

Constitution of “PiCo Career Development”

1. Name and Purpose

The official name of this recognized campus group is “PiCo Career Development”

The acronym or abbreviation of this group is: UT PICO

Group Purpose:
Hi Everyone,

PiCo hopes to equip students with better knowledge of various industries and help them make smarter decisions on their career paths. In addition, PiCo also strives to help improve students' skills on developing a more successful career.

We want to achieve this by providing students with opportunities to network, strengthen problem-solving skills, and learn about different career opportunities. PiCo will be holding monthly events, including networking boot camps, case competitions, resume and interview workshops, different career paths' info seminars, excel workshops, and more!

PiCo hopes students can experience more than just textbooks in university but also understand how and where we can apply our knowledge after graduation. We believe that this will also bring much more motivation for our academic studies.

Sincerely,
U of T PiCo Career Development Club

2. Membership and Membership Fee

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

Club members are permitted to run, nominate, and vote in elections and constitutional amendments. Members must register with a designated executive by submitting their full name and a valid email address.

There will be no mandatory membership fee.

3. Rights of Members

All voting members have a right to attend all general meetings of members. All voting members have a right to cast votes at all general meetings of members. All voting members have a right to stand for election unless otherwise stated in this document. All voting members have a right to cast votes in all group elections and referenda. All voting members have a right to propose and vote on amendments to this constitution.

4. Executive List and Duties

The executive committee shall be comprised of four (4) elected officers. These include a President, a Vice-President, a Finance Director, and an Events Organization Director.

*The **President** shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

Additional responsibilities may include:

- Lead organization of events/meetings with core club members

*The **Vice-President** shall:*

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

Additional responsibilities may include:

- Lead organization of events/meetings along with President

*The **Finance Director (Treasurer)** shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

Additional responsibilities may include:

- Connecting with sponsors
- Collecting membership fees
- Applying for funding

*The **Event Organization Director** shall:*

- Make a list of all registered members and their contact list
- Maintain any online websites of club
- Notify all members of meetings and events
- Handle official correspondence of the organization
- Lead event organizations and events along with President and Vice-President

Additional responsibilities may include:

- Record notes and motions for meetings

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Termination of Executives or General Members:

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, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favour of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

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

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Only currently registered students may run for executive positions and hold voting privileges. Registered U of T members may not vote by proxy.

Term of executive positions shall be from May 1st to April 30th.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50% +1 of executives.

8. Amendments

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.

Constitutional amendments shall require a $2/3$ majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.