

Official Constitution

This document is the official constitution of The University of Toronto Business Students' Association ("the organization"), which outlines the governing principles of the organization. The document is aligned with the guidelines set by the Office of Student Affairs at University of Toronto ("the University"). The constitution was passed by the founding members of the organization on May 3rd, 2012.

Article I: Group Name

The official name of the group is The University of Toronto Business Students' Association which may be abbreviated as UTBSA. The name reflects the origin of the group, which comes from the University of Toronto.

Article II: Purpose

The University of Toronto Business Students' Association aims to bridge the gap between academics and the professional world, and provides students with the general skill sets that are required for this transition. These goals will be achieved through workshops, competitions, speaker series events and seminars organized throughout the year.

Article III: Membership

Definitions:

- **Simple Majority:** 50% + 1
- **Qualified Majority:** Two thirds

Membership is open only to registered students at the University of Toronto without restriction. Moreover, only registered University of Toronto students are allowed to hold voting membership, non-students (including staff/faculty/alumni) can only hold non-voting membership. Membership is currently free of charge. All registered students at the University of Toronto are welcome to become members of this group, may become executives, may vote in elections, and may propose and vote on constitutional amendments.

Members are classified into three groups:

- **Board of Director Members "BoD members"** hereafter: This group clusters the decision-making members of the organization who are elected by the general membership through a process, which is outlined in this document. These members are responsible and accountable for the decisions made during their work term at the organization. BoD members can be students, staff, faculty and alumni of the University of Toronto.
- **Specialists:** Specialists, unlike the BoD members, are not responsible for long term planning. They are elected through a process outlined in this document. Each Specialist

has to belong to at least, though not limited to, one committee under the supervision of a BoD member. Specialists do not have to be University of Toronto students and Specialist positions are open to the public.

- General Members: This group constitutes all the members of the organization.

General Members, see definition above, have the right to leave the organization without prior notice and at any time of their choosing. The general membership cannot be terminated, under any condition or by any authority in the group, unless the member breaches the Academic Code of Conduct or other codes set by the University. General Members may refer to VP Public Relations in case they have complaints and/or suggestions.

Specialists and BoD members see the definitions above; have the right to resign from their position.

The BoD has the right to dismiss a fellow executive from duty in case she/he commits a major offense or repeatedly commits minor offenses. Offenses are described as follows:

Major Offenses

- Involvement in any activity that is considered academic misconduct by the University
- Misuse of UTBSA's resources and assets (i.e. personal use of funding for the organization)
- Racial prejudice, bigotry or insulting people's background and beliefs in any shape or form
- Misinforming the membership, general/executive, on purpose
- Purposely interfering with group's activities

Minor Offenses

- Failing to attend meetings that are deemed mandatory by the BoD without providing a logical reason
- Failing to meet deadlines or delivering sub-standard work
- Using inappropriate and hurtful language toward colleagues or other members
- Legitimate complaints from general membership
- Misconduct and/or lack of attention during the meetings

If an executive or a BoD member commits one of the Major Offenses, she/he shall be dismissed immediately during an emergency meeting. The vote of simple majority of BoD members is enough to dismiss an officer in case of a Major Offense.

If an executive or a BoD member commits a Minor Offense, the following procedure shall be followed:

1. On first offense, the member is advised by BoD about the offense and is expected to provide reasons why the incident has happened
2. On second offense, the member shall receive an official warning letter from the BoD. This letter outlines the concerns of the VPs regarding the offender's behavior and asks for explanations as well as a future plan from the offender.
3. On third offense, the member can be dismissed from the position based on the vote of qualified majority.
4. On fourth offense, the vote of simple majority is enough to dismiss the member from position.

Whether a member's behaviour is considered an offense is determined by the BoD members.

All members (Specialist, BoD, and general members) have the right to appeal the termination in a meeting of the general membership. The general membership will then decide by a simple majority vote whether the termination still stands. The general membership's vote will have the final say on this matter.

Article IV: Executive Offices

The Board of Directors each covering a specific set of tasks at UTBSA include:

- 1 President
- 2 Chairs
- 5 Other executive members

The activities of the team are overseen by the BoD. The executive positions at the organization are as follows:

- **President:** The president is responsible to manage the executive team and make sure the organization is on track with the scheduled events and proposed objectives. The president will lead and manage the team members to achieve the established goals and expand the club. The president is to also act as the main person of contact for the group.
- **Conference Series Chair:** The Conference Chair works in line with UTBSA's vision and in conjunction with the President to organize an Annual Conference towards the end of the academic year. This Chair's role is similar to that of the Speaker Series Chair role, except focused on the annual conference speakers, a case competition and other conference related events/activities.
- **Speaker Series Chair:** The Speaker Series Co-Chairs work in line with UTBSA's vision and in conjunction with the President to organize monthly events with its team. This Chair's role is to reach out to potential speakers, plan and execute the monthly speaker series.
- **Corporate Relations Executive:** The Industrial Relations Executive is responsible for networking with various organizations and companies, for workshops and seminars that is to held during the school year/term. This VP will work towards conducting research on different business career paths and methods to connect with business professionals.
- **Marketing Executive:** Creates and designs marketing campaigns for the organization including posters, invitations etc. Marketing Executive provides other officers with marketing content and handles their requests for such content. He/she also chairs the Marketing committee.
- **Finance & Sponsorship Executive:** Manages the financial matters within the organization and comes up with ideas and plans for the future of the club. This officer is responsible for creating the annual budget based on the activities of the organization for the coming year. This officer is also responsible for creating financial reports, which shall be presented to the general public annually. He/she also chairs the Finance committee and is responsible for recording and maintaining all financial transactions of the group. On the sponsorship side, he/she is responsible for the acquisition of new sponsorship and partnerships with businesses, associations, and community organizations, to generate revenue for the club's events, by utilizing its profile and status.

- **Webmaster Executive:** The webmaster is responsible for managing and updating the content of our official website regularly. This individual should use their web-design experience and marketing skills to improve the UTBSA brand.
- **Photographer/Videographer Executive:** The photographer is responsible for taking photographs of all the UTBSA events including the speaker series and the conference and other relevant events, for promotional materials. This individual will work closely with the marketing and graphic designer executives.

Article V: Finances

The financial matters within the organization consist of handling incomes and expenses, crafting an annual budget for the organization through collaboration with other BoD members and SPECIALIST's, creating a business plan, creating quarterly reports to be presented to the BoD and creating annual reports to be presented to the general membership.

Additionally, VP Finance is responsible for approving and monitoring the allocation of financial resources. The BoD members and specialists all shall estimate the costs for their activities/expenses, if any, and get approval from the VP of Finance.

VP Finance should also research the potential sources of income for the organization and consult other members as how to take advantage of such resources. The officer shall document and maintain the funding opportunities as well as their application procedure.

Article VI: Meetings

There are two general meetings every year, one held in mid June (the kick-off meeting) and the other in late April (the reflection meeting). The kick-off meeting is aimed at introducing new members to the mission, vision and activities of the organization. The reflection meeting is where the executive officers reflect on their activities for the past year. Both of these meetings are mandatory and are to be attended by all members of the executive team with exceptions.

Members of the executive team and the BoD shall meet at least once a month in order to give status reports to their colleagues and discuss potential problems that they face. In addition, members of each committee shall meet at least once in a month in their own respective committee in order to give status reports to their VP. The meetings shall be chaired by a member of the BoD and all important decisions made during the meeting shall be documented. The procedure for choosing chair of the session and note taker is at the discretion of the BoD and the committee chairs.

Article VII: Elections & Referenda

Elections are to be held twice a year, one on the day of the reflection meeting before the meeting in order to elect the BoD team and one in early September after the reflection meeting to elect the committee members (the specialists). Vote of simple majority is enough to elect BoD members and Specialists.

Simple majority of the BoD can dismiss a member and call an election to general public for the position. The member has the right to appeal the decision to the general membership, and that the simple majority vote of the general membership will have the final say on the matter.

Amendments to the constitution shall be put on referendum before they take effect. The vote of simple majority is enough to pass an amendment to the constitution.

Article VIII: Amendments

Amendments to the constitution are offered by the executive officers in charge, which has to be approved by qualified majority of BoD before being put on referendum. If the proposal to make an amendment was turned down by the BoD, a reasonable explanation must be provided to the public.