

## **Women in Business – Constitution**

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### **Article 1. Name.**

The official name of the club is "Women in Business", abbreviated "WIB" at the University of Toronto Scarborough.

### **Article 2. Purpose.**

(a) The purpose of WIB will be to form a network of club members to support each other during years of university, as well as future careers in business.

(b) The WIB will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by

- i. providing members with an opportunity to meet, socialize and form strong relationships and friendships with women who are pursuing a career in business, entering the field or already established,
- ii. raising awareness & providing an open forum for discussion about the issues faced by women in business, and
- iii. providing enjoyable and informative events where attendees may gain valuable experience in networking, learn from the experiences of others and benefit from them

(c) The WIB fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.

(d) The WIB operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

### **Article 3. Membership.**

(a) All students enrolled at the University of Toronto, as well as current academic and administrative staff at the University of Toronto, shall be eligible for membership in WIB

(b) The term of membership for the WIB will be from September 1 – August 31 each year.

(c) Persons that are not students enrolled at the University of Toronto are eligible to become members or honorable members of the club upon the approval of at least two of the executive officers.

(d) The WIB will collect a mandatory membership fee from each member each year. This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting. The annual membership fee will be established and levied by the executive officers of the club.

(e) Each member shall be afforded the following rights through membership in WIB:

- i. The right to participate and vote in group elections and meetings;

- ii. The right to communicate and to discuss and explore all ideas;
- iii. The right to organize/engage in activities/events that are reasonable and lawful;
- iv. The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
- v. The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
- vi. The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

(f) Each member shall possess the following responsibilities relative to participation in WIB:

- i. Support the purpose of the organization;
- ii. Uphold the values of the organization;
- iii. Contribute constructively to the programs and activities offered by the organization;
- iv. Attend general meetings;
- v. Abide by the constitution and subsequent official organizational documents;
- vi. Respect the rights of peers and fellow members;
- vii. Abide by University of Toronto policies, procedures, and guidelines;
- viii. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

(g) The WIB values and respects the personal information of its members. The WIB secures its member's information at all times and will not supply names or other confidential information to third-parties.

(g) The WIB will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

(i) The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:

- A member or executive has engaged in unlawful actions or activities;
- A member or executive has violated the constitution;
- A member or executive has violated University of Toronto policies, procedures, or guidelines;
- A member or executive has violated the rights of a fellow member;
- A member or executive has not fulfilled their organizational responsibilities;
- Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

(j) The process for removing a member or executive may also be initiated when:

- A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
- A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

(k) The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows:

First Tier:

- The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

Second Tier:

- Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.

- The Director of Administration will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- The Director of Administration must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
- The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Director of Administration's written response to demonstrate progress or correction of behavior.

Third tier:

- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
- The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

#### **Article 4. Executive Officers.**

(a) The executives of the organization shall include:

*(1) President*

Duties: Official spokesperson of the organization and provide direction for all components of the organization in a manner consistent with the organization's constitution and policies; oversee and manage the club in its entirety and assist with requests from all the members wherever possible, while maintaining the integrity of the club.

*(2) Executive Vice-President*

Duties: Assist the president with her duties and act in her name when needed; act as the second signature on all pertinent documents; oversee relationships with various academic divisions of the university and external organizations.

*(3) Vice-President, Finance*

Duties: Responsible for the collection and management of all organization funds as well as budgeting; oversees finances of the corporate and alumni sponsorships.

*(4) Vice-president, Communications*

Duties: Oversees all of the club's public relations, as well as internal, and external communications; ensures the alignment of sponsorship offerings to operations, assists communications directors wherever possible.

*(5) Director of Administration*

Duties: The head of the administration division of the association; responsible for the organization of the WIB annual general meeting; serves as speaker for all of the club's meetings; other duties include maintenance of membership list, minute book, and general liaison to the other members.

*(6) Executive Director*

Duties: Oversees organization and planning of club's events, maintaining that they are allied with the goals of the club; oversees and regulates membership recruitment campaign; works with alumni and other associations as well as other university and University of Toronto campuses to further club's interests.

*(7) Director of External Affairs*

Duties: Manage the relationship between business community and the WIB members; organize and manage a network of business contacts; assist in organization of club's external events.

*(8) Director of IT*

Duties: Oversees all activities related to web-site management; updates information; works with other executives and members to provide club members and others with valuable content on the club's official website ([www.uts.utoronto.ca/~wib](http://www.uts.utoronto.ca/~wib)); oversees other technology-related issues.

*(9) Director of Marketing*

Duties: Oversees the creation of all marketing material for the organization and organizational events. This includes overseeing the creation of advertising media such as posters and emails to students.

*(10) Junior Executive*

Duties: To work with other executives and members to further the interests of the club; to attend all executive meetings and assist other executives in their duties. They must have earned 9.0 FCEs or less.

*(11) Chair (may be referred to as Chairwoman)*

Duties: To work with other executives and members to further the interests of the club; the Chair will act as an executive of the board with no voting powers.

It is the duty of all executive officers to further the interests of the club, while maintaining that the club's functions are allied with the mission and goal of the club and are consistent with its constitution.

(b) All executive officers of the club must be University of Toronto undergraduate students in any program of study and members of WIB in good standing for at least one academic semester, with the exception of the Junior Executive. The Junior Executive must be a University of Toronto undergraduate student in any program of study and a member of WIB in good standing.

(c) The executive positions collectively will form a committee that acts as the primary steward of the organization.

(d) This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

(e) This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

(f) The term of each executive will last from May 1 following their election to April 30 of the following year.

(g) Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

(h) Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

(i) If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

(j) Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

(k) Election of the club's President and Vice-Presidents, as well as Directors, shall be held prior to March 31 each academic year. Elected officers in consultation with general members shall vote to determine the most qualified candidates to be selected for a position - the applicant with the majority of votes within the current elected officers shall be appointed to the executive officer position applied for. If any one position is left unfilled, executive offices may opt to leave the seat vacant and share the duties amongst themselves.

(l) Only the WIB President or the Executive Vice-President has the right to call for an election or any other voting process. Their duty is to do so on any matter that:

- i. Was brought for an election or a vote by at least 50% of club's members; or
- ii. Was brought for an election or a vote by at more than half of the executive officers

(m) If a general member of WIB proposes to organize and coordinate a special event for WIB, she may be given the title of Executive Project Coordinator for the specific event and shall, for the duration of the event, act as an executive officer.

(n) No member can remain on the same executive position for a period longer than two consecutive years.

#### **Article 5. Meetings.**

(a) The club's executives shall meet at least once a month.

(b) Any Executive may call for an emergency executive meeting at any time.

(c) A general assembly of the club's members shall be called at least once a year.

(d) Any two executive officers can call for a general meeting at any time.

(e) Any WIB member who requests a general meeting to be held shall require the approval of at least two executive officers.

(f) Quorum for meetings shall first be determined by the presence of a simple and clear majority of executives of the organization. For quorum to remain valid (in the case of meetings of the general membership) the total number of non-executive members present must exceed the total amount of executives at all times.

(g) Meetings will be facilitated by the Director of Administration or an executive designate. The rules and processes through which decisions are made at meetings shall be determined by the President in consultation with general members.

(h) In order for a meeting to be considered valid, a prior notice (at least 10 days in advance) must be given. A notice posted on the WIB website and/or distributed through the club's mailing list at least 10 days in advance shall be considered sufficient.

(i) Minutes of each meeting shall be available via the WIB website or by request via email.

(j) An executive who misses two consecutive meetings will be given a warning of potential termination for their position. After the warning, if the Executive misses an additional two more meetings without cause, it will be seen as an automatic resignation of their position. Depending on the time and discretion of the

Executive officers, the position will be replaced by an officers who is deemed fit to fill the position or if not it will then be available to the general members

#### **Article 5. Finances.**

(a) The club's budget shall be prepared by the executive officers prior to the academic year for the full upcoming year. The main sources of funding for the club are:

- Clubs funding provided by the student council(s)/union(s)
- Membership fees
- Sponsorship funding
- Any other fees from sales of tickets for paid events, or sales of other items

(b) The Vice-President Finance shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.

(c) The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

(d) The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.

(e) The President, the Vice-President Finance, and the Executive Vice President shall be the sole signing authorities of banking instruments for the organization.

(f) Donations may be accepted by the organization, pending majority (50% +1) approval by the Executive Committee.

(g) WIB shall keep accurate and complete records of financial transactions of the club. These records shall be available to members.

(h) The club should endeavor to add at least 25% of its beginning balance to the club account by the end of the academic year in order to ensure funds are available for the following years' team.

(i) The club must not liquidate more than 50% of it's assets in one academic year unless the President or Vice-president receives majority (50% + 1) voting approval from its members

#### **Article 7. Elections**

(a) Election of the club's President, Executive Vice-President, Vice President Communications, Vice President Finance, Director of IT, Executive Director and Director of External Affairs shall take place at a valid general meeting each academic year no later than March 31.

(b) The process of appointing Junior Executives by the newly-elected executive committee shall be conducted via hiring process within sixty (60) days of the results of the executive election being confirmed by general members at a valid general meeting.

(c) All members of WIB in good standing may participate in the elections, casting one vote.

(d) Any student member of WIB in good standing may be proclaimed a candidate in a WIB election subject to applying for a position and meeting pre-established qualifications for holding said position as determined by the outgoing executive each year.

(e) All screening of candidates will be conducted by a committee comprised of a majority of non-executive general members and minority number of executives who will assess each candidate's qualifications against pre-established criteria for holding the positions.

(f) Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.

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

(h) Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.

(i) Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee described in section 10.4.

(j) This committee will be comprised of two (2) non-executive general members and one (1) executive.

(k) Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.

(l) Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.

(m) If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.

(n) Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

(g) Selection of a Chair shall occur, should the elected Executive choose to do so, during the summer semester. The Chair position shall be offered optionally by current executives of the club to a past WIB executive; a majority vote of current executives is required for selection of the Chair.

## **Article 8. Transition**

(a) All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

(b) All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

(c) All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

## **Article 9. Amendments to the Constitution.**

- (a) Any amendment to the Constitution must be endorsed by at least one (1) member of the executive committee to be considered at a valid general meeting.
- (b) Proposed amendments must be presented to general members for consideration at least fourteen (14) days prior to the general meeting taking place. Full text and rationale for the amendment must also be provided for member consideration at the time in which the amendment is being proposed.
- (c) Amendments to the Constitution require approval of 2/3 majority of members voting at a valid general meeting. The general membership must have final say on amendments to the constitution.

## **Article 10. Emergency Powers**

- (a) In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- (b) An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- (c) Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- (d) General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

## **Article 11, Food Handling**

The club will conform to Provincial and Municipal Health Regulations when events are held on the University of Toronto at Scarborough Campus, which include the sale and/or service of food products.

## **Article 12. Precedence of University Policies**

WIB will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of WIB, the University's policies, procedures, and guidelines will take precedent.

## **Article 13. Legal Liability**

The University of Toronto Scarborough does not endorse the WIB's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

## **Article 14. Banking**

WIB agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

## **Article 15. Definitions**

In this constitution, unless the context otherwise requires, words importing the single number shall include the plural, and words importing the feminine gender shall include the masculine and neuter gender.