



MESA Constitution

2024 – 2025

Last Revised: September 20th 2024 | Consolidated: April 28th, 2018
Management and Economics Students' Association

CONSTITUTION

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

Article I: Name of Organization

1.1 The Departmental Student Association shall be called the "Management and Economics Students' Association"

1.2 This organization will from here forth be referred to as "MESA" or "The Association."

Article II: Purpose

2.1 As the voice of undergraduate management and economics students at the University of Toronto at Scarborough, MESA is dedicated to:

2.1.1 Representing all Management and Economics students within the University and giving them an opportunity to voice their questions, concerns, and opinions.

2.1.2 Fostering learning and long-term growth of our students through hosting dynamic programs, events, and a medium through which to get involved.

2.1.3 Translating the above initiatives into value for the various contributors of the Association: i.e. the Department of Management through facilitation of its growth and advancement and corporate sponsors through campus exposure.

2.2 This will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough.

2.3 The fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.

2.4 The operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article III: Membership

3.1 Membership is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.

3.2 The term of membership for the will be from May 1 – April 30 each year.

3.3 Each member shall be afforded the following rights through membership in:

3.3.1 The right to participate and vote in group elections and meetings;

3.3.2 The right to communicate and to discuss and explore all ideas;

3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;

3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;

3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;

3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

3.4 Each member shall possess the following responsibilities relative to participation in :

3.4.1 Support the purpose of the organization;

3.4.2 Uphold the values of the organization;

3.4.3 Contribute constructively to the programs and activities offered by the organization;

3.4.4 Attend general meetings;

3.4.5 Abide by the constitution and subsequent official organizational documents;

3.4.6 Respect the rights of peers and fellow members;

3.4.7 Abide by University of Toronto policies, procedures, and guidelines;

3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

3.5 The Association values and respects the personal information of its members. They secure

its member's information at all times and will not supply names or other confidential information to third-parties.

3.6 The Association will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Executives

4.1 The executives of the organization shall include .

4.1.1 Senior Executive Team

- ❖ Co - President(s)
- ❖ Vice President(s) of Business Development
- ❖ Vice President(s) of Marketing and Communications
- ❖ Vice President(s) of Clubs and Academics
- ❖ Vice President(s) of Student Engagement
- ❖ Vice President(s) of Internal Strategy

4.1.2 Business Development Team

- ❖ Corporate Relations Director(s)
- ❖ Finance Director

4.1.3 Marketing and Communications Team

- ❖ Marketing Director(s)

4.1.4 Clubs and Academics Team

- ❖ Academic Advocacy Director(s)
- ❖ Academic Development Director (s)

4.1.5 Student Engagement Team

- ❖ Social Operations Director(s)

4.1.6 Internal Strategy Team

- ❖ Human Resources Director(s)
- ❖ Data Analytics & IT Director(s)

4.2 The broad responsibilities of each executive position are as follows:

4.2.1 Senior Executive Team

4.2.1.1 President(s) – 2

- ❖ Oversee and manage the Association, the Management Umbrella and assist with requests from all areas of the Executive Committee wherever possible. Ensure successful achievement of the Association's responsibilities as a DSA.

4.2.1.2 Vice President of Business Development – 1

- ❖ Maintain relationships with Corporate Sponsors. Develop DSA-related initiatives to actively voice the concerns of the students in the Department of Management and Economics (academic and non-academic).

4.2.1.3 Vice President of Marketing and Communications – 1 or 2

- ❖ Oversee all public relations, internal, and external communications (print, voice, web, and e-mail). Manage and support the managers within their function whenever possible.

4.2.1.4 Vice President of Clubs and Academics – 1 or 2

- ❖ Oversee the operations of the organization, including, but not limited to, all academic-related events, information seminars, and programs.

4.2.1.5 Vice President of Student Engagement – 1 or 2

- ❖ Oversee the operations of the organization, including, but not limited to, all non-academic related (Management Launch Party, Management Gala) events and programs.

4.2.1.6 Vice President of Internal Strategy – 1

- ❖ Oversee the internal operations of the organization, including, but not limited to, sub-function initiatives, website, data analytics, and MESA's Associate program.

4.2.2 Business Development Team

Collaborate to ensure the further development of the Association's Executive Committee and Associates, its image within and beyond the campus community,



MESA

MANAGEMENT AND ECONOMICS STUDENTS' ASSOCIATION

and the stringency of the internal control mechanisms. Determine action plans to effectively manage and utilize Associates. Follows directions set forth by the Senior Executive Team and reports to the Vice-President of Business Development.

4.2.2.1 Corporate Relations Director – 1 or 2

- ❖ Identify and pursue corporate sponsorship opportunities and develop strategies to attract and secure new sponsors.

4.2.2.2 Finance Director – 1

- ❖ Manage the collection of event post-mortems within MESA and of major events within the Management Umbrella.

4.2.3 Marketing and Communications Team

Coordinate all internal and external communications for the Association through all available mediums. Build and improve the Association's brand (and its guidelines), messages, and social media platforms. Effectively manage and utilize Associates to ensure successful completion of related materials. Follows direction set forth by the Senior Executive Team and reports to the Vice-President(s) of Marketing and Communications.

4.2.3.1 Marketing Director – 2 or 3

- ❖ Oversee, develop, and manage the Association's brand, advertising, strategy, and promotion functions through all communication channels (print, viral, display case, etc.).

4.2.4 Clubs and Academics Team

Plan and organize all operations by leading and coordinating endeavors consistent with the established values, goals, and objectives of the Association and the students of the Department of Management. Plan and execute DSA reflective endeavors to actively pursue and communicate the student voice. Determine action plans, operating plans, short term and long-term goals and objectives that adhere to the values of the Association in related activities.



MESA

MANAGEMENT AND ECONOMICS STUDENTS' ASSOCIATION

Follow direction set forth by the Senior Executive Team and report to the Vice President(s) of Clubs and Academics.

4.2.4.1 Academic Advocacy Director – 1 or 2

- ❖ Plan and execute DSA reflective endeavors to actively pursue and communicate the student voice in the academic spectrum.
- ❖ Execute endeavors to understand the needs of Management students in both co-op, non-coop, and management and international business.
- ❖ Coordinate with other student organizations in the Management Umbrella to gather an understanding of the needs of various major streams of study and any other business streams that grow in demand.
- ❖ Provide recommendations to the Department of Management and MESA for new initiatives or programming.
- ❖ Facilitate the planning and execution of MESA Town Hall and AGM. Provide support to the Clubs and Academics Team when needed.

4.2.4.2 Academic Development Director – 1 or 2

- ❖ Champion initiatives to enhance the academic and professional growth of the Management community.
- ❖ Strategically plan and execute events with meticulous logistics and timely implementation.
- ❖ Collaborate with the Department of Management, industry experts, and peers to curate impactful events.

4.2.5 Student Engagement Team

Plan and organize all operations by leading and coordinating endeavors consistent with the established values, goals, and objectives of the Association and the students of the Department of Management. Provide opportunities for students to improve in their social life on campus and to create an inclusive and welcoming management community. Follow direction set forth by the Senior Executive Team and report to the Vice President of Student Engagement.

4.2.5.1 Social Operations Director – 3 or 4



MESA

MANAGEMENT AND ECONOMICS STUDENTS' ASSOCIATION

- ❖ Managing the planning and organization of the Annual Gala; particularly serving the role of Gala Committee Chairperson.
- ❖ Managing the planning and organization of the Annual Management Launch Party/Week.
- ❖ Coordinate services for socials, such as accommodation and transportation of participants, facilities, catering, signage, displays, and other special requirements.
- ❖ Understand the needs of international students in the management community and bridge the gap between domestic and non-domestic students.

4.2.6 Internal Strategy Team

Coordinate cross functional operations, ensuring directors' tasks are executed in a timely and high-quality manner. Develops initiatives aimed at enhancing team synergy and fostering an optimal working environment. Facilitates internal data analytics to assess achievement metrics and produce actionable visualizations. Adheres to directives from the Senior Executive Team and reports directly to the Vice President of Internal Strategy.

4.2.6.1 Data Analytics/IT solutions Director - 1

- ❖ Develop and manage MESA's brand through strategic oversight of the website platform and data, enhancing user engagement and interaction.

4.2.6.2 Human Resources Director – 1

- ❖ Organize and manage the Associate program, including the recruitment, coaching and development of Associates.

4.3 Only student members of the organization may hold executive positions.

4.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.

4.5 This committee 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.

4.6 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

4.7 The term of each executive will last from May 1 following their Hiring to April 30 of the following year.

4.8 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

4.9 Any vacancy of executives shall be filled by the President(s) or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

4.10 If the President(s) resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

4.11 Any vacancy of the President(s) shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Removal of Members and Executives

5.1 The process for removing a member or executive may be initiated according to the Strike Policy. All members of the Executive Committee in the Association are subject to the Strike Policy.

5.2 The terms of the Strike Policy are as follows:

5.2.1 Executive Committee members must attend monthly team meetings (TMs), and departmental meetings. A strike shall be given if:



MESA

MANAGEMENT AND ECONOMICS STUDENTS' ASSOCIATION

5.2.1.1 Executive Committee member misses a monthly meeting without a valid reason.

5.2.1.2 Executive Committee member misses multiple departmental meetings, and the Vice President of the department affected must justify the reasoning for giving a strike to the co-presidents and HR director, under a $\frac{2}{3}$ vote system.

5.2.2 Executive Committee members must not engage in negative slander of any other club.

5.2.3 Executive Committee members must not be frequently unresponsive to departmental or Association-wide communications.

5.2.4 Executive Committee members who miss a deadline on a project without informing their direct superior(s) well in advance will be eligible for a strike.

5.2.5 Executive Committee members must respect confidentiality and not leak information.

5.2.6 Executive Committee members must remain respectful to all other members.

5.2.7 Executive Committee members must respect in-person spaces (MESA room, event venues, etc.). Acts of theft and/or vandalism will result in a strike and the guilty party will be held personally liable for full reimbursement of damages.

5.2.8 Executive Committee continuously disregards the clause that non-MESA students can enter the MESA room only if a Senior Executive is present.

5.3 In most cases, an infraction of any of the terms will result in one (1) strike being given, however, it is at the discretion of Senior Executive members involved as to whether the severity of the infraction warrants immediate impeachment of the Executive Committee member in question.

5.4 Unless otherwise stated, the responsibility of assigning a strike is delegated as follows:

5.4.1 If the accused Executive Committee member is an Associate/Director, the Vice President generally gets the authority to decide on if a strike should be given. Co-presidents, however, reserve the ability to override this decision as needed.

5.4.2 If the accused Executive Committee member is a Vice President, only the Co-Presidents have the authority to assign a strike to the affected Vice President.

5.4.3 If the accused Executive Committee member is a Co-President, the strike policy as outlined in Clause 12.04 does not apply; there shall instead be a meeting called at the earliest possible convenience between the rest of the Senior Executive Committee to decide if the accused Co-President's behavior warrants a strike. If a consensus is reached that their behavior is eligible for a strike, the Advisory Board must be notified and will be responsible for deciding how best to move forward.

5.5 The removal of members and executives will be facilitated by a three strike procedure which operates as follows:

5.5.1 One strike will lead to the Co-Presidents and/or HR Director giving the Executive Committee member in question a verbal and written warning.

5.5.2 Two strikes will result in both the HR Director and Vice President of the Executive Committee member in question giving a disciplinary 1-on-1 talk. If the embattled Executive Committee member is a Vice President, the Co-Presidents will be involved in this talk.

5.5.3 Three strikes will result in a trial to be held at the earliest possible convenience where the co-presidents and HR director will explain to the rest of the Senior Executive Committee what the grounds for ejection are. The embattled Executive Committee member will be given an opportunity to defend themselves, and after a discussion among the participants, a vote will be held. If the vote reaches a $>2/3$ consensus that the actions of the accused Executive Committee warrants impeachment, the affected Executive Committee member will immediately be removed from the Association. Otherwise, they will be allowed to remain.

5.5.4 If, after three strikes and an unsuccessful trial for impeachment, the Executive Committee member again receives a fourth strike, they will immediately be removed from the Association without a trial as described in previous sub-clause.

5.5.5 If an Executive Committee member is successfully impeached and removed from the Association, they will be given 72 hours to present an appeal to the Senior Executive Committee for review and reconsideration. This sub-clause is only relevant if new information comes to light within that time frame.

Article VI: Finances

6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.

6.2 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the general members at a valid general meeting.

6.3 All Budgets shall be prepared by the Vice-President Business Development in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.

6.4 The Vice-President Business Development shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.

6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.

6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

6.8 The Presidents, the Vice-President Business Development, and only in special circumstances shall be the sole signing authorities of banking instruments for the organization.

6.9 will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

6.10 will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: General Meetings

7.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.

7.2 The Association may refer to the “General Meetings” as “Team Meetings”

7.3 General meetings will be facilitated by the Vice President Internal Strategy. The Vice President Internal Strategy shall be responsible for:

7.3.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;

7.3.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

7.3.3 Moderating the discussion at meetings according to the agenda;

7.3.4 Suspending members from participating in meetings for constitutional or procedural violations.

7.4 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.

7.5 There shall be a minimum of one (1) general meeting held each month. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.

7.6 General meetings may be called to order by the President(s) or Vice President Internal Strategy

7.7 General meetings are open to registered executives of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.

7.8 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.

7.9 All executives are expected to make brief progress reports on their activities at every general meeting.

7.10 Minutes of all general meetings must be recorded and maintained for reference purposes.

7.11 Members must contact the Vice President Internal Strategy a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Vice President Internal Strategy will then add the discussion item to the agenda.

7.12 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Vice President Internal Strategy who shall only vote in the event of a tie.

7.13 Any question at a valid general meeting shall be decided by a show of hands.

7.14 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

7.15 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

7.16 The Vice President Internal Strategy presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article VIII: Executive Meetings

8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

8.2 Executive meetings will be facilitated by the President(s) of the organization. The President(s) shall be responsible for:

8.2.1 Formulating and distributing an agenda for each meeting;

8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

8.2.3 Moderating the discussion at meetings according to the agenda;

8.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period May 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.



8.4 The frequency of executive meetings occurring between May 1 and April 30 will be left to the discretion of the executive committee.

8.5 Executive meetings may be called to order by the President(s) or through a petition signed by three (3) executive members.

8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.

8.8 Executives must notify the President(s) a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President(s) will then add the discussion item to the agenda.

8.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

8.10 Any question at an Executive Meeting shall be decided by a show of hands.

8.11 Whenever a vote by show of hands occurs, a declaration by the President(s) that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

8.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

8.13 The President(s) may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

8.14 The Association may refer to “Executive Meetings” as “Senior Syncs”

Article IX: Emergency Meetings

9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

9.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through



email.

9.4 Less notice for emergency meetings may be provided at the discretion of the President(s) in agreement with a minimum of five (5) general members.

Article X: Elections

10.1 At the end of the fiscal year (April 30) all Executive Committee positions become open and therefore prior to that date all Executive positions appointed/selected for the new academic year shall be filled using the following process.

10.2 Senior Executive Positions:

10.2.1 The Co-Presidents and Vice President (Business Development, Communications, Student Engagement and Club and Academics) roles will be open for application within the month of March and will be followed by interviews by the retiring Senior Executives. Candidates will be voted upon by the outgoing Executive Committee. In the event of a tie, the most senior (in terms of years as an executive in the Association) graduating executive will make the final decision.

10.2.2 Only those who previously served on any Executive Committee as either a director, vice-president or president of a Management Umbrella Club and will be full-time or part-time students in the year they will be serving are eligible to be nominated onto the Senior Executive Team, subject to the requirements as stated above in Article I.

10.2.3 Only those who previously served on the Senior Executive Team and will be full-time or part time students in the year they will be serving are eligible to be appointed by the Senior Executive Team to the position of Executive Advisor.

10.2.4 The position of Co-President may only be filled by individual(s) for one (1) full academic year (from May 1st to April 30th).

10.2.5 Potential nominees for the aforementioned positions must be students (including co-op students) for the period in which they are to hold their respective titles. The newly

formed leadership team will then be responsible for screening, interviewing, and appointing the rest of the Executive Committee in a manner that is fair and impartial.

10.3 Executive Positions:

10.3.1 A call for applications will be made by the newly appointed Senior Executive Team no later than the 15th of April.

10.3.2 The positions will be filled on the basis of applications, followed by interviews. The highest standards of screening and selection will be applied, to ensure the continued integrity of the Association.

10.3.3 The incoming Executive Committee must be ratified by the Senior Executive Team no later than the 30th of April. Dates may be subject to change in correspondence with Management Umbrella Clubs hiring.

10.3.4 If an applicant wishes to appeal a hiring decision, he/she may make a case to the Senior Executive Team. All appeals must be made within one (1) week of the applicant being informed of the decisions. If the applicant is not satisfied with the resolution process, the applicant can request to take the issue to the Advisory Board (see Article IV).

Article XI: Amendments

11.1 The Association may make, amend or repeal the constitution or certain sections therein.

11.2 Notice of a meeting called to consider such a resolution shall be given as follows:

11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;

11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.

11.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).

11.4 The general membership must have the final say on amendments to the constitution.

Article XII: Transition

12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XIII: Emergency Powers

13.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.

13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

13.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article XIV: Food Handling on Campus

14.1 The Association will conform to 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 XV: Precedence of University Policies

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

Article XVI: Legal Liability

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

Article XVII: Banking

17.1 The Association 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.

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.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.

3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.

4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.

2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.

3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.

2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.

2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.

3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

VIII. Voting

1. There are 3 basic motions for each item of business:
A motion to adopt a specific action by the board.



A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).

A motion to remove an item from consideration

2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.

3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.

4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.



MESA

MANAGEMENT AND ECONOMICS STUDENTS' ASSOCIATION

This Consolidated Document was last revised on October 2nd, 2024.

The current Executive Committee list is available upon request.