



Constitution of “Supply Chain Management Group”

1. Name and Purpose

- 1.1. The official name of the recognized student group is “Supply Chain Management Group”
- 1.2. The official acronym or abbreviation of the group is “SCMG”
- 1.3. The purpose of the organization is to inspire students' interests in the supply chain management field by providing industry insights, case studies, networking events, and other opportunities for members to enhance their understanding and career opportunities in the field. Our mission is to create a community where members can gather, share common interests, and benefit from professional development opportunities. Through our events and activities, we aim to provide students with the opportunity to network, gain practical skills, and connect with professionals in the industry.

2. Membership

- 2.1. Membership of the SCMG is open to all community members at the University of Toronto, including staff, faculty, and alumni. To be recognized as a member of the SCMG, one is required to request registration with the SCMG Executive member.
- 2.2. Only registered students of the University of Toronto with voting positions can hold voting membership, while non-students (such as staff and alumni) can hold only non-voting membership.
- 2.3. Proof of status as a University of Toronto community member must be presented in order to register.
- 2.4. Elected memberships, granted to the **President** and **Vice President**, are voting positions only open to registered students at the University of Toronto.
- 2.5. All members can apply for **Appointed Positions**, which are merit-based positions in the executive team with conditions.
- 2.6. **General members** are participants in events that are holding non-voting positions with internal affairs of the club, while **Appointed members** have the right to vote during presidential elections and assist the management of the operations of SCMG.
- 2.7. The membership fee will be \$0 per year.

3. Rights of Members

- 3.1. All voting members have a right to attend all general meetings.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referendums.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Executive Committee

- 4.1. The term for President and Vice President on the Executive Committee shall be from May 1st to April 30th in the following year.
- 4.2. The term for Appointed Positions on the Executive Committee shall be one (1) year when the members are appointed, starting at the beginning of the school year (Fall).
- 4.3. The Appointed Member Application Process would be held from early-September to early-October, at the latest, every academic year.
- 4.4. The Executive Committee shall comprise 2 executive voting members, President and Vice-President. Appointed Members are executive non-voting members. These include branch directors, managers, and interns.
- 4.5. All executive voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.6. 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.
- 4.7. The President and Vice President must always discuss and reach consensus with Appointed Members when voting for major constitutional changes.

5. Executive Committee – Elected Positions and Duties

5.1. The President shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.5. Oversee the operations, management, and success of the group,
- 5.1.6. Serve as spokesperson for the group for inter school and interfaculty relationships,
- 5.1.7. Hold signing and financial authority along with the Director of Finance,
- 5.1.8. Preside over meetings of the Executive Committee and/or members,
- 5.1.9. Ensure a transition of office from one year to the next.

5.2. The Vice-President shall:

- 5.2.5. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.6. Assume duties of the President in their absence,
- 5.2.7. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.8. Coordinate organizational recruitment efforts.
- 5.2.9. Maintain a list of group members,
- 5.2.10. Maintain the group website and member contact list.

6. Executive Committee - Appointed Positions and Duties

- 6.1. **Every branch must be represented in club gatherings** (i.e., meeting, events, workshops, social gatherings) by at least one executive member (i.e., president, vice-president(s), director(s), manager(s)).

6.2. Director(s) of Events shall:

- 6.2.5. Plan, organize, and execute various events that matches the vision of SCMG,
- 6.2.6. Manage the budget and finances along with the Director of Finance,
- 6.2.7. Evaluate and document the success of events,

6.2.8. Manage all aspects of event logistics, including securing venues, arranging catering, etc.

6.3. Director(s) of Finance shall:

6.3.5. Record all financial transactions of the group,

6.3.6. Hold signing and financial authority along with the President,

6.3.7. Maintain a budget of income and expenses,

6.3.8. Advise members on financial position of the group,

6.3.9. Prepare an annual budget for the group

6.4. Director(s) of Marketing shall:

6.4.5. Promote all upcoming events and brand-image along with Director of Corporate Relations,

6.4.6. Manage all social media platform and secure login credentials,

6.4.7. Create visual representation and develop official websites.

6.5. Director(s) of Corporate Relations shall:

6.5.5. Identify and develop partnerships with companies, clubs, and organizations

6.5.6. Network with industry professional for planned events along with Director of Events,

6.5.7. Assist Marketing with social media post captions and description,

6.5.8. Develop and implement outreach strategies for department members,

6.5.9. Represent the club to external parties and respond to messages and emails.

6.6. Director(s) of Internal Affairs shall:

6.6.5. Maintain an accurate and up-to-date roster of group members,

6.6.6. Communicate meeting schedules and details to members in a timely manner,

6.6.7. Assist the Director of Events in securing venues and coordinating catering,

6.6.8. Facilitate the recognition process and paperwork required.

6.6.9. Create and implement training programs for new interns and members to ensure their success and integration into the group.

6.6.10. Record and take notes of club gatherings.

6.7. Manager(s) & Intern(s) shall:

6.7.5. Assist directors under the assigned department,

6.7.6. Representing directors during meetings in their absence.

7. Elections

7.1. All Executive positions (President, Vice President) on the Executive Committee shall be filled through an annual election typically held in the month of February.

7.2. The election will be run by members who are not seeking a position as President or Vice President to ensure unbiased results.

7.3. No individual running in an election will be allowed to participate in the administration of said election and will not see the final results until the final vote is cast, in order to ensure full transparency and non-bias in the process.

7.4. The Previous President and Vice President may apply for the election process to extend their position for one more year.

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

- 7.6. Elections are held in mid-February (during the Winter Term) with the appointment of the new positions to be held on May 1st at the end of the academic year.
- 7.7. The nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 7.8. The elections must be held in an unbiased manner.
- 7.9. All registered members of SCMG are eligible to run for president and vice president in the upcoming election cycle.
- 7.10. All registered members of SCMG who held the position of intern during the respective academic year may only run for the role of manager in any branch club of their choice.
- 7.11. It is recommended, though not required, that the presidential candidates have at least one year of experience at SCMG.

8. Recruitment

- 8.1. Prospective interns must hold an interview with the director or manager of their prospective club branch.
- 8.2. If a new member is a director or manager, then either the president or vice-president will hold the interview.
- 8.3. Recruitment is primarily done during the Club Fair occurring at the beginning of each academic year, but the executive committee has the right to recruit and/or terminate any member.
- 8.4. An internship program is developed by the Internal Affairs committee for each new academic year depending on needs of the club and is brought into effect at the end of business day of the university Club Fair.
 - 8.4.5. The form is open for one week for enrolment of necessary positions to be filled.
 - 8.4.6. For one week after the closing of the online form, interviews are held with current respective members who it may concern to recruit.
 - 8.4.7. This entire recruitment process is held for a two-week period after the end of the Club Fair.

9. Finances

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

10. Meetings

- 10.1.** All Executive and Appointed members are expected to attend meetings at a bi-weekly basis at minimum.
- 10.2.** If the directors are not available, at least one manager is required to participate in the meeting for each club branch.
- 10.3.** During the academic year, meetings are held on an agreed weekly basis. Summer meetings are held on a bi-weekly basis.
- 10.4.** The quorum for Executive Committee meetings shall be 50%+1% of the voting members of the Executive Committee.
- 10.5.** 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.
- 10.6.** The Executive Committee must announce the date of a general meeting to the general membership at least one (1) week prior to the date of the meeting.

11. Social Media and Online Code of Conduct

- 11.1.** Any member with access to any of SCMG's social media or online platform will need to adhere to the following code of conduct.
- 11.2.** Exploitation of access to any online platform in a malicious way to others or towards the club's reputation is unacceptable.
- 11.3.** Posting of anything inflammatory, defamatory, discriminatory or derogatory is unacceptable.
- 11.4.** Sharing club confidential information publicly is unacceptable.
- 11.5.** Members who use their access to the club's online platform in an irresponsible way will be subject to consequences and may have their membership terminated.
- 11.6.** Any designs, strategies and slides created by the club is SCMG's Intellectual Property and may not be shared publicly.

12. Termination of Membership

- 12.1.** 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.
- 12.2.** A vote to revoke membership must be held at a meeting of the Executive Committee.
- 12.3.** A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 12.4.** Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 12.5.** 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.
- 12.6.** 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.
- 12.7.** Executive Committee members are subject to the same termination of membership process as general members.

13. Amendments

- 13.1.** All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 13.2.** All executive voting members may propose and vote on amendments to the constitution.
- 13.3.** 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.
- 13.4.** 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.