

Constitution of “University of Toronto Engineering Finance Student Association”

1. Name

The official name of this recognized campus group is “University of Toronto Engineering Finance Student Association.”

The acronym or abbreviation of this group is: UTEFA.

2. Purpose and Objectives

The University of Toronto Engineering Finance Student Association is an educational organization that aims to provide students with extensive knowledge of the financial industry by exposing them to investing activities and financial concepts. UTEFA believes that the best way to learn, whether the student is an experienced investor or completely new to the stock market, is by valuing real publicly traded stocks as opposed to analyzing outdated case studies.

UTEFA hopes to continue providing University of Toronto students, particularly engineering students with exposure to financial markets and the opportunity to learn various valuation/trading methodologies, as well as other specialized areas of finance, including quantitative finance, risk management, and analysis of various asset classes.

3. Membership

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.

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. 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. Members must register with a designated executive by submitting their full name and a valid email address.

UTEFA does not have a membership fee as we believe financial skills are important and want to make UTEFA an inclusive club for all members.

For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 5 members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be comprised of seven (7) elected officers. These include President, VP Finance, VP Operations, VP Marketing, VP Communications, Head Analyst, Head Economist, and Head Quant. All voting positions on the Executive Committee shall be filled through an annual election.

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the VP Finance for financial purposes
- Preside over board meetings as well as general meetings
- Oversee the various committees
- Ensure transition of office to the future Executives

Additional responsibilities may include:

- Conducting learning sessions on financial statement analysis and valuation techniques
- Lead a sector group in creating and presenting stock pitches at weekly meetings
- Support the executive team with their roles and responsibilities

The VP of Finance shall:

- Assume duties of the President in his/her absence
- Manage the UTEFA Shareholder portfolio, trading account held at BMO Investorline, and chequing account held at BMO
- Apply for funding initiatives to meet UTEFA's financial needs
- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto

Additional responsibilities may include:

- Lead a sector group in creating and presenting stock pitches at weekly meetings

The VP of Operations shall:

- Organize and plan events and logistics
- Lead and assist the Market Update Committee in creating weekly market updates for the weekly meetings
- Along with President, propose and execute new ventures and partnerships
- Maintain external relations with alumni and affiliated groups, for the purpose of organizing events and initiatives

Additional responsibilities may include:

- Lead a sector group in creating and presenting stock pitches at weekly meetings

The VP of Technology shall:

- Maintain the UTEFA website and keep it up to date to reflect the club's events and workshop offerings
- Oversee all web development initiatives

The VP of Marketing shall:

- Lead the Marketing Team to maintain and update social media pages, promote organization activities, and design marketing materials
- Spearhead recruitment
- Maintain external relations with alumni and affiliated groups
- Work closely with VP Communications to coordinate correspondence materials

Additional responsibilities may include:

- Lead a sector group in creating and presenting stock pitches at weekly meetings

The VP of Communications shall:

- Handle official correspondence of the organization
- Maintain external relations with alumni and affiliated groups
- Notify club members of weekly meetings
- Work closely with VP Marketing to develop and send marketing materials to promote organization activities

Additional responsibilities may include:

- Lead a sector group in creating and presenting stock pitches at weekly meetings

The Head Analyst shall:

- Assist the President with the preparation of learning/training materials
- Conduct ad-hoc training sessions
- Review and support all the sector groups and the sector heads with and financial statement and/or valuation questions

The Head Economist shall:

- Assist the President with the preparation of learning/training materials
- Directly lead the weekly Market Updates, and overseeing the Market Update Committee
- Conduct ad-hoc training sessions
- Review and support all the sector groups and the sector heads with and financial statement and/or valuation questions

President: Tina Guo (EngSci 2T5)

VP of Finance: Shawn Teh (Indy 2T5)

VP of Operations: Clara Pardi (Indy 2T3)

VP of Communications: Larry Long (ECE 2T4)

VP of Technology: Sarah Chen (EngSci 2T6)

VP of Marketing: Alex Dudek (Chem 2T6)

Head Economist: Edward Xu (Indy 2T5)

Head Analyst: Gandharv Nagrani (Indy 2T4)

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

Termination of Executives or General Members:

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, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

All voting positions on the Executive Committee shall be filled through an annual election. The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March to elect voting members of the Executive Team.

All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates (voting members of the Executive Committee) must be currently registered students of the University of Toronto and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

All registered U of T students may possess voting membership, but they should register with the Executive Committee and have been a member in good standing for 30 days prior to election dates.

The maximum number of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

Term of executive positions shall be from May 1st to April 30th.

6. Finances

The VP Finance shall keep records of all income and expenses. The VP Finance shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$50.00 by majority vote at an executive meeting.

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 group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet monthly where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.