

UTM Start Box Constitution

Article I: Name

The official name of the recognized campus group is “UTM Start Box”

The acronym or abbreviation of this group is: “USB”

Article II: Purpose and objectives

The purpose/ mission of the organization is outlined here:

UTM Start box is a club where everyone gets the chance to be put in the shoes of an entrepreneur. We understand starting a business can be difficult but as a club we will work together to create a successful company! Our products will be student designed merchandise, which means members will get the opportunity to make designs for T-shirts, sweaters, mugs, etc. There will be to sales which will occur at the end of each semester.

The goal this club is to earn a profit which will be invested back into the business or for future events.

Article III: Membership

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

There is no membership fee.

Article IV: Executive list and Duties

The Executive committee of the UofT Start box is comprised of 5 officers with different roles listed below:

President Responsibilities:

- Overseeing the club’s decisions and operations as well as monitoring club goals delegating tasks.
- Spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes.
- The President Is the primary contact for the club.

Vice president Responsibility

- Oversees the operation of other VPs.
- Collaborates with the club president for making important decisions.
- Substitutes and handles communication for the club president when necessary.

Vice President of Marketing Responsibilities:

- Manage social media and communication with targeted audiences

- Promote the Club's mission
- Motivating others to join our club
- Advertising club activities and events

Vice President of Finance (Treasurer) Responsibilities:

- 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

VP of Events Responsibilities:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

VP of External Relations Responsibilities:

- Managing Relationships with external organizations
- Coordinating with external organizations for collaboration
- Responsible for external and internal communication

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.

Article V: Elections

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. 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 SEO Election 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 have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The SEO 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 SEO 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 SEO 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 in order to break the tie.

After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO 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.

Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

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

Article VI: Finances

The VP of Finances (treasurer) will keep records of all income and finance and keep track of the group's financial health. The Executive Committee will vote on expenditures of over \$100.00.

All money raised by the club will be reported and used to towards the organization and no executive member will be paid a salary.

Article VII: Meetings

- A) General Meetings: General meeting will be held once a month during the fall and winter semester. Meetings will be announced at least two weeks prior by the Executive Committee. These meetings will cover the financial health of the club, voting on club activities, and exciting workshops.
- B) Executive Meetings: The executive committee shall meet on a monthly basis where date and times are to be set by an executive.
- C) Large Events: Everyone is welcome to attend the large events that will be hosted at the end of every month.

Article VIII: 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. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.

