

ACE UTM Constitution

Article I: Campus Group Name

ACE UTM

Article II: Purpose

ACE UTM's mission is to empower students to step confidently into the professional business world. Through immersive training, engaging firm visits, and hands-on case competitions, students sharpen communication skills, build confidence, and learn how to navigate real-world business environments, all in a dynamic, collaborative, and engaging setting.

Article III: Membership

Membership is open to all UTM students. As part of our affiliation with ACE Canada, all members are required to pay a one time \$15 membership fee. Full rights to run, nominate, and vote in elections and constitutional amendments are reserved for UTMSU members.

Article IV: Executives

1. **President (1):** Provides overall leadership to the ACE UTM Executive Council, setting the vision, strategic goals, and direction for the year. They are responsible for overseeing the club's operating budget and ensuring alignment with ACE Canada, UTMSU, the Department of Management, and all external partners. The President also attends all required executive meetings and represents ACE UTM in a professional and collaborative manner across all platforms and engagements.
2. **Vice President Internal (1):** Responsible for overseeing the internal operations of the club and managing the team of internal directors. Working closely with the President, they help ensure the smooth coordination of logistics for all ACE UTM events and initiatives. This includes handling room bookings, managing event schedules, and ensuring all internal deadlines are met. They also step in as acting President when needed.
3. **Vice President External (1):** Responsible for overseeing the external team and managing ACE UTM's outward facing initiatives. This includes maintaining relationships with sponsors, organizing firm visits, and seeking new partnership opportunities to enhance the club's offerings. Working alongside the President, the External Director helps guide the overall council and steps in as acting President when needed.
4. **Vice President Finance (1):** Oversees the finance directors and is responsible for managing all financial operations of the club. This includes preparing and submitting all required financial documents to UTMSU and the Department of Management in a timely manner, maintaining accurate records of receipts and reimbursements, and ensuring the

club's financial accounts are well organized and transparent. The VP Finance also leads the search for sponsorships and funding opportunities from both on campus and external sources. Additionally, they are responsible for completing the annual UTMSU audit and ensuring full compliance with financial guidelines.

5. **Vice President Marketing (1):** Responsible for promoting ACE UTM across campus and managing all social media platforms, including Instagram and LinkedIn. They lead the creation of marketing materials such as videos, photos, posters, and promotional items like nametags, exec hoodies, and member swag. The VP Marketing ensures strong member turnout at events by developing creative campaigns and strategies. They also collaborate with other clubs to increase ACE's presence at UTM and handle all visual branding and promotional efforts for internal and external events throughout the year.
6. **Vice President Chapter Development (1):** Oversees the directors of chapter development and leads the planning and execution of all member training sessions. These trainings are designed to prepare members for case competitions, particularly ACE Nationals, by covering key areas such as consulting, marketing and finance. The VP ensures that all sessions are engaging, relevant, and valuable, equipping members with both the technical knowledge and soft skills needed to succeed in their professional and case competition journeys.

Article V: Meetings

Executive meetings will be held once per semester, with additional meetings scheduled as needed to support events and ongoing club initiatives. Once each semester, ACE UTM will host a general meeting open to all members. This session will highlight our mission, goals, and the value of being part of the ACE UTM community, offering students a clear understanding of the opportunities and benefits available through the club. General Meetings must include a financial report if requested by any member.

Article VI: Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives

and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team

- Elections must be open to all interested candidates who are UTMSU registered members of the group

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Clubs Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

Procedure in the event of a tie: If there is a tie between candidates, then the executive team will have a meeting to decide which candidate gets selected for the position.

Article VII: Removal from office

Removal of General and Executive Members

Removal from office can occur after the VP Campus Life has issued two verbal warnings and the Clubs Committee has issued one written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be two-thirds of the executives in favour

of removal. In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter.

Alternatively, an executive member may be removed from office by the club itself for failing to perform his/her duties as defined by the club constitution and by-laws. Such removal will occur if, and only if, the following conditions are satisfied:

Strike 1: A talk with the President and VPs

Strike 2: A talk with the President and VPs

Strike 3: Removal from the team

General Member Removal

Notice of removal

The general member will be informed that they will be removed from the registered member list via their utoronto email.

Voting process

The ACE executive team will vote on the decision to remove the member

Appeal process

The general member will have the opportunity to appeal their removal via their utoronto email.

Final vote process

Once the appeal has been submitted, the executive team will vote once more on whether or not to remove that member from the club.

Executive Removal

Notice of removal

The executive member will be informed by the President that they will be removed from the executive team via their utoronto email.

Voting process

The President will make a decision on whether or not to remove the executive member from the team.

Appeal process

The executive member will have the opportunity to appeal their removal via their utoronto email.

Final vote process

Once the appeal has been submitted, the President will decide again on whether or not to remove that member from the club.

Appointment/by-election

The President will decide on who to appoint as a replacement for the executive member vacant slot.

Article VIII: Amendments to the Constitution

- 1) Only UTMSU members can make amendments to the constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.
- 2) Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.
- 3) Amendments must be approved by the UTMSU before being implemented.