

# UTMFCC Constitution

## 1. Name

The campus group is named UTMFCC, an acronym for University of Toronto Mississauga Finance Careers Club, and hereafter in this Constitution and these Bylaws shall be called the UTMFCC.

## 2. Purpose of UTMFCC

UTMFCC aims to educate students about careers in finance and their respective recruitment processes. The club hosts informational events, workshops, and Q&A sessions. Club activities cover various topics such as career paths, tailored resumes and cover letters, recruitment tips, and other professional development subjects. These topics are chosen based on member requests or suggestions from the executive team. Overall, UTMFCC provides students with professional tools and insights from experienced and successful students, alumni, and business professionals to help them start or advance their careers in finance.

## 3. Membership

The members of UTMFCC shall be:

- a. Open to all members of UTM (including alumni and faculty).
- b. Members of the Executive Committee during their respective terms in office, including the Executive Director of the UTMCFCA as a non-voting member.

## 4. Executives

The club structure for the upcoming academic year of 2024/25 will have a decentralized pyramid structure. With two co-presidents as the overseeing leaders of the club and the selected vice presidents. The vice presidents will then undergo a two-step hiring process for their directors, resume screening and interviewing. Once directors are selected, the vice president along with their directors will oversee the successful operation of each department.

1. Two Co-Presidents – responsible for overseeing the group's practice and chief of decision making; primary contact for the group.
2. VP External– responsible for external communications in the group; taking minutes; emails, club event outreach requirements, and chief of club public relations; submit the appropriate club documents for appropriate affiliation of the club with interested parties.
3. VP – Internal – responsible for all internal communications in the group, managing team communications, and general event logistics i.e. room bookings, equipment bookings
4. VP – Marketing – responsible for all club promotional activities, managing of social media, online brand image, club promotional content.
5. VP Finance – responsible for handling financial resources and cash flow; keeping records of receipts, finances, and spending; design budgets in collaboration with the President and other executives; submit the bi-annual audit report to UTMSU.

## **5. Meetings**

The continued success of the UTMFCC is dependent on the transparency and consistent attention by the executive team. To this end, all executive team meetings will be conducted in an in person or virtual format with a frequency of once a month for the duration of the Fall/Winter terms. General meetings will be conducted at the beginning of each academic semester to welcome new members, while updating existing members on future club events, opportunities, and any club insights requested by them.

## **6. Elections**

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

To guarantee the future success of the existing club operations, while continuing the mission to return value to our members through the club candidates must be committed to club success and the purpose of the academic organization. As a result, to be considered for any executive team position the candidate must have participated in and been a part of the club for at least one academic term.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must open to all interested candidates who are UTMSU registered members of the group.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.

- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

#### Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

#### **7. Removal from office**

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Example of removal procedure:

- Removal after 1 written warning issued to the individual
- Removal after missed 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

## **8. Amendments to the Constitution**

The constitution of UTMFCC must be subject to an amendment procedure that prevents arbitrary alterations to it.

Amendments to the constitution can only be conducted if a majority of 70% of executive members approve an audit to the constitution.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.