



# EA Constitution

## 2024-2025

**Last revised November 7th 2024 | Consolidated: October 17th, 2021**  
**The Entrepreneurship Association**



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## **CONSTITUTION**

### **Interpretations**

- 0.01** “UTSC” means “University of Toronto Scarborough
- 0.02** “The Department” means The Department of Management
- 0.03** “ The Umbrella” means The Management Umbrella
- 0.04** “MESA” means Management Economics Students Association
- 0.05** “EA” means the Entrepreneurship Associations
- 0.06** “Executive Member” Means any member that is part of the Executive Board
- 0.07** “Senior Executive” Member means any member that occupies “President”, “Vice-President”, “Vice-President of Business development”, “Branding Vice-President”, “Project Management Lead”, Finance Vice-President”, “Research and Development Specialist”
- 0.08** “Senior Executive Board” Refers to the group of Senior Executive members
- 0.09** “Executive Board” means anyone in the senior Executive board Including the “Sales Director”, “Business Development Director” and “Logistics Director”
- 0.09** “Shareholders” Is any person defined in Article 3
- 0.10** “EASM” means the Entrepreneurship Association Shareholder meeting
- 0.11** A “Proxy” means a written authorization to act in place of another. This is done during an EASM whereby students can authorize Executive members of the Entrepreneurship Association to vote on their behalf.

### **Article 1: Name**

**1.01** The official name of the organization will be known as “The Entrepreneurship Association” Other names include “ Entrepreneurship Association” - The organization will be referred to as “EA” from henceforward



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## **Article 2: Purpose; Mission and Vision Statement**

**2.01 Mission Statement** - As the voice representing all Student Entrepreneurs at the University of Toronto Scarborough, EA is dedicated to;

**A: Empowering students to Innovate** - Our goal is to create an atmosphere of neverending innovation. We are dedicated to fostering a vibrant ecosystem of aspiring entrepreneurs within our student community. Our mission is to empower students with the knowledge, resources, and network necessary to turn their innovative ideas into successful ventures.

**B: Empowering students to Create** - We strive to create an inclusive and supportive community where students from all backgrounds and disciplines can connect, exchange ideas, and form valuable partnerships. We believe that diversity fuels creativity, and by fostering an environment that celebrates different perspectives, we encourage the cross-pollination of ideas and the emergence of groundbreaking solutions.

**C: Empowering Students to Lead**- Through our diverse range of programs, events, and initiatives, we aim to inspire, educate, and support students in their entrepreneurial journey. We provide a dynamic platform for collaboration, learning, and leading, enabling our members to develop an entrepreneurial mindset, embrace risk-taking, and cultivate a passion for entrepreneurship.

**2.02 Vision Statement** - We envision an environment that celebrates creativity, embraces risk-taking, and fosters collaboration among aspiring entrepreneurs from diverse backgrounds and disciplines. Through our initiatives, we aim to inspire and empower students to think beyond conventional boundaries, challenge the status quo, and pursue their entrepreneurial dreams.



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### **Article 3: Shareholders (Members)**

**3.01** All Full or Part-time students of the UTSC who are student entrepreneurs or an aspiring student entrepreneur who are enrolled in any program in UTSC are considered Shareholders of EA

**3.02** The term of Shareholders for the Entrepreneurship Association will be from May 1st - April 30th

**3.03** Each Shareholder shall be afforded the following rights through membership in the Entrepreneurship Association:

**3.03.01** The right to participate in EASM;

**3.03.02** The right to communicate and to discuss and explore all ideas;

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

**3.03.04** The right to freedom from discrimination based on sex, age, race, religion, or sexual orientation;

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

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

**3.04** Each Shareholder shall possess the following responsibilities relative to participation in EA:

**3.04.01** Support the purpose of the organization;

**3.04.02** Uphold the values of the organization;

**3.04.03** Contribute constructively to the programs and activities offered by the organization;

**3.04.04** EASM;

**3.04.05** Abide by the constitution and subsequent official organizational documents;

**3.04.06** Respect the rights of peers and fellow Shareholder;

**3.04.07** Abide by University of Toronto policies, procedures, and guidelines;

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

**3.05** The Entrepreneurship Association will collect a mandatory shareholder fee from each Shareholder each year if they wish to hold a weighted vote of 1.5. This fee will be proposed as part of the operating budget and presented to Shareholders for approval at a valid general meeting.

**3.06** The Entrepreneurship Association values and respects the personal information of its Shareholders. The Entrepreneurship Association always secures its Shareholder's information and will not supply names or other confidential information to third parties.

**3.06.01** The Entrepreneurship Association will protect the privacy of Shareholder information and must use it only for the delivery of service and not for commercial gain.



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## **Article 4 ; Venture Policy #23**

### **Section 1: Executive Members**

1.01 Executive Board of EA shall be;

#### Senior Executive Board

- President
- Vice-President
- Vice-President of Business Development
- Branding Vice-President
- Finance Vice-President
- Project Management Lead(s)
- Research and Development Specialist(s)

#### Branding Department

- Sales Director(s) x2

#### Outreach Department

- Business development director(s) x3

#### Logistics Department

- Logistics Director(s) x2

#### Wealth Management Department

- Finance Director
- 

#### Research and Development Department

- Research and Development Specialist (2)

**1.02** The President and Vice-President shall be in either 3rd or later years of study and must have previously served one full term on the Executive Board. The President must notify all executive members and umbrella advisory boards if he/she is on a co-op term.

**1.03** Vice must have previously served as an associate of the Umbrella or in a director-level position of any club within the University of Toronto.

**1.05** Generally, all positions will be filled with the number of executives. However, due to co-op work term sequencing, some of the numbers may vary from year to year.



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**1.06** The Executive Board consists of the aforementioned positions; the line of authority constitutes the President as head of the Board, the Vice-president as second in command and subsequently, the Vice Presidents. All other voting executive members are considered of equal powers. Upon need for effective lines of communication, a team-lead role may be assigned for positions shared by 2 or more executives.

**1.07** President and Vice-President hold a weighted vote of two while Vice-Presidents of departments and Directors have one vote each.

## **Section 2: Powers and Duties of Executives**

**2.01** All executive members shall, at the end of their term in office, deliver to their successor (or incoming Senior Executive board); all books, documents, and other items in their possession, that belong to or relate to the Entrepreneurship Association and, such successor shall henceforth be responsible for the custody and upkeep of the aforementioned items.

**2.02** All executive boards shall keep in confidence all personal and other information pertaining to members, faculty, staff, and corporate sponsors. A violation of this confidentiality clause could be grounds for termination.

**2.03** The end of the term in office shall coincide with the fiscal year end of EA for all executive Members, unless the position is terminated prior to the fiscal year-end. The fiscal year end shall be April 30th

### **2.04 Executive voting**

- A. 3 executives shall constitute a quorum of the Executive Board shall constitute a quorum for voting and the transaction of business at an authorized meeting.
- B. . When a vote is required, all executives shall have one (1) vote each. However, the President and Vice president have two votes as outlined in Article 1.07
- C. All voting by the Executive boards shall be done democratically and the results of the votes be recorded for future reference.
- D. Any member of the executive board can request for the vote be done in confidence, via a secret ballot.
- E. A major vote requires a two-thirds (2/3) majority in order to pass. Major votes are required for the following:
  - a. Proposed changes to the Constitution.
  - b. Changes to Venture Policy #23.
  - c. The addition of an executive member to the current Executive Board.
  - d. The termination of an executive board member.
- F. A standard vote requires a simple majority (one-half plus one) in order to pass. Standard votes are required for the start-up of new major EA initiatives (any event with a budget greater than \$800) and any other decisions as the Executive board sees fit.



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- G. The Executive Board must be notified at least one week before a major or standard vote that a vote will take place. Any materials necessary to make an informed decision must also be sent out one week before the vote.
- H. In the event that the Senior Executive Board wishes to seek guidance or approval from the Executive Board on matters that are in the exclusive power of the Senior Executive Board, they can ask for a vote to be taken by the Executive Board.

### **2.05 Power and Duties of Executive Board**

- A. The Senior Executive Board Members shall discuss all matters about the future of EA and relationship management within and outside of UTSC, as well as keep the Executive Board up to date on what each Executive Member has been working on.
- B. The Senior Executive Board is entitled to make all operating decisions regarding the Entrepreneurship Association except the following:
  - a. Proposed changes to the Constitution.
  - b. The addition of an executive Member to the current Executive board.
  - c. The impeachment of an Executive Member.
  - d. The start-up of new major EA initiatives.
- C. All decisions made by the Senior Executive Board must be communicated to the Executive Board promptly and can be appealed directly to the Senior Executive Board.
- D. In the event that the President or any other Senior Executive board member is unable to fulfill their duties for the duration of their term, the Senior Executive Board shall determine if they can share the duties of the executive Member. In the event that the Senior Executive Board determines that they would like to replace the executive Member that has left, a two-thirds (2/3) majority vote must be taken by the entire Executive Board.

### **2.06 Powers and Duties of the Executive Board:**

- A. If any one position is left unfilled, the Executive Board may appoint a member by a two-thirds (2/3) majority vote or opt to leave the seat vacant and share the duties amongst themselves.
- B. In the event that Termination is necessary, the Executive Board must vote on the Termination upon the recommendation of the Senior Executive Board to do so. A vote on Termination is a major vote and requires a two-thirds (2/3) majority to pass. The executive member in question must be present during the Termination and must be allowed to defend himself/herself. If the indicted executive member wishes to appeal the decision of Termination, he or she must submit a written request to the Senior Executive Board within 72 hours after the Termination. An appeal can only be written if there is some new information that, if known during the time of the vote, could have changed the outcome. The Senior Executive Board will review the request and may choose to revisit the issue with the Executive Board.



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### 2.07 Powers and Duties of Each Executive Member :

All Executive Members shall do everything within their power to further the interests of the Entrepreneurship Association, as well as dutifully maintain the integrity and spirit of the Constitution.

- A. Each Executive Member shall agree to attend as many EA events as possible.
- B. Each Executive Member shall agree to act in a manner reflective of EA's values and the responsibilities it holds to its members.
- C. Each Executive Member shall agree to report regularly to their assigned Vice-President.
- D. The responsibilities of each Team and the specific roles of each Executive Member are as follows:

- a. Senior Executive Board

Refer to Section 2.06 for Powers and Duties

#### **President (1)**

- Oversee and manage the Entrepreneurship Association, and assist with requests from all areas of the Executive Board wherever possible. Ensure achievement of the Entrepreneurship Association's responsibilities as a club.
- Play a role in the future strategic planning of the Entrepreneurship Association. Ensure continuous two-way communication with and between the Vice Presidents.
- Contributes to the growth and expansion of the Entrepreneurship Association.
- Leads the team in a way that reflects the vision and mission of EA and UTSC
- Provides any resources Needed by the VPs to complete their jobs
- Attends any and all Board meetings created by the Executive Board.
- Assist in building external relationships with various organizations.
- Participate in the Hiring of VPs
- Delegates jobs to VPs

#### **Senoir Vice President (1)**

- Assist the President to Oversee and manage the Entrepreneurship Association, and assist with requests from all areas of the Executive Board wherever possible. Ensure successful achievement of the Entrepreneurship Association's responsibilities as a club.





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- Represent the President and EA in all functions as a representative and an Ambassador.
- Play a role in the future strategic planning of the Entrepreneurship Association. Ensure continuous two-way communication with and between the Vice Presidents.
- Assist in building internal and External relationships with various departments in UofT.
- Participate in the Hiring of VPSs
- Delegates jobs to VPs

### **Vice President of Business Development (1)**

- Developing relationships with External organizations and clients
- Developing relationships with Internal Organizations and clients (i.e Clubs, Department of Management and co-op office)
- Maintain relationships with External organizations and clients
- Maintain Internal relationships with organization clients (i.e Clubs, Department of Management and co-op office)
- Represent EA in networking events.
- Play a role in the future strategic planning of the Entrepreneurship Association.
- Ensure continuous cash flow in EA ( Working with the finance VP closely)
- Attend meetings that pertain to EA's future.
- Participate in the hiring of Business development directors
- Delegate jobs to Business development directors

### **Branding Vice-President (1)**

- Oversee all public relations, internal, and external communications (print, voice, web, and e-mail). Manage and support the managers within their functions whenever possible.
- Oversee all marketing and Branding campaigns for EA and EA related Events.
- Oversee Social Media management
- Oversee Live marketing campaigns ( I.eTabling, Posters, etc)
- Reinforce sponsorship visuals
- Contribute to spreading The EA brand all across UofT
- Attend meetings that Pertain to EA's future
- Participate in the Hiring of sales Directors



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- Delegate jobs to sales directors

### **Finance Vice-President (1)**

- Oversee EA's financials
- Prepares Budget plan for EA
- Prepares Budget plan for EA events
- Creates Proposals to present to organizations regarding budget plans
- Critics proposals of Budget plans presented by EA departments ( I.e Logistics, Branding ) and or other clubs ( i.e, IS, MIBA)
- Create cash flow for EA ( Works closely with BD department)
- Contributes to the financial growth of EA
- Attend all meetings that Pertain to EA's future
- Participate in the Hiring of Financial Associate
- Delegate jobs to Financial associates

### **Project Management Lead(s) (1 or 2)**

- Oversee the operations of the organization, including, but not limited to, all non-academic related (Shark Tank, Going Digital) events and programs (Star-Up Summit).
- Ensure adequate promotion and attendance for each event.
- Oversee Logistics for all events.
- Oversee Ideation, planning, promotion, and execution of all events undertaken by EA.
- Work closely with Finance to draw up a budget plan for the department and Event.
- Communicate all plans to all senior Executive members
- Attend every event that is planned
- Attend meetings that Pertains to EA's future
- Participate in the Hiring of Logistics directors
- Delegate jobs to Logistics directors



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### **Research and Development Specialist(s) (1 or 2)**

- Researching and conducting market research - Identify trends and opportunities in favor of the club activities, provide insight for new initiatives, and ensure new ideas align with the club's goals and objectives.
- Improves existing services - Update existing events or activities by researching new innovative ideas and work closely with EA departments to help achieve goals.
- Staying up to date on Industry trends - Finds relevant information on entrepreneurship to post as content and stays informed on best practices and trends in the industry.
- Offers advice in the best direction for EA based on research and information gathered.
- Play a role in the future strategic planning of the Entrepreneurship Association. Ensure continuous two-way communication with and between the Vice Presidents.

### b. Outreach Department - Headed by Vice-President of Business Development

This department is responsible for building relationships with external and internal stakeholders and finding sponsorships. Determine action plans to effectively manage and utilize Associates. Follows directions set forth by the Senior Executive Board and reports to the Vice-President of Business Development.

**Business Development Director ( x3)** This role is responsible for building relationships with external and internal stakeholders and finding sponsorships.

- Represent EA in various Networking events to build the reputation of EA.
- Develop relationships with external and internal organizations and programs.
- Create sponsorship packages tuned to each organization we present EA's sponsorship package.
- Identify opportunities that can increase the awareness and growth of EA
- Collaborating with other organizations that can foster content or outreach efforts
- Provide support with other Business Development Team initiatives when needed
- Delegates to Business Development Associates when necessary
- Participates in Business Development Associate hiring



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c. Branding department - Headed by Vice-President of Branding

This department is responsible for creating and maintaining a strong and consistent brand identity for the club. Build and improve the Entrepreneurship Association's brand (and its guidelines), messages, and social media platforms. Effectively manage and utilize

Associates to ensure successful completion of related materials. Follows directions set forth by the Senior Executive Member and reports to the Vice-President of Branding.

**Sales Director (x3)** This role is responsible for creating and maintaining a strong and consistent brand identity for the club.

- Oversee, develop, and manage the Entrepreneurship Association's brand, advertising, strategy, and promotion functions through all communication channels.
- Plan and execute endeavors that increase Brand awareness and interest in the Entrepreneurship Association. Ensure brand consistency across all mediums.
- Manage and foster the growth of EA accounts on Facebook, Twitter, YouTube LinkedIn, Instagram, and TikTok. Develop strategic direction for all of EA's social media channels.
- Formulate social media strategies using benchmarks and statistical data gathered to improve Marketing campaigns.
- Always bringing new and innovative ways to market our Events and EA.
- Delegates to sales associates when necessary
- Participates in sales associate hiring



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d. Logistics Department - Headed by Project Management Lead(s)

This role is responsible for planning, coordinating, and managing the various activities and resources required for the successful execution of the club's events and initiatives. Determine action plans, operating plans, short-term, and long-term goals, and objectives that adhere to the values of the Entrepreneurship Association in related activities. Provide opportunities for students to improve their social life on campus and to create an inclusive and welcoming management community.

**Logistics Directors (x3)**

- Managing and Planning the Annual Shark Tank Event, taking the major responsibility of initiating, planning, and setting up the entire event and delegating some responsibility to associates.
- Managing and Planning the annual EASM, and working with other umbrella clubs for the associates hiring.
- Coordinate services for socials, such as accommodation and transportation of participants, facilities, catering, signage, displays, and other special requirements.
- Coming up with event ideas for the fall and winter.
- The main point of contact regarding logistics ( I.e venue booking, itinerary, food order, etc)
- Assists PM leads in the budget proposal when presenting to the Finance VP.
- Delegates to associates when necessary
- Participates in Associate hiring

**End of Article 4**



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### **Article 5: Removal of Executives**

5.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership 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 the general membership.

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 passed by a two-thirds majority vote of the executives. The individual facing a potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

5.3 The removal of members and executives will be facilitated by a three-tier procedure that operates as follows:

5.3.1 First Tier:

The executive or member will be warned both verbally and 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 behavior.

The Vice President of Human Resources will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

The Senior Vice President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President of Human Resources' written response to demonstrate progress or correction of behavior.



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### 5.3.3 Third tier:

Initiated because the member or executive has violated section 5.1 after receiving a second tier warning relative to a particular action or behavior.

The removal vote must take place at a valid general meeting of the membership. 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 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

## **Article 6: Finances**

**6.1** The funds of the organization shall be expended pursuant to the operating budget approved by the senior executive Board at a valid senior Executive meeting.

**6.2** Notwithstanding section 5.1, the Executive Board may not approve any unbudgeted expenditure of the organization's funds above \$80.00 without the approval of the general members at a valid general meeting.

**6.3** All Budgets shall be prepared by the Vice-President of Finance in accordance with the organization's priorities as determined by the Executive Board in consultation with general members at an Executive meeting.

**6.4** The Project Management leads shall present a proposed operating budget for the next fiscal year to the Wealth management department for its consideration at the Executive 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 the Wealth management department and senior executives

**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 Member or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

**6.8** The President, and Vice-President and only in special circumstances the Project management lead shall be the sole signing authorities of banking instruments for the organization.

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

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

**6.11** Entrepreneurship Association agrees to provide the name of the bank, the branch number and address, the transit number, the bank account number, and a list of all signing Members for all bank accounts opened in the organization's name to the Office of Student Experience and Wellbeing at University of Toronto Scarborough, should the university request it.



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**6.12** Entrepreneurship Association agrees to provide the name of the bank, the branch number and address, the transit number, the bank account number, and a list of all signing Members for all bank accounts opened in the organization's name to the Department of Management should the Department request it. They would be shared upon request as well.

**6.13** Financial Statements

- a. Preparation. The outgoing VP of Finance shall prepare a Balance Sheet, Income Statement, and Cash Flow Statement due within one (1) month of the fiscal year-end. When an audit is required, Audited Financial Statements must be prepared within six (6) months of the fiscal year-end.
- b. Fiscal Year. The fiscal year shall be from May 1 st to April 30th
- c. It will be shared with DOM and student life upon request.

**Article 7: Entrepreneurship Association Shareholders Meeting**

**7.01** There will be at least one EASM for all Shareholders each year.

**7.02** The EASM shall be held no later than November 30th. The date of the EASM must be published to the Shareholder no later than seven (7) business days prior to the date of the Meeting.

**7.03** At the EASM, every Shareholder Is entitled to one (1) vote.

**7.04** Items eligible for voting exclusively include:

- A. Changes to the Constitution of the EA
- B. Items brought forth by the Executive Board
- C. Items brought forth by Shareholders of EA

**7.05** Items brought forth by a Shareholder of EA for voting must be submitted in writing to the Senior Executive Board at least three (3) business days prior to the date of the EASM. All items require a minimum support of sixteen (16) Shareholders of the Entrepreneurship Association in writing who may be called upon to present their opinions.

**7.06** All items will be automatically eligible for voting unless the Executive Board decides otherwise. In the event that an item is turned down, the Executive Board is required to provide a detailed explanation of the reasons to the Shareholder who requested the item.

**7.07** Implementation of any changes to the Constitution or Venture Policy #23 approved at the EASM will occur at the earliest possible convenience. Implementation must occur within three hundred and sixty-five (365) days of the EASM.

**7.08** Each Executive Member of the Entrepreneurship Association is allotted ten (10) proxies during an EASM, which they must collect seven (7) days preceding the EASM. Page 4

**7.09** Students who proxy their vote to an Executive Member of EA shall be considered to have voted and shall not be allowed to vote in person at the EASM.

**7.10** Students may only proxy their vote to one (1) Executive Member of the Entrepreneurship Association.

**7.11** Only Executive Members of the Entrepreneurship Association shall be authorized to collect proxy votes.





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**7.12** Quorum of thirty-five (35) Shareholders of the Entrepreneurship Association must be attained for an EASM to take place. The Entrepreneurship Association is required to hold a subsequent EASM within 60 days if this quorum is not met.

**7.13** Shareholders of the Entrepreneurship Association may request an EASM if the support of at least ten percent (10%) of the Shareholder pool is obtained in writing.

## **Article 8: Executive Board Meetings, Senior Board Meetings, Departmental Team Meetings**

### Executive Board Meetings

**8.01** The Executive Board shall have at least two (3) meetings each semester. There may be several small group meetings, separate from the full Executive Board meeting, each month.

**8.02** All general members are entitled to attend a portion of each of the Entrepreneurship Association's team meetings, at minimum two from the fall semester and two from the winter semester. The portion open to general members shall include an overview of the Entrepreneurship Association's past month as well as an open forum section allowing general members to voice any comments and concerns to the Executive Board.

**8.03** In order for a full team meeting to be considered valid, sufficient notice of at least 7 days must be given.

**8.04** If an Executive Member misses 3 Executive Board meetings during the year, it will be assumed that the Executive Member has resigned from his or her position. The Board member shall then have the opportunity to meet with the Senior Executive Board and may be reinstated to the Executive Board at the discretion of the Senior Executive Board.

### Departmental Team Meetings

**8.05** The Department team meeting ( Branding, Logistics, Wealth Management, Business Development, research, and development) shall have at least two (2) meetings a month to discuss goals, projects, and deadlines.

**8.06** For a Department team to be considered valid there must be at least 1 VP, 1 director, and 1 associate.

**8.07** In order for a full team meeting to be considered valid, sufficient notice of at least 7 days must be given.

**8.08** If an Executive Member or general member misses 3 department meetings in a row during the year, it will be assumed that the general or executive Member's position will be called into question to discuss termination.



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**General team meeting**

**8.09** The Executive Board shall have at least two (2) meetings each semester.

**8.10** In order for a full team meeting to be considered valid, sufficient notice of at least 14 days must be given.

**8.11** If a general member misses 2 general team meetings, the general or executive Member's position will be called into question to discuss termination.

**8.12** For a general team meeting to be valid 33% of all members should be present an

**Senior Executive Board Meeting**

**8.13** The Senior Executive Board shall have at least one meeting each month.

**8.14** At each meeting of the Senior Executive Board members of the Executive Board are entitled to attend a portion to voice their comments and concerns. The portion open to the Executive Board will be at the discretion of the Senior Executive, allowing for confidentiality and time issues.

**Article 9: 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 in agreement with a minimum of five (5) general members.



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## **Article 10: Hiring of Members**

**10.01** At the end of the fiscal year (April 30) all Executive Board 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.

**10.02** Senior Executive Positions:

- A. The President and Vice President roles will be open only after the Founder and Co-Founder have finished the 2024-2025. The roles of President and Vice-President will be interviewed by the retiring President and Vice-president. Candidates for President and Vice-president will be voted on by the retiring president and Vice president.
- B. The Departmental Vice President roles will be open (Business Development, Branding, Project Management, and Research and Development) roles will be open for application within the month of March and will be followed by interviews by the incoming President and Vice-President. Candidates will be voted upon by the outgoing Executive Board. In the event of a tie, the ex-president will make the final decision.
- C. Only those who previously served on any Executive Board as either a director, vice-president, or president of any club and will be full-time or part-time students in the year they will be serving are eligible to be nominated to the Senior Executive Board, subject to the requirements as stated above in Article I.
- D. Only those who previously served on the Senior Executive Board 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 Board to the position of Executive Advisor.
- E. The position of President after the 2025 year may only be filled by (an) individual(s) for one (1) full academic year (from May 1st to April 30th).
- F. 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 Board in a manner that is fair and impartial.
- G. Anyone who has served on the senior executive board is qualified to serve as senior executive advisor in the position they previously once were (i.e VP of BD = BD advisor)

**10.03** Executive positions

- A. Call for applications will be made by the newly appointed Senior Executive Board no later than the 20th of April.
- B. 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 Entrepreneurship Association.



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- C. The incoming Executive Board must be ratified by the Senior Executive Board no later than the 15th of May. Dates may be subject to change in correspondence with Management Umbrella Clubs hiring.

## **Article 11: Amendments to the constitution**

**11.01** Any Shareholder of EA may put forward a motion to make, amend, or repeal any articles related to the Constitution at least five (5) business days prior to the EASM and in accordance with the guidelines as outlined in 5.05.

**11.02** Notice. Notice of the full text of the proposed article or amendment of the motion shall be presented to the Shareholder at least three (3) business days prior to the date of the meeting called to consider the same. Due diligence must be demonstrated when presenting information to the Shareholder, to ensure awareness and comprehension.

**11.03** Shareholder Approval. Any amendment to EA's Constitution must be approved by a three-quarters (3/4) majority vote of the general Shareholder. A minimum of thirty-five (35) Shareholders must be physically present and have exercised their right to vote.

**11.04** Any amendment to Venture Policy #23 must be approved by a two-thirds (2/3) majority vote of the Executive Board and if so desired by the Executive Board, a majority vote of the membership may be required

**11.05** Amendments to Venture Policy #23 will be allowed with the approval of only the Senior Executive Boards when the rest of the Executive Board has not yet been hired. The Venture Policy #23 shall be approved by the Executive Board at the next available opportunity after they have been hired.

## **Article 12: 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.



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### **Article 13: 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 14: Handling of Food Items**

**14.01** The Entrepreneurship Association will conform to Provincial and Municipal Health Regulations when events held at the University of Toronto Scarborough Campus include the sale and/or service of food items.

### **Article 15: Precedence of University Policies**

**15.1** 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 16: Legal Liability**

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

### **Article XVII: Banking**

**17.1** agrees to provide the name of the bank, the branch number and address, 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** transit number, account number and institution number would need sufficient reasoning to be revealed. It will be left to the discretion of the VP of Finance to decide whether reasoning provided by the department of student life is deemed sufficient to reveal the following information.



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### **Article 18: Wages**

**18.01** All Executive Members and any other positions are deemed volunteer positions and therefore shall receive no pay.

### **Article 19: Management Umbrella**

**19.01** The Management Umbrella structure was incorporated as of the 2016-2017 Annual General Meeting. The Management Umbrella (the “Umbrella Structure”), is a structure that describes the student associations within the Department of Management. Student associations, including MESA, within the umbrella receive funding and support from the Department of Management.

### **Article 20: Ventures**

**20.01** The Ventures of the Entrepreneurship Association shall be under Venture Policy #23.

### **Article 21: Authority**

**9.01** This Constitution, in its entirety, shall become the sole source for the mission, powers, and responsibilities of all Shareholders of the Entrepreneurship Association. Henceforth from the date of ratification, it shall invalidate all previous documents.

### **Article 22 : The EA x Umbrella Clause**

**22.01** The Entrepreneurship Association shall have the right to access and utilize all relevant information pertaining to entrepreneurship, entrepreneurship events, and related activities. (i.e) research findings, market trends, industry insights, and best practices.

**22.02** The Entrepreneurship Association is entitled to any initiatives, programs, or projects related to entrepreneurship within the Umbrella, the department, and its affiliated activities, with a commitment to inclusivity and collaboration. This entails the authority to organize, coordinate, and execute entrepreneurship events, workshops, conferences, and any other relevant endeavors. Any other club that wishes to hold these types of events should contact us first in hopes of fostering collaboration and promoting diverse participation before embarking on such events.

**22.03** The Entrepreneurship Association retains its right to be the only Entrepreneurship-focused club in the Umbrella.

**22.04** The Entrepreneurship Association's rights extend to the use of its name, logo, and branding in association with entrepreneurship-related activities conducted by the organization. No other entity, individual, or group shall have the right to use, reproduce, or modify the Entrepreneurship Association's intellectual property without prior written consent.



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**22.05** This clause ensures that the Entrepreneurship Association has the necessary access to information and resources, as well as the exclusive rights to entrepreneurship-related initiatives including collaboration with other clubs including entrepreneurship, thereby enabling the organization to effectively fulfill its mission of empowering students and fostering entrepreneurial growth within the student community. EA welcomes collaboration with other clubs. This clause is to be interpreted as an agreement that protects our organization's specialty rather than restricting clubs from entrepreneurship-related content.

### **Article 23: Authority**

#### **23.01 Constitution, Venture Policies, and Operational Policies.**

The Constitution and Venture Policies of the Entrepreneurship Association in its entirety shall become the primary source for the formation and powers of the Entrepreneurship Association and the responsibilities and duties of Executives, Associates, Volunteers, and members and henceforth from the date of ratification by the members shall invalidate all previous documents pertaining thereto.

**23.02** EA will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of EA, the University's policies, procedures, and guidelines will take precedence.

**23.03** Associates and Volunteers constitute those individuals formally regarded by the Entrepreneurship Association as holding greater responsibility by virtue of any particular position or role those individuals have agreed to fill for the Entrepreneurship Association. Associates and Volunteers report directly to the Executive Members of the Entrepreneurship Association.



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