



# **MESA Constitution**

## **2022 – 2023**

Last Revised: November 26th, 2022 | Consolidated: April 28th, 2018  
Management and Economics Students' Association

## **CONSTITUTION**

*THIS DOCUMENT IS PROTECTED INTELLECTUAL PROPERTY. ANY DUPLICATION IN PART OR WHOLE OF THIS DOCUMENT IS NOT PERMITTED WITHOUT PERMISSION.*

### **Article I: Name, Head Office, and Mission Statement**

**1.01 Name** – The Departmental Student Association shall be called the "Management and Economics Students' Association" and will from here forth be referred to as “MESA” or “The Association.”

**1.02 Head Office** – The head office of the Association shall be located at 1095 Military Trail, Scarborough, Ontario, M1C 1A4, Instructional Centre (IC), room IC237.

**1.03 Mission Statement** –

As the voice of undergraduate management and economics students at the University of Toronto at Scarborough, MESA is dedicated to:

- A.** Representing all Management and Economics students within the University and giving them an opportunity to voice their questions, concerns, and opinions.
- B.** Fostering learning and long-term growth of our students through hosting dynamic programs, events, and a medium through which to get involved.
- C.** Translating the above initiatives into value for the various contributors of the Association: i.e. the Department of Management through facilitation of its growth and advancement and corporate sponsors through campus exposure.

### **Article II: Interpretation**

**2.01** “UTSC” means the University of Toronto, Scarborough Campus.

**2.02** “The Department” means the Department of Management at UTSC.

**2.03** “DSA” means the Departmental Student Association.

**2.04** “Executive Officer” means any member of the Executive Committee.

**2.05** “Senior Executive Team” refers to the officers collectively occupying the roles of President, Vice President of Clubs and Academics, Vice President of Student Engagement, Vice President of Business Development, and the Vice President(s) of Marketing.



**2.06** “Executive Committee” refers to the voting officers of the Association as described in Operating By-Law #1.

**2.07** “Member” means a person who is defined as a member in Article III.

**2.08** “AGM” means the Annual General Meeting of the Association.

**2.09** A “Proxy” means a written authorization to act in place of another. This is done during an Annual General Meeting whereby students can authorize Executive Officers of the Association to vote on their behalf.

### **Article III: Membership**

**3.01** All full-time undergraduate students and all part-time undergraduate students enrolled in the following programs at the University of Toronto at Scarborough are deemed members of the Association:

- ❖ Bachelor of Business Administration, Specialist, Co-operative, or Joint Management Program (such as Double Degree: BBA Finance Specialist and Statistics Quantitative Finance Specialist)
- ❖ Bachelor of Arts with a Major, Minor or Specialist in Economics, Bachelor of Science.

**3.02** A member of MESA is privileged and/or eligible to:

- A.** Discuss all matters that come before the Association at the AGM, held at least once per each academic year.
- B.** Vote at the AGM. One vote per member is permitted.
- C.** Partake in any debate or discussion held under the jurisdiction of the Association. All members shall be eligible to apply for a position on the Executive Committee provided that they meet all requirements pursuant to Operating By-Law #1.
- D.** All members shall be eligible to provide the Association with constructive comments and suggestions for improvement.

### **Article IV: Management Umbrella**

**4.01** The Management Umbrella structure was incorporated as of the 2016-2017 Annual General Meeting. The Management Umbrella (the “Umbrella Structure”), is a structure that describes the student associations within the Department of Management. Student associations, including MESA, within the umbrella receive funding and support from the Department of Management.



**4.02** The Association must comply with all policies and rules in accordance with The Management Umbrella contract.

**4.03** The Association, as the DSA, must facilitate two meetings, at minimum, with other student associations within the Umbrella Structure and conduct itself in accordance with the Association's values.

## **Article V: Annual General Meeting**

**5.01** There will be at least one Annual General Meeting for all members each year.

**5.02** The AGM shall be held no later than November 30<sup>th</sup>. The date of the AGM must be published to the members no later than ten (10) business days prior to the date of the Meeting.

**5.03** At the AGM, every member is entitled to one (1) vote.

**5.04** Items eligible for voting exclusively include:

- A.** Changes to the Constitution of the Association
- B.** Items brought forth by the Executive Committee
- C.** Items brought forth by members of the Association

**5.05** Items brought forth by members of the Association for voting must be submitted in writing to the Senior Executive Team at least five (5) business days prior to the date of the AGM. All items require a minimum support of twenty (20) members of the Association in writing (please see Annual General Meeting Vote Request Form) who may be called upon to present their opinions.

**5.06** All items will be automatically eligible for voting unless the Executive Committee decides otherwise. In the event that an item is turned down, the Executive Committee is required to provide a detailed explanation of the reasons to the member who requested the item. If the resolution process is still of concern to the affected members, the affected member can request that the issue be taken to the Advisory Board by the President (see Operating By-Laws #1, Article IV).

**5.07** Implementation of any changes to the Constitution or Operating By-law #1 approved at the AGM will occur at the first earliest possible convenience. Implementation must occur within three hundred and sixty-five (365) days of the AGM.

**5.08** Each Executive Officer of the association is allotted ten (10) proxies during an AGM, which they must collect seven (7) days preceding the AGM.



**5.09** Students who proxy their vote to an Executive Officer of the Association shall be considered to have voted and shall not be allowed to vote in person at the AGM.

**5.10** Students may only proxy their vote to one (1) Executive Officer of the Association.

**5.11** Only Executive Officers of the Association shall be authorized to collect proxy votes.

**5.12** Quorum of thirty-five (35) members of the Association must be attained for an AGM to take place. The Association is required to hold a subsequent AGM within 60 days if this quorum is not met.

**5.13** Members of the Association may request an AGM if the support of at least ten percent (10%) of the member pool is obtained in writing.

## **Article VI: Operations**

**6.01** The operations of the Association shall be pursuant to Operating By-Law #1.

## **Article VII: Remuneration**

**7.01** All Executive Officers and any other positions are deemed volunteer positions and therefore shall receive no remuneration.

## **Article VIII: Amendments to the Constitution**

**8.01** Any member of the Association may put forward a motion to make, amend or repeal any articles related to the Constitution at least five (5) business days prior to the AGM and in accordance with the guidelines as outlined in 5.05.

**8.02 Notice.** Notice of the full text of the proposed article or amendment of the motion shall be presented to the membership at least three (3) business days prior to the date of the meeting called to consider the same. Due diligence must be demonstrated when presenting information to the membership, to ensure awareness and comprehension.

**8.03 Members Approval.** Any amendment to the Association's Constitution must be approved by a two-thirds (2/3) majority vote of the general membership. A minimum of thirty-five (35) members must be physically present and have exercised their right to vote.

## **Article IX: Authority**

**9.01** This Constitution, in its entirety, shall become the sole source for the mission, powers and responsibilities for all members of the Management and Economics Students' Association. Henceforth from the date of ratification, it shall invalidate all previous documents.

## **OPERATING BY-LAW #1**

*THIS DOCUMENT IS PROTECTED INTELLECTUAL PROPERTY. ANY DUPLICATION IN PART OR WHOLE OF THIS DOCUMENT IS NOT PERMITTED WITHOUT PERMISSION.*

### **Article I: Executive Officers**

**1.01** Executive Officers of the Association shall be:

#### Senior Executive Team

- ❖ President(s)
- ❖ Vice President(s) of Business Development
- ❖ Vice President(s) of Marketing and Communications
- ❖ Vice President(s) of Clubs and Academics
- ❖ Vice President(s) of Student Engagement

#### Business Development Team

- ❖ Corporate Relations Director(s)
- ❖ Finance Director
- ❖ Data Analytics Director
- ❖ Human Resources Director

#### Marketing and Communications Team

- ❖ Marketing Director(s)
- ❖ IT Solutions Director

#### Clubs and Academics Team

- ❖ Operations Director(s)
- ❖ Academic Advocacy Director(s)
- ❖ Alumni Connections Director

#### Student Engagement Team

- ❖ Social Operations Director(s)

**1.02** All executive officers of the Association must be undergraduate students at the University of Toronto Scarborough and must be enrolled in a Management Specialist Program, an Economics Program or Joint Double Degree Management Program as stated in Article 3.01.

**1.03** The President shall be in either 3rd or later years of study and must have previously served one full term on the Executive Committee. The President must not be on a co-op work term for more than four months of the academic year in which they are serving unless approved by majority vote of the Senior Executive Team.



**1.04** The Vice Presidents must have previously served on an Executive Committee of any Management Umbrella Club. The Vice Presidents must not be on a co-op work term for more than eight months of the academic year without approval from the Senior Executive team through majority vote.

**1.05** Generally, all positions will be filled with the number of executives as outlined in 2.07. However, due to coop work term sequencing, some of the numbers may vary from year-to-year.

**1.06** The Executive Committee consists of the aforementioned positions; the line of authority constitutes the President as head of the Committee and subsequently, the Vice Presidents. All other voting executive members are considered of equal powers. Upon need for effective lines of communication, a team-lead role may be assigned for positions shared by 2 or more executives.

**1.07** The Senior Executive Team shall only serve on the Executive Committee of the Association. The Senior Executive Team shall not be affiliated with organizations at UTSC; with the exception of cultural, equity, religious and/or athletic organizations.

## **Article II: Powers and Duties of Executives**

**2.01** All executive officers shall, at the end of their term in office, deliver to their successor (or incoming Senior Executive team); all books, documents, and other items in their possession, which belong to or relate to the Association and, such successor shall henceforth be responsible for the custody and upkeep of the aforementioned items.

**2.02** All executive officers shall keep in confidence all personal and other information pertaining to members, faculty, staff and corporate sponsors. A violation of this confidentiality clause could be grounds for impeachment.

**2.03** The end of the term in office shall coincide with the fiscal year end of the Association for all executive officers, unless the position is terminated prior to the fiscal year end. The fiscal year end shall be April 30<sup>th</sup>.

**2.04** Executive Voting:

- A.** One half plus one member of the Executive Committee shall constitute a quorum for voting and the transaction of business at an authorized meeting.
- B.** When a vote is required, all executives shall have one (1) vote each.
- C.** All voting by the Executive Committee shall be done democratically and the results of the votes be recorded for future reference.

- D.** Any member of the executive committee can request for the vote be done in confidence, via a secret ballot.
- E.** A major vote requires a two-thirds (2/3) majority in order to pass. Major votes are required for the following:
  - a. Proposed changes to the Constitution.
  - b. Changes to Operating By-Law #1.
  - c. The addition of an executive officer to the current Executive Committee.
  - d. The impeachment of an executive officer.
- F.** A standard vote requires a simple majority (one half plus one) in order to pass. Standard votes are required for the start-up of new major MESA initiatives (any event with a budget greater than \$1,000) and any other decisions as the Executive Committee sees fit.
- G.** The Executive Committee must be notified at least one week prior to a major or standard vote that a vote will take place. Any materials necessary to make an informed decision must also be sent out one week prior to the vote.
- H.** In the event where the Senior Executive Team wishes to seek guidance or approval from the Executive Committee on matters that are in the exclusive power of the Senior Executive Team, they can ask for a vote to be taken by the Executive Committee.

#### **2.05 Powers and Duties of the Senior Executive Team:**

- A.** The Senior Executive Team shall discuss all matters pertaining to the future of the Association and relationship management within and outside of UTSC, as well as keep the Executive Committee up to date on what each executive officer has been working on.
- B.** The Senior Executive Team is entitled to make all operating decisions regarding the Association except the following:
  - a. Proposed changes to the Constitution.
  - b. The addition of an executive officer to the current Executive Committee.
  - c. The impeachment of an executive officer.
  - d. The start-up of new major MESA initiatives.
- C.** All decisions made by the Senior Executive Team must be communicated to the Executive Committee in a timely manner and can be appealed directly to the Senior Executive Team.
- D.** In the event where the President or any other Senior Executive Team member is unable to fulfill their duties for the duration of their term, the Senior Executive Team shall determine if they are able to share the duties of the executive officer. In the event where



the Senior Executive Team determines that they would like to replace the executive officer that has left, a two-thirds (2/3) majority vote must be taken by the entire Executive Committee.

- E.** In the event where there is a Senior Executive Team member returning for the following academic year, he or she may return as an Executive Advisor at the discretion of the incoming Senior Executive Team. The Executive Advisor will serve as an independent source of support, reporting to whichever executive officer(s) he or she is working with at the time. The Executive Advisor's responsibilities will mainly involve support for ad-hoc projects initiated by either himself or herself, or by the Senior Executive Team. For those projects initiated by the Executive Committee, the Executive Advisor's participation will begin upon a formal requisition from the initiator(s), and acceptance thereof. Consultation for advice or brief inquiries may take place informally by email or phone at any time.

#### **2.06 Powers and Duties of the Executive Committee:**

- A.** If any one position is left unfilled, the Executive Committee may appoint a member by a two-thirds (2/3) majority vote or opt to leave the seat vacant and share the duties amongst themselves.
- B.** In the event where a general member proposes a special event/project/idea for MESA to coordinate (e.g. LIVE Competition) he or she shall participate and be given an appropriate title deemed appropriate by the Executive Committee, by a two-thirds (2/3) majority vote.
- C.** In the event where impeachment is necessary, the Executive Committee must vote on the impeachment upon the recommendation of the Senior Executive Team to do so. A vote on impeachment is a major vote and requires a two-thirds (2/3) majority in order to pass. The executive officer in question must be present during the impeachment and must be given the opportunity to defend himself/herself. If the indicted executive officer wishes to appeal the decision of impeachment, he or she must submit a written request to the Senior Executive Team within 72 hours after the impeachment. An appeal can only be written if there is some new information that, if known during the time of the vote, could have changed the outcome. The Senior Executive Team will review the request and may choose to revisit the issue with the Executive Committee.

#### **2.07 Powers and Duties of Each Executive Officer:**

All executive officers shall do everything within their power to further the interests of the Association, as well as dutifully maintain the integrity and spirit of the Constitution.

- A.** Each Executive Officer shall agree to attend as many MESA events as possible.
- B.** Each Executive Officer shall agree to act in a manner reflective of the Association's values and the responsibilities it holds to its members.

- C. Each Executive Officer shall agree to report regularly to their assigned Vice-President.
- D. The responsibilities of each Team and specific roles of each Executive Officer are as follows:
- a. Senior Executive Team

Refer to Article 2.06 for the powers and duties of the Senior Executive officers.

**President(s) – 1 or 2**

- ❖ Oversee and manage the Association, the Management Umbrella and assist with requests from all areas of the Executive Committee wherever possible. Ensure successful achievement of the Association's responsibilities as a DSA.
- ❖ Attend Departmental Student Association Council meetings, except under extenuating circumstances, in which case will send another senior executive as a designate.
- ❖ Manage relationships with the Department of Management, Co-op Department, and other internal organizations within the Management Umbrella.
- ❖ Play a role in the future strategic planning of the Association. Ensure continuous two-way communication with and between the Vice Presidents.

**Vice President of Business Development – 1**

- ❖ Maintain relationships with Corporate Sponsors. Develop DSA related initiatives to actively voice concerns of the students in the Department of Management and Economics (academic and non-academic).
- ❖ Attend Departmental Student Association Council meetings except under extenuating circumstances.
- ❖ Provide support and constant two-way communication between the President and other Vice Presidents to ensure smooth daily operations, adequate funding, and accurate budgeted and financial records.
- ❖ May be required to attend Departmental Student Association Council meetings as designated by the President(s).



# MESA

MANAGEMENT AND ECONOMICS STUDENTS' ASSOCIATION

---

## **Vice President of Marketing and Communications – 1 or 2**

- ❖ Oversee all public relations, internal, and external communications (print, voice, web and e-mail). Manage and support the managers within their function whenever possible.
- ❖ Coordinate with the Business Development Team to reinforce sponsorship initiatives of the Association.
- ❖ Provide support to the Clubs and Academics and Student Engagement teams whenever needed in order to ensure cross-team cohesiveness. Ensure constant two-way communication with all special projects undertaken by the Association, as well as with the President and other Vice Presidents.
- ❖ May be required to attend Departmental Student Association Council meetings as designated by the President.

## **Vice President of Clubs and Academics – 1 or 2**

- ❖ Oversee the operations of the organization, including, but not limited to, all academic related events, information seminars and programs.
- ❖ Ensure adequate promotion and attendance for each event.
- ❖ Manage and support the managers within their function whenever possible.
- ❖ Coordinate the Association's Get Heard program in order to provide student concerns and feedback to the Chair of the Department of Management.
- ❖ Coordinate the Association's AGM and Town Hall events.
- ❖ Ensure team cohesiveness between the internal teams and act as the liaison between other student organizations in the Management Umbrella, as well as constant two-way communication with the President and other Vice Presidents.
- ❖ May be required to attend Departmental Student Association Council meetings as designated by the President.

## **Vice President of Student Engagement – 1**

- ❖ Oversee the operations of the organization, including, but not limited to, all non-academic related (Management Launch Party, Management Gala) events and programs (MESA Mentorship and Coffee Chat Program).
- ❖ Ensure adequate promotion and attendance for each event.
- ❖ Manage and support the managers within their function whenever possible. Ensure constant two-way communication with all special projects undertaken by the Association, as well as with the President and other Vice Presidents.



# MESA

MANAGEMENT AND ECONOMICS STUDENTS' ASSOCIATION

- ❖ May be required to attend Departmental Student Association Council meetings as designated by the President.

b. Business Development Team

Collaborate to ensure the further development of the Association's Executive Committee and Associates, its image within and beyond the campus community, and the stringency of the internal control mechanisms. Determine action plans to effectively manage and utilize Associates. Follows direction set forth by the Senior Executive Team and reports to the Vice-President of Business Development.

**Corporate Relations Director – 2**

- ❖ Identify and pursue corporate sponsorship opportunities and develop strategies to attract and secure new sponsors.
- ❖ Maintain existing relationships with returning sponsors through the year and ensure sponsorship benefits are honoured.
- ❖ Develop and implement the Association's philanthropic initiatives.
- ❖ Refine UTSC Alumni-Relations alongside the Student Development Manager, Vice President of Business Development and Vice President of Student Engagement.
- ❖ Provide support with other Business Development Team initiatives when needed.

**Finance Director – 1**

- ❖ Manage the collection of event post-mortems within MESA, and of major events within the Management Umbrella.
- ❖ Design and implement post-mortems for student organizations within the Management Umbrella to identify best practices and areas of improvement from student attendees, networkers, organizers, or other stakeholders.
- ❖ Utilize the collected data for the analysis and optimization of practices under Management Umbrella structure.
- ❖ Provide a summarized report detailing the successes and areas of improvement within MESA and the Management Umbrella.
- ❖ Provide support with other Business Development Team initiatives when needed.

**Data Analytics Director – 1**



# MESA

MANAGEMENT AND ECONOMICS STUDENTS' ASSOCIATION

---

## **Human Resources Director – 1**

- ❖ Organize and manage the Associate program, including the coaching and development of Associates.
- ❖ Organize internal team socials and programs to foster team cohesiveness.
- ❖ Provide support with other Business Development Team initiatives when needed.

### c. Marketing and Communications Team

Coordinate all internal and external communications for the Association through all available mediums. Build and improve the Association's brand (and its guidelines), messages, and social media platforms (i.e. The Humans of Management). Effectively manage and utilize Associates to ensure successful completion of related materials. Follows direction set forth by the Senior Executive Team and reports to the Vice-President(s) of Marketing and Communications.

## **Marketing Director – 2 or 3**

- ❖ Oversee, develops, and manages the Association's brand, advertising, strategy and promotion functions through all communication channels (print, viral, display case, etc.).
- ❖ Plan and execute endeavors that increase the awareness and interest in the Association. Ensure brand consistency across all mediums.
- ❖ Manage and foster the growth of MESA accounts on Facebook, Twitter, YouTube and LinkedIn. Develop strategic direction for all of MESA's social media channels.
- ❖ Formulate social media strategies using benchmarks and statistical data gathered to improve Marketing campaigns. Manage the Humans of Management to promote the opportunities provided by MESA and other Management Umbrella clubs.

## **IT Solutions Director – 1**

- ❖ Utilize innovation and creativity to ensure ongoing development of the website and increasing online interactivity between the website and its users.
- ❖ Oversee the scope of the Association's web presence and strategy, and actively lead the creation and implementation of online marketing strategies.
- ❖ Utilize proficient knowledge of workflows, effective communication channels to ensure an integration of technology with all aspects of the Association.



# MESA

MANAGEMENT AND ECONOMICS STUDENTS' ASSOCIATION

- ❖ Carry out timely updates and maintenance of the Association's internal network.
- ❖ The Digital Solutions Manager must envision, integrate, and implement new ideas as well as collaborate with other team members.

d. Clubs and Academics Team

Plan and organize all operations by leading and coordinating endeavors consistent with the established values, goals, and objectives of the Association and the students of the Department of Management. Plan and execute DSA reflective endeavors to actively pursue and communicate the student voice. Determine action plans, operating plans, short term and long-term goals and objectives that adhere to the values of the Association in related activities. Follow direction set forth by the Senior Executive Team and report to the Vice President(s) of Clubs and Academics.

**Operations Director – 1 or 2**

- ❖ Plan and organize events relevant to major streams of study and interests of members. Develop and organize initiatives to provide students with practical and relevant skills to be applied in a real-world setting (e.g. Management Olympics, etc.).
- ❖ Provide support to clubs within the Management Umbrella for large events or initiatives. Provide support to the Clubs and Academics Team and Student Engagement Team when needed.

**Academic Advocacy Director – 1 or 2**

- ❖ Plan and execute DSA reflective endeavors to actively pursue and communicate the student voice in the academic spectrum.
- ❖ Execute endeavors to understand the needs of Management students in both co-op, non-coop, and management and international business.
- ❖ Coordinate with other student organizations in the Management Umbrella to gather an understanding of the needs of various major streams of study and any other business streams that grow in demand.
- ❖ Provide recommendations to the Department of Management and MESA for new initiatives or programming.
- ❖ Facilitate the planning and execution of MESA Town Hall and AGM. Provide support to the Clubs and Academics Team when needed.

**Alumni Connections Director – 1**

- ❖ Manage the planning and organization of the MESA mentorship and



# MESA

MANAGEMENT AND ECONOMICS STUDENTS' ASSOCIATION

coffee chat alumni programs.

- ❖ Coordinate with the Business Development team, the Department of Management, and the Management Alumni Association to gather alumni for the program.
- ❖ Coordinate any events relating to the MESA mentorship program and provide support to other MESA-related mentorship programs or initiatives.
- ❖ Provide support to the Operations Team and the Student Engagement Team when needed.

e. Student Engagement Team

Plan and organize all operations by leading and coordinating endeavors consistent with the established values, goals, and objectives of the Association and the students of the Department of Management. Determine action plans, operating plans, short term and long-term goals and objectives that adhere to the values of the Association in related activities. Provide opportunities for students to improve in their social life on campus and to create an inclusive and welcoming management community. Provide opportunities for students to engage with former UTSC Management alumni for guidance and advisory, both socially and professionally. Follow direction set forth by the Senior Executive Team and report to the Vice President of Student Engagement.

**Social Operations Director – 2 or 3**

- ❖ Managing the planning and organization of the Annual Gala; particularly serving the role of Gala Committee Chairperson.
- ❖ Managing the planning and organization of the Annual Management Launch Party/Week.
- ❖ Coordinate services for socials, such as accommodation and transportation of participants, facilities, catering, signage, displays, and other special requirements.
- ❖ Understand the needs of international students in the management community and bridge the gap between domestic and non-domestic students.
- ❖ Provide support to the Event Execution Team and the Student Engagement Team when needed.

## **Article III: Determination of Officers**





**3.01** At the end of the fiscal year (April 30) all Executive Committee positions become open and therefore prior to that date all Executive positions appointed/selected for the new academic year shall be filled using the following process.

**3.02** Senior Executive Positions:

- A.** The President and Vice President (Business Development, Communications, Student Engagement and Club and Academics) roles will be open for application within the month of March and will be followed by interviews by the retiring Senior Executives. Candidates will be voted upon by the outgoing Executive Committee. In the event of a tie, the most senior (in terms of years as an executive in the Association) graduating executive will make the final decision.
- B.** Only those who previously served on any Executive Committee as either a director, vice-president or president of a Management Umbrella Club and will be full-time or part-time students in the year they will be serving are eligible to be nominated onto the Senior Executive Team, subject to the requirements as stated above in Article I.
- C.** Only those who previously served on the Senior Executive Team and will be full-time or part time students in the year they will be serving are eligible to be appointed by the Senior Executive Team to the position of Executive Advisor.
- D.** The position of President may only be filled by (an) individual(s) for one (1) full academic year (from May 1<sup>st</sup> to April 30<sup>th</sup>).
- E.** Potential nominees for the aforementioned positions must be students (including co-op students) for the period in which they are to hold their respective titles. The newly formed leadership team will then be responsible for screening, interviewing, and appointing the rest of the Executive Committee in a manner that is fair and impartial.

**3.03** Executive Positions:

- A.** A call for applications will be made by the newly appointed Senior Executive Team for no later than the 15<sup>th</sup> of April.
- B.** The positions will be filled on the basis of applications, followed by interviews. The highest standards of screening and selection will be applied, to ensure the continued integrity of the Association.
- C.** The incoming Executive Committee must be ratified by the Senior Executive Team no later than the 15<sup>th</sup> of May. Dates may be subject to change in correspondence with Management Umbrella Clubs hiring.
- D.** If an applicant wishes to appeal a hiring decision, he/she may make a case to the Senior Executive Team. All appeals must be made within one (1) week of the applicant being informed of the decisions. If the applicant is not satisfied with the resolution process, the applicant can request to take the issue to the Advisory Board (see Article IV).



## **Article IV: Advisory Board**

**4.01** The Association shall be counseled by a Board of Directors (“The Board”). The Association will run independently of the Board. No decisions made by the Executive Committee are required to be approved by the Board. The Board acts as an advisory counsel.

**4.02** The Board may convene meetings at any time by the Chair of the Department of Management.

**4.03** The Board shall consist of the following individuals (“Directors”):

- A.** The Chair of the Department of Management
- B.** The Supervisor of Studies of Management
- C.** The Supervisor of Studies of Economics
- D.** The Co-op Management Program Director
- E.** The President of the Association
- F.** The Vice Presidents of the Association
- G.** Co-Curricular Coordinator of Management
- H.** Appointed alumni of the University of Toronto Scarborough’s Management Program

**4.04 Chairperson.** The non-voting Chairperson position shall be filled by the President of the Association. In such a case where the President is unable to attend the meeting of the Board, another member of the Board shall be appointed Chairperson.

**4.05 Role of the Advisory Board.** The Board shall act in an advisory position and be responsible for observing all Association affairs and settling any items or appeals as outlined in 4.14.

**4.06 Roles of each Director.** Directors shall act with due diligence, honesty, and integrity and at all times in the best interests of members of the Association.

**4.07 Voting.** All Directors, with the exception of ex-officio members, shall have one vote at each meeting of the Board on any one question, motion or sub-motion. In the event of a tie, the Chair of the Department of Management will make the final decision.

**4.08 Ex-Officio Members.** The Association’s President and any invited guests of the Board shall be ex-officio, non-voting members.

**4.09 Term.** Each term of the Board shall begin May 1<sup>st</sup> and cease April 30<sup>th</sup>.

**4.10 Remuneration.** All positions on the Board are volunteer positions and therefore shall



receive no remuneration.

**4.11** Hiring of the Board will be as follows:

- A.** All persons occupying the positions as stated above (in 4.03) shall automatically assume their roles in the Board.
- B.** The one position for an Executive Officer of the Association must be filled by one who is not a Senior Executive and who will not be graduating at the end of the academic year. The appointment of this person will be the result of a vote of the Executive Committee and is categorized as a standard vote.

**4.12** In the event that a position is left unfilled, the Chair of the Department will decide on how to proceed. The addition of any members of the Board will have to be voted upon and passed with a two-thirds (2/3) majority.

**4.13** The Board must meet at a minimum of once each academic year.

**4.14** Items to be discussed at meetings will be based on current concerns or any other issues brought forth by the President of the Association (on behalf of affected members of the Association as outlined in 5.05 of the Constitution) and Executive Officers of the Association, or the Directors of the Board.

## **Article V: Executive Committee Meetings**

### Executive Committee Meetings

**5.01** The Executive Committee shall have at least two (2) meetings each semester. There may be several small group meetings, separate from the full Executive Committee meeting, each month.

**5.02** All general members are entitled to attend a portion of each of the Association's team meetings, at minimum two from the fall semester and two from the winter semester. The portion open to general members shall include an overview of the Association's past month as well as an open forum section allowing general members to voice any comments and concerns to the Executive Committee.

**5.03** In order for a full team meeting to be considered valid, sufficient notice of at least 5 days must be given.

**5.04** If an Executive Officer misses 3 Executive Committee meetings during the year, it will



be assumed that the Executive Officer has resigned from his or her position. The committee member shall then have the opportunity to meet with the Senior Executive Team and may be reinstated to the Executive Committee at the discretion of the Senior Executive Team.

#### Senior Executive Team Meetings

**5.05** The Senior Executive Team shall have at least one meeting each month.

**5.06** At each meeting of the Senior Executive Team, members of the Executive Committee are entitled to attend a portion to voice their comments and concerns. The portion open to the Executive Committee will be at the discretion of the Senior Executive, allowing for confidentiality and time issues.

### **Article VI: Finances**

**6.01** At the commencement of each academic year, a budget shall be prepared pursuant to Operating By-Law #1, based on the information provided by the Executive Committee.

**6.02** The Budget Proposal shall be submitted to the Director of Finance & Data from the Vice President of Student Engagement and Vice President of Clubs and Academics for approval by July 31st.

**6.03** Funds shall only be expended in accordance with the budget and guidelines approved by the Executive Committee. In the case of a sudden and unforeseen expenditure of an amount more than five percent (5%) of reserves, approval of the Senior Executive Team is required. Such expenditures must be reported to the Executive Committee at the next meeting.

**6.04** The outgoing Senior Executive Committee shall be held responsible for the accuracy of the financial statements of the Association.

**6.05 Financial Reserves.** All budgets must ensure that the greater of ten percent (10%) of the current Academic Year's cash inflows or four thousand dollars (\$4,000) is available in the Association's Bank Account on April 30<sup>th</sup> for the incoming Executive Committee.

#### **6.06 Financial Statements:**

**A. Preparation.** The outgoing Director of Finance & Data shall prepare a Balance Sheet, Income Statement and Cash Flow statement due within one (1) month of the fiscal year end. When an audit is required, Audited Financial Statements must be prepared within six (6) months of the fiscal year end.

**B. Fiscal Year.** The fiscal year shall be from May 1<sup>st</sup> to April 30<sup>th</sup>.

**C. Availability of Information.** Financial statements must be forwarded to the Office of Student Affairs as outlined in the “Office of Student Affairs Handbook for Student Societies in the University of Toronto”.

**D. Submission of Financial Statements.** All Financial Statements must be submitted to the Office of Student Affairs no later than December 31<sup>st</sup>.

**6.07** The banking of the Association shall be transacted with anybody that the Senior Executive Team may designate.

**6.08 Signing Authority.** The Vice President of Business Development, Director of Finance & Data Analytics and the President(s) shall sign contracts, cheques, obligations and any other documents requiring the signatures of the Association. All signatures are required for a cheque to be considered valid.

## **Article VII: Handling of Food Items**

**7.01** The Association will conform to Provincial and Municipal Health Regulations when events held at the University of Toronto Scarborough Campus include the sale and/or service of food items.

## **Article VIII: Special/Non-Permanent Clauses**

**8.01** In some instances, groups serving within arm’s length of MESA, but not part of the Executive Committee, shall still be fully accountable to MESA. All major decisions shall be considered and validated with the approval of the Senior Executive Team and the Executive Committee if required.

## **Article IX: Authority**

**9.01 Constitution, By-Laws, and Operational Policies.** The Constitution and By-Laws of the Association in its entirety shall become the primary source for the formation and powers of the Association and the responsibilities and duties of Executives, Associates, Volunteers and members and henceforth from the date of ratification by the members shall invalidate all previous documents pertaining thereto.

**9.02** MESA will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of MESA, the University's policies, procedures, and guidelines will take precedence.

**9.03** Associates and Volunteers constitute those individuals formally regarded by the Association as holding greater responsibility by the virtue of any particular position or role those individuals have agreed to fill for the Association. Associates and Volunteers report directly to an Executive Officer of the Association.

## **Article X: Legal Liability**

**10.01** The University of Toronto Scarborough does not endorse MESA's beliefs or philosophy, nor does it assume legal liability for the group's activities on or off campus.

## **Article XI: Amendments**

**11.01** Any amendment to Operating By-Law #1 must be approved by a two-thirds (2/3) majority vote of the Executive Committee and if so desired by the Executive Committee, a majority vote of the membership may be required.

**11.02** Amendments to Operating By-Law #1 will be allowed with the approval of only the Senior Executive Team when the rest of the Executive Committee has not yet been hired. The Operating By-Law #1 shall be approved by the Executive Committee at the next available opportunity after they have been hired.