MESA Constitution

2026-2027

Last Revised: May 10th, 2026 | Consolidated: April 28th, 2018

Management and Economics Students' Association

CONSTITUTION

Article I: Name, Head Office, and Mission Statement

1.01 Name – The Departmental Student Association shall be called the "Management and Economics Students' Association" and will from here forth be referred to as "MESA" or "The Association."

1.02 Head Office – The head office of the Association shall be located at 1095 Military Trail, Scarborough, Ontario, M1C 1A4, Instructional Centre (IC), room IC237.

1.03 Mission Statement –

As the voice of undergraduate management and economics students at the University of Toronto Scarborough, MESA is dedicated to:

- **A.** Representing all Management and Economics students within the University and giving them an opportunity to voice their questions, concerns, and opinions.
- **B.** Fostering student learning and long-term growth by hosting dynamic programs and events, while creating meaningful opportunities for involvement.
- **C.** Delivering value to the Association's stakeholders by supporting the growth and advancement of the Department of Management and providing corporate sponsors with valuable campus exposure.

Article II: Interpretation

2.01 "UTSC" means the University of Toronto, Scarborough Campus.

2.02 "The Department" means the Department of Management at UTSC.

2.03 "DSA" means the Departmental Student Association.

2.04 "Executive Officer" means any member of the Executive Committee.

2.05 "Senior Executive Team" refers to the officers collectively occupying the roles of Co-Presidents, Vice President(s) of Clubs and Academics, Vice President(s) of Student Engagement, Vice President(s) of Business Development, and Vice President(s) of Marketing and Communications, Vice President(s) of Internal Strategy.

2.06 "Executive Committee" refers to the voting officers of the Association as described in Operating By-Law #1.

2.07 "Member" means a person who is defined as a member in Article III.

2.08 "AGM" means the Annual General Meeting of the Association.

2.09 A "Proxy" means a written authorization to act in place of another. This is done during an Annual General Meeting whereby students can authorize Executive Officers of the Association to vote on their behalf.

Article III: Membership

3.01 All full-time undergraduate students and all part-time undergraduate students enrolled in the following programs at the University of Toronto at Scarborough are deemed members of the Association:

- Bachelor of Business Administration, Specialist, Co-operative, or Joint Management Program (such as Double Degree: BBA Finance Specialist and Statistics Quantitative Finance Specialist)
- Bachelor of Arts with a Major, Minor or Specialist in Economics.

3.02 A member of MESA is privileged and/or eligible to:

A. Discuss all matters that come before the Association at the AGM, held at least once per each academic year.
B. Vote at the AGM. One vote per member is permitted.
C. Partake in any debate or discussion held under the jurisdiction of the Association. All members shall be eligible to apply for a position on the Executive Committee provided that they meet all requirements pursuant to Operating By-Law #1.
D. All members shall be eligible to provide the Association with constructive comments and suggestions for improvement.

Article IV: Management Umbrella

4.01 The Management Umbrella structure was incorporated as of the 2016-2017 Annual General Meeting. The Management Umbrella (the "Umbrella Structure"), is a structure that describes the student associations within the Department of Management. Student associations, including MESA, within the umbrella receive funding and support from the

Department of Management.

4.02 The Association must comply with all policies and rules in accordance with the Management Umbrella contract.

4.03 The Association, as the DSA, must facilitate two meetings, at minimum, with other student associations within the Umbrella Structure and conduct itself in accordance with the Association's values.

Article V: Annual General Meeting

5.01 There will be at least one Annual General Meeting for all members each academic year.

5.02 The date of the AGM must be published to the members no later than ten (10) business days prior to the date of the Meeting.

5.03 At the AGM, every member is entitled to one (1) vote.

5.04 Items eligible for voting exclusively include:

- **A.** Changes to the Constitution of the Association
- **B.** Items brought forth by the Executive Committee
- **C.** Items brought forth by members of the Association

5.05 Items brought forth by members of the Association for voting must be submitted in writing to the Senior Executive Team at least five (5) business days prior to the date of the AGM.

5.06 All items will be automatically eligible for voting unless the Executive Committee decides otherwise. In the event that an item is turned down, the Executive Committee is required to provide a detailed explanation of the reasons to the member who requested the item. If the resolution process is still of concern to the affected members, the affected member can request that the issue be taken to the Advisory Board by the Co-Presidents (see Operating By-Laws #1, Article IV).

5.07 Implementation of any changes to the Constitution or Operating By-law #1 approved at the AGM will occur at the earliest possible convenience. Implementation must occur within three hundred and sixty-five (365) days of the AGM.

5.08 Each Executive Officer of the association is allotted up to ten (10) proxies during an AGM, which they must collect seven (7) days preceding the AGM.

5.09 Students who proxy their vote to an Executive Officer of the Association shall be considered to have voted and shall not be allowed to vote in person at the AGM.

5.10 Students may only proxy their vote to one (1) Executive Officer of the Association.

5.11 Only Executive Officers of the Association shall be authorized to collect proxy votes.

5.12 Quorum of twenty-five (25) members of the Association must be attained for an AGM to take place. The Association is required to hold a subsequent AGM within 60 days if this quorum is not met.

5.13 Members of the Association may request an AGM if the support of at least ten percent (10%) of the member pool is obtained in writing.

Article VI: Operations

6.01 The operations of the Association shall be pursuant to Operating By-Law #1.

Article VII: Remuneration

7.01 All Executive Officers and any other positions are deemed volunteer positions and therefore shall receive no remuneration.

Article VIII: Amendments to the Constitution

8.01 Any member of the Association may put forward a motion to make, amend or repeal any articles related to the Constitution at least five (5) business days prior to the AGM and in accordance with the guidelines as outlined in 5.05.

8.02 Notice. Notice of the full text of the proposed article or amendment of the motion shall be presented to the membership at least three (3) business days prior to the date of the meeting called to consider the same. Due diligence must be demonstrated when presenting information to the membership, to ensure awareness and comprehension.

8.03 Members Approval. Any amendment to the Association's Constitution must be approved by a two-thirds (2/3) majority vote of the general membership.

8.04 Proofreading and Grammar Checks. Minor adjustments to the Constitution relating to proofreading activities such as improving readability or correcting apparent grammatical errors shall not be considered as an amendment to the Constitution and may be exercised without a general vote, at the discretion of the editor. This clause will be nullified three (3) years after its implementation in 2025.

8.05 Retroactive Cross-Constitution Adjustments. Changes to the constitution involving the replacement of descriptive words such as role names, shall not be considered as amendments to the Constitution and may be adjusted without needing a general vote, at the discretion of the editor. This clause is intended to only be exercised when the modification of other clauses necessitates a cross-constitution modification of a descriptive word (i.e. to Co-Presidents).

Article IX: Authority

9.01 This Constitution, in its entirety, shall become the sole source for the mission, powers and responsibilities of all members of the Management and Economics Students' Association. Henceforth from the date of ratification, it shall invalidate all previous documents.

OPERATING BY-LAW #1

Article I: Executive Officers

1.01 Executive Officers of the Association shall be:

Senior Executive Team

- Co - President(s)
- Vice President(s) of Business Development
- Vice President(s) of Marketing and Communications
- Vice President(s) of Clubs and Academics
- Vice President(s) of Student Engagement
- Vice President(s) of Internal Strategy

Business Development Team

- Corporate Relations Director(s)

Marketing and Communications Team

- Marketing Director(s)

Clubs and Academics Team
- Academic Development Director(s)

Student Engagement Team
- Logistics and Operations Director(s)

Internal Strategy Team
- People & Culture Director(s)
- IT & Analytics Director(s)
- Finance Director(s)

1.02 All executive officers of the Association must be undergraduate students at the University of Toronto Scarborough and must be enrolled in a Management Specialist Program, an Economics Program or Joint Double Degree Management Program as stated in Article 3.01.

1.03 The Presidents shall be in either 3rd or later years of study and must have previously served one full term on the Executive Committee. The Presidents must not be on a co-op work term for more than four months of the academic year in which they are serving unless approved by a majority vote of the Senior Executive Team. Additionally, the Co-Presidents may not both be on their co-op work term at the same time, unless approved by the Board of Directors.

1.04 The Vice Presidents must have previously served on an Executive Committee of any Management Umbrella Club. The Vice Presidents must not be on a co-op work term for more than eight months of the academic year without approval from the Senior Executive team through a majority vote.

1.06 The Executive Committee consists of the aforementioned positions; the line of authority constitutes the Co-Presidents as head of the Committee and subsequently, the Vice Presidents. All other voting executive members are considered of equal powers. Upon need for effective lines of communication, a team-lead role may be assigned for positions shared by 2 or more executives.

1.07 The Senior Executive Team shall only serve on the Executive Committee of the Association. The Senior Executive Team shall not be affiliated with organizations at UTSC; with the exception of cultural, equity, religious and/or athletic organizations.

Article II: Powers and Duties of Executives

2.01 All executive officers shall, at the end of their term in office, deliver to their successor (or incoming Senior Executive team); all books, documents, and other items in their possession, that belong to or relate to the Association, and, such successor shall henceforth be responsible for the custody and upkeep of the aforementioned items.

2.02 All executive officers shall keep in confidence all personal and other information pertaining to members, faculty, staff, and corporate sponsors. A violation of this confidentiality clause could be grounds for impeachment.

2.03 The end of the term in office shall coincide with the fiscal year end of the Association for all executive officers unless the position is terminated prior to the fiscal year-end. The fiscal year end shall be April 30th.

2.04 Executive Voting:

- **A.** One half plus one member of the Executive Committee shall constitute a quorum for voting and the transaction of business at an authorized meeting.
- **B.** When a vote is required, all executives shall have one (1) vote each.
- **C.** All voting by the Executive Committee shall be done democratically and the results of the votes be recorded for future reference.
- **D.** Any member of the executive committee can request for the vote to be done in confidence, via a secret ballot.
- **E.** A major vote requires a two-thirds (2/3) majority in order to pass. Major votes are required for the following:
    - a. Proposed changes to the Constitution.
    - b. Changes to Operating By-Law #1.
    - c. The addition of an executive officer to the current Executive Committee.
    - d. The impeachment of an executive officer.
- **F.** The Executive Committee must be notified at least one week prior to a major or standard vote that a vote will take place. Any materials necessary to make an informed decision must also be sent out one week prior to the vote.
- **G.** In the event that the Senior Executive Team wishes to seek guidance or approval from the Executive Committee on matters that are in the exclusive power of the Senior Executive Team, they can ask for a vote to be taken by the Executive Committee.

2.05 Powers and Duties of the Senior Executive Team:

- **A.** The Senior Executive Team shall discuss all matters pertaining to the future of the Association and relationship management within and outside of UTSC, as well as keep the Executive Committee up to date on what each executive officer has been working on.
- **B.** The Senior Executive Team is entitled to make all operating decisions regarding the Association except the following:
    - a. Proposed changes to the Constitution.

b. The addition of an executive officer to the current Executive Committee.
c. The impeachment of an executive officer.
d. The start-up of new major MESA initiatives.

C. All decisions made by the Senior Executive Team must be communicated to the Executive Committee in a timely manner and can be appealed directly to the Senior Executive Team.

D. In the event that the Co-Presidents or any other Senior Executive Team member is unable to fulfill their duties for the duration of their term, the Senior Executive Team shall determine if they are able to share the duties of the executive officer. In the event that the Senior Executive Team determines that they would like to replace the executive officer who has left, a two-thirds (2/3) majority vote must be taken by the entire Executive Committee.

E. In the event that there is a Senior Executive Team member returning for the following academic year, he or she may return as an Executive Advisor at the discretion of the incoming Senior Executive Team. The Executive Advisor will serve as an independent source of support, reporting to whichever executive officer(s) he or she is working with at the time. The Executive Advisor's responsibilities will mainly involve support for ad-hoc projects initiated by either himself or herself, or by the Senior Executive Team. For those projects initiated by the Executive Committee, the Executive Advisor's participation will begin upon a formal requisition from the initiator(s), and acceptance thereof. Consultation for advice or brief inquiries may take place informally by email or phone at any time.

2.06 Powers and Duties of the Executive Committee:

A. If any one position is left unfilled, the Executive Committee may appoint a member by a two-thirds (2/3) majority vote or opt to leave the seat vacant and share the duties amongst themselves.

B. In the event that a general member proposes a special event/project/idea for MESA to coordinate (e.g. LIVE Competition) he or she shall participate and be given an appropriate title deemed appropriate by the Executive Committee, by a two-thirds (2/3) majority vote.

C. In the event that impeachment is necessary, the Executive Committee must vote on the impeachment upon the recommendation of the Senior Executive Team to do so. A vote on impeachment is a major vote and requires a two-thirds (2/3) majority in order to pass. The executive officer in question must be present during the impeachment and must be given the opportunity to defend himself/herself. If the indicted executive officer wishes to appeal the decision of impeachment, he or she must submit a written request to the Senior Executive Team within 72 hours after the impeachment. An appeal can only be written if there is some new information that, if known during the time of the vote, could have changed the outcome. The Senior Executive Team will review the request and may choose to revisit the issue with the Executive Committee.

2.07 Powers and Duties of Each Executive Officer:

All executive officers shall do everything within their power to further the interests of the Association, as well as dutifully maintain the integrity and spirit of the Constitution.

A. Each Executive Officer shall agree to attend as many MESA events as possible.
B. Each Executive Officer shall agree to act in a manner reflective of the Association's values and the responsibilities it holds to its members.
C. Each Executive Officer shall agree to report regularly to their assigned Vice-President.
D. The responsibilities of each Team and the specific roles of each Executive Officer are as follows:
   a. <u>Senior Executive Team</u>

Refer to Article 2.06 for the powers and duties of the Senior Executive officers.

Presidents – 2

- ❖ Oversee and manage the Association, the Management Umbrella and assist with requests from all areas of the Executive Committee wherever possible. Ensure successful achievement of the Association's responsibilities as a DSA.
- ❖ Attend Departmental Student Association Council meetings, except under extenuating circumstances, in which case will send another senior executive as a designate.
- ❖ Manage relationships with the Department of Management, Co-op Department, and other internal organizations within the Management Umbrella.
- ❖ Play a role in the future strategic planning of the Association. Ensure continuous two-way communication with and between the Vice Presidents.

Vice of Business Development – 1

- ❖ Maintain relationships with corporate sponsors. Develop DSA-related initiatives to actively voice the concerns of the students in the Department of Management and Economics (academic and non-academic).
- ❖ Attend Departmental Student Association Council meetings except under extenuating circumstances.
- ❖ May be required to attend Departmental Student Association Council meetings as designated by the Co-President(s).

Vice President(s) of Marketing and Communications – 1 or 2

- Oversee all public relations, internal, and external communications (print, voice, web, and e-mail). Manage and support the managers within their function whenever possible.
- Coordinate with the Business Development Team to reinforce sponsorship initiatives of the Association.
- Provide support to the Clubs and Academics and Student Engagement teams whenever needed in order to ensure cross-team cohesiveness. Ensure constant two-way communication with all special projects undertaken by the Association, as well as with the Co-Presidents and other Vice Presidents.
- May be required to attend Departmental Student Association Council meetings as designated by the Co-Presidents.

Vice of Clubs and Academics – 1 or 2

- Oversee the operations of the organization, including, but not limited to, all academic-related events, information seminars, and programs.
- Ensure adequate promotion and attendance for each event.
- Manage and support the managers within their functions whenever possible.
- Coordinate the Association's Get Heard program in order to provide student concerns and feedback to the Chair of the Department of Management.
- Coordinate the Association's AGM and Town Hall events.
- Ensure team cohesiveness between the internal teams and act as the liaison between other student organizations in the Management Umbrella, as well as constant two-way communication with the Co-Presidents and other Vice Presidents.
- May be required to attend Departmental Student Association Council meetings as designated by the Co-Presidents.

Vice President(s) of Student Engagement – 1 or 2

- Oversee the operations of the organization, including, but not limited to, all non-academic related events and programs (Management Gala).
- Ensure adequate promotion and attendance for each event.
- Manage and support the managers within their functions whenever possible. Ensure constant two-way communication with all special projects undertaken by the Association, as well as with the Co-Presidents and other Vice Presidents.

- May be required to attend Departmental Student Association Council meetings as designated by the Co-Presidents.

Vice of Internal Strategy – 1

- Oversee the operations of the organization, including, but not limited to, sub-function initiatives and MESA's associate program.
- Support the creation and updates of MESA's website (www.mesa.ca).
- Utilize internal data analytics to measure performance metrics, generate actionable insights, and produce visualizations that inform strategic decision-making.
- Oversee financial planning, budget allocation, and funding management to support MESA's goals and initiatives throughout the year.
- Provide support and constant two-way communication between the Presidents and other Vice Presidents to ensure smooth daily operations, adequate funding, and accurate budgeted and financial records.
- May be required to attend Departmental Student Association Council meetings as designated by the Co-Presidents.

b. Business Development Team

Collaborate to ensure the further development of the Association's Executive Committee and Associates, its image within and beyond the campus community, and the stringency of the internal control mechanisms. Determine action plans to effectively manage and utilize Associates. Follows directions set forth by the Senior Executive Team and reports to the Vice-of Business Development.

Corporate Relations Director – 2 or 3

- Identify and pursue corporate sponsorship opportunities and develop strategies to attract and secure new sponsors.
- Maintain existing relationships with returning sponsors throughout the year and ensure sponsorship benefits are honoured.
- Refine UTSC Alumni-Relations alongside the Student Development Manager, Vice of Business Development, and Vice Presidents of Student Engagement.
- Collaborate with other MESA departments to facilitate communication and provide external resources to support student development initiatives.

c. Marketing and Communications Team

Coordinate all internal and external communications for the Association through all available mediums. Build and improve the Association's brand (and its guidelines), messages, and social media platforms. Effectively manage and utilize Associates to ensure successful completion of related materials. Follow direction set forth by the Senior Executive Team and report to the Vice-President(s) of Marketing and Communications.

Marketing Director – 3 or 4

- Oversee, develop, and manage the Association's brand, advertising, strategy, and promotion functions through all communication channels (print, viral, display case, etc.).
- Plan and execute endeavors that increase the awareness and interest in the Association. Ensure brand consistency across all mediums.
- Manage and foster the growth of MESA accounts on Facebook, Twitter, YouTube, and LinkedIn. Develop strategic direction for all of MESA's social media channels.
- Design promotional assets for MESA's flagship events, networking sessions and other initiatives.
- Formulate social media strategies using benchmarks and statistical data gathered to improve Marketing campaigns.
- Engage the student body by promoting a cohesive and collaborative culture in all events and initiatives within the Management program and Management extra-curricular clubs.

d. <u>Clubs and Academics Team</u>

Plan and organize all operations by leading and coordinating endeavors consistent with the established values, goals, and objectives of the Association and the students of the Department of Management.. Determine action plans, operating plans, short term and long-term goals and objectives that adhere to the values of the Association in related activities. Follow direction set forth by the Senior Executive Team and report to the Vice President(s) of Clubs and Academics.

Academic Development Director – 2 or 3

- Plan and execute DSA reflective endeavors to actively pursue and communicate the student voice in the academic spectrum.
- Execute endeavors to understand the needs of Management students in both co-op, non-coop, and management and international business.
- Coordinate with other student organizations in the Management Umbrella to gather an understanding of the needs of various major streams of study and any other business streams that grow in demand.
- Advocate for academic improvement by providing recommendations to

the Department of Management and MESA for new initiatives or programming.
- Facilitate the planning and execution of MESA Town Hall, AGM and Associate Academy.
- Create, maintain and expand resources to include both club-related and academic materials.
- Champion initiatives to enhance the academic and professional growth of the Management community.

e. Student Engagement Team

Plan and organize all operations by leading and coordinating endeavors consistent with the established values, goals, and objectives of the Association and the students of the Department of Management. Determine action plans, operating plans, short term and long-term goals and objectives that adhere to the values of the Association in related activities. Provide opportunities for students to improve in their social life on campus and to create an inclusive and welcoming management community. Provide opportunities for students to engage with former UTSC Management alumni for guidance and advisory, both socially and professionally. Follow direction set forth by the Senior Executive Team and report to the Vice of Student Engagement.

Logistics and Operations Director – 3 or 4

- Manage the planning and organization of the Management Gala, Management Orientation and Summer Event.
- Coordinate services for events, such as accommodation and transportation of participants, facilities, catering, signage, displays, and other special requirements.
- Understand the needs of international students in the management community and bridge the gap between domestic and non-domestic students.
- Oversee de-stressor events and new initiatives throughout the year to support students and foster relationship-building during stressful academic seasons.
- Collaborate with other clubs under the Management Umbrella to ensure they are well-represented at events.
- Actively engage with the student body to assess the needs and wants of the management student community.

f. Internal Strategy Team

Coordinate cross-functional operations, ensuring directors' tasks are executed in a timely and high-quality manner. Develops initiatives aimed at enhancing team synergy and fostering an optimal working environment. Facilitates internal data analytics to assess achievement metrics and produce actionable visualizations. Adheres to directives from the Senior Executive Team and reports directly to the Vice of Internal Strategy.

IT and Analytics Director - 1

- Develop, manage, and oversee MESA's brand via the website platform using content management systems such as Hostgator and/or website builders such as Wix, enhancing user engagement and interaction.
- Lead the creation and implementation of various online marketing strategies.
- Ensure continuous updates of the MESA website with the ongoing club programs and initiatives, serving as a centralized resource for all MESA-related information accessible to the management community.
- Conduct active observation during external MESA events, and utilize Power BI and other tools to transform the collected live feedback into actionable insights and data dashboards presented at monthly team meetings.
- Coordinate the associate hiring program's match and ranking process, and facilitate optimal matches between applicants and management clubs to meet organizational needs and goals.
- Provide support with other Internal Strategy Team initiatives when needed.

Human Resources Director – 1

- Maintain and administer internal growth through workshops, events, and executive resources.
- Organize and spearhead the Associate Hiring program and the Associate Event, including planning the program, orchestrating the hiring process, developing the associate calendar and professional development of associates.
- Oversee all Associate projects within the Associate Program and lead the Associates through event planning processes with assistance.
- Plan and organize internal team socials and programs to foster team cohesiveness, including preparing activities for Team Meetings to support MESA's internal culture.
- Assist all MESA members with processing the co-curricular record (CCR) on CLNx.

- Provide support with other Internal Strategy Team initiatives when needed.

Finance Director – 1

- Monitor the funding received by the Department of Management (DOM), the Scarborough Campus Students' Union (SCSU), ensuring requests are submitted before the funding deadlines for both of the organizations.
- Track the funding received by external sponsors.
- Allocate budget appropriately throughout the year by discussing with the MESA executives.
- Conduct variance analysis to determine the efficiency of each MESA department's budget goals by monitoring the expenditures of all departments using spreadsheets.
- Produce an accountability report to be sent to Department of Management (DOM) at the end of their term.
- Manage financial reimbursement requests by MESA members timely and confidentially.
- Conduct pre and post-event financial analysis, evaluating event expenditure, attendee outcome, event income and discounts/sponsorships incurred.
- Utilize MS Excel to extract insights from datasets through Pivot Tables and advanced functions, and use data visualization tools such as Tableau or Power BI to produce creative dashboards.
- Provide support with other Internal StrategyTeam initiatives when needed, while working closely with the IT & Data Analytics Director to monitor conversion rates of MESA and collaborating with the team to gather and analyze relevant data to assist with decision making in extra-curricular initiative.

Article III: Determination of Officers

3.01 At the end of the fiscal year (April 30) all Executive Committee positions become open and therefore prior to that date all Executive positions appointed/selected for the new academic year shall be filled using the following process.

3.02 Senior Executive Positions:

A. The Co-Presidents and Vice Presidents (Business Development, Communications, Student Engagement, Club and Academics, Internal Strategy) roles will be open for application within the month of February and will be followed by interviews by the retiring Senior Executives. Candidates will be voted upon by the outgoing Executive Committee. In the event of a tie, the most senior (in terms of years as an executive in the Association) graduating executive will make the final decision.

B. Only those who previously served on any Executive Committee as either a Director, Vice-President, or President of a Management Umbrella Club and will be full-time or part-time students in the year they will be serving are eligible to be nominated onto the Senior Executive Team, subject to the requirements as stated above in Article I.

C. Only those who previously served on the Senior Executive Team and will be full-time or part time students in the year they will be serving are eligible to be appointed by the Senior Executive Team to the position of Executive Advisor.

D. The position of Co-President may only be filled by individual(s) for one (1) full academic year (from May 1^{st} to April 30^{th}).

E. Potential nominees for the aforementioned positions must be students (including co-op students) for the period in which they are to hold their respective titles. The newly formed leadership team will then be responsible for screening, interviewing, and appointing the rest of the Executive Committee in a manner that is fair and impartial.

3.03 Executive Positions:

A. A call for applications will be made by the newly appointed Senior Executive Team no later than the 15^{th} of April.

B. The positions will be filled on the basis of applications, followed by interviews. The highest standards of screening and selection will be applied, to ensure the continued integrity of the Association.

C. The incoming Executive Committee must be ratified by the Senior Executive Team no later than the 30th of April. Dates may be subject to change in correspondence with Management Umbrella Clubs hiring.

D. If an applicant wishes to appeal a hiring decision, he/she may make a case to the Senior Executive Team. All appeals must be made within one (1) week of the applicant being informed of the decisions. If the applicant is not satisfied with the resolution process, the applicant can request to take the issue to the Advisory Board (see Article IV).

3.04 If a petition in AGM from a Vice to change one of their department's director positions fails, they will be given the option to reconstruct their proposed changes and submit a bid to the Advisory Board to get the modified changes passed, with a majority vote. This clause may only be exercised if it is deemed, under the Co-Presidents' discretion, that the failure of the initial bid will result in significant hardship for the department being affected.

Article IV: Advisory Board

4.01 The Association shall be counseled by a Board of Directors ("The Board"). The Association will run independently of the Board. No decisions made by the Executive Committee are required to be approved by the Board. The Board acts as an advisory counsel.

4.02 The Board may convene meetings at any time by the Chair of the Department of Management.

4.03 The Board shall consist of the following individuals ("Directors"):

- **A.** The Chair of the Department of Management
- **B.** The Supervisor of Studies of Management
- **C.** The Supervisor of Studies of Economics
- **D.** The Co-op Management Program Director
- **E.** The Co-Presidents of the Association
- **F.** The Vice Presidents of the Association
- **G.** Experiential Learning Coordinator
- **H.** Student Success Coordinator

4.04 Chairperson. The non-voting Chairperson position shall be filled by the Co-Presidents of the Association. In such a case where the Co-Presidents is unable to attend the meeting of the Board, another member of the Board shall be appointed Chairperson.

4.05 Role of the Advisory Board. The Board shall act in an advisory position and be responsible for observing all Association affairs and settling any items or appeals as outlined in 4.14.

4.06 Roles of each Director. Directors shall act with due diligence, honesty, and integrity and at all times in the best interests of members of the Association.

4.07 Voting. All Directors, with the exception of ex-officio members, shall have one vote at each meeting of the Board on any one question, motion or sub-motion. In the event of a tie, the Chair of the Department of Management will make the final decision.

4.08 Ex-Officio Members. The Association's Co-President and any invited guests of the Board shall be ex-officio, non-voting members.

4.09 Term. Each term of the Board shall begin May 1st and cease April 30th.

4.10 Remuneration. All positions on the Board are volunteer positions and therefore shall receive no remuneration.

4.11 Hiring of the Board will be as follows:

- **A.** All persons occupying the positions as stated above (in 4.03) shall automatically assume their roles in the Board.
- **B.** The one position for an Executive Officer of the Association must be filled by one who is not a Senior Executive and who will not be graduating at the end of the academic year. The appointment of this person will be the result of a vote of the Executive Committee and is categorized as a standard vote.

4.12 In the event that a position is left unfilled, the Chair of the Department will decide on how to proceed. The addition of any members of the Board will have to be voted upon and passed with a two-thirds (2/3) majority.

4.13 The Board must meet at a minimum of once each academic year.

4.14 Items to be discussed at meetings will be based on current concerns or any other issues brought forth by the Co-Presidents of the Association (on behalf of affected members of the Association as outlined in 5.05 of the Constitution) and Executive Officers of the Association, or the Directors of the Board.

Article V: Executive Committee Meetings

Executive Committee Meetings

5.01 The Executive Committee shall have at least two (2) meetings each semester. There may be several small group meetings, separate from the full Executive Committee meeting, each month.

5.02 All general members are entitled to attend a portion of each of the Association's team meetings, at minimum two from the fall semester and two from the winter semester. The portion open to general members shall include an overview of the Association's past month as well as an open forum section allowing general members to voice any comments and concerns to the Executive Committee.

5.03 In order for a full team meeting to be considered valid, sufficient notice of at least 5 days must be given.

Senior Executive Team Meetings

5.04 The Senior Executive Team shall have at least one meeting each month.

5.05 At each meeting of the Senior Executive Team, members of the Executive Committee are entitled to attend a portion to voice their comments and concerns. The portion open to the

Executive Committee will be at the discretion of the Senior Executive, allowing for confidentiality and time issues.

Article VI: Finances

6.01 At the commencement of each academic year, a budget shall be prepared pursuant to Operating By-Law #1, based on the information provided by the Executive Committee.

6.02 The Budget Proposal shall be submitted to the Finance Director from the senior executive team for approval.

6.03 Funds shall only be expended in accordance with the budget and guidelines approved by the Executive Committee. In the case of a sudden and unforeseen expenditure of an amount more than five percent (5%) of reserves, approval of the Senior Executive Team is required. Such expenditures must be reported to the Executive Committee at the next meeting.

6.04 The outgoing Senior Executive Committee shall be held responsible for the accuracy of the financial statements of the Association.

6.05 Financial Reserves. All budgets must ensure that the greater of ten percent (10%) of the current Academic Year's cash inflows or four thousand dollars ($4,000) is available in the Association's Bank Account on April 30th for the incoming Executive Committee.

6.06 Financial Statements:

- **A. Preparation.** The outgoing Finance Director shall prepare a Balance Sheet, Income Statement and Cash Flow statement due within one (1) month of the fiscal year end. When an audit is required, Audited Financial Statements must be prepared within six (6) months of the fiscal year end.
- **B. Fiscal Year**. The fiscal year shall be from May 1st to April 30th.
- **C. Availability of Information**. Financial statements must be forwarded to the Office of Student Affairs as outlined in the "Office of Student Affairs Handbook for Student Societies in the University of Toronto".
- **D. Submission of Financial Statements.** All Financial Statements must be submitted to the Office of Student Affairs no later than December 31st.

6.07 The banking of the Association shall be transacted with anybody that the Senior Executive Team may designate.

6.08 Signing Authority. The Vice of Internal Strategy, Finance Director and the Co-Presidents shall sign contracts, cheques, obligations and any other documents requiring the signatures of the Association. All signatures are required for a cheque to be considered valid.

Article VII: Handling of Food Items

7.01 The Association will conform to Provincial and Municipal Health Regulations when events held at the University of Toronto Scarborough Campus include the sale and/or service of food items.

Article VIII: Special/Non-Permanent Clauses

8.01 In some instances, groups serving within arm's length of MESA, but not part of the Executive Committee, shall still be fully accountable to MESA. All major decisions shall be considered and validated with the approval of the Senior Executive Team and the Executive Committee if required.

Article IX: Authority

9.01 Constitution, By-Laws, and Operational Policies. The Constitution and By-Laws of the Association in its entirety shall become the primary source for the formation and powers of the Association and the responsibilities and duties of Executives, Associates, Volunteers and members and henceforth from the date of ratification by the members shall invalidate all previous documents pertaining thereto.

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

9.03 Associates and Volunteers constitute those individuals formally regarded by the Association as holding greater responsibility by the virtue of any particular position or role those individuals have agreed to fill for the Association. Associates and Volunteers report directly to an Executive Officer of the Association.

Article X: Legal Liability

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

Article XI: Amendments

11.01 Any amendment to Operating By-Law #1 must be approved by a two -thirds (2/3) majority vote of the Executive Committee and if so desired by the Executive Committee, a majority vote of the membership may be required.

11.02 Amendments to Operating By-Law #1 will be allowed with the approval of only the Senior Executive Team when the rest of the Executive Committee has not yet been hired. The Operating By-Law #1 shall be approved by the Executive Committee at the next available opportunity after they have been hired.

Article XII: Strike Policy

12.01 All members of the Executive Committee in the Association are subject to the Strike Policy. The terms of the Strike Policy are as follows:

A. Executive Committee members must attend monthly team meetings (TMs), and departmental meetings. A strike shall be given if:
   1) Executive Committee member misses a monthly meeting without a valid reason.
   2) Executive Committee member misses multiple departmental meetings, and the Vice of the department affected must justify the reasoning for giving a strike to the Co-Presidents and Human Resources Director, under a ⅔ vote system.

B. Executive Committee members must not engage in negative slander of any other club.

C. Executive Committee members must not be frequently unresponsive to departmental or Association-wide communications.

D. Executive Committee members who miss a deadline on a project without informing their direct superior(s) well in advance will be eligible for a strike.

E. Executive Committee members must respect confidentiality and not leak information.

F. Executive Committee members must remain respectful to all other members.

G. Executive Committee members must respect in-person spaces (MESA room, event venues, etc.). Acts of theft and/or vandalism will result in a strike and the guilty party will be held personally liable for full reimbursement of damages.

H. Non-MESA students can enter the MESA room only if a Senior Team member is present.

12.02 In most cases, an infraction of any of the terms will result in one (1) strike being given, however, it is at the discretion of Senior Executive members involved as to whether the severity of the infraction warrants immediate impeachment of the Executive Committee member in question.

12.03 Unless otherwise stated, the responsibility of assigning a strike is delegated as follows:

A. If the accused Executive Committee member is an Associate/Director, the Vice generally gets the authority to decide on if a strike should be given. Co-Presidents, however, reserve the ability to override this decision as needed.
B. If the accused Executive Committee member is a Vice President, only the Co-Presidents have the authority to assign a strike to the affected Vice President.
C. If the accused Executive Committee member is a Co-President, the strike policy as outlined in Clause 12.04 does not apply; there shall instead be a meeting called at the earliest possible convenience between the rest of the Senior Executive Committee to decide if the accused Co-President's behavior warrants a strike. If a consensus is reached that their behavior is eligible for a strike, the Advisory Board must be notified and will be responsible for deciding how best to move forward.

12.04 Consequences of Strikes. The consequences of receiving any number of strikes are as follows below:

A. One strike will lead to the Co-Presidents and/or Human Resources Director giving the Executive Committee member in question a verbal and written warning.
B. Two strikes will result in both the Human Resources Director and Vice of the Executive Committee member in question giving a disciplinary 1-on-1 talk. If the embattled Executive Committee member is a Vice President, the Co-Presidents will be involved in this talk.
C. Three strikes will result in a trial to be held at the earliest possible convenience where the Co-Presidents and Human Resources director will explain to the rest of the Senior Executive Committee what the grounds for ejection are. The embattled Executive Committee member will be given an opportunity to defend themselves, and after a discussion among the participants, a vote will be held. If the vote reaches a $>\frac{2}{3}$ consensus that the actions of the accused Executive Committee warrants impeachment, the affected Executive Committee member will immediately be removed from the Association. Otherwise, they will be allowed to remain.
D. If, after three strikes and an unsuccessful trial for impeachment, the Executive Committee member again receives a fourth strike, they will immediately be removed from the Association without a trial as described in sub-clause C.
E. If an Executive Committee member is successfully impeached and removed from the Association, they will be given 72 hours to present an appeal to the Senior Executive Committee for review and reconsideration. This sub-clause is only relevant if new information comes to light within that time frame.

This Consolidated Document was last revised on June 11th, 2025.
The current Executive Committee list is available upon request.