

# CONSTITUTION OF ASCEND UNIVERSITY OF TORONTO STUDENT CHAPTER

*Last Updated: August 2021*

## ARTICLE 1: NAME

- 1.01 The organization shall be known as “Ascend University of Toronto Student Chapter” hereinafter referred to as “AUT”.

## ARTICLE 2: MISSION

- 2.01 To serve the best interests of all students at the University of Toronto. AUT exists to enhance the presence, influence and visibility of current and future business leaders through workshops, conferences, and informational sessions.

## ARTICLE 3: MEMBERSHIP

- 3.01 Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).
- 3.02 Members who are not from U of T are welcome. Such members do not have the right to nominate, run and vote in elections and referenda. Members must also not be discriminated against due to age, gender, sexual orientation, race etc.
- 3.03 All members of the University of Toronto are afforded the same rights and opportunities to participate in AUT related events.

## ARTICLE 4: GOVERNANCE

- 4.01 AUT shall be governed by two distinct bodies with specific duties and responsibilities; the Governing Council (the ‘GC’) and Executive Council (the ‘EC’).

## ARTICLE 5: GOVERNING COUNCIL

- 5.01 Members of the Governing Council shall carry out their duties to the best of their ability and in the best interest of the AUT and its members.
- 5.02 Members of the Governing Council are of the highest council within AUT. The Governing Council is separated from the Executive Council that is mentioned later.
- 5.02 The Governing Council shall be composed of the following elected and voting members:
- a. President of the AUT
    - Oversee the operations, management and success of the group
    - Be the spokesperson for the group
    - Hold signing officer authority along with the Vice President for financial purposes

- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

b. Vice President of the AUT

- Assume duties of the President in his/her absence
- Oversee the various portfolios
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Hold signing officer authority along with the President for financial purposes

c. Two (2) Student Representatives

- Tasked with representing the best interests of the targeted student group (ex. Interests of a Life Science Student)
- Contributing to GC-related decisions
- In charge of promoting GC-related events to differing student groups

5.03 The President shall also serve as the Chairperson (the ‘Chair’) of the Governing Council.

The Chair shall preside over each meeting of the GC.

5.04 The Governing Council is responsible for the strategy, vision and sustainability of the organization and for ensuring the effectiveness of transparency, accountability and other governance-related controls and systems.

a. The Governing Council may choose to modify the number of the positions and/or the mandates of each position of the Executive Council to reflect organization priorities and needs. Any modifications/additions will follow a valid constitutional amendment process.

b. The Governing Council has the authority to pass motions to dictate the actions of the Executive Council or reverse a passed motion of the Executive Council on the grounds of sustainability and viability for the organization.

5.05 The Governing Council shall pursue all reasonable means to reach unanimous decisions. However, in the failing of such consensus, decisions by the GC shall be by through a majority vote of voting members.

a. Quorum shall be represented as a majority of GC members.

b. In the event of a split vote, the President’s vote will be the last and determining vote.

5.06 The Governing Council shall meet on a weekly basis, and more frequently, if required.

- a. The Chair can call a meeting of the GC at any time
  - b. It is the responsibility of the Chair to communicate the notice of meeting at least one week in advance and in writing to each member of the GC and the student community.
  - c. All Governing Council meetings shall be open to all AUT members.
- 5.07 The Chair shall convene a GC meeting if petitioned to do so by a majority of GC members.
- 5.09 Minutes shall be taken at all official meetings of the GC, filed for future reference and be made available for public viewing.

#### ARTICLE 6: EXECUTIVE COUNCIL

- 6.01 The Executive Council is responsible for the planning and implementation of the organization's initiatives.
- 6.02 Members of the Executive Council shall carry out their duties to the best of their Ability and in the best interest of AUT and its members.
- 6.03 The Executive Council shall be composed of the following members:
- a. Vice President of AUT
    - The Vice President of AUT will not have the ability to vote on the Executive Council.
  - b. All appointed Portfolio Executives and Coordinators
    - Voting rights on the Executive Council will be given to these appointed executives and coordinators.
- 6.04 Appointed Portfolio Executives and Coordinators:
- Director of Finance- Responsible for the effective distribution of budgeting to our varying initiatives. The Director of Finance is also tasked with attaining and managing funds provided to AUT.
- Director of Marketing- Responsible for the effective distribution and assembly of posters/digital printouts. Responsible for the maintenance of our social media platforms such as Facebook, Youtube, Twitter, and Instagram. The Director of Marketing is also responsible for in-class presentations in order to promote AUT events.
- Director of Interns- Responsible for the hiring and training of first-year interns.

Director of Public Relations- Responsible for managing correspondence between AUT and other clubs/organizations present in UofT. The Director of Public Relations is also responsible for reaching out to our corporate sponsors.

Director of Events- Responsible for the planning and executing of events hosted by AUT. The Director of Events would be working closely with all other appointed Executives to ensure that events are feasible and done to the best of ability.

6.05 The Vice President shall also serve as the Chairperson (the ‘Chair’) of the Executive Council and shall chair each meeting of the EC.

6.06 The Executive Council is responsible for the planning and implementation of the organization’s initiatives.

6.07 The Executive Council shall meet at least once a month.

a. The Chair can call a meeting of the Executive Council at any time

b. It is the responsibility of the Chair to communicate the notice of meeting at least one week in advance and in writing to each member of the EC.

6.08 The Chair shall convene an EC meeting and administer a vote if petitioned to do so by a majority of EC members.

a. The Executive Council may, through quorum, advance and pass a motion overriding or limiting a prior motion of the Governing Council, with the exception of Governing Council motions specifically concerning the EC.

b. Quorum shall be defined as a majority of EC members.

6.09 All members of Executive Council may establish and recruit a committee to assist them in fulfilling their duties.

a. Selection of committee members must be approved by the GC prior to official appointment.

6.10 Minutes shall be taken at all official meetings of the EC, filed for future reference and be made available for public viewing.

## ARTICLE 7: ELECTIONS AND APPOINTMENTS

7.01 All members of the AUT are eligible to run for elections and apply for appointed positions.

7.02 All elected and appointed positions run on a one-year term from May 1st to April 30th of the following year with the exception of the President’s position. The president would be

given liberty to leave his position at his own discretion, in which clause 7.01 would be exercised.

7.03

Annual elections and by-elections must be called by the President of the AUT and approved by the Governing Council. Elections will run from February to March of the given year.

- a. The President shall appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members of the committee to conduct and hold elections in March. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.
- b. 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 have to be members in good standing and be part of the group for at least one month prior to the nomination period.
- c. 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.
- d. 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.
- e. 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 in order to break the tie.
- f. 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.
- g. Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.
- h. 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.
- i. Term of executive positions shall be from May 1st to April 30th.

#### ARTICLE 8: IMPEACHMENT/TERMINATION PROCEDURE

8.01

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.

8.02

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

- 8.03 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 9: BUDGET

- 9.01 The fiscal year of the AUT shall run from May 1st to April 30th of the following year.
- 9.02 The AUT budget committee, composed of the President, Vice President and Director of Finance of the AUT, shall prepare the AUT budget.
- a. The AUT budget must be approved by the Governing Council.
  - b. In lieu of an approved budget, AUT is prohibited from the expenditure of any financial assets or from entering any agreements regarding the use of AUT financial assets.
  - c. The Director of Finance will maintain accurate records of all financial transactions of the group.
- 9.03 All debts incurred by the AUT must be paid and the books must be closed out within 30 days of the end of the fiscal year.
- 9.04 The budget shall be filed for future reference and be made available for viewing by all members of the AUT.
- 9.05 Interim and year-end audits shall be performed by the Treasurer or by a designated third party.

#### ARTICLE 10: POLICIES

- 10.01 The Governing Council shall maintain policies regarding Elections, Appointments, Human Resources and Finance.
- 10.02 A copy of this constitution outlining the roles and responsibilities of all AUT shall be kept and made available to all members of the AUT. The constitution shall be reviewed annually by the Governing Council and amended at their discretion to ensure it is in keeping with the needs and purposes of the organization. All amendments shall be made out to ULife and UTSU for approval.
- 10.03 The Governing Council may create further rules and procedures for the AUT, provided that such rules are consistent with, and subservient to, this Constitution.

#### ARTICLE 11: REMOVAL

- 11.01 Any member of the Governing Council or Executive Council may be subject to removal from his/her position if a violation of Provision 5.01 or 6.01 is deemed to have occurred or if the AUT Code of Conduct is deemed to have been violated.
- a. The President and Vice President of the AUT must take all reasonable steps to remediate the situation, but failing that, may recommend to the GC for dismissal.

- b. Dismissals must be approved by a majority vote of the GC.
- c. The individual in question must be provided an appeals process. This includes an opportunity to speak before the GC before a decision is made.
- d. If the offending individual is a member of the GC, the individual must excuse him/herself from the GC in regards to all aspects related to the dismissal decision.

#### ARTICLE 12: THE CONSTITUTION

- 12.01 This constitution shall remain the law governing the conduct and activity of the AUT. All activities conducted by AUT hereinafter shall follow the guidelines of this Constitution.
- 12.02 A copy of the Constitution shall be kept on file and be available for public viewing.
- 12.03 In circumstances where there is a disagreement between two or more copies of the AUT Constitution, the printed copy of the AUT Constitution, held by Debbie Molnar and the office(s) of Ulife, signed and dated by all members of the current Governing Council shall be considered the official version.
- 12.04 This constitution may only be amended at a General Meeting of the AUT and any amendment shall require a majority vote of the general membership. All members of the group who are members of the UofT community may propose and vote on constitutional amendments.
  - a. Proposed amendments will be followed by a general vote.
  - b. Any proposed amendments shall be included with the notice of the General Meeting, and shall be given at least 14 days before the day of the meeting and include disclosure of the changes made in writing.
  - c. In addition, disclosure of the changes made in writing must be published and publicly communicated to all AUT members in conjunction with the notice of the General Meeting.
  - d. Results of any amendments resolution must be published by the AUT to all AUT members and must be approved by the Office of Student Life prior to enactment.