

Management Technology Association Constitution

Article I: Name of Organization

- The official name of the organization will be the “Management Technology Association” at the University of Toronto Scarborough.
- The “Management Technology Association” may be referred to by the acronym “MTA”.

Article II: Purpose

- The purpose of MTA will be to create a social network for students interested in management and technology, and to provide them with the necessary resources to excel in this field
- MTA will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by promoting technology, growth and community.
- MTA fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
- MTA operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article III: Membership – Rights and Responsibilities

Each member shall be afforded the following rights through membership in MTA:

- The right to participate and vote in group elections and meetings;
- The right to communicate and to discuss and explore all ideas;
- The right to organize/engage in activities/events that are reasonable and lawful;
- The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
- The right to be free from censorship, control, or interference by the University on the basis of the organization’s philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
- The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- Each member shall possess the following responsibilities relative to participation in MTA
- Support the purpose of the organization;
- Uphold the values of the organization;
- Contribute constructively to the programs and activities offered by the organization;
- Attend general meetings;
- Abide by the constitution and subsequent official organizational documents;
- Respect the rights of peers and fellow members;
- Abide by University of Toronto policies, procedures, and guidelines;
- Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

- MTA will collect a mandatory membership fee from each member each year. This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting.
- MTA values and respects the personal information of its members. MTA secures its member's information at all times and will not supply names or other confidential information to third-parties.
- MTA will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Membership – Onboarding and Termination (Removal of Members and Executives)

Members of MTA refers to all the executives including all Presidents, Vice Presidents, Directors and Associates. The executives of the organization shall include:

- Co-Presidents
- Vice Presidents of Marketing, Vice President of Corporate Relations, Vice President of Operations, Vice President of Events
- Directors of Marketing (3), Director of Web Development, Director of Internal Affairs, Director of Corporate Relations, Director of Business Development, Director of Operations (3), Director of Events (2), Director of Technology (2), Corporate Relations Associate, Operations Associate, Marketing Associates, Technology Associate.

The broad responsibilities of each executive position are as follows:

- The role of the President is to oversee and manage MTA, maintain relationships with other management associations, and play a role in the future strategic planning of the Club. The President(s) are the official spokesperson of MTA and will guide
- The role of the VP of Marketing is to oversee all external communication: including all print, web and direct marketing material. The VP will be the primary point of continuous contact between the marketing team and the rest of the team, notably the Senior Team. They will manage and support their team by providing guidance and feedback on marketing material and voicing their concerns to the Senior Team
- The role of the VP of Operations is to oversee the organization and execution of events that MTA hosts. The VP will be the primary point of continuous contact between the operations team and the rest of the team, notably the Senior Team. The VP will also need to oversee MTA's finances. They will guide their team by providing feedback and ensuring that MTA's events are providing value for attendees.
- The role of the VP of Corporate Relations is to establish external connections with organizations, food vendors, faculty and firms. The VP will be the primary point of continuous contact between the corporate relations team and the rest of the team, notably the Senior Team. The VP will also create deliverables such as decorations, packages, gifts and follow-up emails, to keep close contact with stakeholders
- The Presidents will oversee the Technology department. They'll create long-term roadmaps for the continual development of the website and work with external parties in ensuring smooth operations of events.
- The role of the Director of Marketing is to create promotional material including posters and videos. They'll also have to manage MTA's brand through social media management.
- The role of the Director of Web Development is to maintain and update the website with the latest content and events that MTA is involved in. They will need to work with the VP of Technology to ensure that all information on the website is accurate and up to date.

- The role of the Director of Internal affairs is to manage internal logistics within the club such as communication with the Management Department, room bookings and internal complaints.
- The role of the Director of Corporate Relations is to identify key sponsorship opportunities and outreach to potential partners in the community to secure monetary or non-monetary sponsors, such as instructors, gifts or networkers.
- The role of the Director of Technology is to plan and coordinate the technology aspect of the logistics of events. The Director will work alongside the Director of Web Development to collect promotional material for the website. The Director will assist with all responses requested by the VP of Technology and the Co-Presidents.
- The role of the Director of Operations is to plan and coordinate logistics, boothing schedules and posting schedules. The Director will assist with all responses requested by the VP of Operations and the Co-Presidents.
- The role of the Associates is to assist their corresponding Directors and Vice Presidents with various tasks. Associates are responsible for learning the tasks and responsibilities performed by the rest of the Team.

Any student that will be enrolled at the University of Toronto as a Full-Time or Part-Time student for at least one semester during the term specified for any given role within MTA can hold an Executive or Senior Team position.

- Only previous Senior Team or Executive members can apply to be a Co-President in the following year. All other positions can be filled by any internal members or externals.
- The term of Executives for MTA will be from when they are hired to April 30th of the next year. Hiring date may vary based on position. All Senior Team and Executive members must be determined before April 30th of the previous academic school year.
- Any member of the Team may resign, provided that they deliver a written copy of their resignation to the Co-Presidents. Under these circumstances, the member will officially leave the club once they have passed on all ongoing and previous material (poster designs, contact information with potential sponsor, etc.) to the Co-Presidents.
- Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- If a Co-President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- Any vacancy of the Co-President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a new Co-President is hired.
- Team members may be asked to leave if they have demonstrated that they are unwilling to put effort into club activities or have intentionally and/or consistently violated another member's rights (as defined in Article III). In addition, all other measures, as outlined below, have been taken prior to the removal of club member:
- The team member will be warned by the Co-Presidents of the issue that may lead to their removal from the club. The team member and Co-Presidents will discuss the issue and either come to agreement that the issue has been resolved or give the team member 14 days to demonstrate a change in the behavior/action.
- After 14 days, the team member and Co-Presidents will reconvene to discuss the progress. They can either come to an agreement that the issue has been resolved or the team member will be given a final 7 days to demonstrate a change in behavior/action. If no change has been seen after these 7 days, the team member will be asked to leave.

Article V: Advisory Board

- The Advisory Board serves as a separate entity for current members of the Team to consult with when they need advice or support.
- Board members will only go to meetings when requested by a Co-President.
- Advice provided by the Board is non-binding. Decisions made by the Team do not have to be approved by the Board. The Board also holds no voting power.
- The Presidents will provide updates to the Board at least once a semester.
- The Board Members are defined at the end of the previous term. These members must have served as a member of the Senior Team or an Executive previously on the team. Each Board Member serves until April 30th of the following year.
- The outgoing Co-Presidents will work with the incoming Co-Presidents to elect and modify the Board of Directors for the upcoming year.
- Board Members can only serve for a maximum of two years or until they graduate. Outgoing Co-Presidents are the exception, as they must be on the Board. Any outgoing Co-President that has graduated will have to remain on the Board for the coming year.

Article VI: Transfer of Membership

- Previous work performed by former members must be stored in their corresponding folder on Google Drive. This includes documents such as marketing posters, logistics, budgets, stakeholders matrixes, corporate relation packages and presentations.
- New members must inspect and review documents in the previous Google Drive. Members shall not modify previous work. If needed, they should reach out to previous members during the summer after they are hired to gather any work they believe is outstanding.
- Bank cards and financial statements must be transferred to incoming Co-Presidents and the Vice President of Operations. The members should book an appointment with their corresponding bank branch to inform them about the transfer of ownership the summer following the renewal of the club.
- The outgoing VP of Corporate Relations is responsible for notifying external stakeholders of the staff changes in the club. They must introduce the incoming VP of Corporate Relations and Co-Presidents to the point of contact for sponsors.
- Marketing materials such as previous posters, photos, designs and logos must be handed over to the new team. Software applications recommended by the previous team should be introduced to the incoming team.
- New members are entitled to receive training and/or onboarding support from previous or current members. The Advisory Committee may be called upon to answer questions and support the training process.
- All training and club material should be given to incoming members by the previous member within two months of being hired. This includes the transfer of knowledge, accounts, contacts and more.
- The incoming Co-Presidents are officially declared after all administrative onboarding tasks, such as renewing the club and submitting reference letters to the Student Experience Coordinator, as requested on behalf of the Department of Management is completed.

Article VII: Finances

- All club Financial Statements such as Invoices, Income Statements, Budgets and Transactions logs must be maintained by the Operations Team
- Financial Statements must be performed ethically
- The outgoing Senior Team and Operations Team is responsible for the accuracy of the financial statements of the club.
- The outgoing team must ensure there is at least \$350 in reserves in the bank account for the next year of operations.
- The Co-Presidents and Vice President of Operations will be responsible for holding onto the club's bank card.
- All Financial Statements must be submitted to the Faculty of Management if requested.
- Members will be severely disciplined if club funds are allocated towards personal use or social gatherings.
- The Co-President, the Vice-President Operations, and only in special circumstances the Vice President of Corporate Relations shall be the sole signing authorities of banking instruments for the organization.
- MTA will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- MTA will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VIII: General and Executive Meetings

- There will be at least one Team meeting per month, where at least one member from each functional team needs to be present, including the Senior Team. Smaller meetings may be held as needed in addition.
- All meetings must be called at least 5 days in advance.
- All meetings must have a meeting agenda sent out before the meeting and meeting minutes shall be recorded by the Operations Team. Each team must come prepared with updates regarding their progress.
- Every member is expected to attend all meetings unless discussed with the Co-Presidents.
- If a member misses more than 3 consecutive meetings, without good reason they may be asked to leave the club by the Co-Presidents.

Article IX: Constitution

- The Constitution serves as the official guide for MTA and its members. The team must be familiar with its contents and adhere to all rules, rights and regulations as outlined.
- Amendments to the Constitution can be made as long as the change is approved by a majority vote by the entire team.
- Any member(s) who wishes to make an Amendment must present the adjustment to the Co-Presidents in written form at least three days prior to the meeting when it will be voted upon.
- The Co-Presidents will share the adjustment with the team at least two days prior to the meeting. During the meeting, following the proposed amendment, the team will discuss the proposed adjustments and vote on whether or not the constitution should be amended.
- Incoming Co-Presidents must read through the Constitution, ask for clarification from outgoing Co-Presidents and modify as needed.

- The Constitution needs to be finalized before April 30th and be presented to the new Team at the following meeting.

Article X: Precedence of University Policies

- MTA will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of MTA, the University's policies, procedures, and guidelines will take precedence.

Article XI: Legal Liability

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

Article XII: Banking

- MTA 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 XIII: Emergency meetings

- Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.
- Notice of these meetings must be provided at least 24 hours in advance through email.
- Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members

Article XIV: Elections

- Executive elections will be held prior to March 31 each year.
- Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
- 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.
- All screening of candidates will be conducted by a committee comprised of majority number of non-executive general members and minority number of executives who will assess each candidate's qualifications against pre-established criteria for holding the positions.
- Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.

- All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the election will be held. The application period must end a minimum of seven (7) days prior to the general meeting at which the election will be held.
- Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.
- Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee described in section 10.4.
- This committee will be comprised of two (2) non-executive general members and one (1) executive.
- Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.
- Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
- If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.
- Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

Article XV: Transitions

- All outgoing executives are required to transfer all organizational resources used relative to a particular role over the preceding year to new executives upon leaving the position.
- 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.
- 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 XVI: Amendments

- The organization may make, amend or repeal the constitution or certain sections therein.
- Notice of a meeting called to consider such a resolution shall be given as follows:
- Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
- A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.
- Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).
- The general membership must have the final say on amendments to the constitution.

Article XVII: Emergency powers

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

- 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.
- Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- General members have the ability to remove emergency powers where appropriate through the submission of a signed petition from at least 10% of the entire general membership.

Article XVIII: Food Handling on Campus

- MTA 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 XIX: Precedence of University Policies

- MTA 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 University's policies, procedures, and guidelines will take precedence.