

ACE Constitution 2023 - 2024

Article I: Name of Organization

1.1. The official name of the organization will be ACE UTSC.

Article II: Purpose

- 2.1 The purpose of ACE will be to prepare delegates to be college and career ready whilst developing their communication, presentation, and networking skills through the administration of case-based training workshops and events. Additionally, ACE will plan and organize case-study based competitions for students and provide the opportunity for students to partake in ACE events at provincial and international levels.
- 2.2 ACE will enhance the educational, recreational, social, and/or cultural environment of the University of Toronto Scarborough by offering case-based workshops, training sessions to prepare for competitions in addition to social events for both members and non-members.
- 2.3 ACE 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 ACE 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 in ACE is open to all students of the University of Toronto Scarborough.
- 3.2 The term of membership for the ACE will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in ACE:
- 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 engage in activities/events that are reasonable and lawful;
 - 3.3.4. The right to be free from discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, handicap, receipt of public assistance or record of offences of that individual or those individuals.
 - 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 ACE:
- 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. ACE will collect a mandatory membership fee from each member each year.
- 3.6. ACE values and respects the personal information of its members. ACE secures its member's information at all times and will not supply names or other confidential information to third parties.
- 3.7. ACE will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.
- 3.8. Paying the membership fee enables each member to participate in career-related conferences, unless otherwise specified by the terms of the conference or event. Furthermore, paying membership fees registers students as general members of ACE U Canada, enabling them to participate in all events and conferences administered therein.
- 3.9. All general members are eligible to compete at Invitational, Provincial, and International competitions held by ACE U Canada and ACE.
- 3.10. Non-students and non-paying members (faculty/staff/alumni/members of the community) are considered non-voting members and are not eligible to compete in Invitational, Provincial, and International competitions, run for executive office, or vote in elections.
- 3.11. Executive members with voting privileges must be currently registered students of the University of Toronto. Staff, faculty, or alumni members may hold non-voting executive positions to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest.

Article IV: Executive

- 4.1. The executives of the organization shall include (Co) President(s), VP of Delegate Development (1), VP of Marketing (1), VP of Business Development (1), VP of Events (2), VP of Finance (1) Director of Creativity and Design (1), Director of Promotion Strategy (1) Director of Corporate Relations (2), Director of Strategy and Growth (1) Director of Events (3), Director of Delegate Development (3), Director of Information Technology (1), Director of Human Resources (1), Director of Finance (1), and eight (4) ACE Associates (subject to change).
- 4.2 The broad responsibilities of each executive position are as follows:

- 4.2.1 (Co) President(s) are the official spokesperson of the organization and provide direction for all components of the organization in a manner consistent with the organization's constitution and policies. (Co) President(s) are responsible for the bookkeeping of receivables and payables of ACE, managing the accounting system, and requesting internal funding. (Co) President(s) are responsible for informing the Board of Directors of high-level club decisions.
- 4.2.2. VP of Delegate Experience is responsible for the planning, delegation and effective administration of tasks in regards to all ACE events, training sessions, and training events therein.
- 4.2.3. VP of Marketing is responsible for the development and implementation of marketing strategies across digital and physical mediums, ensuring ACE maintains a consistent brand identity, and delegating tasks effectively in relation to these responsibilities.
- 4.2.4. The VP of Business Development is responsible for overseeing the Corporate Relations, Strategy and Growth and Human Resources director roles. They brainstorm, plan and implement strategies to improve the success and direction of the club, whilst maintaining consistent communications with all prospective and existing 'partners' (internal and external entities and organizations), members, and professional networks.
- 4.2.5 The VP of Finance is responsible for overseeing the finance director role. They prepare the budget for the year and ensure that all finances are spent responsibly, all individuals are reimbursed and all administrative deadlines are met.
- 4.2.6. Director(s) of Creativity and Design are responsible for creating content for ACE's social media and on-campus presence, coordinating and collaborating on the creation of marketing campaigns.
- 4.2.7. Director(s) of Promotion Strategy will be responsible for running the social media platforms of ACE, setting timelines for posts, coordinating team members' online presence for ACE events, and collaborating on the creation of marketing campaigns.
- 4.2.8. Director(s) of Corporate Relations function as the liaison between prospective and existing external partners, whilst also being responsible for the procurement of new partners. This includes seeking out industry professionals and speakers whilst actively seeking monetary sponsorships and discounts.
- 4.2.9. Director(s) of Events are responsible for planning and executing a series of events, aimed at enhancing student experience and development. They will also be tasked with planning and executing events for the purpose of enhancing the experience(s) of executive team members.
- 4.2.10. Director(s) of Information Technology are responsible for consulting, analyzing and delivering solutions in terms of the technological needs of the ACE team. This can include facets of web development , object-oriented

programming, and general maintenance, design and upkeep of the ACE website and applications.

- 4.2.11. Director(s) of Human Resources are responsible for overseeing the logistics and planning of all facets of ACE, whilst also collecting and analyzing event data to improve logistical efficiency. They are also responsible for miscellaneous tasks as determined by ACE such as writing meeting minutes, internal conflict resolution, designing and implementing solutions to improve efficiency, etc.
 - 4.2.12. Director(s) of Delegate Development are responsible for familiarizing themselves with various ACE case categories and being knowledgeable of all components required to deliver a ACE case presentation. The director will also be required to deliver training sessions, hold mock case presentation sessions with general members, and deliver effective and constructive feedback to general members.
 - 4.2.12. Executive Advisor(s) to the (Co) President(s) are responsible for assisting the (Co) President(s) by providing expertise on the overall operations of the club. As well as maintain its image internally and externally.
 - 4.2.13 Director(s) of Strategy and growth are responsible for obtaining sponsorships and ensure the overall growth of the club.
 - 4.2.14 ACE associates are responsible for assisting any executive members on their initiatives and duties.
 - 4.2.15. Member(s) of the Board of Directors are responsible for acting in an advisory manner to the (Co) President(s) and Senior Team of ACE in relation to all internal decisions.
- 4.3. All Executive Officers, Executive Advisors, and Student Advisors must be paid members of ACE U.
 - 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 all of the executives at a valid executive meeting, with the exception of emergency powers when needed.
 - 4.7. The term of each executive will last from May 1st following their election to April 30th 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 (Co) President(s). Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the (Co) President(s), 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 (Co) President(s) or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or the hiring process is initiated.

- 4.10. If one of the Co-Presidents 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 (Co) 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 the hiring process is initiated.

Article V: Removal of Members and Executives

- 5.1 The process for removing a member or executive may be initiated when a committee of no less than two (2) executive team members who possess no involvement in any situation(s) pertaining to the potential removal to investigate a complaint determines that:
- 5.1.1 A member or executive has engaged in unlawful actions or activities;
 - 5.1.2 A member or executive has violated the constitution;
 - 5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
 - 5.1.4 A member or executive has violated the rights of a fellow member;
 - 5.1.5 A member or executive has not fulfilled their organizational responsibilities;
 - 5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of executive team members.
- 5.2 The process for removing a member or executive may also be initiated when:
- 5.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
 - 5.2.2 A motion for a removal vote is put forward by any member of the executive and is passed by a two-thirds majority vote. Any individual facing a potential removal vote is entitled to vote on the motion, but must be given an opportunity to explain themselves to the Executive Committee
- 5.3 The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows:
- 5.3.1. First Tier: -
 - The executive or member will be warned both verbally or in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
 - 5.3.2. Second Tier:
 - Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behaviour.
- The (Co) President(s) will be responsible for contacting the executive or member and suggesting best practices on how to correct the issues of concern.
 - The (Co) President(s) must address all complaints in writing or verbally by

suggesting actions to correct any issues involving executives or members.

5.3.3. Third tier:

- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behaviour.
- The removal vote must take place at a valid executive meeting. A representative supporting the motion for removal, and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
- The removal of an executive or member requires a two-thirds majority vote from the executive team. The executive or member facing removal is entitled to vote on the motion.

5.3.4. Emergency Powers

- Emergency powers may be invoked by the (Co) President(s) when the situation arises to remove a member or executive, if any section of 5.3.3 or 5.3.2 is not fulfilled.

Article VI: Finances

- 6.1 The funds of the organization shall be expended pursuant to the operating budget approved at a valid executives meeting.
- 6.2. All Budgets shall be prepared by the Finance department in accordance with the accounting system as determined by the executive committee and the executive meetings.
- 6.3. The Finance department shall present a proposed operating budget for the next fiscal year to the (Co) President(s) for its consideration at the final executive meeting.
- 6.4. The operating budget shall be approved by the (Co) President(s).
- 6.5. 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.
- 6.6. The VP of Finance shall be the sole signing authorities of banking instruments for the organization.
- 6.7. ACE UTSC will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.8. ACE UTSC 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 General meetings will be facilitated by the (Co) President(s) and the Director(s) of Human Resources. The (Co) President(s) and Director(s) of Human Resources shall be responsible for:
- 7.2.1. Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
 - 7.2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 7.2.3. Moderating the discussion at meetings according to the agenda;
 - 7.2.4. Suspending members from participating in meetings for constitutional or procedural violations.
- 7.3. The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.
- 7.4. There shall be a minimum of two (2) general meetings held each year. 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.
- 7.5. General meetings may be called to order by a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members, or when an issue arises that warrants group consensus.
- 7.6. General meetings are open to registered general members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.
- 7.7. 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.
- 7.8. Minutes of all general meetings must be recorded and maintained for reference purposes.
- 7.9. Members must contact the (Co) President(s) a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The (Co) President(s) will then add the discussion item to the agenda.
- 7.10. Each member of the organization shall be entitled to one (1) vote at a general meeting.
- 7.11. Any question at a valid general meeting shall be decided by a show of hands.
- 7.12. 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.
- 7.13. In case of an equality of votes at a valid general meeting, the decision will be considered as failed.
- 7.14. The (Co) President(s) 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, as well as upcoming events.
- 8.2 Executive meetings will be facilitated by the (Co) President(s) and the Director(s) of Human Resources of the organization. The (Co) President(s) and Director(s) of Human Resources 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 month during the period June 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 text a minimum of two (2) calendar days prior to the meeting.
 - 8.4. The frequency of executive meetings occurring between May 1st and May 31st will be left to the discretion of the executive committee.
 - 8.5. Executive meetings may be called to order by the (Co) 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.
 - 8.8. Executives must notify the (Co) President(s) a minimum of twenty-four (24) hours before an executive meeting to inform them of new business they wish to discuss. The (Co) 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 (Co) 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 (Co) President(s) may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

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 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 (Co) President(s) in agreement with a minimum of three (3) executive members attending.

Article X: Executive Hiring

- 10.1. Any full-voting ACE member who has competed in at least one case competition throughout the current year is eligible to apply for executive team roles.
- 10.2. Executive team hiring will be held prior to April 1st each year.
- 10.3. Any UTSC Student is eligible to apply for all executive positions, excluding the (Co) President(s) position.
- 10.4. In order to be eligible to apply for the President position, the applicant must have a minimum of 1-year experience in any ACE Executive position.
- 10.5. In the case of a Co Presidency application (two Co Presidents), one applicant must have a minimum of 1-year experience in any ACE Executive position, with the other having a minimum of 1-year experience in any UTSC Management Club Executive position.
- 10.6. In the event that no applicant(s) meets any one of the above conditions, discretion shall be placed upon the outgoing (Co) President(s) to make exceptions as they see fit.
- 10.7. All application periods must commence a minimum of fourteen (14) calendar days prior to when the decisions will be made.
- 10.8. Hiring decisions will be made based on interviews, where (Co) President(s) select the Vice President(s), and the Vice President(s) select their respective Director(s).
- 10.9. If an error is found in this process, the (Co) President(s) shall come up with an equitable solution for both ACE and the applicants.
- 10.10. The new (Co) President(s) appointment(s) shall take place no earlier than 2.5 months before April 30th.
- 10.11. When (Co) President appointments begin, those that are eligible to apply shall be required to write a proposal outlining their goals for the next year, and submit it by email to the current (Co) President(s).
- 10.12. The (Co) President(s) will then, at their discretion, choose the incoming (Co) President(s).

Article XI: Amendments

- 11.1 The organization 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 executive members and interested members at least seven (7) 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 executive member and interested member during the meeting.
- 11.3. Amendments to the constitution require the approval of three-quarters of the members who have attended the general meeting.

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, (Co) President(s) shall be afforded the ability to act without direction nor approval from the organization's members or executives. 13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization, or any action which may potentially detriment the organization's image, financial position, or reputability, including but not limited to: executive vacancies, unexpected cancellations, 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 Executive team members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 75% of the entire executive team.
- Non-executive general members shall bear no authority over usage of Emergency Powers.

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Article XIV: Food Handling on Campus

- 14.1 ACE 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 ACE will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of ACE,

the University's policies, procedures, and guidelines will take precedent.

Article XVI: Legal Liability

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

Article XVII: Banking

17.1 ACE 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.

17.2 Outgoing (Co) President(s) must ensure that the ACE account balance will not be below \$1500 by the end of their term.

Article XVIII: Board of Directors

18.1 The primary role of the Board of Directors is to act in an advisory manner to the current Co-Presidents and executive team.

18.2 The purpose of the Board of Directors is to ensure that the club is remaining true to its purpose (outlined in Article II), as well as ensuring the brand image remains reputable.

18.2 The Board of Directors are not decision makers and can not overrule the decisions agreed upon by the current (Co) President(s) and Vice Presidents (also "Senior Team").

18.3 If the Board of Directors feel as though the current leadership team is doing an inadequate job (See 18.2), they can put forth proposed changes that may be implemented if both the following requirements are met:

a) At least $\frac{4}{5}$ (80%) of Board Members must support the proposal

b) At least $\frac{4}{5}$ (80%) of executive and senior team members must support the proposal 11

18.5 The Senior Team has the right to deny a proposal if they can show that there is a conflict of interest between the interests of a current member of the Board and the potential outcome of the proposal. To do this, the current team must ensure one of the following requirements are met:

a) Unanimous support from all members of the senior team

b) At least $\frac{1}{2}$ (50%) of executive team members must support the proposal denial

18.6 The Board of Directors is composed of up to nine (9) individuals for any given year.

18.7 Once appointed to the Board of Directors an individual may serve for up to three (3) years.

18.8 Members must reconfirm their desire for a Board of Director position each year, with the current (Co) President(s).

18.9 Previous (Co) President(s) are automatically added to the Board of Directors when their

position concludes. When new (Co) President(s) are added, any (Co) Presidents from prior years that are members of the Board of Directors must also reconfirm their desire for a Board of Director position.

18.10 Vice President(s) who have served a minimum of one full term as an executive member of ACE are eligible to join the board of directors if the following criteria are met: 18.10.1 There is a vacant spot available on the current years Board of Director team

18.10.2 The inclusion of this individual will not inhibit future Presidents from having sufficient space to join the Board of Directors (If this is an issue, applicants may opt for a one (1) year term on the Board of Directors)

18.10.3 The individual puts forth an application to the currently serving Board who will review and subsequently accept or decline the application

18.11 If a member wishes to extend their time on the Board beyond three years they must submit a formal application that will be reviewed and subsequently accepted or rejected by the currently serving executive team of ACE. Extensions are for terms of one (1) year only, however, an individual can apply for up to two (2) consecutive years after their original term has ended. In order for a Board member's extension to be considered the following criteria must be met:

a) The Board can have a maximum of nine (9) individuals during any given year; as such any applications that would result in the number of Board members increasing past nine (9) will be denied.

b) The Board of Directors must be eligible for all outgoing Presidents and as such any application that may result in the board reaching maximum capacity prior to outgoing presidents having the opportunity to accept or decline a position will be put on hold until their decisions have been made.

18.12 Once a member of the board has declined or abdicated their position, they can not return to it at any point following.

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Appendix A: General Meeting Rules of Order

I. Call to Order

1. The (Co) President(s) 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 only to paying general and executive members of ACE. Members who have participated will 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 (Co) President(s) 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, qualified 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 members who are registered as paying general members. Formal voting on the agenda is only necessary where it appears to the (Co) President(s) 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 the Director(s) of Human Resources. Any participatory 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. Formal voting on the minutes is only necessary where it appears to the (Co) President(s) that there is a disagreement.

IV. Executive Reports

1. Executives must prepare reports as soon as they enter their new found positions
2. These reports will clarify the role they have with ACE for the rest of the year
3. Executives will be required to present their plans to
 - 1) the (Co) President(s) and
 - 2) during the executive retreat or first executive meeting.
4. Executives must prepare a plan outlining any new initiatives they wish to take on.
5. Mid-year and final reports may be completed in the form of reviews presented by the Director(s) of Human Resources.

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 (Co) President(s) and these limitations must be enforced. Each general member should address the (Co) President(s) regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. The executive membership may vote to postpone consideration of any old business or it may remove any item from consideration.
2. 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 executive membership.
3. General members can revisit old items or bring up new businesses and may attend an executive meeting to address such an issue.
4. If necessary, old items that cannot be decided upon can be revisited during a general

meeting. VII. Motions and Deliberations

1. When an item of business is to be discussed, the (Co) President(s) announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the (Co) President(s). No general member may interrupt the speaker who has the floor.
3. The (Co) President(s) 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. Discussion shall be limited to the item of business at hand, and the (Co) President(s) 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 (Co) President(s) that all general members have had the opportunity to fully discuss any given matter(s) at hand, the (Co) President(s) 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 (Co) President(s) 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.