Constitution of "University of Toronto Student Investment Banking Group"

1. **Article One – Name and Purpose**

    1.1. The official name of the recognized student group is "University of Toronto Student Investment Banking Group"
    1.2. The official acronym or abbreviation of the group is "UofT SIBG"
    1.3. The purpose, objectives, mission and/or mandate of the organization is to provide students from all academic backgrounds with the knowledge, skills, and professional network necessary to pursue successful careers in investment banking and related fields. Through workshops, mentorship, and hands-on experiences/events, the group aims to bridge the gap between what may or may not be learned in school and industry practice.

2. **Article Two – Membership and Membership Fee**

    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.

3. **Article Three – 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, however, can be overruled by club president(s).
    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.
    3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. **Article Four - 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 at least ten (10) 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.

5. Article Five - Executive Committee Composition and Duties

5.1. **The Co-Presidents/President shall:**
5.1.1. Be eligible to cast and overrule votes at meetings of the Executive Committee,
5.1.2. Oversee the operations, management, and success of the group,
5.1.3. Serve as spokesperson(s) for the group,
5.1.4. Hold signing and financial authority along with the Treasurer,
5.1.5. Preside over meetings of the Executive Committee and/or members,
5.1.6. Ensure a transition of office from one year to the next,
5.1.7. Ensure activities of the club comply with policies of the University of Toronto,
5.1.8. Coordinate organizational recruitment efforts.
5.2. **The Treasurer shall:**
5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
5.2.2. Record all financial transactions of the group,
5.2.3. Hold signing and financial authority along with the President,
5.2.4. Maintain a budget of income and expenses,
5.2.5. Advise members on financial position of the group,
5.2.6. Prepare an annual budget for the group.
5.3. **The Director(s) of External Relations shall:**
5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
5.3.2. Build and maintain relationships with firms, alumni, and sponsors,
5.3.3. Organize and coordinate networking events and speaker panels,
5.3.4. Handle all external communication and outreach.
5.4. **The Director(s) of Events shall:**
5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
5.4.2. Partner with director(s) of external relations to organize and execute key annual events (i.e. Guest Panels, Case Competitions, Networking Nights, Webcasts, Information Sessions, Orientation),
5.4.3. Ensure events are well-promoted, professionally branded, and aligned with sponsor expectations,
5.4.4. Coordinate event logistics including location bookings, AV setup, RSVP tracking, catering (when applicable), and post-event surveys to assess engagement and improve future events,

5.4.5. Book rooms for general meetings and make sure all members are notified ahead of time,

5.4.6. Create a personalized, supportive, and sociable club environment.

5.5. **The Director(s) of Marketing shall:**

5.5.1. Be eligible to cast votes at meetings of the Executive Committee,

5.5.2. Design and execute marketing campaigns for all events, initiatives, and recruitment drives across platforms such as Instagram, LinkedIn, and newsletters,

5.5.3. Develop promotional materials (e.g., event posts, speaker spotlights, registration links, recaps) and optimize outreach strategy,

5.5.4. Maintain a list of group members,

5.5.5. Maintain and regularly update the club's brand identity, ensuring consistency in tone, style, and professionalism to boost visibility across campuses,

5.5.6. Track and analyze engagement metrics across social media.

5.6. **The Director(s) of Research and Deals Coverage shall:**

5.6.1. Be eligible to cast votes at meetings of the Executive Committee,

5.6.2. Produce high-quality monthly 'UofT SIBG Insights' reports on LinkedIn covering recent M&A deals, equity and debt offerings, and industry trends relevant to investment banking,

5.6.3. Facilitate discussions during meetings on relevant topics, while assigning members research tasks or articles to review in preparation,

5.6.4. Develop and deliver presentations and assessments to help members build both technical skills (i.e. valuation, stock pitching, financial modeling, financial statement analysis) and soft skills (i.e. networking, coffee chats, recruitment preparation).

6. Article Six – Elections

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

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

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

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

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

6.6. 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.

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

6.8. 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)

7. **Article Seven – Finances**

7.1. The Treasurer shall keep an active record of income and expenses.
7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
7.3. The Executive Committee must approve all expenditures over $100.00 through a majority vote at a meeting of the Executive Committee.
7.4. The group may not engage in activities that are essentially commercial in nature.
7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
7.7. The group will not pay salaries to any of its officers.

8. **Article Eight – Meetings**

8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
8.3. 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.

9. **Article Nine - Termination of Membership**

9.1. 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.
9.2. A vote to revoke membership must be held at a meeting of the Executive Committee, however, president(s) have the final say.
9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
9.5. 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.
9.6. 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.
9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. **Article Ten – Amendments**

10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting if deemed fit by president(s).

10.2. All voting members may propose amendments to the constitution.

10.3. 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.

10.4. 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.