

# **Constitution of Women in Business Association**

Updated as of July 14<sup>th</sup>, 2025

## **Article I: Name and Purpose**

- 1.1 The official name of the Campus Group will Women in Business Association.
- 1.2 The campus group may be referred to by the acronym W.I.B.A.
- 1.3 The purpose, objectives, mission and/or mandate of the organization is to provide opportunities that offer skills enhancement and foster the development of a professional network to support women embarking on their business careers. Our goal is to engage, support, and empower women with their career aspirations and enhance their university journey.

## **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 Co-Presidents, Vice President of Operations, Vice President of Marketing, Vice-President of Events (x2), Vice-President of Finance, Vice President of Corporate Relations, Director of Marketing (x3), Director of Corporate Relations (x2), and Director of Events (x2), Marketing Associate, Events Associate, Operations Associate, Corporate Relations Associate 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 Executives will be hired at the discretion of the Co-Presidents and Vice-Presidents through a formal application and interview process.

5.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.

5.3 Only University members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.

5.4 All screening of candidates will be conducted by a committee comprised of a maximum of three executive members who will assess each candidate's qualifications against pre-established criteria for holding the positions.

5.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of ten (10) calendar days prior to the general or executive meeting at which the election will be held.

5.6 All application periods must commence a minimum of fourteen (14) calendar days prior to the general or executive meeting at which appointment will be held. The application period must end a minimum of seven (7) days prior to the general or executive meeting at which the appointment will be held.

5.7 For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the position(s) through a hiring process.

## **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.