UTM website. Actively pursues ways to recruit members in a unique, interesting fashion. Responsible for promotional products required for ACE and its marketing- nameplates, exec hoodies, member swag items and ensures member turnout is exceptional and actively promotes ACE throughout UTM. They are responsible for media such as: videos, photos, music, etc. and also work with other clubs on campus to build a presence of ACE at UTM. Responsible for all marketing functions and aspects of ACE UTM's operations (Facebook, Twitter, Website, etc.). Creates marketing media and advertising for any internal and external events throughout the year and creatively implements marketing strategies to ensure active member participation in ACE UTM events.

Vice President Chapter Development - The Vice President of Chapter Development oversees the Director of Chapter Development and together they create and execute trainings for all ACE members focused around the topics and cases that they will encounter on their journey to internationals. The topics are consulting, marketing, finance and presentation skills. The trainings are of utmost value to the members since they provide them with technical and soft skills for their business journeys.

Director Chapter Development - The director chapter development is overseen by the VP of Chapter Development and together they create and execute trainings for all ACE members focused around the topics and cases that they will encounter on their journey to internationals. The topics are consulting, marketing, finance and presentation skills. The trainings are of utmost value to the members since they provide them with technical and soft skills for their business journeys.

Director Internal: Responsible for assisting VP Internal with arranging for virtual events throughout the year. Organizes, maintains the office paperwork, scheduling and timeframes, maintains inventory and records minutes for each meeting. Also, they are to keep track of member attendance, organizing office hours and executive meetings.

Director External: Responsible for reaching out to reps for events as well as finalizing gifts. Prior to events they are responsible for arranging the judges and during the events they must greet and register the judges. They must organize social events (a min of 2) and develop strategies for engaging members and increasing membership.

Director Finance: Actively recruits sponsors through the Centralized Sponsorship Package in order to build relationships with external networks for sponsorship dollars. They are responsible for maintaining the financial records of all of ACE UTM's cash flows and responsible for all money exchanged and received during any collection of payments. They also maintain ACE UTM's bank account and determine the monthly budget and keep records of all payments made by ACE UTM to external groups. As well as keeps receipts on hand for proof of payment. Transfers money to the bank account from the cash box on a daily basis during clubs week, after events, and daily during provincials collections. Responsible for UTMSU Audit.

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Article V: Meetings

Executive meetings will be held bi-weekly and there will be a number of events that take the place of regular meetings for the members. There will however be an event that will take the place of the general meeting explaining the goals, mission and overall benefit of ACE UTM.

General meetings are open to all members of the club.

Article VI: Elections

Any executives hired at ACE UTM will be done via election. The election will proceed as follows:

- 1) ACE UTM will begin advertising executive positions in March and publish an election season timeline containing the nomination period, campaign period, and voting period dates. ACE UTM will start collecting applications during the nomination period. Advertising will be done through a variety of media, such as posters, mass emails, social media posts, etc.
- 2) Any person interested in running in the election will be required to submit a nomination package to the Chief Returning Officer (CRO)*. The candidate must include a brief description about why they are interested in joining ACE UTM and why they would make a good candidate. They must also agree to follow the election rules and promise to campaign in accordance with the rules of fair play outlined in the nomination package.
- 3) ACE UTM will collect applications and make a list of candidates. The campaign period will commence for the next few days following the nomination period deadline. Candidates will be able to promote their campaign during this time on social media.
- 4) Over the course of a few days, following the campaign period, ACE UTM will open polls allowing voting to occur. Voting will take place online and each candidate's description will appear next to their name on the ballot.
- 5) After the polls close, the candidate(s) with the highest number of votes for each position will be selected to join the team.

*Throughout the election, a designated Chief Returning Officer (CRO) will oversee the process. The non-partisan CRO will be approved by both ACE UTM's executive team and the UTMSU's VP of Campus Life.

Article VII: REMOVAL FROM OFFICE

Removal from office can occur after the VP Campus Life has issued two verbal warnings and the Clubs Committee has issued one written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be two-thirds of the executives in favour of removal. In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter.

Alternatively, an executive member may be removed from office by the club itself for failing to perform his/her duties as defined by the club constitution and by-laws. Such removal will occur if, and only if, the following conditions are satisfied:

- Strike 1: A talk with the co-presidents and VPs
- Strike 2: A talk with the team and leaders
- Strike 3: Removal from the team

Article VIII - Amendments to the Constitution

- 1) Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.
- 2) Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.
- 3) The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.