



Constitution

Enactus Concordia University

Approved by the Board of Directors of CASA-JMSB
On May 26, 2015

1. NAME

- 1.1. The official name of the organization shall be Enactus Concordia University. For marketing and general use purposes, the following names may be used interchangeably with Enactus Concordia University:
 - 1.1.1. Enactus
 - 1.1.2. Enactus Concordia
 - 1.1.3. Enactus Concordia University

2. MANDATE/OBJECTIVES

- 2.1. To serve as the official Enactus team at Concordia University from under the CASA umbrella as a special interest committee.
- 2.2. To fulfill all responsibilities as mandated through the Enactus Canada program as well as the Enactus Worldwide program as well as CASA JMSB.
- 2.3. To serve all undergraduate students at Concordia interested in pursuing an entrepreneurial venture
- 2.4. To enhance the academic lives of fellow students through:
 - 2.4.1. Active involvement in the community at large through social entrepreneurship projects.
 - 2.4.2. Linking the Montreal Business Community with students through various projects and events.
 - 2.4.3. Helping steer Concordia Entrepreneurs through the challenges of setting up their business through various projects and events

3. Team Membership

- 3.1. Team membership will be granted to any individual who meets the following conditions:
 - 3.1.1. Partaking and showing effort in the completion of an Enactus Concordia's tasks, activities and projects;
 - 3.1.2. Has devoted at the minimum 10 hours of volunteer work towards Enactus Concordia project as per outlined by Enactus Canada;

4. Enactus Team

- 4.1. Responsibilities
 - 4.1.1. Conduct all day-to-day activities of Enactus Concordia;
 - 4.1.2. Attend all required meetings and actively participate in activities;
 - 4.1.3. Attend all General meetings;
 - 4.1.4. Attend and represent Concordia at all Enactus Canada events;
 - 4.1.5. Contribute to the creation of all strategic plans;
 - 4.1.6. Speak and vote on issues directly involving the operations of Enactus Concordia.

4.2. The Executive Team

4.2.1. Positions on the Executive Team is available to any Concordia University Undergraduate student who:

4.2.1.1. Meets the conditions for membership as outlined in Article 3.1;

4.3. The Executive Team will be composed of the following roles:

4.3.1. President

4.3.2. VP Executive

4.3.3. VP Finance

4.3.4. VP Marketing

4.3.5. VP Operations; Also known as Project Directors

4.4. The President has the sole authority to expand the responsibilities of the positions listed in article 4.3, create additional positions not listed in the Constitution, or to merge positions listed in the Constitution. Such positions shall vary according to the needs of Enactus Concordia.

4.5. The duties of the President shall be:

4.5.1. Preside over all meetings of Enactus Concordia and be the representative of Enactus before other student groups and Faculty.

4.5.2. Delegate responsibilities amongst the executive team.

4.5.3. Stay informed of all Enactus Concordia initiatives.

4.5.4. Manage the allocation of Enactus Concordia's resources.

4.5.5. Oversee and steer all logistics, operations, marketing, sponsorship, and finances functions along with the appropriate Executives.

4.5.6. Be the main contact person for faculty, external parties, other student groups.

4.5.7. Act as the liaison with the Enactus Canada office.

4.5.8. Report to all CASA and BOD requirements.

4.6. The duties of the VP Executive:

4.6.1. Help the president with all of his or her duties as required.

4.6.2. Fill in for the President when he or she is otherwise not able to perform his or her duties.

4.6.3. Maintain team accountability when Enactus project's deadline and objectives are not met.

4.6.4. Actively participate in all Enactus Projects and Events.

4.7. The duties of the VP Finance shall be:

4.7.1. Create and manage Enactus Concordia's budgets;

4.7.2. Maintain Enactus Concordia's journal entries;

4.7.3. Be responsible for processing Enactus Concordia's bank deposits

4.7.4. Work with CASA's Finance Committee and the CASA VP Finance.

4.7.5. Be responsible for all activities regarding cheque requisition forms.

- 4.7.6. Allocated financial resources for all Enactus Projects and team expenses.
- 4.8. The duties of the VP Marketing shall be:
 - 4.8.1. Promote the activities of Enactus Concordia so as to engage the students of Concordia;
 - 4.8.2. Be responsible for creating all marketing material required to effectively promote Enactus Concordia's events, initiatives and projects;
 - 4.8.3. Maintain Enactus Concordia's social media accounts and website.
- 4.9. The duties of the Project Director (VP Operations) shall be:
 - 4.9.1. Develop, create and coordinate Enactus Concordia initiatives and projects.
 - 4.9.2. Oversee the Project Managers in the running of assigned projects or events.

5. Enactus Meetings and Voting Rights

5.1. General Meetings

- 5.1.1. General Meeting is defined as an assembly of all Enactus Concordia's members
- 5.1.2. General Meetings are invoked by the president or by an agreement by over half of the executive team.
- 5.1.3. The general meeting time and location must be announced 3 weeks in advance.
- 5.1.4. All Enactus members are required to attend the General meetings.
- 5.1.5. The purpose the General Meeting is to keep the team up to date on all Enactus Activities and to vote on major Enactus decisions, defined in 5.1.5.1
 - 5.1.5.1. An Enactus Major decision is any decision that will affect over half the team's members or that will affect the team for more than a Semester (i.e.4 months)

5.2. Executive Meetings

- 5.2.1. Executive Meetings are defined as an assembly of the Enactus Executive team.
- 5.2.2. Only executive team members are required to attend executive meetings, however any Enactus member is welcome to attend.
- 5.2.3. Executive meetings will be held at a regular interval as decided by the Executive team at the start of their mandate.
- 5.2.4. Executive Meetings has the purpose of making sure that all deadline set by the team is met, oversea the accountability of all Enactus members, voting on minor Enactus decisions (i.e. all decisions that does not fall under the criteria of 5.1.5.1)

5.3. Enactus Concordia Voting Rights and System

5.3.1. The only eligible voters in a meeting are the Enactus members required to attend that meeting.

5.3.2. Any Enactus Team decisions can be invoked by any eligible voter during any meeting.

5.3.3. Every eligible voter has one vote; all decisions made by the Enactus team will only come into effect if it receives above 50% of the votes.

5.3.3.1. The only exception to 5.3.3; any changes to the constitution or to approve any new constitution requires a 75% majority of all votes in a General Meeting.

5.3.4. In the event of a tied vote, the decision is nullified.

5.3.5. In event of an even number of votes, the president has the option (not the obligation) to be granted one extra vote to break the tie.

5.3.6. In order for an Enactus team decision to be voted the quorum requirement is 50% of all members required to attend that meeting.

5.3.7. Junior (i.e. members hired in the Fall Semester) members are not eligible voters defined by 5.3.2, unless granted by a majority during a General Meeting.

6. APPOINTMENT OF THE ENACTUS CONCORDIA TEAM

6.1. Recruitment period for Executive members shall be set according to team needs as assessed by the President

6.2. Recruitment methods and tactics will be decided by the current Executive team in place.

6.3. None of the factors listed below shall be considered, asked, or used to evaluate, rank, or disqualify a candidate:

6.3.1. Faculty of study;

6.3.2. Race;

6.3.3. Color;

6.3.4. Ethnic or national origin;

6.3.5. Sex;

6.3.6. Pregnancy;

6.3.7. Sexual orientation;

6.3.8. Civil status;

6.3.9. Age;

6.3.10. Religion;

6.3.11. Political convictions;

6.3.12. Language;

6.3.13. Handicap;

6.3.14. Or the use of means to palliate a handicap

- 6.4. The president and VP Executive, based on their assessment criteria, will grant permanent status for the academic year to the team member or shall release the team member of all responsibilities and duties towards Enactus Concordia University.
- 6.5. At all times the president has the prerogative to dismiss any Enactus member at any time with just cause or an Enactus member can be dismissed by a 75% majority in an Executive meeting or a 66.66% majority in a General meeting.
 - 6.5.1. A just cause is either an ethical violation, according to the Concordia *POLICY ON HARASSMENT, SEXUAL HARASSMENT AND PSYCHOLOGICAL HARASSMENT*, or an Enactus/CASA constitution violation or a lack of effort towards an Enactus Project.
- 6.6. Candidates (i.e. junior members) selected for any role other than an Executive position, will be extended an invitation to join the Enactus Concordia University team as a regular member with specific role and title.

7. APPOINTMENT OF THE PRESIDENT

- 7.1. A candidate shall be deemed eligible to run for Presidency of Enactus Concordia if he or she meets all of the following criteria:
 - 7.1.1. Be a Regular Member of the CASA for the next academic year;
 - 7.1.2. Has held a position of the Team of Enactus Concordia
 - 7.1.2.1. If a candidate has not held a role on the Team of Enactus Concordia, the candidate can still be considered if the President and the Executive VP deems he/she has adequate knowledge of the Enactus program
- 7.2. The final decision appointing the new President will be made during the voting period of the CASA Annual General Elections.

8. RESIGNATION OR REMOVAL OF THE PRESIDENT

- 8.1. The Enactus President may resign from his or her position by submitting a written notification to the CASA Vice President Internal. Upon resignation, the office previously held by the Committee President shall be assumed by the VP Executive.
 - 8.1.1. In the event that the VP Executive refuses the President role, the General Meeting will appoint an interim president with a majority of votes.

- 8.2. The Enactus President may be removed from his/her position by a special majority vote of the CASA BOD upon the recommendation from the CASA Vice President Internal or after a special majority vote of the Executive team approving a removal from office.
- 8.2.1. The Enactus President will immediately be removed on any ethical violation basis according to the Concordia *POLICY ON HARASSMENT, SEXUAL HARASSMENT AND PSYCHOLOGICAL HARASSMENT*.

Yusudan Ren, President

Scott Carr, Temporary Chairperson