



SHARPE

FINANCIAL RESEARCH GROUP

**Sharpe Financial Research Group
Constitution for the 2024/2025 Academic Year**

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1. Purpose

The Sharpe Financial Research Group (“Sharpe Group” / “the Group”) aims to provide a platform for University of Toronto students to engage in high-quality financial research, develop professional skills, and connect with industry professionals. We offer a holistic approach through three main functions:

- Financial Research Programme: Gain real-world experience by working on comprehensive financial research projects, allowing participants to produce detailed and impactful reports that meet industry standards.
- Sharpe Review Newsletter: An innovative monthly newsletter that features upcoming campus opportunities, finance and economic news, and highlights the work of our research team. This publication ensures members stay informed about relevant trends in the financial sector, and professional opportunities.
- General Member Events: Engage in workshops, speaker sessions, networking events, and competitions designed to enhance your skills and professional development. These events provide valuable opportunities for general members to learn from industry professionals and build a strong network.

Our mission is to create a collaborative environment where students can develop both professionally and academically, acquiring the necessary skills to break into buy-side Finance. The Sharpe Review sets us apart by keeping students informed about all relevant opportunities and news. The Financial Research Programme offers practical experience, while the General Member Events provide networking and skill-building opportunities. Together, we provide high-quality and comprehensive preparation for future Finance professionals.

2. General Membership

General membership of the Sharpe Group is open to all community members at the University of Toronto. To register, proof of status as a University of Toronto community member must be presented (e.g., University of Toronto student number or University-affiliated email address).

Voting membership is open to currently registered students and only currently registered students at the University of Toronto. All General Members are by default also Voting Members, unless they are ineligible as outlined above.

There shall be no membership fee for those who register as a General Member of the Sharpe Group. To be recognized as a General Member of the Sharpe Group, one must complete the registration form available on our social media and the official website: <https://www.sharpe-research.com/>

3. Executive and Non-Executive Membership

The Executive Committee is comprised of the following Executive Members:

- President (Elected)
- Vice President of Operations (Elected)
- Vice President of Finance (Elected)
- Vice President of Marketing & Communication (Elected)
- Vice President of Financial Research (Elected)

Elections occur in March of each year for the following academic year as outlined in Section 7.1. All voting members of the Executive Committee must be currently registered students of the University of Toronto.

Non-Executive Members are appointed by the incoming President in collaboration with the respective Vice Presidents in May each year for the following academic year as outlined in Section 7.2.

There is a merit-based application and recruitment process for Non-Executive Members. Those wishing to apply to a Non-Executive Position can do so through an application form available on our social media and the official website, <https://www.sharpe-research.com/>.

3.1. Executive Positions

President (1st May - 30th April)

- Be eligible to cast votes at meetings of the Executive Committee.
- Presides over meetings of the Executive Committee.
- Holds signing and financial authority along with the Vice President of Finance.
- Serves as the spokesperson for the group.
- Oversees all Sharpe Group operations, research, management, and success of the group.
- Sets organisation goals for the year, including goals for each executive member.
- Coordinates with each organisational department to assist with their duties.
- Ensures a smooth transition of office from one year to the next.

Vice President of Operations (1st June - 30th April)

- Be eligible to cast votes at meetings of the Executive Committee.
- Oversees the planning and execution of all general member events.
- Collaborates with the executive Committee to align event with the Group's strategic goals.
- Coordinates with industry leaders, academics, and other external stakeholders to secure speakers, judges, and headliners for events.
- Manages the logistics of events, including scheduling, venue booking, and participant registration.

- Collaborates with the Operations team through regular meetings, setting deadlines, and providing support.
- Collaborates with the Finance team to ensure all events are executed within budget.

Vice President of Finance (1st June - 30th April)

- Be eligible to cast votes at meetings of the Executive Committee.
- Oversees all financial operations and strategies of the Group and provides regular reports to the executive Committee.
- Manages the Group's budget and ensures alignment with strategic goals.
- Leads fundraising efforts, including securing sponsorships and applying for grants.
- Collaborates with the Finance team through regular meetings, setting deadlines, and providing support.

Vice President of Financial Research (1st June - 30th April)

- Be eligible to cast votes at meetings of the Executive Committee.
- Approves, oversees, and set all financial research activities across all areas of research programmes.
- Ensures the quality and consistency of research outputs.
- Mentors and supports Heads of Research in each research programme.
- Coordinates the final presentations for all research teams.

Vice President of Marketing and Communication (1st June - 30th April)

- Be eligible to cast votes at meetings of the Executive Committee.
- Oversees all marketing and communication strategies to enhance the Group's visibility and engagement.
- Manages and updates the Group's social media accounts and presence.
- Coordinates with the Communications team to lead the creation and distribution of the Sharpe Review newsletter.
- Coordinates with the Marketing team to develop and execute marketing campaigns, create compelling visual and written content, and promote events and initiatives.
- Ensures consistent and effective communication with members and external audiences

3.2. Non-Executive Positions

Associate (1st August - 30th April)

- May be appointed by the President and Vice President of each department to assist with departmental duties.
- Works under the supervision of the respective Vice President.
- Helps execute the strategic goals and tasks assigned by the Vice President, attends regular team meetings and contributes to the planning and execution of departmental initiatives.
- May receive a duty-specific title in addition to the title of Associate, as designated by the respective Vice President or the President prior to appointment.

Head of Research Team (1st July - 30th April)

- Appointed by the President and the Vice President of Financial Research to lead a team within a specific research programme to be offered the following academic year.
- Oversees the research activity and ensures the quality and consistency of research outputs within their team by setting deadlines and meetings.
- Conducts research, analyses data, and assists in preparing reports and presentations.
- Mentors and supports research analysts in their tasks and development.

Research Analyst (1st July - 30th April)

- Appointed by the President and the Vice President of Financial Research to a team within a specific research programme to be offered the following academic year.
- Conducts research, analyses data, and assists in preparing reports and presentations.
- Collaborates with other analysts and the Head of Research Team to ensure the accuracy and relevance of research outputs.
- Participates in regular meetings with their team to discuss progress and findings.

4. Termination of Membership

4.1. Resignation

Any Non-Executive or Executive Member may voluntarily resign from their position. Individuals choosing to do so are required to give a notice of at least 2 weeks, and must make every effort to assist in finding a replacement and ensure a smooth transition of duties. They shall be bound to do so for no longer than one month's time from the date of their initial statement of resignation.

4.2. Impeachment

Any Executive Member of the Executive Committee may be impeached for the following reasons:

- The duties expected of the individual have continuously not been met, and in failing to do so, the individual has caused significant harm to the goals or public standing of the Sharpe Group.
- The member, acting as a representative of the Sharpe Financial Research Group, has undertaken an activity which serves to undermine the goals or public standing of the Group.
- The individual is deemed unsuitable for their executive position, for reasons considered relevant to the proper functioning of the Group.
- Prior to the Impeachment of an Executive, the individual must first be given a clear warning. If the individual has failed to make sufficient reparations, they may be impeached by the members of the Executive Committee, comprising of all elected and appointed executives, on a 4/5 majority vote.

4.3. Dismissal

Any Non-Executive or General Member of the Sharpe Group may be dismissed for the following reasons:

- The duties which were assigned to the individual have not been met, and in failing to do so, the individual has caused significant harm to the goals or public standing of the Group
- The member, acting as a representative of the Sharpe Group, has undertaken an activity which serves to undermine the goals or public standing of the Group
- The individual is deemed unsuitable for their executive position, for reasons considered relevant to the proper functioning of the Group
- Prior to the dismissal of an appointed executive, the individual must first be given a clear warning. If the individual has failed to make sufficient reparations, they may be impeached by either the decision of the president, or by the members of the Executive Committee, comprising of all elected and appointed executives, on a 3/5 majority vote.

4.4. Appeals

Any Non-Executive Member or General Member facing removal shall have the right to appeal the decision to the Executive Committee. In the case of an appeal, a 3/5 majority vote at a meeting of the executive committee shall be required to sustain the revocation of membership. If the Executive Committee upholds the revocation, the member shall have the right to make a final appeal to the general membership, where a simple majority vote shall determine the outcome.

5. Finances

5.1. Financial Practices & Responsibilities

- The Vice President of Finance shall keep an active record of income and expenses.
- The Vice President of Finance shall present the Group's updates on the Group's financial position at Executive Committee meetings.
- The President must approve all expenditures over \$100.00.
- 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 organisation.
- 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.

5.2. Financial Statements and Sponsorship

The Sharpe Group complies with the financial statement requirements of the Government of Canada. The Vice President of Finance must prepare a Balance Sheet, an Income Statement, and a Statement of Changes in Financial Position to be presented at an annual Executive Committee meeting and filed with the University within six months of the end of the Sharpe Group's fiscal year. The Group accepts sponsorship from industry firms to fund networking sessions, workshops, resource materials and publications.

5.3. Signing Officers

The signing officers of the club shall be the President and the Vice President of Finance. The club bank account will be held under the name of the President.

6. Meetings

The date, time and place of all Executive Committee meetings are determined by the President. Executive meetings may be set any time during the year with a minimum of one meeting every three months.

Executive members are notified at least seven days prior to the date. The quorum for any meeting is 50% plus 1.

7. Recruitment and Elections

7.1. Elections for the Executive Members of the Executive Committee

All voting positions on the Executive Committee shall be filled through an annual election and each voting position must be open to all student members. Elections for the Executive Members of the Sharpe Financial Research Group are held prior to April 1st of each year. All Voting Members that have been part of the club for at least 60 days prior to the election are eligible to cast a vote. A successful election will be indicated by a majority vote amongst the candidates running for each position. If a majority is not achieved by any individual candidate, an instant-runoff will be conducted until a majority is reached.

The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

All current General Members of the Sharpe Group are eligible to run for an Elected position. For each executive position, the following experience is strongly recommended, but not required:

- President: Has previously held a VP role, has at least 2+ years of experience at the Sharpe Group.
- Vice President of Operations: Has previously held an operations role, has at least 1+ years of experience at the Sharpe Group.
- Vice President of Finance: Has previously held a finance role, has at least 1+ years of experience at the Sharpe Group.
- Vice President of Marketing & Communication: Has previously held a role in either marketing or communication, has at least 1+ years of experience at the Sharpe Group.
- Vice President of Financial Research: Has previously held a research role, has at least 1+ years of experience at the Sharpe Group.

7.2. Recruitment for Non-Executive Members

Non-Executive positions include Associates, Heads of Research Teams, and Research Analysts. At least one Head of Research and one Research Analyst must be appointed for each research team. Each department must hire at least 1 associate.

The President and the Vice Presidents of each department (Operations, Marketing, Communication, Finance) will oversee the recruitment process for Associates and Senior Associates within their respective departments. The President and the Vice President of Financial Research will oversee the recruitment process for Heads of Research Teams and Research Analysts. All applicants will be required to undergo an interview process. The respective Vice Presidents will conduct interviews along with the President, with final approval and screening by the President. Recruitment for these positions will occur through a merit-based application process. Application forms will be available on the Group's social media and official website, <https://www.sharpe-research.com>.

The selected candidates will be announced by July 1st and will serve from August 1st to April 30th of the following academic year.

8. Amendments

Any member of the Sharpe Group Executive Committee may propose an amendment to the Group's Constitution. Amendments to the Constitution require a 4/5 majority vote at an Executive Committee meeting of the Sharpe Group. 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