



## Enactus UTM Constitution

### **Article I: Campus Group Name**

The organization's official name shall be “**Enactus University of Toronto Mississauga.**”

The group's acronym shall be “Enactus UTM,” and this name will be used to refer to the organization hereafter in the constitution. The executive team can authorize the use of this name in any promotional material.

### **Article II: Purpose**

Enactus is a global non-profit organization that empowers students to take entrepreneurial action to better the world. It enables a network of driven undergraduate students to undertake community development projects that enhance the lives of others through the use of their innovative ideas and talents. The mission of this organization shall be to provide members with the best opportunity to make a difference and develop leadership, teamwork, and communication skills through learning, practicing, and teaching the principles of entrepreneurship.

Enactus UTM is affiliated with Enactus Global and Enactus Canada and works to accomplish their objectives.

Enactus University of Toronto Mississauga is a community of passionate and socially responsible students devoted to leveraging entrepreneurship action and innovation to create positive and sustainable change. Our mission is to empower individuals, transform communities, and inspire a culture of innovation through collaborative projects that address pressing social, economic, and environmental challenges. By utilizing our diverse skills, knowledge, and resources, we strive to create lasting impact by developing innovative business solutions that improve livelihoods, foster entrepreneurship, and promote inclusive growth. Together, we believe in the potential of every individual and the collective strength of our team to create a better future for all.

### **Article III: Membership**

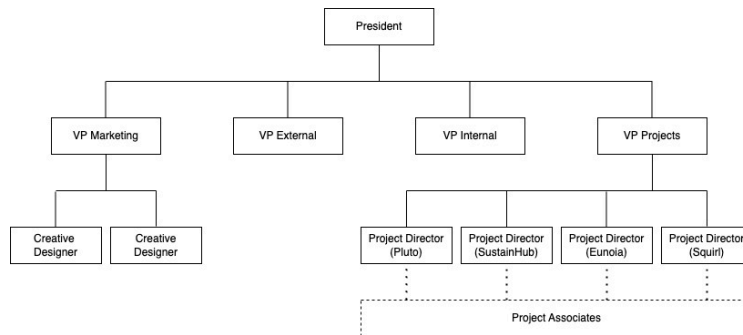
Membership is open to all regularly enrolled students of the University of Toronto Mississauga (UTM) that are interested in having a positive impact on Mississauga, the country of Canada, and the world in general. Enactus UTM does not discriminate against membership based on race, religion, sex, country of origin, the program or year of study. There is no membership fee to be a part of the organization. Students from UofT St. George and Scarborough; alumni, faculty, and staff of UofT can be members of the organization but cannot hold an executive position. All the members must register with a designated executive by providing the following information:

- First and last name
- A valid email address (preferably UofT email)

- A valid Student Number
- A valid phone number (work or mobile)

All active voting members must attend at least 50% of the regularly scheduled functions/activities and volunteer on at least one project. Members who do not regularly participate in 50% of the functions/activities for a two-month period and volunteer on at least one project will be placed on probationary status. To be removed from probationary status, the member must attend 75% of the function/activities for a two-month period and/or volunteer on a project. If the probationary requirements are not fulfilled at the end of the two-month period, the probationary member will be dropped to a non-voting member. To be reinstated to voting member, the non-voting member must attend 100% of the functions/activities and/or volunteer on one project for a consecutive period of two months. All the executive members are automatically voting members until the end of their term or impeachment, whichever is earlier.

#### Article IV: Executives



The roles at Enactus UTM are listed below:

- President
- Vice President of Projects
- Vice President of Internal
- Vice President of External
- Vice President of Marketing
- Project Director
- Project Associate

The responsibilities of each role are *briefly* detailed below. This year, at Enactus UTM, we are not aiming to micro-manage and list out the responsibilities for every individual in the club. At the end of the day, it is the responsibility of the individual, regardless of their role, to make a positive contribution to the important work we are doing here at Enactus.

#### President

A self-motivated individual who understands the structure and requirements of Enactus as an organization and can drive positive change by inspiring and coordinating entrepreneurial action.

The primary responsibilities of the President include, but are not limited to, the following:

- Constant communication with all Vice Presidents to keep track of progress
- Assisting all teams with setting goals and creating a timeline to achieve them
- Working closely with the Project Manager to meet the requirements of Enactus Canada
- Resolving conflicts or disagreements effectively
- Making themselves available for support and accessible to all members

- Gathering information about all projects to provide structured support and advice
- Understand the responsibilities of all roles and provide curated resources to aid progress
- Always be decisive and efficient problem solver
- Attend Training Tuesdays and relay information to the rest of the team (rotational)
- Be in the know of all events and requirements of Enactus Canada and ensure that Enactus UTM is meeting all these requirements to a high standard
- Hosting weekly meetings with all Vice Presidents

### **Vice President of Projects**

An individual who is excited about social entrepreneurship and has a good understanding of how Enactus works as an organization. Must be able to set clear and realistic goals while being willing to go out of their way to ensure that all teams meet these goals.

The primary responsibilities of the VP of Projects include, but are not limited to, the following:

- Understanding the requirements of Enactus Canada for each team
- Working closely with Project Directors to support them in setting realistic goals and creating a clear pathway to achieve them
- Keeping track of the progress of all Projects and reporting this to the President weekly
- Hosting weekly stand-ups with all Project Directors
- Establish and implement metrics to evaluate the impact (social, environmental, economic) of each project and support teams in achieving certain numerical goals
- Collaborate with the Vice President External to seek funding for projects
- Work closely with Vice President Marketing to ensure that each project gets appropriate exposure
- Attend Training Tuesdays and relay information to the rest of the team (rotational)

### **Vice President of Internal Relations**

A responsible and well-organized individual who is motivated to make Enactus UTM function smoothly to achieve its entrepreneurial goals. Must be able to plan exciting and engaging events while also having the ability to resolve conflicts between members and hold teams/individuals accountable for their work. Will be in charge of the way the club is organized and how it runs.

The primary responsibilities of the VP Internal include, but are not limited to, the following:

- Plan monthly events that are both cost effective and engaging for members
- Create and keep track of a system that tracks members' and teams' progress throughout the semester and holds them accountable for their work
- Be responsive and readily available for all members to reach out about any concerns
- Quickly and effectively resolve conflicts between members
- Attend weekly Exec meetings to set goals and report progress on previous goals
- Develop strategies to foster engagement and pride amongst members of Enactus UTM
- Take charge of on-boarding of new members if and when required
- Constantly brainstorm ways to make Enactus UTM run more efficiently and report viable suggestions to the President
- Attend Training Tuesdays and relay information to the rest of the team (rotational)

### **Vice President of External Relations**

An individual who is passionate about building strong relationships, supporting team members, and ensuring effective communication within the organization, as well as keeping and extending the relationship with clubs/organizations or potential sponsors for Enactus UTM.

The primary responsibilities of the VP External include, but are not limited to, the following:

- Identify, cultivate, and secure partnerships with external stakeholders to support Enactus UTM's projects and initiatives.
- Develop a sponsorship package to attract external investors for projects
- Attend and organize inter-club events to promote and grow Enactus UTM
- Work with the VP of Marketing to reach out to other clubs about collaborations
- Track and report on partnership activities, and key performance indicators, providing regular updates to the Enactus UTM team and stakeholders.
- Attend Training Tuesdays and relay information to the rest of the team (rotational)
- Collaborate with UTMSU to stay up-to-date with all ongoing events. Must attend all events or find at least one representative from Enactus UTM to attend on their behalf

### **Vice President of Marketing**

A well connected and creative individual who is passionate about social entrepreneurship and understands the importance of marketing and social media for any business. Must be experienced and able to work with various social media platforms and create curated, creative posts that will drive attention towards our projects and the club as a whole.

The primary responsibilities of the VP Marketing include, but are not limited to, the following:

- Build a stronger social media presence for Enactus UTM on various platforms
- Create multiple weekly posts that are creative and engaging (number of posts depends on the events of that week)
- Work with the VP External Relations to reach out to other clubs about collaborations
- Stay updated on the operations of all teams at weekly Exec meetings and update the team on any major progress with regards to outreach
- May be required to work on a weekly newsletter to keep all members updated
- Collaborate with the VP Internal and External to plan and publicize exciting events - some within the team and some that will be open to all students
- Delegate work to Creative Designers that will ensure all social media goals are met
- Attend Training Tuesdays and relay information to the rest of the team (rotational)

### **Project Director**

A driven individual who is passionate about social entrepreneurship and possesses strong leadership and organizational skills. While a background in business is not required, having a clear vision for their project and a passion to see it through is an absolute must.

The primary responsibilities of a Project Director include, but are not limited to, the following:

- Work with the VP of Projects to set goals for their project and set clear expectations for team members to work towards these goals
- Brainstorm ideas to grow and improve the business model with the team
- Be receptive to feedback from the team and VPs. Implement the feedback into planning
- Create a clear workflow for each team member and have an efficient means to hold members accountable for their work
- Assign one associate (or themselves) every week to attend Training Tuesdays
- Attend weekly meetings with Execs to update them on progress
- Lead weekly meetings with the team to understand progress and set weekly goals
- Liaise with VP External to seek funding for the project and create a sponsorship package
- Decide metrics to measure project impact and ensure some impact before regionals
- Respect team members' commitments while encouraging them to meet team goals

### **Project Associate**

A self-driven and organized individual who is willing and able to work effectively towards established goals while creatively contributing towards a business plan in a team. Expected to show consistent, unwavering commitment to their responsibilities within the team.

The responsibilities of a Project Associate include, but are not limited to, the following:

- Set personal goals aligned with the goals of the Project and personal capabilities
- Work closely with the Project Director and the rest of the team to grow a project
- Fully understand the project they are working on and either have or develop a complete grasp of their role in the project
- Attend Training Tuesdays as discussed with the rest of the team and the Project Director
- Attend weekly meetings with the project team, reporting progress on goals
- Hold yourself accountable for your work and recognize the importance of your contribution to the progress of the entire team
- Attend club-organized events and have fun!

### **Creative Designer**

A creative and enthusiastic individual who understands the importance of the work being done at Enactus UTM and of social entrepreneurship. Should be experienced in designing social media posts and writing in an engaging manner to increase the overall impact and visibility of Enactus UTM. Will be working closely with the VP of Marketing.

The responsibilities of a Creative Designer include, but are not limited to, the following:

- Work with the VP of Marketing to curate content for social media platforms
- Assist in creating weekly newsletters that summarize operations of Enactus UTM
- Get updates from those who attended Training Tuesdays to sum-up what was covered and notify all Enactus UTM members about the proceedings and take-aways
- Promote all projects as and when required to increase impact of projects
- Assist in organizing and promoting events hosted by Enactus UTM
- Reach out to other clubs to help grow the impact of Enactus UTM
- Brainstorm innovative posts and ways to interact with followers on social media

### **Article V: Meetings**

**Executive meeting:** This shall consist of all the executive team members and shall take place bi-weekly or at the discretion of the President.

**Senior executive meeting:** This shall consist of all the senior executive members and shall take place weekly or at the discretion of the President.

**Team meeting:** This shall consist of senior executives meeting with their respective team members-director and associates and shall take place weekly or at the discretion of the respective senior executives.

The president must communicate the meeting time and location to all executive members at least one week before the meeting. If the time and location remain the same during a certain period (for example, a semester) and all the members are informed about this, it is the members' responsibility to attend the meeting without any notice.

If a member cannot attend a scheduled meeting, they must inform the President and/or their respective senior executives with a valid reason at least 24 hours before the meeting. If the President cannot attend a meeting that he/she was scheduled to, he/she shall inform the VP of Project Development at least 24 hours prior to the meeting, and the latter shall convene that meeting.

**General meeting:** This shall consist of the senior executives conveying the progress of the organization and its projects to all the members- executive, general, and others. This shall take place in the third week of November and the third week of March. All the members shall be informed **at least 2 weeks prior** to the meeting via email.

One executive team member must take the ‘meeting minutes’ in all the meetings.

#### **Article VI: 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.

##### 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.

For the position of President, instead of a general election, an internal vote will be conducted where only current executive members are eligible to vote, and the final selection must receive approval from the program manager for Enactus UTM, ensuring the candidate has adequate experience and familiarity with Enactus.

#### **Article VII: 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".

#### **Article VIII: Amendments to the Constitution**

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

All amendments must be approved by the groups membership via their General Meetings.

All amendments must be approved by UTMSU before they are formalized.