

# UTMCFA Constitution

## 1. Name

The name of the campus group is UTMCFCA an acronym for University of Toronto Mississauga Career Finance Association, and hereafter in this Constitution and these Bylaws shall be referred to as the UTMCFCA.

## 2. Purpose of UTMCFCA

The purposes of the UTMCFCA include the following:

a. Student Support: UTMCFCA aims to provide a supportive environment for students pursuing the CFA Level 1 exam, offering resources, guidance, and assistance throughout their preparation journey.

b. Community Building: By fostering a sense of community among its members, UTMCFCA encourages collaboration, networking, and the exchange of knowledge and experiences related to the CFA program.

c. Resource Sharing: UTMCFCA serves as a platform for students to communicate, share information, and exchange valuable resources such as study materials, tips, and strategies to enhance their chances of success in the CFA Level 1 exam.

d. Industry Engagement: UTMCFCA strives to invite industry professionals, experts, and guest speakers to share their insights, expertise, and experiences with members, providing valuable exposure to the finance industry and its various facets.

e. Educational Advancement: UTMCFCA aims to facilitate cooperative efforts among students, fostering an environment where they can collectively engage in discussions, practice exams, and study groups to enhance their understanding and mastery of the CFA Level 1 curriculum.

f. Advocacy of Professionalism: UTMCFCA articulates the desire of its members to uphold the highest standards of professionalism and ethical conduct within the finance industry, aligning with the principles and values of the CFA Institute.

g. Career Development: UTMCFCA aims to support students in their career aspirations by organizing workshops, networking events, and internship opportunities that bridge the gap between academia and the finance industry, helping them develop the necessary skills and connections.

h. Accessible Learning: UTMCFCA is committed to promoting accessibility to CFA Level 1 resources, study materials, and guidance, ensuring that all interested students have equal opportunities to pursue and succeed in the exam.

i. Incidental Actions: In addition to the above objectives, UTMCFE undertakes any other necessary actions that contribute to its mission of helping students pass the CFA Level 1 exam and fostering a vibrant community of aspiring finance professionals.

### **3. Membership**

The members of UTMCFE shall be:

- a. Open to all members of UTM (including alumni and faculty).
- b. Members of the Executive Committee during their respective terms in office, including the Executive Director of the UTMCFE as a non-voting member.

### **4. Executives**

The composition of Executives shall be composed of ten (10) elected officers:

- i. Two Co-Presidents - share responsibilities with each other and work collaboratively to lead the club; assist each other in overseeing club activities and initiatives; help coordinate and facilitate club meetings.
- ii. One Senior Advisor - provide guidance, mentorship, and support to the executive team; assist in strategic planning and decision-making processes.
- iii. One VP External - develop and maintain relationships with external organizations, such as industry professionals, companies, and other finance-related clubs; seek opportunities for partnerships, sponsorships, and collaborations to enhance the club's visibility and resources; coordinate guest speaker events, industry panels, and networking sessions.
- iv. One VP Internal - manage internal club affairs and ensure effective communication among club members; organize club meetings, including agenda creation, minutes recording, and follow-up on action items.
- v. One VP Finance - responsible for handling financial resources and cash flow; keeping records of receipts, finances, and spending; designing budgets in collaboration with the co-presidents and other executives; submitting the bi-annual audit report to UTMSU.
- vi. One VP Marketing - develop and implement marketing strategies to promote club events, activities, and initiatives; create engaging content for various platforms, including social media, newsletters, and the club's website; design promotional materials such as posters, flyers, and digital media.
- vii. One Finance Director - collaborates closely with the VP of Finance to develop and execute the organization's financial strategies, ensuring alignment with company objectives. They oversee budgeting, financial reporting, risk management, and cash flow to maintain financial health.
- viii. Two Marketing Directors - partners with the VP of Marketing to craft and implement comprehensive marketing strategies in line with the company's vision. They lead teams in executing campaigns, analyzing market trends, and measuring performance to drive brand growth.

## **5. Meetings**

### Executive Meetings:

- a. The executive team will hold meetings at least twice each semester to discuss and manage the affairs of the club.
- b. The specific dates, times, and locations of the executive meetings will be determined by the executive team and communicated to all members in advance.
- c. Executive meetings may also be held on an ad hoc basis if deemed necessary by the executive team to address urgent matters.

### General Meetings:

- a. UTMCFE will hold one general meeting per fall semester and one general meeting per winter semester.
- b. These general meetings are open to all members of the club.
- c. The purpose of the general meetings is to share information about the mission, goals, and accomplishments of the group with all members.
- d. Additionally, if requested by any member, a detailed report on the financial condition of the group should be provided during the general meetings.
- e. The exact dates, times, and locations of the general meetings will be communicated to all members well in advance to ensure their participation.
- f. The agenda for each general meeting shall be prepared by the executive team and should include updates on club activities, upcoming events, and any other relevant topics.

## **6. Elections**

### Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election and must be approved by the outgoing executives and the UTMCFE Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must open to all interested candidates that are UTMSU registered members of the group.

### Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group.
- Nomination Period: All members who are interested in running for an executive position can self-nominate during this time. This will be overseen and managed by the CRO.

- All Candidates Meeting: A meeting with all the candidates must be held to go over the election rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates can campaign themselves to the Campus Groups' membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

#### Election Policies

- Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the UTMCFCA Coordinator in a written format within 72 hours of the election.
- The UTMCFCA Committee withholds the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.
- Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the UTMCFCA's Committee. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the UTMCFCA Committee.

#### **7. Finances**

The VP of Finance shall keep records of all income and expenses. The VP of Finance shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$250.00 by majority vote at an executive meeting.

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 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 of its officers.

#### **8. Removal from Office**

Removal from the office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment, and discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of the sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from UTMCFCA activities
- Mandatory consent/Anti-oppression training

- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from UTMCFCA group events

If you need to file a formal complaint with the UTMSU, please send a written notice to the UTMCFCA Coordinator.

Removal from the office can occur at any time from the UTMCFCA Executive Committee vote with a majority of 70%.

Moreover, the two co-presidents are permitted to remove any executive members from office within a reasonable clause

However, such a process must be outlined in the constitution and made available to executive members in a completely accessible manner.

Example of removal procedure:

- Removal after 1 written warning issued to the individual
- Removal after missing 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

In case of a UTMCFCA member being removed from office, the two co-presidents will appoint an executive they seek best for the remainder of the term.

## **9. Amendments to the Constitution**

The constitution of UTMCFCA must be subject to an amendment procedure that prevents arbitrary alterations to it.

Amendments to the constitution can only be conducted if a majority of 70% of executive members approve an audit to the constitution.

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.