

## **Constitution of “Techway Elite Network”**

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

- 1.1. The official name of the recognized student group is “Techway Elite Network”
- 1.2. The official acronym or abbreviation of the group is “TEN”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to provide a platform for students at the University of Toronto to exchange knowledge, improve occupational skills, and explore potential academic and professional careers. Our mission is to equip members with better insights for future career planning, facilitate networking opportunities, and foster an environment for sharing experiences and providing guidance.

1.3.1 We achieve these objectives through various initiatives, including seminars and workshops, which are regularly scheduled sessions where experts and professionals share their knowledge and skills on relevant topics.

1.3.2 Networking events are organized as social gatherings, both formal and informal, where students can connect with peers, alumni, and industry professionals to exchange ideas and build relationships.

1.3.3 Project collaboration channels are provided through online platforms and meetings that facilitate the search for project partners and research collaborators, ensuring students have the support needed for academic and professional growth.

1.3.4 Career planning sessions are interactive sessions featuring guest speakers, panel discussions, and Q&A segments focused on career advice and planning.

By implementing these initiatives, TEN aims to create a vibrant and dynamic community that supports the professional and academic growth of its members.

### **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 comprised of seven 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 number 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.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

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

##### 5.1. **The President shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

##### 5.2. **The Vice-President shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts.

##### 5.3. **The Marketing and Communications Manager shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Develop and implement marketing strategies to promote the group's activities and events.
- 5.3.3. Serve as the main point of contact for media inquiries and press relations.

5.3.4. Foster relationships with external partners, sponsors, and stakeholders to facilitate collaborative efforts and sponsorship opportunities.

5.3.5. Ensure all communications align with the club's mission and values, maintaining a positive and professional image.

**5.4. VP of External Relations shall:**

5.4.1. Serve as the primary point of contact for all external communications,

5.4.2. Establishing and maintaining relationships with external organizations, alumni, industry professionals and other student groups,

5.4.3. Represent the club in external events,

5.4.4. Identify and maintain a relationship with potential sponsors for funding,

5.4.5. Develop sponsorship package on the club's behalf,

5.4.6. Coordinate logistics for external events such as venue booking, speaker arrangements and acquire necessary approval,

5.4.7. Negotiate and formalize partnerships.

**5.5. VP of Finance and Fundraising shall:**

5.5.1. Develop and manage the group's fundraising strategy and activities,

5.5.2. Identify and pursue potential funding opportunities, including grants and sponsorships,

5.5.3. Maintain accurate records of all fundraising income and expenses,

5.5.4. Provide regular updates on fundraising progress to the board,

5.5.5. Coordinate fundraising events and initiatives to support the group's financial goals,

5.5.6. Ensure compliance with all financial regulations and reporting requirements,

5.5.7. Develop and maintain relationships with donors, sponsors, and other financial supporters, providing them with regular updates on the impact of their contributions,

5.5.8. Prepare and present an annual financial report at the Annual General Meeting, including a summary of fundraising activities and financial performance,

5.5.9. Collaborate with other committees to align fundraising efforts with the group's overall mission and objectives.

**5.6. VP of Research and Development shall:**

5.6.1. Establish mechanisms for continuous feedback and improvement based on members' experiences and suggestions,

5.6.2. Manage the development and implementation of new initiatives from conception to execution,

5.6.3. Develop long-term strategies for the organization's growth and development, based on research insights and trends,

5.6.4. Develop innovative event concepts and formats that facilitate effective networking between members,

5.6.5. Research current trends in networking events and technical support to ensure the organization stays relevant and effective.

**5.7. VP of Events shall:**

5.7.1. Plan, organize, and execute all events hosted by the group, ensuring they align with the group's mission and objectives.

- 5.7.2. Develop and manage an annual event calendar, coordinating with other VPs to avoid conflicts and maximize attendance.
- 5.7.3. Identify and secure venues for events, ensuring they meet the needs and budget of the group.
- 5.7.4. Coordinate event logistics, including catering, audio-visual requirements, seating arrangements, and other necessary services.
- 5.7.5. Promote events through various channels, including social media, email newsletters, and partnerships with other organizations, to ensure maximum participation.
- 5.7.6. Manage event budgets, ensuring all expenses are tracked accurately and events stay within the allocated budget.
- 5.7.7. Conduct post-event evaluations to gather feedback, assess success, and identify areas for improvement for future events.

## **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 a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

## **7. Article Seven – Finances**

- 7.1. The VP of Finance shall keep an active record of income and expenses.
- 7.2. The VP 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 \$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 monthly. The quorum for Executive Committee meetings shall be a simple majority (50%+1) of the voting members of the Executive Committee. Attendance can be in person or via approved virtual meeting platforms to accommodate varying schedules.
- 8.2. The group shall hold Annual General Meetings (AGMs) at least twice per year, ideally at the start and mid-point of the academic year, to provide the general membership an opportunity to review the group's annual activity plan, financial health, strategic goals, and to propose or vote on constitutional amendments. A detailed agenda will be circulated to all members two (2) weeks before the meeting.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least four (4) weeks prior to the date of the meeting, allowing members ample time to prepare and ensure higher attendance.
- 8.4. The agenda for each executive meeting will be distributed at least one (1) week prior to the meeting. Minutes from each meeting will be recorded and distributed within one (1) week post-meeting for transparency and follow-up on action items.
- 8.5. Special executive meetings may be called by the President or by a majority of executives with at least 48 hours' notice to address urgent matters.

## **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.