Constitution of Ascend University of Toronto

1. Article One – Name and Purpose

1.1. The official name of the recognized student group is “Ascend University of Toronto”
1.2. The official acronym or abbreviation of the group is “Ascend UofT” or “AUT”
1.3. The purpose, objectives, mission and/or mandate of the organization is to serve the best interests of all students at the University of Toronto. AUT exists to enhance the presence, influence and visibility of current and future business leaders through workshops, conferences, and informational sessions.

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.
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 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.

5. **Article Five - Executive Committee Composition and Duties**

5.1. **The President shall:**
   5.1.1. Responsible for/overseeing all operations and management of the organization
   5.1.2. Represent the organization in a professional manner through events, communications, and actions
   5.1.3. Always act in the best interest of the organization and its members
   5.1.4. Hold signing officer authority along with VPs for financial purposes
   5.1.5. Maintain strong relations with Ascend Canada, and act as the point of contact for them and other student chapters
   5.1.6. Continuously strive for improvement of the organization, and ensure that actions are aligned with the mission statement
   5.1.7. Advocate for the mission of Ascend Canada to Directors, Associates and UofT’s student body.

5.2. **The Vice President Internal shall:**
   5.2.1. Assume duties of the President in his/her absence, in collaboration with VP External
   5.2.2. Oversee the various portfolios of the executive council and delegate tasks accordingly
   5.2.3. Organize and facilitate executive council meetings, ensuring all operations are successfully completed and recorded
   5.2.4. Committed to building an open and collaborative environment
   5.2.5. Hold signing officer authority along with the President for financial purposes
   5.2.6. Oversee first-year intern hiring and rotational program
   5.2.7. Advocate for the mission of Ascend Canada to Directors, Associates and UofT’s student body.

5.3. **The Vice President External shall:**
   5.3.1. Assume duties of the President in his/her absence, in collaboration with VP Internal
   5.3.2. Ensure that all club operations meet the regulations and policies of the University of Toronto
   5.3.3. Build and maintain connections with corporate representatives for Ascend Canada
   5.3.4. Hold signing officer authority along with the President for financial purposes
   5.3.5. Oversee all external communications via emails and social media
   5.3.6. Advocate for the mission of Ascend Canada to Directors, Associates and UofT’s student body.

5.4. **The Director of Finance shall:**
   5.4.1. Responsible for the effective allocation of funding for our initiatives
   5.4.2. Attain and manage funds provided to Ascend UofT
   5.4.3. Maintain an accurate and up-to-date record(s) of money spent
5.4.4. Work closely with the Director of Events in planning and budgeting events
5.4.5. Make reports to the President/Vice-President of budget allocation
5.4.6. Comfortable using excel spreadsheets and simple functions
5.4.7. Advocate for the mission of Ascend Canada to associates and UofT’s student body

5.5. The Co-Director of Marketing (2) shall:
5.5.1. Responsible for effective distribution and assembly of marketing materials
5.5.2. Coordinate and implement marketing strategies to organically expand attendee numbers
5.5.3. Organize classroom presentations to promote Ascend-related events
5.5.4. Oversee marketing content (e.g. Promotion videos, Posters & Pamphlets)
5.5.5. Collaborate with Director of Technology in the broadcasting of events through varying social media platforms (Facebook, Instagram, WeChat, LinkedIn)
5.5.6. Advocate for the mission of Ascend Canada to associates and UofT’s student body

5.6. The Director of Public Relations shall:
5.6.1. Work with Vice President External to establish and maintain healthy relationships with Ascend’s corporate sponsors
5.6.2. Obtain non-monetary sponsorship for club events
5.6.3. Manage correspondence between Ascend and other organizations present in UofT
5.6.4. Take part in event planning where needed and ensure effective communication is present
5.6.5. Advocate for the mission of Ascend Canada to associates and UofT’s student body

5.7. The Co-Director of Events (2) shall:
5.7.1. Plan and execute event itinerary and logistics, ensuring the smooth flow of events
5.7.2. Assist with the event proposal process with all stakeholders (Ascend Canada, other collaborators)
5.7.3. Work closely with all other appointed portfolio leaders to ensure event feasibility and high-quality execution
5.7.4. Maintain records of events to identify future areas of improvement
5.7.5. Advocate for the mission of Ascend Canada to associates and UofT’s student body
5.7.6. Develop plans with the marketing team through continuous communication and share of thoughts

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.

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.
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.

10.2. All voting members may propose and vote on 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.