

## **Constitution of “ACE UTSG”**

### **1. Article One - Name**

- 1.1. The official name of the recognized campus group is “ACE University of Toronto St. George Student Chapter”
- 1.2. The official acronym or abbreviation of this group is “ACE UTSG”

### **2. Article Two - Purpose and Objectives**

- 2.1. The mandate of organization is outlined here:
  - 2.1.1. We are the University of Toronto St. George chapter of the international association of business students known as ACE. Our members compete in business case competitions on the regional, provincial, and international level. The club offers members professional development training and valuable experience through our various events and collaborations. We are tomorrow’s business leaders making their mark.
  - 2.1.2. ACE UTSG is the University of Toronto, St George Campus’ chapter of ACE Canada. Therefore, as an affiliate of ACE Canada, the UTSG group’s mission, values, vision, and directions are aligned with that of the above mentioned and is outlined below.
- 2.2. The mission of the organization is outlined here:
  - 2.2.1. Creating Business Leaders
    - 2.2.1.1. ACE Canada strives to develop Canada’s future business leaders through our various programming opportunities – allowing them to apply prior knowledge to real-life situations they will face in the workforce.
  - 2.2.2. Creating Connections
    - 2.2.2.1. We help connect the top undergraduate talent across Ontario and Canada with our distinguished partners. Providing opportunities for our delegates to network with hundreds of industry professions across every field of business.

2.2.3. Creating a Success Culture

2.2.3.1. Through our programming we help equip our members with not just the skills and tools to succeed in the workplace, but also with the confidence to stand out as leaders but to also be proud of who they are, regardless of walks of life.

2.3. The values of the organization are outlined here:

2.3.1. Excellence

2.3.1.1. We operate in accordance with the higher standards in all relationships with members, volunteers, partners and the community.

2.3.2. Innovation

2.3.2.1. We are always seeking to push the boundaries forward to ensure our programming is directly relevant with our members.

2.3.3. Diversity

2.3.3.1. We are committed to making the ACE experience open and inclusive to everyone, and seek the unique power that comes with diversity of not just skills, but of backgrounds and experiences.

2.4. The vision of the organization is outlined here:

2.4.1. “Through our programming, we help equip our members with not just the skills and tools to succeed in the workplace, but also with the confidence to stand out as leaders and to be proud of who they are, regardless of their walks of life.” (As stated on the ACE Canada website  
<https://www.acecanada-nationals.ca/who-we-are>)

2.5. In order to achieve the aforementioned, ACE UTSG will carry out the following:

2.5.1. The group will host an introductory night in order to acquaint plausible new members with ACE UTSG.

2.5.2. The group will hold monthly events to ensure member engagement, including seminars, speakers and more.

2.5.3. The group will offer a minimum of 3 training sessions in order to prepare for the provincials competition.

2.5.4. The group will give its members the opportunity to compete in ACE Canada's national competition.

### **3. Article Three - Membership and Membership Fee**

3.1. The group shall maintain a list of group members.

3.2. Membership to the group is open to all University of Toronto members (students, staff, faculty and alumni).

3.3. Voting membership is open to all registered students of the University of Toronto.

3.4. Voting membership is open only to registered students of the University of Toronto.

3.5. 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.

3.6. The membership fee will be \$30 per year (not including fees for various events hosted by the group or its affiliates). Annual fees are subject to change at the end of the academic year for the following academic year depending on changes in ACE Canada Delegate fees and inflation.

3.7. For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members.

3.8. 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. Article Four - Rights of Members**

- 4.1. Any member of the club may apply for a full refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election period.
- 4.2. All voting members have a right to attend all general meetings of members.
- 4.3. All voting members have a right to cast votes at all general meetings of members.
- 4.4. All voting members have a right to stand for election unless otherwise stated in this document. Election candidates must register with a designated executive by submitting their full name, a valid email address and payment of the membership fee.
- 4.5. All voting members have a right to cast votes in all group elections and referendums.
- 4.6. All voting members have a right to propose and vote on amendments to this constitution.
- 4.7. The rights prescribed in Article Four are not awarded to non-voting members as described in Article Three.
- 4.8. Any member of the club may resign to revoke their ACE UTSG membership, provided that a minimum of 2 weeks notice is given. All resignations must be formally submitted to the Co-Presidents/President.

## **5. Article 5 - Executive Committee**

- 5.1. The term for all positions on the Executive Committee shall be from May 1<sup>st</sup> to April 30<sup>th</sup>.
- 5.2. The executive team shall comprise up to eight (8) members with up to four (4) elected officers for a President or two Co-Presidents and a Vice President of Finance and a Vice President of Events. Only these 4 elected positions shall have voting power on the executive committee. Here are the positions on the Executive Committee:
  - 5.2.1. President/Co-Presidents
  - 5.2.2. Vice-President of Finance
  - 5.2.3. Vice-President of Events
  - 5.2.4. Vice-President of Internal Affairs
  - 5.2.5. Vice-President of Delegate Development
  - 5.2.6. Vice-President of Marketing
  - 5.2.7. Vice-President of Corporate Relations

**5.3.** All voting members of the Executive Committee must be currently registered students of the University of Toronto.

**6. Article 6 - Executive Committee Composition and Duties**

**6.1.** The President or Co-Presidents shall:

- 6.1.1. Oversee the operations, management and success of the group
- 6.1.2. Serve as the public representative(s) for the group
- 6.1.3. Hold signing officer authority along with the Vice President of Finance for financial purposes
- 6.1.4. Preside over board meetings as well as general meetings
- 6.1.5. Facilitate transition of office to the future Executives
- 6.1.6. Helping the various teams with whatever help is necessary
- 6.1.7. Ensure a transition of office from one year to the next

**6.2.** The Vice President of Finance shall:

- 6.2.1. Oversee internal bookkeeping
- 6.2.2. Hold signing officer authority along with the Co-Presidents
- 6.2.3. Maintain a budget of income and expenses along with receipts
- 6.2.4. Advise members on financial position of the group
- 6.2.5. Prepare an annual budget for the group as well as budgets for specific events
- 6.2.6. Fill grant and funding applications on behalf of the organization
- 6.2.7. Assume duties of the Co-Presidents in their absence

**6.3.** The Vice President of Events shall:

- 6.3.1. Facilitate attractive events for the general membership and for further recruitment in virtual, hybrid, and in person environments.
- 6.3.2. Coordinate all ACE UTSG events including: Summer Recruitment, UTSG Club Fair, Intro Night, DUIC (ACE invitationals), Industry Professional Development Panels, Cross-Chapter ACE Collabs, and Socials.
- 6.3.3. Create event descriptions for the year
- 6.3.4. Brainstorm new ideas for member opportunities.
- 6.3.5. Assume duties of the Co-Presidents in their absence

**6.4.** The Vice President of Internal Affairs shall:

- 6.4.1. Coordinate engaging events designed to encourage networking and inclusivity for our delegates
  - 6.4.2. Ensure that all the activities of the club meet regulations and policies of the University of Toronto
  - 6.4.3. Handle official correspondence of the organization
  - 6.4.4. Assume duties of the Co-Presidents in their absence
- 6.5.** The Vice President of Delegate Development shall:
- 6.5.1. Oversee the delegate development team's activities
  - 6.5.2. Organize and oversee the recruiting strategy
  - 6.5.3. Organize training sessions for our delegates
  - 6.5.4. Make a list of all registered members
  - 6.5.5. Record notes and motions for meetings
  - 6.5.6. Assume duties of the Co-Presidents in their absence
- 6.6.** The Vice President of Marketing shall:
- 6.6.1. Oversee the marketing team's activities
  - 6.6.2. Design and direct communications with chapter members, companies and future delegates
  - 6.6.3. Review and create promotional media
  - 6.6.4. Maintain our website and social media outlets
  - 6.6.5. Assume duties of the Co-Presidents in their absence
- 6.7.** The Vice President of Corporate Relations shall:
- 6.7.1. Secure corporate partnerships for events and sponsorship purposes.
  - 6.7.2. Outreach to other universities and UofT clubs for partnership opportunities,
  - 6.7.3. Find representatives and judges for our events.
  - 6.7.4. Reach out to gather corporate sponsors and identify external opportunities,
  - 6.7.5. Assume duties of the Co-Presidents in their absence
- 6.8.** Directors are members who shall be appointed to various teams: external relations team, marketing team, events team, etc. These appointed Directors do not have voting authority.

## **7. Article Seven - Elections**

- 7.1.** It is the responsibility of the President, Co-Presidents or in extenuating circumstances, (one of) the Vice-President of Finance or Vice President of Events, from here on referred

to as the Party Responsible (PR), to conduct and hold elections in March. All parties involved shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

- 7.2.** In the month of April, the PR shall open nominations for any student member to run for President or Co-Presidents, Vice President of Finance, and Vice President of Events. At this point, any student member may approach this person with their self nomination. This self nomination will only be accepted by the PR if that person is willing to completely accept and carry out the duties of a President, and is also a registered University of Toronto student. Co-Presidential candidates must approach the PR as a pair, as Co-Presidents will not be assigned. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period. All nominations shall be collected by the PR by a deadline of no longer than 2 weeks after the initial announcement.
- 7.3.** If there is only one candidate or one set of candidates that has approached the PR following the nomination deadline, this person or these people will automatically assume the role of President or Co-President, Vice President of Finance, or Vice President of Events.
- 7.4.** If no candidates have approached the PR following the nomination deadline, the nominations period will be reopened. If following the extended nomination period, there are no candidates, the PR may reopen nominations to the general membership.
- 7.5.** If there are multiple candidates that have approached the PR following the nomination deadline, then election protocol will be followed.
- 7.6.** Election Protocol:

  - 7.6.1.** The PR shall select three (3) election dates before April 31<sup>st</sup> but after April 1<sup>st</sup> 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.
  - 7.6.2.** On election day, all candidates will deliver a short speech (no more than 5 minutes) outlining their intentions as a presidential candidate which will be distributed to all general members. Co-Presidential candidates will give a joint

speech. Following this, the PR shall provide each ACE UTSG voting member with an online ballot.

- 7.6.3. The PR's vote shall be sealed and not be counted unless there is a tie. If the PR consists of more than one person, they must cast one unanimous vote.
- 7.6.4. The ballots shall be counted by the PR and reviewed by a third party agreed upon by the presidential candidates. The candidate with the most votes shall be elected to the position. The PR and third party shall submit a report of the results of the elections to the current Executive Committee and the general membership.
- 7.6.5. Only registered University of Toronto students of ACE UTSG who have been a member in good standing for 30 days prior to election dates are eligible for voting.
- 7.6.6. Following the new presidential election, it is the responsibility of the newly elected President or Co-Presidents to create and release an application form, review applications, and interview candidates for the non-voting positions on the Executive Committee. This is to be completed prior to May 30<sup>th</sup>.

## **8. Article Eight - Finances**

- 8.1. The Vice President of Finance shall keep an active record of income and expenses.
- 8.2. The Vice President of Finance shall present the group's updates on the group's financial position at annual general meetings.
- 8.3. The Executive Committee must approve all expenditures over \$200.00 through a majority vote at a meeting of the Executive Committee.
- 8.4. The group 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.
- 8.5. The group's executive or members may not engage in activities that are essentially commercial in nature.



8.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

8.7. The group will not pay salaries to any of its officers.

## 9. Article Nine - Meetings

9.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

9.2. 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.

9.3. 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.

## 10. Article Ten - Termination of Membership

10.1. 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.

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

10.3. A vote to revoke membership must be held at a meeting of the Executive Committee where the member in question can defend their actions. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

10.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

10.5. 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.

10.6. 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.

**11. Article Eleven - Amendments**

- 11.1.** All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 11.2.** All voting members may propose and vote on amendments to the constitution.
- 11.3.** 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.
- 11.4.** 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.
- 11.5.** Any registered U of T members may propose and vote on amendments to this constitution. The Executive team will administer the process of having amendments discussed at general meetings.