INNOVATIVE BUSINESS ASSOCIATION

CONSTITUTION

[2026-2027]

Definitions

For the purposes of governing and representing the interests of the Commerce and Management undergraduate students of the University of Toronto Mississauga, this constitution shall be adopted to set out the governance of this group.

“UTM” refers to the University of Toronto's Mississauga campus.

“UTMSU” refers to the University of Toronto Mississauga Students’ Union, and “the Department of Management” refers to the Department of Management at UTM.

“CSE” refers to the University of Toronto Mississauga Centre for Student Engagement, which administers Student Organization Portal (SOP) recognition.

“The constitution” refers to this entire document.

“The Board” refers to the Presidential team, consisting of the President and six (6) Vice Presidents, who have been elected in accordance with the established election procedure outlined in Article VI.

Article I: Campus Group Name

Innovative Business Association (IBA), hereafter referred to as “IBA,” “the organization,” “the association,” or “the academic society.” IBA is a UTMSU-recognized Campus Group at the University of Toronto Mississauga, representing undergraduate students enrolled in Commerce and Management programs.

Article II: Purpose

1. The purpose of the organization shall be to represent the interests of all undergraduate students enrolled in Commerce and Management at UTM, hereafter referred to as “the students.”
2. The organization shall maintain its operations in a responsible manner. Elected and promoted members (“the members”) are solely accountable for their own actions where found to be negligent or to have caused intentional harm. Only the individual(s) who committed a negligent act or intentional harm may be held liable; other members of IBA who were not involved in the negligent or wrongful act cannot be held liable. The organization cannot be held liable for any negligent act arising from individuals who were not hired or elected by IBA.
3. The organization will act with openness and transparency in its efforts to provide valuable experiences to the students.
4. IBA adopts the following as its motto: Innovate, Operate, Elevate.

Article III: Membership

Membership is open to all UTMSU members (UTM undergraduate students).

Full membership rights, including the ability to:

- Run in elections
- Nominate candidates
- Vote in elections
- Vote on constitutional amendments

are restricted exclusively to UTMSU members.

Individuals who are not UTMSU members, including community members and alumni, may be included as general members. These members may participate in activities but do not have voting rights or eligibility to run for executive positions.

There is no membership fee associated with joining IBA. The membership fee is $0 per year, and no dues are required to hold general or executive membership in the organization.

General Membership

5. All students hired or elected at the discretion of the Board are considered "members" of IBA, obtaining membership to work for and with the academic society.
6. Students enrolled in the Management or Commerce programs are preferred and encouraged to apply to IBA roles, but all students in business-affiliated programs including Economics, Communications (CCIT), Digital Enterprise Management (DEM), and the IMI Business Minor are welcome to apply.
7. All IBA members have the right to be accommodated for the duration of their contracts. Accommodation for members will be provided upon request to the Board or Executive Team.
8. First-year students who have not yet been accepted into the Commerce or Management programs of study ("POSt") are not considered to be enrolled in Commerce or Management programs and are therefore not eligible for membership.
9. First-year Commerce and Management students are welcome to attend events.
10. Students of other programs within the University of Toronto are welcome to attend events at the discretion of IBA.
11. Students of other universities within Canada are welcome to attend events at the discretion of IBA.

Executive Membership

12. All Board members must be enrolled in either the Commerce or Management programs. DEM students are eligible to apply as well. All other positions, such as Chair, Director, and Associate, are open to all students enrolled in any course but preference will always be given to students in the Management or Commerce program.
13. The Board and Executive Team must receive training in the facilitation of productive conversations regarding mental health, if made available. Mental health workshops for all other members will be held at the beginning of the academic year.

Article IV: Executives

14. The Department of Management determines the election procedure, whereas the Internal Promotion Procedure is conducted by the Board.
15. The organization is governed by the Board; however, Board members are not wholly responsible for the negligent or wrongful acts committed by negligent parties unless they are directly involved.
16. The Board is tasked with hiring subsequent management and forming teams to facilitate all operational activities.
17. The Board must hold office in good faith and represent the students to the best of their abilities.

18. The Board consists of the following positions:
    a. President:
        i. The President is tasked with managing the Board (all six Vice Presidents) and the Executive Team (Executive Advisors and the Chief of Office).
        ii. The President will act as the primary liaison between IBA and the Department of Management.
    b. Vice President of Professional Development:
        iii. The Vice President of Professional Development is tasked with leading initiatives relating to the professional development of the students.
        iv. Criteria for Professional Development is determined by the Board, using previous operations as reference.
    c. Vice President of Marketing:
        v. The Vice President of Marketing is tasked with managing IBA's social media and branding. This includes merchandise, media, and management of the marketing team.
    d. Vice President of Finance:
        vi. The Vice President of Finance is tasked with allocating funds to IBA initiatives with guidance from the Department of Management. Students in the Finance program are preferred for this position.
        vii. The Vice President of Finance is tasked with preparing and maintaining all financial information.
        viii. Financial information reported shall faithfully represent IBA's economic reality and be in accordance with the policies set out by UTMSU and the Department of Management.
        ix. The Vice President of Finance will be responsible for submitting financial audits to UTMSU.
    e. Vice President of Clubs and Conferences:
        x. The Vice President of Clubs and Conferences is tasked with managing internal committees and overseeing external clubs affiliated with IBA. This role is also tasked with managing case competitions such as Ready Set Market, FinComp etc.
    f. Vice President of Student Engagement:
        xi. The Vice President of Student Engagement is tasked with managing IBA initiatives pertaining to student engagement.
        xii. Student Engagement is defined by criteria determined by the Department of Management.
    g. Vice President of External Relations:
        xiii. The Vice President of External Relations is tasked with managing IBA's corporate relations and alumni relations divisions, including sponsorship outreach and partnership development.
19. The Executive Team consists of the following positions:
    h. Executive Advisors:

xiv. This role is filled by a previous IBA member with one or more years of experience, who will focus on IBA's long-term direction.

xv. Specific responsibilities include expanding potential internship opportunities for members, role assessment and promotion within IBA, as well as managing IBA's relationship with other clubs, business schools, and firms.

i. Chief of Office:

xvi. The Chief of Office is recruited by the Board.

xvii. The Chief of Office's responsibilities include planning monthly social events, providing training sessions for members, scheduling meetings with struggling members to provide feedback, and referring members to appropriate mental health resources if needed.

xviii. The Chief of Office's responsibilities also include scheduling meeting times, booking rooms, taking notes for presidential meetings, monitoring IBA's email, moderating IBA's Google Drive, managing IBA's calendar, and ensuring that resources are distributed to the right people at the right time.

Article V: Meetings

20. The executive team will meet regularly throughout the academic year. Executive meetings will happen at a frequency determined by the Board, coordinated by the Chief of Office.
21. IBA shall hold at least one General Meeting in the Fall semester and at least one General Meeting in the Winter semester.
22. General Meetings must provide updates on group activities, share goals and accomplishments, and provide financial updates if requested by members.
23. Members, along with other community stakeholders, will have the opportunity to hear from the Board and ask questions at General Meetings.
24. General meetings must be announced to the members and the public at least two weeks before occurring.
25. In the case where members cannot meet in person, all operations can be conducted virtually.

Article VI: Elections

6.1 Election Overview and Procedure

All registered campus groups must hold elections during the Winter Semester in accordance with the timelines and procedures established by UTMSU. Elections are expected to be conducted in a fair, transparent, and accessible manner to ensure all eligible members have an equal opportunity to participate.

A Chief Returning Officer (CRO), internally referred to as the Equity Officer, must be appointed to oversee the election process. The CRO must be an unbiased third party, trained by UTMSU, and approved by both the outgoing executive team and the Events and Membership Engagement Coordinator, and may not be running for a position on the incoming executive team.

Elections must remain open to all eligible UTMSU members. All candidates must be UTM undergraduate students at the time of the election and must maintain their UTM undergraduate status for the full duration of their elected term.

Positions elected through this process are the President and the six Vice President positions (Professional Development, Marketing, Finance, Clubs and Conferences, Student Engagement, and External Relations). The Department of Management will release details about the election before the commencement of the election process, specifying exact procedures, and elections occur every Winter term to elect the Board for the following academic year, with precise timing determined by the Department of Management.

All positions not filled through this elected process (including the Chief of Office, Associate, Co-Chair, and Director roles) are filled through IBA's Internal Promotion Program or an interview-based hiring process, as outlined below:

26. Due to the Internal Promotion Program, members can be promoted from within IBA. An Ambassador can be promoted to Associate, an Associate to a Co-Chair, and a Co-Chair to a Director; the Executive Team and Board positions cannot be filled through promotion. Each promotion can only be accomplished in full-year intervals.
27. Any position not filled by the Internal Promotion Program can be filled through an interview-based process, where all business students can apply, but Commerce and Management students are preferred. This must be an equitable process, and as a result, the Equity Officer will handle the contracts and results in coordination with the Department. Interviews and selection of applicants will be conducted by the Board (appropriate VPs).

6.2 Election Timeline

- Advertising Period: Elections must be advertised for a minimum of one week to all registered group members.
- Nomination Period: Eligible members may self-nominate for executive positions during this period under the supervision of the CRO.
- All Candidates Meeting: All candidates must attend a mandatory meeting reviewing election rules and procedures. If unable to attend, a representative must be sent.
- Campaign Period: Candidates may campaign to the group's membership during this period. Campaigning in Slack or Teams with other candidates is not permitted. Cross-campaigning by any person(s) between other groups and IBA is not permitted. All electioneering materials must be consistent with all other university policies, or they will be taken down.
- Voting Period: Eligible UTMSU members may vote for incoming executives through a voting process organized by the CRO.

6.3 Election Policies

Any complaints related to the election process must be submitted in writing to the Events and Membership Engagement Coordinator within 72 hours of the election.

The Clubs Committee and ASAC reserve the right to nullify election results in cases of misconduct or unfair election practices. Failure to hold elections or submit election results may result in the loss of group recognition status. Suspected undemocratic election procedures may also be referred to UTMSU for review.

Any violation of election procedures or university policies must be reported to the Equity Officer, who will take proper action to rectify any issues at their discretion, which may result in disqualification of candidacy.

6.4 Vacant Position / Tie Procedure

If a Board member is removed or a position becomes vacant, the Board may vote to appoint or hire an individual to fill that position until the next scheduled election or hiring round. If a general team member's position becomes vacant, that position may be filled by a pre-existing IBA member until the next scheduled hiring round.

Elected Board members-elect may commence any operationally required tasks as soon as they are elected and before their term starts but will not have Board voting powers until their term officially begins. Any activity engaged in by Board members-elect must be approved by the current Board member holding that position.

The term of office for Board members will officially start on May 1st and last until April 30th, unless re-elected.

6.5 Ratification of Results

- Confirm candidates are UTM undergraduate students and verify all other eligibility requirements.
- Verify eligibility requirements for the position sought.
- Share results publicly for one week. The Equity Officer is responsible for releasing election results in a manner they deem suitable within one week of the end of the voting period, after receiving CRO training from the Department.

Article VII: Removal from Office

Removal from office may occur either through UTMSU intervention in serious cases or through a formal internal process conducted by the campus group's executive team.

Campus groups are encouraged to refer to the UTMSU Campus Groups Handbook and related policies, available on the UTMSU website, for additional guidance on procedures, expectations, and responsibilities related to member conduct and removal processes.

7.1 UTMSU-Initiated Removal

Removal from office may occur at any time by notice from UTMSU in cases involving harassment, sexual harassment, discrimination, or other violations of UTMSU policies (refer to UTMSU Procedural Policies).

In such cases, UTMSU will conduct an investigation and notify the individual of any resulting sanctions. These sanctions may include, but are not limited to:

- Temporary or permanent removal from campus group activities
- Mandatory consent or anti-oppression training
- Temporary or permanent restrictions from UTMSU spaces
- Temporary or permanent restrictions from campus group events

Individuals wishing to file a formal complaint with UTMSU must submit a written notice to the Events and Membership Engagement Coordinator.

7.2 Internal Executive Removal Process

In addition to UTMSU intervention, removal from office may occur through a formal process conducted by the campus group's executive committee, outlined below.

Resignation

28. A Vice President may resign by giving two weeks' written notice to the Board and the Director of Undergraduate Programs and Student Services of the Department of Management at UTM.

Removal of Vice Presidents

29. A Vice President may be removed by way of a unanimous vote of all other Board members, followed by a hearing with the Director of Undergraduate Programs and Student Services of the Department of Management at UTM. Approval by the Director of Undergraduate Programs and Student Services following the hearing will result in termination of the Board member's position.

Removal of Directors and Associates → Three-Step Policy

For Directors and Associates, IBA follows a three-step policy for removal, consistent with the required removal process below: a written notice outlining the concerns is provided to the individual; documentation of any prior warnings, meetings, or attempts to resolve the issue is maintained; the individual is given an opportunity to respond to the concerns; and a formal vote is conducted by the executive team where required.

j. Written Warning: A Vice President will send a written warning for any violations of the code of conduct or failure to meet expectations, with sufficient supporting evidence.

k. Potential Suspension: After a second violation, the member will meet with their respective Vice President and the Chief of Office to discuss further violations of the code of conduct or failure to meet expectations. Depending on the violation, the Vice President and Chief of Office may suspend a member from future IBA events, particularly if the member's conduct negatively affects other clubs.

l. Potential Termination: After a member's third violation, the member will meet with their respective Vice President, the Chief of Office, and the President to discuss potential termination from IBA, depending on the violation. This could result in termination of the member's role within IBA and restriction from attending future events, with further input from the Department of Management.

Grounds for Removal

Misconduct is defined as a member engaging in improper behaviour that is intentional and unjustified by extenuating circumstances. Examples of misconduct include, but are not limited to:

- Missing meetings and important events without appropriate notice or justification
- Breaching confidentiality
- Disrespecting other IBA members
- Disrespecting other clubs on campus
- Promoting IBA events publicly during other club or faculty events without a formal agreement in place

A "justified extenuating circumstance" is defined as a circumstance that has hindered a member's job performance but is beyond their control.

The Director of Undergraduate Programs and Student Services of the Department of Management at UTM may discipline Board members in any way deemed appropriate for any failures of Board members during their term, provided such consequences are consistent with all other university policies.

Article VIII: Amendments

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations.

30. All proposed amendments must be presented to and approved by the group's membership at a General Meeting.
31. A two-thirds (2/3) majority vote of eligible UTMSU members is required for any amendment to pass.
32. All amendments must be submitted to and approved by UTMSU prior to being formalized and adopted.
33. Following approval and adoption of any amendment, the Board shall notify the University of Toronto Mississauga Centre for Student Engagement (CSE) by formally submitting the revised constitution to the CSE, in addition to UTMSU, within two (2) weeks of the amendment's approval, in order to maintain IBA's Student Organization Portal (SOP) recognition.
34. This constitution was originally written on the 1st day of February 2020, most recently amended on the 18th day of June 2025, and will be adopted and put into full force and effect subject to the vote of the membership required above, as well as UTMSU's approval.
35. Any interpretations, appeals, concerns, or queries regarding the constitution, IBA's by-laws, or IBA's operations can be brought up to the Board at a designated meeting.
36. The Board may take the approach it deems appropriate to deal with any concerns, interpretations, or other such queries after the designated meeting.
37. If a person who requires interpretation of, or is concerned with, IBA, its constitution, its by-laws, or its operations as a whole, is dissatisfied with the approach taken by the Board after bringing it up at an appropriate meeting, that person may subsequently approach the Director of Undergraduate Programs and Student Services of the Department of Management at UTM with their query. The Director of Undergraduate Programs and Student Services may then take the actions they deem necessary.

Article IX: Compliance and Responsibilities

9.1 Adherence to the Constitution

- All campus group members, and particularly members of the executive team, are expected to be familiar with and adhere to the provisions outlined in this constitution.

9.2 UTMSU Policies and Handbook

- All campus group members are required to review and comply with the UTMSU Campus Groups Handbook, as well as all applicable UTMSU policies and procedures, as published on the UTMSU website.
- Campus groups are responsible for ensuring that their operations, decision-making processes, and activities remain consistent with these governing documents at all times.

9.3 Policy Compliance

- Any amendments, provisions, or practices that are inconsistent with UTMSU policies and procedures will not be approved or recognized.