

Constitution of Aenex

Article I: Name and Affiliation

1. The official name of this recognized student group is Aenex.
2. The official acronym or abbreviation of this group is “Pheonix”
3. The official slogan of this group is “Beyond Boundaries”

Article II: Purpose and Objective

1. The purpose, objective, and mission of Aenex is to provide experiential, educational, professional development, and empowerment opportunities for all University of Toronto students.

Article III: Membership

Membership of Aenex is open to, but not limited to, all registered members of the University of Toronto including, but not limited to, students, alumni, faculty, and staff.

Advisors, guests, and partners of Aenex who do not take part in regular Aenex activities are not considered members.

There is no membership fee, all activities and events hosted by Aenex will be open to all University of Toronto students, alumni, faculty, and staff.

Membership tiers include:

1. **General Members:** Access to educational content, workshops, networking opportunities, and general club activities.
2. **Department Members:** Engage in department specific activities and tasks.
3. **Department Team Leads:** Oversee specific department teams, and report at least once every two weeks to the department director.
4. **Department Heads:** Oversee department operations, coordinate department teams, and report at least once every week to the executive committee.
5. **Vice Presidents (VP):** Assist executive committee in executing plans, events, and operations through planning, coordination, and communication.

Article IV: Executive and Organization Structure

Aenex is led by an Executive Committee composed of 5 positions responsible for all operational, organizational, and strategic planning of Aenex. All executive roles are subject to democratic election, with recommendations based on demonstrated competencies and contributions to the mission of Aenex.

1. The Chief Executive Officer (CEO) shall:

- a. Be eligible to cast votes at meetings of the Executive Committee,
- b. Oversee the operations, management, and success of the group,
- c. Serve as spokesperson for the group,
- d. Hold signing and financial authority along with the Chief Financial Officer,
- e. Preside over meetings of the Executive Committee and/or members,
- f. Ensure a transition of office from one year to the next.

2. The Chief Operating Office (COO) shall:

- a. Be eligible to cast votes at meetings of the Executive Committee,
- b. Assume duties of the CEO in their absence,
- c. Ensure activities of the club comply with policies of the University of Toronto,
- d. Coordinate organizational recruitment efforts.

3. The Communications Director (CD) shall:

- a. Be eligible to cast votes at meetings of the Executive Committee,
- b. Maintain a list of group members,
- c. Maintain the group website and member contact list,
- d. Record notes and motions for meetings,
- e. Notify all members of general meetings.

4. The Chief Financial Officer (CFO) shall:

- a. Be eligible to cast votes at meetings of the Executive Committee,
- b. Record all financial transactions of the group,
- c. Hold signing and financial authority along with the CEO
- d. Maintain a budget of income and expenses,
- e. Advise members on the financial position of the group,
- f. Prepare an annual budget for the group.

5. The Chief Marketing Officer (CMO) shall:

- a. Be eligible to cast votes at meetings of the Executive Committee,
- b. Be responsible for ensuring relationships between Aenex and its partners both within and outside the University of Toronto.
- c. Oversee all outreach activities and report at least twice per month to the CEO.

6. The Chief Returning Officer (CRO) shall:

- a. Be a nonvoting and appointed position for alumni's of Aenex
- b. Not be eligible to cast votes during annual elections
- c. Oversee election process, voting registration, and ensure fairness
- d. Assist in outreach activities and coordinating Alumni relations

Article V: Elections

- 1. All Department Team Lead, Department Heads, Vice Presidents, and Executive Committee voting positions are to be filled through an annual election.
- 2. All Department Members, Department Team Leads, Department Heads, Vice Presidents, and the Executive Committee who are currently registered students at the University of Toronto shall be eligible to seek nomination and cast a ballot for each voting position.
- 3. All non-voting group members shall be eligible to seek nominations only for non-voting positions.
- 4. Non-voting group members including general members shall not be eligible to cast a ballot for any elected position.

5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
8. For all unfilled positions, the remaining officers of the executive committee will share the duties and responsibilities until someone can be found to fulfill the position(s) through a by-election and vote for a simple majority (50%+1) by the executive committee.
9. Outgoing Department Team Leads, Department Heads, Vice Presidents, and Executive Committee members must ensure knowledge transfer through training sessions, documentation, and direct mentorship for incoming leaders.

Article VI: Finances

1. The Chief Financial Officer (CFO) shall keep an active record of income and expenses.
2. The Chief Financial Officer (CFO) shall present the group's updates on the group's financial position at annual general meetings.
3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
4. The group may not engage in activities that are essentially commercial in nature.
5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
7. The group will not pay salaries to any of its officers, executives, and administrative members.

Article VII: Meetings

1. The Executive Committee shall meet at least once (1) per month. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
2. The group shall hold general meetings at least once (1) per semester to provide the general membership with an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

Article VIII: Termination of Membership

1. The Executive Committee may revoke the membership of 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.
2. A vote to revoke membership must be held at a meeting of the Executive Committee.
3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
4. Any member facing the removal shall have the right to appeal the decision of the Executive Committee to the general membership.
5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
7. Executive Committee members are subject to the same termination of membership process as general members.

Article IX: Code of Conduct

1. All General Members, Department Members, Department Teams Leads, Department Heads, Vice Presidents, and Members of the Executive Committee of Aenex must demonstrate ethical behavior, including:
 - a. Upholding integrity and professionalism in all engagements, activities, and events hosted by Aenex.
 - b. Respect for confidentiality regarding Club data and activities.

Article X: Amendments

1. All constitutional amendments shall require a 2/3 majority vote to be passed at an executive meeting, followed by a general meeting if necessary.
2. All voting members may propose and vote on amendments to the constitution.
3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.