

Constitution of “You’re Next Career Network Student Association”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “You’re Next Career Network Student Association”
- 1.2. The official acronym or abbreviation of the group is “YNCN”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to provide professional and career development opportunities to UofT students through career fairs, student development workshops, and resources developed by students for students.

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 members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. 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 March 1st to February 28th.

- 4.2. The Executive Committee shall comprise twelve (12) 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

5.1. The President (2 positions, co-president) shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Be a current undergraduate student at time of election,
- 5.1.3. Oversee the operations, management, and success of the group,
- 5.1.4. Assume duties of Co-President in the absence of one President,
- 5.1.5. Serve as spokesperson for the group,
- 5.1.6. Hold signing and financial authority,
- 5.1.7. Preside over meetings of the Executive Committee and/or members,
- 5.1.8. Ensure a transition of office from one year to the next.
- 5.1.9. Ensure activities of the club comply with policies of the University of Toronto,
- 5.1.10. Coordinate organizational recruitment efforts.
- 5.1.11. Notify all members of general meetings
- 5.1.12. Maintain a list of group members,
- 5.1.13. Maintain the group website and member contact list,
- 5.1.14. Record notes and motions for meetings.
- 5.1.15. Maintain a budget of income and expenses,
- 5.1.16. Advise members on financial position of the group,
- 5.1.17. Prepare an annual budget for the group,
- 5.1.18. Record all financial transactions of the group,
- 5.1.19. Election:
 - 5.1.19.2. No individual who is seeking election may participate in planning or administering the election.
 - 5.1.19.3. The election of the incoming President shall be ratified by a two-thirds majority vote by voting members

- 5.1.20. The term of office for the President shall commence on March 1st
- 5.1.21. The President shall be the official representative of YNCN to all external organizations, including the Engineering Society

5.2. The Directors of Operations and Logistics shall:

- 5.2.1. Lead the Operations and Logistics Initiative,
- 5.2.2. Be appointed into the role through a general application and interview process
- 5.2.3. Be a current undergraduate student at time of appointment,
- 5.2.4. Oversee the operations, management, and success of the Operations and Logistics Initiative,
- 5.2.5. Preside over meetings of the Operations and Logistics Initiative,
- 5.2.6. Serve as the spokesperson of the Operations and Logistics Initiative,
- 5.2.7. Liaise and manage communications with other Directors, Co-Presidents, general members, and external stakeholders of YNCN
- 5.2.8. Plan & execute YNCN events including career fairs & professional development workshops

5.3. The Directors of Brand Growth and Marketing shall:

- 5.3.1. Lead the Brand Growth and Marketing Initiative,
- 5.3.2. Be appointed into the role through a general application and interview process
- 5.3.3. Be a current undergraduate student at time of appointment,
- 5.3.4. Oversee the operations, management, and success of the Brand Growth and Marketing Initiative,
- 5.3.5. Preside over meetings of the Brand Growth and Marketing Initiative,
- 5.3.6. Serve as the spokesperson of the Brand Growth and Marketing Initiative,
- 5.3.7. Liaise and manage communications with other Directors, Co-Presidents, general members, and external stakeholders of YNCN
- 5.3.8. Plan & execute YNCN content, marketing efforts, and outreach

5.4. The Directors of Data Strategy shall:

- 5.4.1. Lead the Data Strategy Initiative,
- 5.4.2. Be appointed into the role through a general application and interview process
- 5.4.3. Be a current undergraduate student at time of appointment,
- 5.4.4. Oversee the operations, management, and success of the Data Strategy Initiative,
- 5.4.5. Preside over meetings of the Data Strategy Initiative,
- 5.4.6. Serve as the spokesperson of the Data Strategy Initiative,
- 5.4.7. Liaise and manage communications with other Directors, Co-Presidents, general members, and external stakeholders of YNCN
- 5.4.8. Analyze and draw insights from historical YNCN data to make better informed data-driven decisions
- 5.4.9. Establish central YNCN data-hub/database

5.5. The Directors of Digital Launch Pad shall:

- 5.5.1. Lead the Digital Launch Pad Initiative,
- 5.5.2. Be appointed into the role through a general application and interview process
- 5.5.3. Be a current undergraduate student at time of appointment,
- 5.5.4. Oversee the operations, management, and success of the Digital Launch Pad Initiative,
- 5.5.5. Preside over meetings of the Digital Launch Pad Initiative,
- 5.5.6. Serve as the spokesperson of the Digital Launch Pad Initiative,
- 5.5.7. Liaise and manage communications with other Directors, Co-Presidents, general members, and external stakeholders of YNCN
- 5.5.8. Plan & execute YNCN digital offerings including career fair map, website login page, etc.

5.6. The Directors of Business Development shall:

- 5.6.1. Lead the Business Development Initiative,
- 5.6.2. Be appointed into the role through a general application and interview process
- 5.6.3. Be a current undergraduate student at time of appointment,
- 5.6.4. Oversee the operations, management, and success of the Operations & Logistics Business Development Initiative,
- 5.6.5. Preside over meetings of the Business Development Initiative,
- 5.6.6. Serve as the spokesperson of the Business Development Initiative,
- 5.6.7. Liaise and manage communications with other Directors, Co-Presidents, general members, and external stakeholders of YNCN (including YNCN company partners)
- 5.6.8. Plan & execute company outreach strategy for both fall and winter offerings

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be ratified 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 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 President shall keep an active record of income and expenses.

- 7.2. The President 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 \$100.00 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 twice monthly. The quorum for Executive Committee meetings 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 at least two (2) weeks prior to the date of the meeting.

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, commits an act contrary to the club's code of conduct, 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.