

Constitution of “Law and Commerce Association UTM”

1. Name

The official name of this recognized campus group is “Law and Commerce Association UTM”

The acronym or abbreviation of this group is: LCA UTM

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

The purpose of the Law and Commerce Association is to unify and connect like-minded undergraduate and graduate students with an interest in Law and Commerce. We plan to help students expand their network to create an inflow of opportunities relating to law and commerce. This includes workshops, panels, mentoring, case competitions, and more.

Our Goal will Create a safe space and inspire young minds to grow their knowledge in the law and commerce disciplines.

How we will achieve our goal:

- Workshops to help students learn about opportunities, tips and tricks, etc., in the workplace,
- Panels including law professionals and professors,
- Having a case competition for students to win prizes to further develop their ideas.
 - This club will host fundraisers in support of this competition.

3. Membership

Membership to the group is open to all the UTM students

UTM students are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-UTM students such as other UofT students, staff and faculty. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

For recognition by the University of Toronto Mississauga Students’ Union (UTMSU), the group must maintain a minimum of 25 members, a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be comprised of eight (9) elected officers. These include one president, one vice-president, one secretary, three director of events, one director of fundraiser and finance, one treasurer and one director of marketing and design.

The President shall: (x1)

- Oversee the operations, management, and success of the group,
- Be the spokesperson for the group,
- Hold signing officer authority along with the Treasurer for financial purposes,
- Preside overboard meetings as well as general meetings,
- Ensure transition of office to the future Executives,
- Additional responsibilities may apply.

The Vice-President shall: (x1)

- Assume duties of the President in their absence,
- Oversee the various committees,
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto,
- Coordinate organizational recruitment efforts,
- Additional responsibilities may apply.

The Secretary shall: (x1)

- Make a list of all registered members,
- Maintain the web sites and member contact list,
- Record notes and motions for meetings,
- Notify all members of meetings,
- Handle official correspondence of the organization,
- Additional responsibilities may apply.

Director of Events shall: (x3)

- Create case competition for UTM students and partner with different universities to showcase their ideas,
- Network with professionals such as professors, people in the commerce and law field (and more) to teach UTM students on tips and tricks,
- Creating workshops, conferences, and competitions to engage and inspire students to reach their full potential.
- Additional responsibilities may apply.

Director of Fundraiser and Finance shall: (x1)

- Look for grants that we can apply to and benefit from,
- Look for potential partners and sponsors outside and within the University of Toronto Mississauga Campus (i.e. other clubs, businesses, etc.),
- Record all financial transactions of the group,
- Hold signing officer authority along with the President and Treasurer for financial purposes,
- Maintain a budget of income and expenses along with receipts,
- Advise members on financial position of the group,
- Prepare an annual budget for the group as well as budgets for specific events,
- Be responsible for the UTMSU biannual Audit

Treasurer: (x1)

- Records all financial transactions of the group,
- Holds signing officer authority along with the president and director of fundraiser and finance for financial purposes,
- Maintain a budget of income and expenses, along with receipts,
- Advise members on financial position of the club,
- Prepare an annual budget for the group as well as budgets for specific events,
- Create a meeting for the executive team if a purchase is over \$100 so that the executive team can vote on the purchase,
- Additional responsibilities may apply.

Director of Marketing and Design: (x1)

- Responsible for creating engaging digital content and event graphics to promote LCAs' events
- Responsible for designing team merchandise and other potential items,
- Contribute to creative content creation to ensure that our designs align with our mission and vision,
- Additional responsibilities may apply.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

The member up for removal shall have the right to defend their actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO shall accept nominations only from group members that are also registered UTM students for candidacy of executive positions from the general membership. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall follow the UTMSU timeline for Campus Groups Elections announced by the Campus Groups Coordinator. These dates will be announced in a **minimum of two (2) weeks prior to elections dates** and must fall on weekdays.

The CRO shall provide each LCA member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the results of the elections to the Executive Committee and general members.

Registered UTM students may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings once a week for weekly updates. The Executive Committee will ask for members to provide their availability every week and decide a day and time that fits the majorities schedule. Sub-teams may need to organize their own weekly's as well (i.e. events team meetings, etc).

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered LCA member may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered LCA members in attendance.

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