

## **Constitution of the “University of Toronto Economics Club”**

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

1. The official name of the recognized student group is “University of Toronto Economics Club”.
2. The official acronym or abbreviation of the group is “ECON”.
3. The purpose, objectives, mission and/or mandate of the University of Toronto Economics Club is to educate and expand the views of students by introducing them to real-world economic policies and relating them to various concepts learned in class. We hope that this will enrich students’ understanding of economics as a field of study and allow them to apply this knowledge to their careers. Finally, we would like to provide students an opportunity to network and develop their public speaking and critical thinking skills.

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

1. The group shall maintain an updated list of group members.
2. Voting membership is open to all registered students of the University of Toronto.
3. Voting membership is open only to registered students of the University of Toronto.
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.
5. Returning general members must renew their membership by September 30th of the new academic year.
6. The membership fee will be \$0.

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

1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
2. All voting members have a right to attend all general meetings of members.
3. All voting members have a right to cast votes at all general meetings of members.
4. All voting members have a right to stand for election unless otherwise stated in this document.
5. All voting members have a right to cast votes in all group elections and referendums.
6. All voting members have a right to propose and vote on amendments to this constitution.
7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

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

1. The Executive Council shall be composed of six (6) voting members.

2. All voting members of the Executive Council must be currently registered students of the University of Toronto.
3. Non-voting members may hold only non-voting positions on the Executive Council.
4. The maximum number of non-voting positions on the Executive Council shall be one (1) position or ten per cent (10%) of the positions on the Executive Council, whichever is greatest.
5. Persons holding non-voting positions on the Executive Council cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
6. 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.
7. Any member of the Executive Council may be demoted to general membership if they are found to be in dereliction of their duties, or using their position to work against the best interest of the club by a unanimous vote of all other members of the Executive Council in a disciplinary meeting.
8. The Quorum for any demotion vote shall be the entire Executive Council. The member being potentially removed must attend the disciplinary meeting. However, in the event that the member being potentially removed is absent, the disciplinary meeting and demotion vote will proceed without them.
9. One non-voting position on the Executive Council shall be filled by the Secretary.

5. **Article Five - Executive Council Composition and Duties**

1. **The President and Chairman of the Executive Council shall:**

1. Call meetings of the Executive Council,
2. Collaborate with the Secretary to arrange suitable meeting locations for Executive Council Meetings,
3. Chair and preside over meetings of the Executive Council,
4. Be eligible to cast votes at meetings of the Executive Council,
5. Chair and host All-Club Council Meetings, also known as General Meetings,
6. Oversee the operations, management, and success of the group,
7. Serve as spokesperson for the group,
8. Hold signing and financial authority along with the Director of Finance,
9. Maintain and update the University of Toronto Economics Club Student Organization Portal page as necessary,
10. Serve as the Primary Contact of the University of Toronto Economics Club Student Organization Portal page,
11. Ensure a transition of office from one year to the next.

2. **The Vice President and Deputy Chairman of the Executive Council shall:**

1. Be eligible to cast votes at meetings of the Executive Council,
2. Assume duties of the President in their absence,

3. Ensure activities of the club comply with policies of the University of Toronto,
  4. Maintain and update the University of Toronto Economics Club Student Organization Portal page as necessary,
  5. Serve as one of the Administrative Officers of the University of Toronto Student Organization Portal page,
  6. Coordinate organizational recruitment efforts with the assistance of the President and the appropriate Director(s) as necessary,
  7. Handle internal disciplinary issues and refer these issues to the relevant University authorities when necessary,
  8. Maintain a list of group members along with the Secretary,
  9. Independently review, but not have the ability to sign off on, all financial transactions of the club.
3. **The Secretary shall:**
1. Maintain a member contact list,
  2. Collaborate with the President to arrange suitable meeting locations for Executive Council Meetings,
  3. Record notes and motions for meetings,
  4. Record the results of votes in both Executive Council and All-Club Council (General) meetings,
  5. Notify all members of general meetings at the behest of the President,
  6. Maintain a list of group members along with the Vice President,
  7. Serve as a non-voting member of the Executive Council.
4. **The Director of Finance shall:**
1. Be eligible to cast votes at meetings of the Executive Council,
  3. Hold signing and financial authority along with the President,
  4. Maintain a budget of income and expenses,
  5. Record all financial transactions conducted by the University of Toronto Economics Club,
  6. Advise members on the financial position of the group,
  7. Oversee the Finance team including the Finance Manager(s).
5. **The Director of Corporate Relations shall:**
1. Be eligible to cast votes at meetings of the Executive Council,
  2. Form, coordinate, and maintain all communications with academic and commercial organizations outside of the University of Toronto Economics Club,
  3. Create the “Sponsorship Bundle” and deliver this to the Executive Council,
  4. Negotiate with potential sponsors with the aim of creating cordial and mutually beneficial relations between the University of Toronto Economics Club and the Sponsor,
  5. Form, coordinate and maintain relationships and connections with other clubs and student groups at the University of Toronto as directed by the Executive Council,

6. Oversee the Corporate Relations team including the Corporate Relations Manager(s).
  6. **The Director of Marketing shall:**
    1. Be eligible to cast votes at meetings of the Executive Council,
    2. Maintain all social media accounts of the University of Toronto Economics Club,
    3. Maintain any University of Toronto Economics Club mailing lists and send out information about Club events and activities to the members of the mailing list as directed by the Executive Council,
    4. Maintain the club website,
    5. Aim to increase the engagement and participation of general members,
    6. Aim to increase general membership of the club,
    7. Promote events and coordinate sales of tickets,
    8. Oversee the Marketing team including the Marketing Manager(s).
  7. **The Director of Events shall:**
    1. Be eligible to cast votes at meetings of the Executive Council,
    2. Handle planning for events relating to University of Toronto Economics Club activities,
    3. Identify and establish suitable locations for University of Toronto Economics Club events depending on the situation,
    4. Coordinate with the Director of Finance to ensure adequate funding for University of Toronto Economics Club events,
    5. Ensure that the Secretary receives the correct list of participants for each University of Toronto Economics Club event,
    6. Oversee the Events team including the Events Manager(s).
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6. **Article Six – Other Executive Team Positions and Duties**
    1. The Finance Manager(s) shall:
      1. Assist the Director of Finance with his/her duties within the Finance Department.
    2. The Corporate Relations Manager(s) shall:
      1. Assist the Director of Corporate Relations with his/her duties within the Corporate Relations Department.
    3. The Marketing Manager(s) shall:
      1. Assist the Director of Marketing with his/her duties within the Marketing Department.
    4. The Events Manager(s) shall:
      1. Assist the Director of Events with his/her duties within the Events Department.
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7. **Article Seven – Internship Positions**

1. Internship positions shall be considered to be Non-Executive positions that will assist other Non-Executive and Executive positions in the University of Toronto Economics Club in fulfilling their duties.
2. Internship positions shall be recruited through an unbiased and transparent recruitment process similar to the recruitment process for Managers outlined in Article Fourteen.
3. Internship positions must be held by current first year University of Toronto students.
4. The term for interns shall be flexible based on the needs of the club but shall be outlined in the job posting.
5. The term for interns shall be determined on a case by case basis by the Executive Council.
6. Once recruited, Interns shall be assigned to either the Marketing Department, Events Department, Corporate Relations Department, Finance Department, or Club Administration at the discretion of the President.
7. The duties and responsibilities of the intern(s) shall be determined by the Director of the department they are assigned to assist unless the intern(s) are assigned to assist the Club Administration.
8. The duties and responsibilities of the intern(s) shall be determined by the President if and only if they are assigned to assist the Club Administration.
9. In the event that an intern wishes to transfer to another department within the club, they will have the right to request a transfer from the President.

#### **8. Article Eight – Elections**

1. All positions on the Executive Council, consisting of the positions of President, Vice President, Director of Marketing, Director of Events, Director of Corporate Relations, Director of Finance, and Secretary shall be filled through an annual election in the last week of March in which all general members are able to vote.
2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Council.
4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
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.
7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

8. The Executive Council shall appoint by unanimous vote a Chief Returning Officer who will oversee the upcoming Club Elections and ensure a fair and transparent electoral process; this selection must be completed by March 1st.
  9. The Chief Returning Officer shall ensure that adequate preparations are made for the election by election day in the last week of March.
  10. The Chief Returning Officer shall count the votes for the Club Elections and announce the results of these votes to the general membership.
  11. The Chief Returning Officer shall not have any say in the recruitment process of Managers.
  12. The Chief Returning Officer must be a person who is not directly affiliated with the University of Toronto Economics Club. The Chief Returning Officer must also not have been affiliated with the University of Toronto Economics Club for at least one year prior to the election they are supervising and may not be affiliated with the club for one year after the election they are supervising.
  13. Candidates for the positions of President, Vice President, Director of Marketing, Director of Events, Director of Corporate Relations, Director of Finance, and Secretary must indicate their desire to stand for election to the currently serving Executive Council by March 1st.
  14. The Executive Council must allow all persons who indicate their desire to stand for election to do so, provided that they are current voting members of the University of Toronto Economics Club and (in the case of candidacy for the positions of President or Director of Finance only) are able to serve as a signing and financial authority for the University of Toronto Economics Club.
9. **Article Nine - Term Lengths and Vacancies for Executive and Non-Executive Positions**
1. The term for all positions on the Executive Council shall be from May 1st to April 30th.
  2. The term for Managers shall be from September 1st to August 31st.
  3. The term for Interns shall vary as outlined in Article 7.5.
10. **Article Ten – Finances**
1. The Director of Finance shall keep an active record of income and expenses.
  2. The Director of Finance shall present the group's updates on the group's financial position at annual general meetings.
  3. The Executive Council must approve all expenditures over \$100.00 through a majority vote.
  4. The group may not engage in activities that are essentially commercial in nature.
  5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

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. The group will not pay salaries to any of its officers.
8. All financial transactions must be signed by both the President and the Director of Finance.
9. The Vice President may review all financial transactions but may only interrupt or otherwise affect the standard process if he/she notices irregularities in the transactions contrary to the standards outlined in Article Ten of this constitution.

**11. Article Eleven – Event Refund Policy**

1. In the event that a University of Toronto Economics Club event is canceled, all attendees may apply for a full refund.
2. In the event that a University of Toronto Economics Club event is rescheduled, all attendees who can no longer attend the event may apply for a full refund.
3. In all other cases, the University of Toronto Economics Club will operate under the assumption of no refunds being offered for events fees.
4. All refunds shall be handled primarily by the Finance Department in cooperation with the Events Department.
5. The University of Toronto Economics Club refund policy must be clearly stated within the information section of every event hosted by the University of Toronto Economics Club.

**12. Article Twelve – Financial Responsibility**

1. As outlined in Article Five, the President and Director of Finance are, under normal circumstances, the two holders of signing and financial authority in the University of Toronto Economics Club.
2. In the event that the President is absent or otherwise incapacitated such that they cannot fulfill their constitutional duties, the Vice President is considered to be the Acting President for the duration of the President's absence and will temporarily hold the President's signing and financial authority for the duration of the President's absence or incapacitation.
3. In the event that the Vice President is prevented by Article 4.6, or otherwise unable to hold signing and financial authority for the University of Toronto Economics Club for any legitimate reason, they remain the Acting President, but signing and financial authority delegates to the Director of Marketing for the duration of the President's absence or incapacitation.
4. In the event that the Director of Marketing is prevented by Article 4.6 or otherwise unable to hold signing and financial authority for the University of Toronto Economics Club for any legitimate reason, then the responsibility delegates to the Director of Events and, in the event that the Director of Events is prevented by Article

- 4.6 or otherwise unable to hold signing and financial authority for any legitimate reason, to the Director of Corporate Relations for the duration of the President's absence or incapacitation.
5. In the event that all of the executive members outlined above are prevented by Article 4.6 or otherwise unable to hold signing and financial authority for any legitimate reason, no financial transactions may proceed for the duration of the President's incapacitation.
  6. In the event that the Director of Finance is absent or otherwise incapacitated, no financial transactions may proceed for the duration of the Director of Finance's absence or incapacitation.

### **13. Article Thirteen – Meetings**

1. The Executive Council shall meet monthly. The quorum for Executive Council meetings shall be 50%+1 (Currently 4 out of 6) of the voting members of the Executive Council.
2. If a Director of a department is unable to attend, the Executive Council meeting shall proceed without their participation subject to the quorum outlined in Article 13.1.
3. 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.
4. The Executive Council must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

### **14. Article Fourteen – Recruitment Process**

1. The Recruitment Process shall be considered to be the hiring and selection process for all members of the executive team who are not members of the Executive Council, who are elected as outlined in Article Eight.
2. The Recruitment Process shall begin on a date between May 1st and September 1st that shall be designated each year by the Executive Council.
3. The candidates for the position of Finance Manager, Corporate Relations Manager, Events Manager, and Marketing Manager shall be filled through an unbiased, fair and transparent interview process conducted primarily by the Vice President, who will be aided by the President and the Directors as needed.
4. The Vice President shall be considered the primary officer in charge with regards to recruitment during standard club operations.
5. The Vice President shall supervise recruitment efforts, prepare and conduct interviews, and present recommendations to the Executive Council with regards to who should be selected for the open positions.
6. The final selection and hiring of personnel for the positions outlined in Article 14.3 shall be conducted by a majority vote on the Executive Council.



7. The Vice President shall communicate with and coordinate recruitment efforts with the respective Director when recruiting for the position of Manager for a department.
8. The Recruitment Process shall be completed by August 31st in order to allow for the transition between the outgoing executive team and the incoming executive team.

**15. Article Fifteen – Termination of Membership**

1. The Executive Council 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.
2. A vote to revoke membership must be held at a meeting of the Executive Council.
3. A two-thirds majority of the Executive Council is required to approve any motion to revoke membership.
4. Any member facing removal shall have the right to appeal the decision of the Executive Council to the general membership.
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.
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.
7. Executive Council members are subject to the same termination of membership process as general members.

**16. Article Sixteen – Amendments**

1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
2. All voting members may propose and vote on amendments to the constitution.
3. The Executive Council shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
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.