

University of Toronto - UTSG

Constitution of CaseM Club

2025/2026

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

Welcome to CaseM – Your Gateway to Strategic Leadership!

We are thrilled to have you join us on this exciting journey of problem-solving, leadership, and innovation.

Name & Purpose

Our officially recognized student group, CaseM Club (Case Master), is dedicated to one purpose: to establish an organization to implement the case study method to tackle industrial and global issues, where everyone can take on leadership, often in the shoes of a CEO or CTO, and make difficult decisions on real-life company situations (inclusion, ethics, culture, profitability, and technology).

Membership and Membership Fee

Membership is open to all U of T's students, with primary focus for UTSG campus.

As of the 2025/2026 school year, membership is free if you join within the first two weeks; however, members who join after this window will be required to pay a fee of \$15 per school year (yes, join early!). Note that all members may apply for a full refund of their membership fee within two (2) weeks of becoming a member. Yes, this is your right, and we want you to pay only for what you love.

We will be keeping track of and maintain the list of all members at CaseM, and please note the following:

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

Rights of Members

Here at CaseM, everyone is treated equally, whether you are a first-year engineering student or a fourth-year political science student. While we will be conducting debates and arguments in our sessions, it's important to be respectful of others' opinions while maintaining a judgment-free, bias-free mindset.

Please also note the followings:

- 1.1. **Polls will be conducted from everyone to set future discussions and cases we should tackle next.**
 - 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.
- The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Executive Committee

The term for all positions on the Executive Committee shall be from May 1st to April 30th. For the 2025/2026 school year, the Executive Committee shall be comprised of five voting leaders: Allen Zhu, Linda Zhang, Ray Ni, Krish Kapoor, and Akhirun Nahar Meem. Our role as executives is to guide discussions, and prior to each case session, the executives are required to meet and discuss key points of the cases.

Some other inquiries are as such:

- All voting leaders of the Executive Committee must be currently registered students of the University of Toronto.
- Non-voting members may hold only non-voting positions on the Executive Committee.
- For leader decisions, major of the votes is needed.
- Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 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.
- 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.
- If a leader were to resign, they must speak with the team with a minimum of two weeks notice.

Executive Committee Composition and Duties

Here is the general guidelines for each role on the leadership team, note since CaseM is a recently established committee, specifics roles might undergo changes as time progresses.

The President shall:

- Be eligible to cast votes at meetings of the Executive Committee.
- Oversee the operations, management, and success of the group.
- Serve as the main spokesperson for the group.
- Hold signing and financial authority along with the Treasurer.
- Direction guidance for case study discussions.
- Prepare the direction for cases to tackle.
- Initiate the conversation in case discussions.

- Approval for guest invitations.
- Schedule executive meetings prior to the case discussions.

The Vice-president of Operations shall:

- Be eligible to cast votes at meetings of the Executive Committee.
- Assume duties of the President in their absence.
- Ensure activities of the club comply with policies of the University of Toronto.
- Coordinate organizational recruitment efforts.
- Manages the logistics of club events.
- Schedule case study discussions, coordinate with guest speakers or instructor.

The Vice-president of Education shall:

- Be eligible to cast votes at meetings of the Executive Committee.
- Lead for providing potential cases to be discussed in class.
- Focus on the accuracy of the cases and analyze solution for similar cases.
- Lead discussions for in class case discussions.
- Responsible for overlooking at the study groups.

The Vice-president of Strategy shall:

- Be eligible to cast votes at meetings of the Executive Committee.
- Develop short-term & long-term planning for the club (Partnership, outreach).
- Develop short-term & long-term goals for club growth.
- Develop strategy to best delivery cases to students.

The Vice-president of Marketing and Communications shall:

- Be eligible to cast votes at meetings of the Executive Committee.
- Maintain a list of group members.
- Develop website for CaseM.
- Notify all members of general meetings.
- Apply innovative methods to set attractions to students to join the club.

The Vice-president of Budget and Treasurer shall:

- Be eligible to cast votes at meetings of the Executive Committee.
- Record all financial transactions of the group.
- Hold signing and financial authority along with the President.
- Maintain a budget of income and expenses.
- Advise members on financial position of the group.
- Potentially prepare an annual budget for the group.

Elections

- All voting positions on the Executive Committee shall be filled through an annual election.
- All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

- All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- Non-voting group members shall not be eligible to cast a ballot for any elected position.
- The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 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.
- The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 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)

Finances

The income and expense tracker will be shared with all executive leaders, where it will track all the funding from U of T, other corporations, and analyze the expense to control spendings.

- The Treasurer shall keep an active record of income and expenses.
- The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- The group may not engage in activities that are essentially commercial in nature.
- The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- The group will not pay salaries to any of its officers.

Meetings

- The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.
- Prior to each case discussion, all executive members are expected to meet and discuss potential key points of discussions and overall direction.

Termination of Membership

- 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.
- A vote to revoke membership must be held at a meeting of the Executive Committee.
- A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 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.
- 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.
- Executive Committee members are subject to the same termination of membership process as general members.

Amendments

- All constitutional amendments shall require a majority vote to be passed at a general meeting.
- All voting members may propose and vote on amendments to the constitution.
- The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.