

CONSTITUTION OF ENACTUS UNIVERSITY OF TORONTO MISSISSAUGA

Article I: Name

The official name of the organization shall be “Enactus University of Toronto Mississauga”. The acronym of the group shall be “Enactus UTM”, and this name will be used to refer to the organization hereafter in the constitution. This name can be used in any promotional material authorized by the executive team.

Article II: Mission & Purpose

Enactus is a global non-profit organization that empowers students to take entrepreneurial action to better the world. It enables a network of driven undergraduate students to undertake community development projects that enhance the lives of others through the use of their innovative ideas and talents. The mission of this organization shall be to provide members the best opportunity to make a difference and develop leadership, teamwork, and communication skills through learning, practicing, and teaching the principles of entrepreneurship.

Enactus UTM is affiliated to Enactus Global and Enactus Canada and works to carry out their objectives.

Enactus University of Toronto Mississauga is a community of passionate and socially responsible students devoted to leveraging entrepreneurship action and innovation to create positive and sustainable change. Enactus UTM’s mission is to empower individuals, transform communities, and inspire a culture of innovation through collaborative projects that address pressing social, economic, and environmental challenges. By utilizing our diverse skills, knowledge, and resources, Enactus UTM strives to create lasting impact by developing innovative business solutions that improve livelihoods, foster entrepreneurship, and promote inclusive growth. Enactus UTM believes in the potential of every individual and the collective strength of our team to create a better future for all.

Article III: Membership

Membership is open to all regularly enrolled students at University of Toronto Mississauga (UTM) that are interested in having a positive impact on Mississauga, the country of Canada, and the world in general. Enactus UTM does not discriminate membership based on race, religion, sex, country of origin, the program or year of study. There is no membership fee to be a part of the organization. Students from UofT St. George and Scarborough; alumni, faculty, and staff of UofT can be members of the organization but cannot hold an executive position. All the members must register with a designated executive by providing the following information:

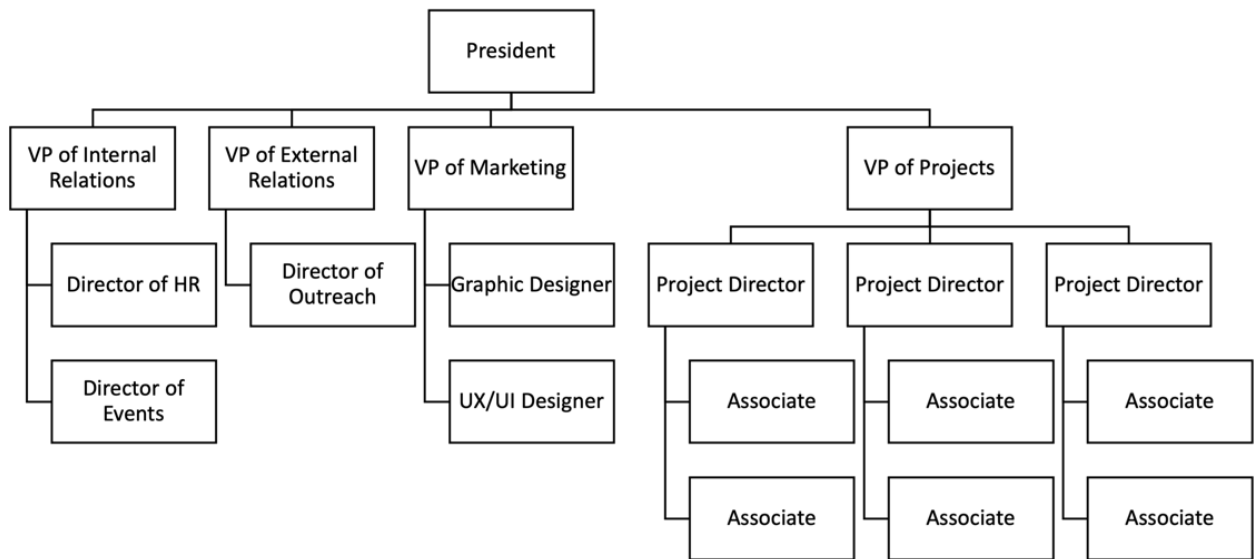
- First and last name
- A valid email address (preferably UofT email)
- A valid phone number (home, work, or mobile)

All active voting members must attend at least 50% of the regularly scheduled functions/activities and volunteer on at least one project. Members who do not regularly participate in 50% of the functions/activities for a two-month period and volunteer on at least one project will be placed

on a probationary status. To be removed from probationary status, the member must attend 75% of the function/activities for a two-month period and/or volunteer on a project. If the probationary requirements are not fulfilled at the end of the two-month period, the probationary member will be dropped to a non-voting member. To be reinstated to voting member, the non-voting member must attend 100% of the functions/activities and/or volunteer on one project for a consecutive period of two months. All the executive members are automatically voting members until the end of their term or impeachment, whichever is earlier.

Article IV: Executive Members

This article contains the organizational hierarchy and responsibilities of each role.



- a. The organizational hierarchy is as follows:

The Senior Executives shall consist of:

- President
- Vice President of Internal Relations
- Vice President of External Relations
- Vice President of Marketing
- Vice President of Projects

The Executive team is assisted and work directly with:

- Director of HR
- Director of Events
- Director of Outreach

The Associates consists of:

- Project Associates
- Graphic Designer
- UX/UI Designer

b. The responsibilities and powers of each executive member are as follows:

i. **President**

- Preside over all senior executive meetings.
- Communicate the goals, agendas, responsibilities, and expectations to the executive team throughout the year.
- Hold signing authority along with VP Finance for financial purposes.
- Take appropriate action when an executive does not perform as per standards/expectations.
- Make sure that all the projects are running smoothly and without any problems; if not take the appropriate steps to correct that.
- Attend all the organizational events.
- Create team-building activities along with VP Administration to ensure that morale is high during the year.
- Look for collaboration opportunities with various clubs and societies at UTM campus.
- Maintain regular communication with the Faculty Advisor and the Program Manager at Enactus Canada
- Ensure the fulfillment of 'Minimum Quality Standards' at all times, as outlined in the 'Enactus Team Handbook.'
- VP Project Development shall act as interim President in his/her absence.
- Appoint the incoming senior executive team in conjunction with other incumbent senior executives and the Faculty Advisor(s).

ii. **Vice President of Internal Relations**

- The Vice President of Internal Relations also takes the responsibilities of treasurer and financial related matters.
- Participates in bi-weekly meetings with the Executive team.
- Work closely with the Director of HR and Director of Events.
- Contribute to the overall strategic planning and decision-making processes of Enactus UTM as a member of the executive team.
- Foster a positive and inclusive team culture, promoting teamwork, respect, and open communication.
- Act as a liaison between executive members, project teams, and general members, facilitating information flow and addressing any concerns or issues.
- Develop and implement strategies to enhance team engagement and motivation, fostering a sense of commitment to Enactus UTM's mission.

- Support the President and Executives in organizing and executing Enactus UTM events, workshops, and initiatives.
- Collaborate with the Vice President of External Relations to ensure effective communication and coordination between internal and external stakeholders.
- Assist in the recruitment and onboarding of new Enactus UTM members, providing them with the necessary information and resources to succeed.
- Manages all finances of the team such as revenue, expenses, internal audits, and financial controls.
- Creates cost analysis of projects and their budget.
- Handles Enactus UTM bank accounts.
- Participates in bi-weekly meetings with the executive team.
- Submitting Financial bi-annual audits to the UTMSU during the fall and winter periods.

iii. **Vice President of External Relations**

- Participates in bi-weekly meetings with the Executive team.
- Work closely with the Director of Outreach and Director of Events.
- Identify, cultivate, and secure partnerships with external stakeholders to support Enactus UTM's projects and initiatives.
- Seek and secure financial and in-kind sponsorships to support Enactus UTM's activities, including events, projects, and team operations.
- Act as the primary spokesperson for Enactus UTM, representing the organization at external events, effectively communicating its mission, accomplishments, and impact.
- Attend networking events, to expand Enactus UTM's network, explore new partnership opportunities.
- Track and report on partnership activities, and key performance indicators, providing regular updates to the Enactus UTM team and stakeholders.

iv. **Vice President of Marketing**

- Oversees all marketing and PR related tasks.
- Assigns and supports the work of the Marketing Associates and Graphic Designers.
- Manages all posts, Instagram stories and direct messages on Instagram.
- Promotes Enactus UTM as an organization at the university and comes up with a creative plan to increase the outreach of the club.
- Creates materials for Regional and National competitions.
- Participates in bi-weekly meetings with the executive team and bi-weekly meetings with the marketing team.

v. **Vice President of Projects**

- Oversees all projects-related tasks.
- Guides strategic decisions and provides leadership and direction to project directors to implement those decisions.

- Works closely with the President, and other executive team members on the progress of the projects and support/help needed from them.
- Ensures on-time execution of the projects and keeps the team motivated and aligned.
- Participates in bi-weekly meetings with the executive team and in bi-weekly meetings with Project Directors (and their teams if needed).

vi. **Director of HR**

- Recruits and hires new team members.
- Keeps track of team performance and if needed provides support and help to team members that are in need as well as builds a safe and inclusive team environment.
- Manages and improves communication between the team.
- Manages all reports on team.enactus website (fills out team information, volunteering reports and project metrics data) and supports project accelerator applications.
- Participates in bi-weekly meetings with the executive team.

vii. **Director of Events**

- Participates in bi-weekly meetings with the Department of Internal Relations.
- Work closely with the VP of Internal Relations, Director of HR, and VP of External Relations and VP of Marketing, if required.
- Plan and organize a variety of events, including conferences, workshops, fundraisers, and networking sessions.
- Coordinate all aspects of event logistics, including venue selection, vendor management, budgeting, and timeline management.
- Oversee event registration, ticketing, and attendee management processes.
- Coordinate with speakers, presenters, and volunteers to ensure their needs are met and they are well-prepared for the events.
- Evaluate event success and gather feedback for continuous improvement, making data-driven recommendations for future events.

viii. **Director of Outreach**

- Participates in bi-weekly meetings with the Department of External Relations.
- Work closely with the VP of External Relations, VP of Marketing, and Director of Events.
- Develop and implement strategies to engage with other student clubs on campus.
- Organize outreach events and initiatives that align with Enactus UTM's mission.
- Create and implement marketing and communication plans to raise awareness about Enactus UTM's initiatives.

ix. **Project Director**

- Act as the leader of a specific ongoing project.
- Look for opportunities in the community to implement new projects to carry out organization's mission.
- Assist VP Project Development in any project related tasks as directed.
- Attend all the team meetings as organized by VP Project Development.

- Attend all the organizational events.
- Weekly performance reporting to VP Project Development.

x. **Project Associate**

- Handle all the logistics related to the ongoing project(s).
- Assist the Project Director in any project related tasks as directed.
- Attend all the team meetings as organized by VP Project Development.
- Attend all the organizational events.
- Weekly performance reporting to the Project Director.

xi. **Graphic Designer**

- Work closely with the VP of Marketing, UI/UX Designer and the Executive team.
- Develop visually compelling designs for various Enactus UTM materials, including posters, banners, brochures, social media graphics.
- Ensure that all designs adhere to Enactus UTM's branding guidelines, maintaining a consistent and cohesive visual identity.
- Collaborate with other Enactus UTM team members to understand their design needs and provide creative solutions that effectively communicate their ideas and messages.
- Manage multiple design projects simultaneously, meeting deadlines and delivering high-quality designs within specified timelines.
- Continuously improve and optimize designs based on feedback and industry best practices, staying up to date with design trends.

xii. **UX/UI Designer**

- Work closely with the VP of Marketing, Graphic Designer, and the Executive team.
- Create Webpage of Enactus UTM that effectively leverage user experience.
- Develop visually appealing and intuitive user interfaces, adhering to design principles and best practices.
- Collaborate closely with the development team to ensure the successful implementation of designs and provide guidance throughout the development process.
- Conduct usability testing and gather feedback to iterate and improve the user experience of Enactus UTM's digital platforms.

All the executive members shall sign a 'Confidentiality Agreement' before the start of their team, stating that they would not disclose any sensitive information to anyone outside the executive team without permission from the President/Faculty Advisor. Moreover, all the executives shall go through at least one week of shadow training under the previous holder of the position.

In case of resignation or inability of an executive to carry out his/her responsibilities, the immediate subordinate in the executive team shall take over the said executive's responsibilities. If the immediate subordinate is not deemed fit by the President to take over the responsibilities or is unwilling to take over the responsibilities, the senior executives shall nominate an executive of their choice by a unanimous vote. They can also vote to leave the position open without any

candidate. In case a unanimous decision cannot be made, the proper electoral process shall be followed (as outlined in Article VI).

Article V: Meetings

Executive meeting: This shall consist of all the executive team members and shall take place bi-weekly or at the discretion of the President.

Senior executive meeting: This shall consist of all the senior executive members and shall take place weekly or at the discretion of the President.

Team meeting: This shall consist of senior executives meeting with their respective team members- director and associates and shall take place weekly or at the discretion of the respective senior executives.

All the executive members must be communicated the meeting time and location by the President at least one week before the meeting. If the time and location remain the same during a certain period (for example, a semester) and all the members are informed about this, it is the members' responsibility to attend the meeting without any notice.

If a member cannot attend a scheduled meeting, they are required to inform the President and/or their respective senior executives at least 24 hours prior to the meeting with a valid reason. If the President cannot attend a meeting that he/she was scheduled to, he/she shall inform the VP Project Development at least 24 hours prior to the meeting and the latter shall convene that meeting.

General meeting: This shall consist of the senior executives conveying the progress of the organization and its projects to all the members- executive, general, and others. This shall take place in the third week of November and the third week of March. All the members shall be informed at least 2 weeks prior to the meeting via email.

One executive team member must take the 'meeting minutes' in all the meetings.

Article VI: Elections

Election Procedure:

- Elections for executive team must be held by the end of July.
- Elections must open to all interested candidates that are UTMSU registered members of the club.
- Advertising for elections is mandatory and are to take place over a period of a minimum of one week.
- Advertising must be visible throughout campus. Mass emails should be sent to all UTMSU registered members of the club as well as the Clubs Coordinator and VP Campus Life prior to the week of accepting nominations.
- All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be non-biased and must be approved by the club executive and the Clubs' Coordinator. The Primary Faculty Advisor shall act as the CRO.
- A Nomination period following the advertising period should be set for a period of at least one week.

- A campaign week will be held in the week following nominations' close.
- Elections are to take place at a location designated for this purpose by the club s' executive in the week following campaigning, consisting of a period of two or three days. In the case of a by-elections, clubs must still follow the above regulations.
- If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. This candidate must be subsequently approved by the VP Campus Life.

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Clubs Coordinator in a written format within 72 hours of the election.

The Clubs Committee withholds the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in immediate effect of cancellation of club status.

Non-submission of election results will result in later loss of club status through the Clubs Committee.

Article VII: Faculty Advisor

The role of a Faculty Advisor is to oversee, coach and guide the Enactus UTM team, ensuring that the team meets the Enactus Canada 'Minimum Quality Standards'. The role of the faculty advisor is required by Enactus Canada organization.

Eligibility:

- For one to qualify as a Faculty Advisor, the candidate must be employed by UTM, as prescribed by the Enactus Worldwide organization. No restrictions exist as to the specific nature of the advisor's role at UTM.
- There is no limit on the number of advisors. In case of multiple advisors, one of the advisors must accept the title of Primary Faculty Advisor.

Responsibilities:

- Serve as the primary representative of the team within the national Enactus network, communicating frequently with the team's Program Manager and other staff members as needed.
- Provide mentorship and guidance to team members.
- Ensure the team develops and implements quality projects that are in line with the 'Enactus Judging Criterion.'
- Serve as an advocate for Enactus on and off campus, with special emphasis on building and maintaining support for Enactus within UTM.
- Inform and excite UTM administration on Enactus objectives and programs.
- Help students prepare for competition.
- Regularly attend meetings and provide input and support where required.

- Assist with the team's recruitment efforts and act as the CRO.
- Be aware of the Enactus Canada and worldwide 'upcoming dates and deadlines'.
- Share best practices with other Faculty Advisors in the Enactus network when applicable.
- Ensure that the team adheres to the national and worldwide reporting standards: timely and accurate submission of key reports, including but not limited to the 'Team Management Spreadsheet', 'Final Report', and 'Project Verification Form.'

Article VIII: Removal from Office

Enactus UTM does not condone removal based of sex, gender, religion, race, culture, class, sexual orientation, etc. An executive member may be impeached from office by a request signed by at least 50% of the voting members or at least two-thirds of the executive members submitted to the Faculty Advisor(s) if, and only if the following conditions are satisfied:

- a. The said executive member missed three or more executive/senior executive (whichever applicable) meetings without a valid reason (conflict with a class or examination, poor health, work conflict, or family emergency) (refer Article V).
- b. The said executive disclosed sensitive team information to people outside the executive team without authorized permission from the President/Faculty Advisor.
- c. The said executive failed to perform his/her responsibilities (as mentioned in Article IV) to the best of his/her abilities.
- d. The said executive failed to act in compliance to moral values and committed harassment of any kind including sexual, and/or any type of discrimination.

This process can be carried out only after the executive has received at least two verbal warnings by the President. And if the President is the said executive, he/she needs to have received at least two verbal warnings by the Primary Faculty Advisor.

In case of impeachment of an executive, the proper electoral process shall be followed in hiring the replacement.

Article IX: Finances

- The President shall keep records of all income and expenses. The President shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.
- The group's executives 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 of 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.

Article X: Amendments to the Constitution

- Enactus UTM shall conduct a review of their constitution on a yearly basis, at the beginning of the new academic year in September of a given year.
- Constitutions shall be drafted according to the format and content outlined by UTMSU.
- A copy of any ratified Club constitution shall be kept on file on Enactus UTM's MS Teams Channel as well as provided to the faculty advisor.
- This shall be the official copy of the constitution and shall be held to be authoritative.
- Any amendments to an existing constitution passed by the membership shall be submitted to the current VP of Internal Relations and President, and must be approved by UTMSU before being formalized.
- Any and all changes from the existing text shall be clearly marked by highlight, italicization, and underline (e.g., suggested amendment) and any deleted text shall be struck through (e.g., suggested deletion).
- The executive team with the faculty advisor shall review and vote on any proposed amendments to a Club's constitution. The group will consider any conflicts between the constitution and give special consideration to changes to a club's mandate.