

---

# STRIVE CONSTITUTION

---

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

## **Article 1: Name**

- 1.1 The official name of the conference will be “*STRIVE Conference*”.
- 1.2 The STRIVE Conference may be referred to as “*STRIVE*”.

## **Article 2: Purpose**

- 2.1 STRIVE was created to provide students with opportunities to cultivate their professional development, and allow students to apply knowledge and skills gained in the classroom. As such, STRIVE can be broken into five main visions:
- 2.2 Deliver insightful and valuable workshops to enrich a student’s knowledge, skills and experiences.
- 2.3 Design competition curriculum that mimics real-life business situations.
- 2.4 Elevate communication skills through passionate debates and distinctive presentations.
- 2.5 Foster relationships between students and professionals.
- 2.6 Kick-start and enhance students’ future careers.

## **Article 3: Executive Meetings**

- 3.1 Executive meetings are to be held as frequently as needed.
- 3.2 The purpose of these meetings is to generate ideas, reflect on past performance and work on the upcoming conference and related activities.
- 3.3 Each executive is entitled to one vote each at an executive meeting, should the need for voting arise.
- 3.4 The President will have the deciding ruling if there is an equal number of votes.
- 3.5 All members of the Senior Team must be present at meetings unless given a forty-eight-hour notice.

- 3.6 Executive team meetings are restricted to executive members only. Quorum will be established by the presence of a simple and straightforward majority of the total executives for the organization.
- 3.7 If an executive is unable to attend an executive team meeting, the executive should inform the President(s) or one of the Vice Presidents at least forty-eight hours prior to the meeting.
- 3.8 The President(s) and the Senior Team may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

#### **Article 4: Executives**

- 4.1 The STRIVE Executive Team will include: one President or two Co-Presidents, one Vice President of Business Development, one Vice President of Marketing, one Vice President of Operations, and one Vice President of Curriculum.
- 4.2 Only undergraduate students at the University of Toronto Scarborough may hold executive positions. An exception can only be granted upon the approval of the President(s).
- 4.3 Each executive's "term" will become effective from February 1st until November 31<sup>st</sup> of the same year.
- 4.4 The President(s) will only serve on the STRIVE Executive Team. The President(s) shall not be affiliated with other organizations at UTSC; with the exception of the CPA Board of Ambassador role, religious, and/or athletic organizations.
- 4.5 The general responsibilities of each executive are outlined below:
  - 4.5.1 The President(s) oversee all members of the STRIVE Executive Team and Senior Team and provide guidance and support in compliance with the constitution. They are the official spokesperson of STRIVE and must ensure that the articles in the STRIVE constitution are met.
  - 4.5.2 The Vice President of Business Development oversees the Business Development Department, consisting of Corporate Relations Directors and External Relations Directors. They will be responsible for growing STRIVE by establishing and maintaining quality relationships with our external partners.
  - 4.5.3 The Vice President of Marketing oversees the Marketing Department, consisting of Marketing Directors and Communications Directors. They will be responsible for maintaining the brand of STRIVE in a professional manner and effectively marketing towards our target demographic.

- 4.5.4 The Vice President of Operations oversees the Operations Department, consisting of Operations Directors. They will be responsible for planning, organizing and executing the STRIVE Conference in its entirety.
  - 4.5.5 The Vice President of Curriculum oversees the Curriculum Department, consisting of Curriculum Directors. They will be working side-by-side with the Curriculum Department to plan the competitive aspect of our conference. This includes the case component and a fair marking scheme.
  - 4.5.6 The Marketing Director designs professional and engaging marketing collateral, implements marketing campaigns, manages the STRIVE brand, updates the website, and assists in general STRIVE activities.
  - 4.5.7 Operations Directors create, plan and execute the overall logistics of events and their activities, coordinate how all departments and individuals will work together on the event date(s), plan team socials that encourage cohesion, as well as assist in general STRIVE activities.
  - 4.5.8 Corporate Relations Directors act as the primary liaison between STRIVE and corporate partners to acquire new sponsorship and partnership opportunities, maintain STRIVE's relationship with past sponsors, as well as assist in general STRIVE activities.
  - 4.5.9 The External Relations Director acts as the primary liaison between STRIVE and external partners to procure potential keynote speakers, judges, and industry representatives. In addition, they uphold STRIVE's relationship with past partners as well as assist in general STRIVE activities.
  - 4.5.10 Curriculum Directors manage all competition-related aspects of the conference by reaching out to UTSC faculty, academic advisors, and staff members to aid the case-writing and rubric creation process. and assist in general STRIVE activities.
  - 4.5.11 The Director of Communications reaches out to clubs both at the University of Toronto Scarborough and externally, in addition to finding relevant social media groups and pages to promote the conference and other events. They collaborate with the Vice President of Marketing and Director of Marketing through the creation of promotion schedules, by maintaining an active presence on all of STRIVE's social media platforms, as well as assisting in general STRIVE marketing activities.
- 4.6 The executive positions collectively will form the Executive Team that acts as the primary steward of the organization.

- 4.7 All executives shall keep in confidence all personal and other information pertaining to the organization, its members, and corporate sponsors. A violation of this confidentiality clause could be grounds for impeachment.
- 4.8 This team is collectively responsible for the day-to-day decision-making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.9 Any vacancy of a Senior Executive due to unforeseeable circumstances shall be filled by another executive appointed by the President(s) until such a time when an election is held.
- 4.10 All Executive positions are deemed voluntary and therefore shall receive no remuneration.

#### **Article 5: Determination of Executives**

- 5.1 The President(s) will be determined via a recruitment process by the exiting President(s).
  - 5.1.1 The President(s) will be self-nominated and determined before the end of each term.
  - 5.1.2 The recruitment process shall be conducted in a confidential, professional and impartial manner. In the event of a tie, the prior President(s) will make the final decision.
  - 5.1.4 All candidates will be fully informed of the recruitment process and given equal opportunities for consideration.
- 5.2 There will be a “hiring” period where we will determine the new executives for the upcoming term.
  - 5.2.1 A call for applications for Vice President roles will be made by the incoming President(s) before November 30 of the current term.
  - 5.2.2 A call for applications for Director roles will be made by the incoming Senior Team before March 31 of the current term.
  - 5.2.2 The positions will be filled on the basis of applications, followed by interviews. The hiring process must be conducted in a fair and impartial manner.
  - 5.2.3 The incoming Executive Team must be selected by the Senior Executive Committee before February 28/29.

#### **Article 6: Finances**

- 6.1 All Budgets shall be prepared by the President(s) and Vice President of Business Development in accordance with the organization's priorities.
- 6.2 The fiscal year shall be in accordance with the Management Department's instruction.
- 6.3 The President(s) shall sign cheques requiring the signatures of STRIVE. In the existence of Co-Presidents, both of the Presidents shall sign contracts and obligations. In the case of where only one President exists, the President plus the Vice President of Business Development shall sign contracts and obligations. Both signatures are required for the document to be valid.
- 6.4 Finances must also be prepared in accordance with the STRIVE Constitution and be in acceptable condition as determined by the Management Department at the University of Toronto Scarborough.

#### **Article 7: Transition of Executives**

- 7.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to incoming executives upon leaving the position.
- 7.2 All outgoing executives are responsible for providing a detailed executive report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- 7.3 All outgoing and incoming President(s) will participate in at least two President training sessions before completing the transition between terms.

#### **Article 8: Removal of Executives or Members**

- 8.1 The process for removing a member or executive may be initiated when the STRIVE President(s) investigate a complaint or determines that:
  - 8.1.1 A member or executive has engaged in unlawful actions or activities;
  - 8.1.2 A member or executive has violated the constitution;
  - 8.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
  - 8.1.4 A member or executive has violated the rights of a fellow member;
  - 8.1.5 A member or executive has not fulfilled their organizational responsibilities;
  - 8.1.6 Other criteria deemed to be appropriate by the Senior Executive Committee in consultation with and approved by a majority of the Executive Team.

- 8.2 The process for removing a member or executive may also be initiated when:
- 8.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
  - 8.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds (2/3) majority vote of the executives. The individual facing a potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
- 8.3 The removal of members and executives will be facilitated by a *three-tier* procedure which operates as follows:
- 8.3.1 First Tier:
    - The executive or member will be warned both verbally and in writing that their behaviour constitutes grounds for removal from the organization and that it should cease effective immediately.
  - 8.3.2 Second Tier:
    - Initiated because the member or executive has violated section 8.1 after receiving a first-tier warning relative to a particular action or behaviour.
    - The Senior Executive Committee will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
    - The Senior Executive Committee must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
    - The executive or member accused of violating section 8.1 will be given fourteen (14) calendar days from receiving the Senior Executive Committee's written response to demonstrate progress or correction of behaviour.
  - 8.3.3 Third tier:
    - Initiated because the member or executive has violated section 8.1 after receiving second tier warning relative to a particular action or behaviour.
    - The removal vote must take place at a valid Executive Team Meeting. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.

- The removal of an executive or member requires a 2/3 majority vote of all of the Executive members present at a valid Executive Team Meeting. The executive or member facing removal is entitled to vote on the motion.

#### **Article 9: Food Handling**

9.1 STRIVE will follow Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

#### **Article 10: Precedence of University Policies**

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

#### **Article 11: Legal Liability**

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

#### **Article 12: Banking**

17. STRIVE agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

#### **Article 13: Amendments**

12.1 The constitution cannot be amended without the approval of a two-thirds (2/3) majority of the Executive Team at a valid executive team meeting.

#### **Appendix A: General Meeting Rules of Order**

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with, the constitution.

