

# Constitution of “University of Toronto Engineering Finance Association”

**Date of constitution submission:** 2025/05/05

## 1. Name

The official name of this recognized campus group is “University of Toronto Engineering Finance Association.”

The acronym or abbreviation of this group is: UTEFA.

## 2. Purpose and Objectives

The University of Toronto Engineering Finance Association is an educational organization that aims to provide students with extensive knowledge of the financial industry by exposing them to investing activities and financial concepts. UTEFA believes that the best way to learn, whether the student is an experienced investor or completely new to the stock market, is by valuing real publicly traded stocks as opposed to analyzing outdated case studies.

UTEFA hopes to continue providing University of Toronto students, particularly engineering students with exposure to financial markets and the opportunity to learn various valuation/trading methodologies, as well as other specialized areas of finance, including quantitative finance, risk management, investment banking, and analysis of various asset classes.

UTEFA is currently a UofT Recognized Student Group and UofT Engineering Society affiliated club and adheres to all policies applicable to affiliated groups.

UTEFA’s UofT Recognized Student Group status: <https://sop.utoronto.ca/group/university-of-toronto-engineering-finance-association-utefa/>

UTEFA’s UofT Engineering Society status: [https://skule.ca/get-involved/affiliated\\_clubs.html](https://skule.ca/get-involved/affiliated_clubs.html)

More information can be found on UTEFA’s website: <https://www.utefa.com/>

## 3. Membership

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

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. 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. Members must register with a designated executive by submitting their full name and a valid email address.

UTEFA does not have a membership fee as we believe financial skills are important and want to make UTEFA an inclusive club for all members.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 5 members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

#### **4. Executive List and Duties**

The executive committee shall be composed of nine (9) elected officers. These include President, VP Finance, VP Operations, VP Marketing, VP Communications, Head Analyst, Head Economist, and Head Quant. All voting positions on the Executive Committee shall be filled through an annual election.

*The Co-Presidents shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the VP Finance for financial purposes
- Preside overboard meetings as well as general meetings
- Oversee the various committees
- Ensure transition of office to the future Executives

Additional responsibilities may include:

- Conducting learning sessions on financial statement analysis and valuation techniques
- Lead a sector group in creating and presenting stock pitches at weekly meetings
- Support the executive team with their roles and responsibilities

*The VP of Finance shall:*

- Assume duties of the President in his/her absence
- Apply for funding initiatives to meet UTEFA's financial needs
- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto

Additional responsibilities may include:

- Lead a sector group in creating and presenting stock pitches at weekly meetings

*The Portfolio Manager shall:*

- Assume duties of the VP of Finance in his/her absence
- Manage the UTEFA shareholder portfolio, trading account held at BMO Investorline as the Beneficiary Owner and Authorized Trading Officer, and chequing account held at BMO. The portfolio manager is authorized to perform financial and securities transactions on the club's behalf
- Manage UTEFA's assets in the club and its shareholders' best interest

- Provide semi-annual updates to shareholders on the UTEFA shareholder portfolio

*The VP Marketing shall:*

- Develop and execute marketing strategies to promote UTEFA's events, initiatives, and brand
- Manage UTEFA's social media presence (e.g., LinkedIn, Instagram, Twitter) and website content
- Design promotional materials (e.g., graphics, flyers, newsletters) for events and recruitment
- Collaborate with other executives to ensure consistent messaging and outreach
- Track engagement metrics and adjust marketing strategies as needed
- Assist in recruiting new members and promoting membership benefits

*Additional responsibilities may include:*

- Leading a sector group in creating and presenting stock pitches at weekly meetings
- Coordinating with external partners or sponsors for marketing collaborations

*The VP Operations shall:*

- Oversee the logistical planning and execution of UTEFA's events (e.g., workshops, networking sessions, competitions)
- Secure venues, equipment, and materials for meetings and events
- Manage event registration, attendance tracking, and feedback collection
- Ensure smooth operations during meetings and events (e.g., timekeeping, speaker coordination)
- Maintain and organize UTEFA's internal documents and resources
- Assist in onboarding new members and facilitating club transitions

*Additional responsibilities may include:*

- Leading a sector group in creating and presenting stock pitches at weekly meetings

*The VP Communications shall:*

- Serve as the primary liaison between UTEFA and its members, ensuring clear and timely communication
- Manage internal communications (e.g., email updates, newsletters, meeting reminders)
- Maintain UTEFA's email account and respond to inquiries in a professional manner
- Document meeting minutes and distribute them to the executive team and members as needed
- Assist in drafting official statements or announcements on behalf of UTEFA

*Additional responsibilities may include:*

- Leading a sector group in creating and presenting stock pitches at weekly meetings

*The Head Analyst shall:*

- Lead UTEFA's research initiatives, including equity analysis, sector deep dives, and market trends
- Organize and oversee analyst training programs (e.g., modeling workshops, valuation sessions)
- Mentor junior analysts and provide feedback on stock pitches and research reports
- Ensure the quality and accuracy of all research materials presented by UTEFA
- Collaborate with Portfolio Managers on investment theses and portfolio decisions

*Additional responsibilities may include:*

- Presenting research findings at general meetings or external events

*The VP Tech shall:*

- Maintain and update UTEFA's digital platforms (e.g., website, membership portals, databases)

- Implement tech solutions to improve club operations (e.g., event registration systems, analytics tools)
- Troubleshoot technical issues during virtual or hybrid meetings/events
- Manage UTEFA's data security and ensure compliance with university policies
- Explore innovative tools to enhance member engagement and learning (e.g., stock simulators, research software)

*Additional responsibilities may include:*

- Leading a sector group in creating and presenting stock pitches at weekly meetings

*The VP Corporate Relations shall:*

- Establish and maintain relationships with industry professionals, alumni, and sponsors
- Secure guest speakers, panelists, and workshop leaders for UTEFA events
- Coordinate networking opportunities (e.g., firm tours, case competitions, recruiting sessions)
- Collaborate with the VP Finance on sponsorship and funding initiatives
- Represent UTEFA at external corporate or academic events

*Additional responsibilities may include:*

- Leading a sector group in creating and presenting stock pitches at weekly meetings

*The Head of Professional Development*

- *Act as a mentor and resource for UTEFA members, providing guidance on career development, recruiting, and skill-building*
- *Organize and lead professional development workshops (e.g., resume reviews, technical interview prep, networking strategies)*
- *Facilitate connections between members and industry professionals/alumni for mentorship opportunities*
- *Collaborate with the VP Corporate Relations to align professional development initiatives with recruiting events*
- *Provide feedback on members' stock pitches, modeling tests, and case competitions to enhance their technical and presentation skills*
- *Track members' career progressions (e.g., internships, full-time offers) and identify areas for club-wide improvement*

*Additional responsibilities may include:*

- *Leading mock interviews or case study sessions for members*
- *Curating and sharing industry resources (e.g., training guides, interview question banks)*
- *Assisting the executive team in fostering a culture of continuous learning*

**Executive Team:**

- **Co-President:** Aditya Mishra (Indy 2T7)
- **Co-President:** Edward Xu (Indy 2T5 + PEY)
- **Portfolio Manager & VP of Finance:** Shawn Teh (Indy 2T5 + PEY) - Temporary VP of Finance
- **VP Marketing:** Yiling (Laurinda) Fan (Indy 2T7+PEY)
- **VP Operations:** Hridhay Tejura (ECE 2T7+ PEY)

- **VP Communications:** Donald Lin (Rotman 2T7)
- **Head - Analyst:** Aleksei Vaganov (Rotman 2T7), Xinger (Lydia) Li (Engsci MSF 2T7)
- **VP Tech:** Sarah Chen (Engsci MSF 2T7)
- **VP Corporate Relations:** Nicole Ahn (Rotman 2T7)
- **Head of Professional Development:** Brenen Lavoie (Mech 2T7)

**Faculty Advisor (Independent, non-member):** Yuri Lawryshyn

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

#### **Termination of Executives or General Members:**

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, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

#### **5. Elections**

All voting positions on the Executive Committee shall be filled through an annual election. The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March to elect voting members of the Executive Team.

All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates (voting members of the Executive Committee) must be currently registered students of the University of Toronto and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30<sup>th</sup> for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

All registered U of T students may possess voting membership, but they should register with the Executive Committee and have been a member in good standing for 30 days prior to election dates.

The maximum number 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.

Term of executive positions shall be from May 1st to April 30th.

## **6. Finances**

The VP Finance shall keep records of all income and expenses. The VP Finance shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$50.00 by majority vote at an executive meeting.

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.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all its officers.

## **7. Meetings**

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet monthly where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. **Amendments**

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.

9. **Signatures and Stamps**



Aditya Mishra  
Co-President, UTEFA



Edward Xu  
Co-President, UTEFA



Shawn Teh  
Portfolio Manager & VP Finance

**Date of signature:** 2025/05/05