

## **Constitution of “Management and International Business Association”**

### **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “Management and International Business Association.”
- 1.2. The official acronym or abbreviation of the group is “MIBA.”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to “serve as a platform to all Management and International Business students and alumni to connect, engage and develop the respective community. The organization looks to engage and develop students as the central hub of resources for the MIB program. MIBA will serve as the liaison between students, alumni, employers and staff through various platforms. MIBA looks to develop students through the power of engagement and connecting.”

### **2. Article Two – Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. The membership fee will be \$0 per year.

### **3. Article Three – Rights of Members**

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **4. Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be composed of seven (7) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

## **5. Article Five - Executive Committee Composition and Duties**

The executives of the organization shall include Co-Presidents, Vice-President of External Relations, Vice-President of Events, Vice-President of Internal Strategy, Vice-President of Marketing and Vice-President of Finance.

### **5.1. The Co-Presidents (2) shall:**

- 5.1.1. Be the official spokesperson(s) of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies.
- 5.1.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.3. Oversee the operations, management, and success of the group,
- 5.1.4. Serve as spokesperson for the group,
- 5.1.5. Hold signing and financial authority along with the Vice-President of Finance,
- 5.1.6. Preside over meetings of the Executive Committee and/or members,
- 5.1.7. Ensure a transition of office from one year to the next.

### **5.2. The Vice-President of External Relations shall:**

- 5.2.1. Be responsible for all aspects pertaining to external communications with staff, alumni and employers, student engagement and development, which includes a first-year orientation event, study sessions, and socials for MIB students and students interested in international business throughout the year.
- 5.2.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.3. Assume duties of the President in their absence,
- 5.2.4. Ensure activities of the club comply with policies of the University of Toronto,

### **5.3. The Vice-President of Operations shall:**

- 5.3.1. Be responsible for hosting professional development events such as networking events and workshops that connect overseas exchange students with domestic students, preparing current students for their exchange abroad, and prepare them for jobs in the international job market.
- 5.3.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.3. Assume duties of the President in their absence,
- 5.3.4. Ensure activities of the club comply with policies of the University of Toronto,

### **5.4. The Vice-President of Internal Strategy shall:**

- 5.4.1. Head the Business Development and Human Resources departments. Business Development roles include creating resources and systems with the goal of the betterment of MIBA and the MIB community and acting as a liaison between MIB students and relevant departments. Human Resources roles include the overseeing of all hiring activities done by MIBA, minimizing HR related issues through proactive check-ins, and mediating any issues that may arise within MIBA.
- 5.4.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.3. Assume duties of the President in their absence,

- 5.4.4. Ensure activities of the club comply with policies of the University of Toronto,
- 5.4.5. Coordinate organizational recruitment efforts
- 5.4.6. Maintain a list of group members and notify all members of general meetings.

**5.5. The Vice-President of Finance shall:**

- 5.5.1. Conduct all Finance activities, including handling the yearly operating budget for MIBA, preparing, overseeing the bank account and ensuring valid expenses are properly recorded and reimbursed. Additional responsibilities include securing funding for MIBA through external resources such as but not limited to: SCSU, MESA, and the Department of Management.
- 5.5.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.3. Assume duties of the President in their absence,
- 5.5.4. Ensure activities of the club comply with policies of the University of Toronto,
- 5.5.5. Record all financial transactions of the group,
- 5.5.6. Hold signing and financial authority along with the President,
- 5.5.7. Maintain a budget of income and expenses,
- 5.5.8. Advise members on financial position of the group,
- 5.5.9. Prepare an annual budget for the group.

**5.6. The Vice-President of Marketing shall:**

- 5.6.1. Be responsible for marketing, branding, and advertising across all platforms which MIBA conducts these activities.
- 5.6.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.3. Assume duties of the President in their absence,
- 5.6.4. Ensure activities of the club comply with policies of the University of Toronto,
- 5.6.5. Maintain the group website

**6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

**7. Article Seven – Finances**

- 7.1. The Vice-President of Finance shall keep an active record of income and expenses.
- 7.2. The Vice-President of Finance shall present the group's updates on the group's financial position at annual general meetings.

- 7.3. The Executive Committee must approve all expenditures over \$1000.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet as necessary. The quorum for Executive Committee meetings containing voting activities shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership with sufficient notice prior to the date of the meeting.
- 8.4. The Executive Committee must make all general meetings reasonably accessible to all members, using whichever meeting platform(s) achieve this.

## **9. Article Nine - Termination of Membership**

- 9.1. The Executive Committee may revoke the membership of 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.