

Constitution of The Entrepreneurship Association 2025 –2026



Updated as of June 4th, 2025 | Consolidated: October 17th, 2021
The Entrepreneurship Association

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Article I: Name and Purpose

1.1 The official name of the Campus Group will be **Campus Groups Club**

1.2 The campus group may be referred to by the acronym **CCC**

1.3 The purpose, objectives, mission and/or mandate of the organization is to **support campus clubs across UTSC in getting recognized for the academic year, attending orientation and ensuring we provide support in their events. Support for events may look like helping book spaces, creating floorplans, submitting work-orders for tables and other club requirements. Providing advise and feedback regarding event needs.**

Article II: Membership

2.1 The group shall maintain a list of group members.

2.2 Voting membership is open to all registered students of the University of Toronto.

2.3 Voting membership is open only to registered students of the University of Toronto.

2.4 Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

2.5 The membership fee will be **\$0** per year.

Article III: Rights of Members

3.1 All members may apply for a full refund of their membership fee within one (1) month of becoming a member.

3.2 All voting members have a right to attend all general meetings of members.

3.3 All voting members have a right to cast votes at all general meetings of members.

3.4 All voting members have a right to stand for election unless otherwise stated in this document.

3.5 All voting members have a right to cast votes in all group elections and referenda.

3.6 All voting members have a right to propose and vote on amendments to this constitution.

The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article IV: Executive Committee

4.1 The term for all positions on the Executive Committee shall be from May 1st to April 30th.

4.2 The Executive Committee shall be comprised of 2 voting members.

4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.4 Non-voting members may hold only non-voting positions on the Executive Committee.

4.5 The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

4.6 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.7 No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

4.8 The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

Article V: Elections

5.1 All voting positions on the Executive Committee shall be filled through an annual election.

5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.

5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

5.6 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.

5.7 The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

5.8 For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

Article VI: Termination of Membership

6.1 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.

6.2 A vote to revoke membership must be held at a meeting of the Executive Committee.

6.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

6.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

6.5 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.

6.6 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.

6.7 Executive Committee members are subject to the same termination of membership process as general members.

Article VII – Amendments

7.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

7.2 All voting members may propose and vote on amendments to the constitution.

7.3 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.

7.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.

< If club wants to add any additional policies regarding to clubs processes please add them in this section. Please note that it must be compliant with Student Groups, Policy on the Recognition of [June 25, 2020], Student Organizations, Policy on Open, Accessible and Democratic Autonomous [July 1, 2016] and Tri-Campus Guidelines on the Recognition of Campus Groups October 1, 2024, and be transferrable from year to year.

Article 0 – Terms & Definitions

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 Association, the recognized campus group representing student entrepreneurs at UTSC.

0.06 “Voting Member” means a current University of Toronto student who has paid the EA membership fee. Voting Members may propose amendments, vote in elections and referenda, and apply for voting roles on the Executive Committee.

0.07 “Non-Voting Member” means any member who is not a registered U of T student or has not paid the membership fee. Non-voting members may attend events but have no governance rights.

0.08 “Executive Committee” means the governing body of EA responsible for leadership, strategic direction, and management, composed of Co-Presidents, Vice Presidents, Directors, and Associates.

0.09 “Senior Executive Board” means the Co-Presidents of EA who provide overarching leadership, strategic planning, and oversight of all departments.

0.10 “Election” means the open and transparent hiring process used to appoint executive positions. Only Voting Members are eligible to apply.

0.11 “Director” means a mid-level leader appointed by a Vice President to manage specific operational areas such as Branding, Operations, Finance, or Business Development.

0.12 “Associate” means an entry-level executive team member who supports Directors and VPs

in executing departmental duties.

0.13 “General Membership Meeting” means a formal gathering open to all Voting Members where updates, elections, and constitutional amendments may be discussed or voted upon.

0.14 “Quorum” means the minimum number of Voting Members required to conduct official business, as specified in this Constitution.

0.15 “Termination” means the formal revocation of membership or executive role due to actions or behavior contrary to EA’s values and interests.

0.16 “Financial Authority” means a person authorized to handle or approve financial matters on behalf of EA. Must be a Voting Member and may not serve in this role for multiple recognized student groups simultaneously.

0.17 “Signing Authority” means an individual authorized to sign contracts, agreements, or official documents on behalf of EA. Must be designated by the Executive Committee.

0.18 “Program Partner” means an external organization, company, or entity collaborating with EA to support educational, networking, or funding opportunities. Partnerships must align with EA’s mission.

0.19 “Sponsorship Agreement” means a formal agreement between EA and a third-party sponsor outlining terms, benefits, and deliverables of monetary or in-kind support.

0.20 “Internal Stakeholders” means individuals or groups within the U of T community (e.g., students, departments, clubs) who engage with EA programs, events, or governance.

0.21 “External Stakeholders” means individuals or organizations outside of the U of T community who interact with or support EA through partnerships, sponsorships, mentorship, or resource sharing.

0.22 “Department” means a functional unit within the Executive Committee led by a Vice President and comprising Directors and Associates, responsible for areas such as Branding, Business Development, Operations, or Finance.

0.23 “Term” means the duration of time during which an Executive Member serves in an official capacity, typically from May 1 to April 30 of the following year, unless otherwise stated.

0.24 “Conflict of Interest” means a situation where an Executive Member’s personal interests or relationships could interfere with their EA responsibilities. Such conflicts must be disclosed to the Senior Executive Board and may warrant recusal from related decisions.

Add to Article V:

In the context of the Entrepreneurship Association, the term 'elections' refers to the open and transparent hiring process, conducted annually or as needed, where only executive members referred to as ‘voting group members’ are eligible to ‘vote’, meaning apply.

Article 8 – Duties of the Executive Board

Article 8 -- Duties of the Executive Board

8.1 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.

8.11 Each Executive Member shall agree to attend as many EA events as possible.

8.12 Each Executive Member shall agree to act in a manner reflective of EA's values and the responsibilities it holds to its members.

8.13 Each Executive Member shall agree to report regularly to their assigned Vice-President.

8.14 The responsibilities of each Team and the specific roles of each Executive Member are as follows:

8.2 Senior Executive Board

8.21 Executive Roles and Responsibilities

8.22 All Executive Members shall do everything within their power to further the interests of the Entrepreneurship Association (EA) and dutifully uphold the integrity and spirit of the Constitution.

8.23 Each Executive Member shall commit to attending EA events whenever possible.

8.24 Each Executive Member shall act in alignment with EA's values and uphold their responsibilities to members.

8.25 Each Executive Member shall report regularly to their assigned Vice-President.

8.26 The responsibilities of each team and the specific roles of each Executive Member are outlined below:

8.3 Co-Presidents (2)

- Oversee and manage the Entrepreneurship Association.
- Ensure alignment with the mission and strategic vision of EA and UTSC.
- Support Vice Presidents by providing resources and guidance.
- Lead strategic planning and organizational growth.
- Foster communication across the Executive Board.
- Represent EA at all Executive Board meetings.
- Build external partnerships and represent EA publicly.
- Participate in the hiring of Vice Presidents.
- Delegate responsibilities to Vice Presidents.

8.4 Vice President of Business Development (2)

- Develop and maintain relationships with internal and external organizations (e.g., clubs, department offices).
- Represent EA at networking events.
- Support EA's cash flow in coordination with the VP of Finance.
- Participate in strategic planning and BD director hiring.
- Delegate responsibilities to Business Development Directors.

8.5 Vice President of Branding (1)

- Oversee all public relations, communications, and branding efforts.
- Supervise social media strategy and execution.
- Lead marketing campaigns for EA events.
- Reinforce sponsorship visuals and brand reach across U of T.

- Participate in the hiring and oversight of Branding Directors.

8.6 Vice President of Finance (1)

- Oversee all financial matters and budgeting for EA and its events.
- Prepare financial proposals and plans for internal and external stakeholders.
- Coordinate with other departments to evaluate and manage proposed budgets.
- Collaborate with the Business Development department to maintain cash flow.
- Hire and supervise Financial Associates.

8.7 Vice President of Operations (2) (formerly Project Management Lead)

- Oversee EA operations and the planning/execution of all non-academic events (e.g., Shark Tank, Going Digital, Startup Summit).
- Manage event ideation, logistics, promotion, and execution.
- Coordinate closely with the Finance team to ensure appropriate budgeting.
- Communicate plans with Senior Executive Board.
- Attend and oversee all EA events.
- Hire and supervise Operations Directors.
- Delegate tasks to Operations Directors as needed.

8.8 VP of Research and Development (1)

- Conduct market research to identify trends, inform new initiatives, and enhance current offerings.
- Suggest improvements to existing events based on data and industry best practices.
- Stay informed on entrepreneurship trends and contribute insights to strategic discussions.
- Advise the Executive Board based on collected data and insights.
- Work alongside the branding and business development departments to guide outreach efforts

Outreach Department (Headed by VP of Business Development)

Business Development Director (x3)

- Develop and maintain partnerships with stakeholders.
- Represent EA at networking events.
- Create tailored sponsorship packages.
- Collaborate on outreach campaigns and strategic growth initiatives.
- Hire and delegate to Business Development Associates.

Branding Department (Headed by VP of Branding)

Branding Director (x3) (formerly Sales Director)

- Manage EA's branding and advertising strategies.
- Execute campaigns to increase brand awareness.
- Lead EA's presence across all social media platforms.
- Develop and use analytics to guide marketing efforts.
- Bring innovative ideas to boost engagement and reach.
- Hire and delegate to Branding Associates.

Operations Department (Headed by VP of Operations)

Operations Director (x3) (formerly Logistics Director)

- Manage planning and logistics for flagship events like Shark Tank and EASM.
- Coordinate venues, catering, transportation, and event resources.
- Brainstorm and propose new event ideas.
- Serve as the primary logistics contact (e.g., booking, food, signage).
- Assist in budget proposal development with Finance.
- Hire and delegate to Associates.

Finance Department (Headed by VP of Finance)

Finance Director (x2)

- Support the VP of Finance in preparing and maintaining accurate financial records for the club.
- Assist in drafting and reviewing budget proposals from other departments.
- Monitor and track ongoing expenses for EA events and initiatives.
- Liaise with Operations and Business Development departments to coordinate financial planning.
- Provide financial updates and reports to the Executive Board as needed.
- Hire and delegate to Financial Associates.

Article 9 - Finances

9.1 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.

9.2 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.

9.3 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.

9.4 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.

9.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

9.6 The operating budget shall be approved by the Wealth management department and senior executives

9.7 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.

9.8 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.

9.9 The Entrepreneurship Association will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

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

9.11 The 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.

9.12 The 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 shared upon request as well..

9.14 - Financial Statements

9.141 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.

9.142 The fiscal year shall be from May 1 st to April 30th

9.143 It will be shared with DOM and student life upon request.

Article 10: Executive Board Meetings, Senior Board Meetings, Departmental Team Meetings

10.1 Executive Board Meetings

10.11 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.

10.12 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.

10.13 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period September 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 email a minimum of two (2) calendar days prior to the meeting

10.14 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee

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

10.16 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.

10.2 Departmental Team Meetings

10.21 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.

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

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

10.24 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.

10.3 General team meeting

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

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

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

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

10.4 Senior Executive Board Meeting

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

10.42 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 11: Emergency Powers

11.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.

11.2 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.

11.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

11.4 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 12: Handling of Food Items

12.1 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 13: Precedence of University Policies

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

Article 14: Legal Liability

14.1 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 15: Banking

15.1 EA 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.

15.2 The EA 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.

Article 16: Wages

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

Article 17: Management Umbrella

17.1 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 18: Ventures

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

Article 19: Authority

19.1 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.

19.2 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.

Article 20: The EA x Umbrella Clause

20.1 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.

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

20.3 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.

20.4 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.