

The Constitution of the Scarborough College Athletics Association (SCAA)

Article I: Name

The official name of the organization will be the Scarborough College Athletics Association at the University of Toronto Scarborough. The Scarborough College Athletics Association may be referred to by the acronym SCAA.

Article II: Purpose

The purpose of the Association shall be:

- a) To initiate, organize, and to promote athletic, social, and recreational activities of the student body at Scarborough College.
- b) To act, in cooperation with the Department of Athletics, as the representative body, regarding athletics at the Scarborough College and on behalf of the students in all matters concerning athletics and recreation, except those, which are the specific responsibilities of the College Administration.
- c) To promote and maintain the highest standards in amateur sport among the members of the Association, and if necessary to administer matters of discipline in this objective, as stipulated in Article 8.
- d) To promote College spirit on all possible occasions and to work with other organizations to this end.

Article III: Membership

Every registered student of the Scarborough College shall be a member of the Association and subject to the terms of the constitution. Membership is broadly open to all students.

Faculty, staff, post-doctoral scholars and other non-student community members may participate in activities but cannot serve as leaders, members or engage in decision-making on behalf of the Association; nor can they represent the Association or the University of Toronto.

Any member of the Association shall be eligible to hold office within the Association (with the exception of the President, outlined in Article 9 Section A) and to vote in the Elections which are in accordance with the guidelines stipulated in Article 10.

Finally, all members of the Association as well as members of the University community (including faculty) are eligible to participate in any athletic, social and recreational activities/events organized by the Association.

Article IV: The Executive Committee of the Association

The purpose of the Executive Committee is to provide a forum for the organization's Officers to discuss and make decisions on day-to-day matters affecting the organization.

- a) Only student members of the Association may hold positions on council. Student cannot have a coop term while holding an executive position during the fall/winter.
- b) There shall be an Executive Committee of the Association (hereafter called the Executive) which shall be responsible for the direction and management of the affairs of the Association.
- c) The voting members of the Executive shall be all the Elected members (President, Vice President Administration, Men's and Women's Representative), as outlined in Article 6.
- 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, membership services, and advocating on behalf of its members to Administration and student government.
- e) 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.
- f) Vacancy of the President shall be filled by the Vice-President of Administration. In the circumstance that the position of Vice-President of Administration is vacant, the vacancy of President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee.
- g) If an Executive Member fails to attend three meetings of the Executive during an academic year without reasonable grounds or fails to perform their duties as outlined in Article 6 to a standard acceptable to the Association, the particular Officer shall become vacant, unless the Executive votes to allow the Officer to continue. In such decisions, the Officer in question shall not vote.
- h) When, for any reason, a vacancy in the membership occurs, the President shall make arrangements to (1) continue the remainder of a fiscal year with the position vacant, (2) call for a By-Election, as stipulated in Article 10, Section a), Item 9, (3) call for an internal or external hire of a position that follows the guidelines of public and equal access as stipulated in Article 9.
- i) The Executive may create By-Laws to govern the conduct of matters under the jurisdiction of the Executive or the Association, which are not contained within the scope of this Constitution. All By-Laws must be passed by a two-thirds majority of the Executive and posted for ten days before the Association at large.

- j) Minutes of all Committee meetings must be recorded and maintained for reference purposes.
- k) To pass legislation or approve expenditures, a quorum of at least one half of the executive members plus one of the elected members of the committee shall be present.

Article V: Executive Meetings

- a) The meetings of the Executive shall be held as frequently as its business may require with at least one meeting held every three weeks during the academic year.
- b) The date and location of such meetings must be posted by an executive member in a visible location outside of the Executive's office at least twenty-four hours prior to the holding of such meetings.
- c) To pass legislation or approve expenditures, a quorum of at least one half of the members of the Executive shall be necessary.

Article VI: The Officers of the Association and their Duties

Elected Positions

1. The **President** shall:
 - a. Be appointed to the Executive as a result of a vote by the Association
 - b. Give leadership and guidance to the Executives and the Association
 - c. Be responsible for ensuring that the Executives carry out their respective duties, here outlined in Article 6
 - d. Chair the meetings of the Executives and the Association
 - e. Maintain order at each meeting and conduct the meetings as directed under this constitution
 - f. Be a voting member of all Committees of the Executives
 - g. Represent the Executives and the Association as the Member Ex-Officio of any of the College's sub committees regarding the Department of Athletics and Recreation
 - h. Act as the primary signing officer
 - i. Act as the primary bank card holder for the Association
 - j. Be an active participant in the organization and staging of the Association's activities and events
2. The **Vice-President of Administration** shall:
 - a. Be appointed to the Executives as a result of a vote by the Association
 - b. Initiate and direct activities in the planning of specific special events that have been delegated by the President and agreed upon by the Executives
 - c. Prepare an agenda for the meetings of the Executives and the Association

- d. Act as presiding officer in the absence of the President
- e. Assist the President with his/her duties whenever necessary
- f. Coordinate/oversee these events
- g. Initiate promotion and public relation for all of the Association's events
- h. Be an active participant in the organization and staging of all events
- i. Act as a tertiary signing officer

3. The **Women's Representative** shall:

- a. Be appointed to the Executives as a result of a vote by the Association
- b. Act as a liaison between the Association and the Women's Intramural Sports Committee (WISC), while sitting on that Committee and abiding by its rules and regulations. The Women's Representative must attend all designated meetings and post minutes from the WISC meetings for the Executives
- c. Provide leadership to women's and co-education activities
- d. Promote women's interfaculty sports, especially for the purpose of increasing general awareness, inclusiveness and participation
- e. Maintain continuous communication with all women's interfaculty teams, attend to their needs and act as a liaison between these teams and the Association
- f. Be a voting member of all sub-committees dealing with women's and co-educational activities
- g. Promote team spirit on campus by encouraging students to support our intramural women's teams
- h. Be an active participant in the organization and staging of the Association's activities and events
- i. Must have one semester's experience on being a part of an intramural team

4. The **Men's Representative** shall:

- a. Be appointed to the Executives as a result of a vote by the Association
- b. Act as a liaison between the Association and the Men's Intramural Sports Committee (MISC), while sitting on that Committee and abiding by its rules and regulations. The Men's Representative must attend all designated meetings and post minutes from the MISC meetings for the Executives
- c. Provide leadership to men's and co-education activities
- d. Promote men's interfaculty sports, especially for the purpose of increasing general awareness, inclusiveness and participation
- e. Maintain continuous communication with all men's interfaculty teams, attend to their needs and act as a liaison between these teams and the Association
- f. Be a voting member of all sub-committees dealing with men's and co-educational activities
- g. Promote team spirit on campus by encouraging students to support our intramural men's teams
- h. Be an active participant in the organization and staging of the Association's activities and events
- i. Must have one semester's experience on being a part of an intramural team

Appointed Positions

1. The **Vice-President of Finance** shall:

- a. Be appointed to the Executives as a result of a vote by a committee consisting of: Incoming and outgoing President, the incoming Vice-President of Administration and the outgoing Vice-President of Finance
- b. Be responsible for all financial affairs of the Association, including the maintenance and security of the financial records and the establishment of adequate internal controls
- c. Prepare the annual budget of revenues and expenditures of the Association in conjunction with the Executive and any subsequent revisions thereto. The annual budget must be completed by the end of August before the academic year begins
- d. Report to the Executive with the financial position of the Association on a monthly basis, in addition to delegating the disbursal of funds.
- e. Be compliant with the University policies regarding the appointment of auditors and financial reporting requirements to the Association and to the Governing Council, including the submission of the auditor's report to the Executive and the sub-committee of the Athletics and Recreation Department
- f. Close the books for the fiscal years ending May 31st, and present them for auditing no later than June 30th
- g. Transfer all assets, books and other financial records to the incoming Vice-President of Finance
- h. Act as a signing officer
- i. Act as the primary overseer for the safe
- j. Be an active member of the organization as well as an active participant in staging the Association's activities and events

2. The Social Media Coordinator shall:

- a. Be appointed to the Executive as a result of a vote by the Association.
- b. Aid the Vice-President of Administration in the posting of date, time and location of all meetings of the Executive and the Association with a 24-hour advance notice
- c. Be responsible for the creation of all graphically inclined topics involving the Association's events or activities, including, but not limited to: the website, posters, tickets, photography etc.
- d. Be a secondary appointed minute taker whom shall provide an accurate account of each Executive and Association meeting in the minutes, including a record of attendance, voting and approval of all expenditures
- e. Distribute the minutes of such meetings to the Executive and if requested, to the members of the Association
- f. In the absence of both the President and the Vice-President of Administrations, name a chair of the Executive and Association
- g. Be an active participant in the organization and staging of the Association's activities and events
- h. Be responsible for creating and maintaining promotional materials on social media platforms including, but not limited to: Facebook, Twitter and Instagram
- i. Be responsible for the distribution of promotional materials on campus

3. The Events Coordinator shall:

- a. Be appointed to the Executive as a result of a vote by a committee consisting of: The incoming and outgoing President, the incoming and outgoing Vice-President of Administration

- b. Help to promote social outreach and athletics awareness around campus. This individual will work closely with the Social Media Coordinator
 - c. Be responsible for acting as the initial event planner for all of the Association's events and activities, running through all possibilities with the President as well as remaining in constant communication with the Vice-President of Finance as well as helping to delegate responsibilities to the rest of the Executive
 - d. Be an active participant in the organization and staging of the Association's activities and events
4. The **Representative of the Council of Athletics and Recreation (CAR Rep)** shall:
- a. Be appointed to the Executive as a result of a vote by a committee consisting of: The incoming and outgoing President, the incoming Vice-President of Administration, and a full-time employee of the department of Athletics and Recreation
 - b. Attend all respective meetings and act as a liaison for the Association in relation to the University of Toronto regarding all matters of Athletics or Recreation
 - c. Report minutes on all meetings to the rest of the Executive
 - d. Be an active participant in the organization and staging of the Association's activities and events
 - e. Act as a lead hand in all sport related events such as tournaments and mix and mingle
5. The **First Year Representative(s)**
- a. Be appointed by Executive as a result of a vote by a committee consisting of: The incoming President, the Vice-President of Administration
 - b. Be an active participant in the organization and staging of the Association's activities and events
 - c. Support the Executives
 - d. Responsible for the Athletic Banquet centerpieces and party favours
 - e. Responsible for a variation of announcements (in class and online)

Article VII: The Removal of Officers

The process for removing a member of the Executive may be initiated when a committee of no less than three (3) members of the Association appointed by the general membership, investigates a complaint that determines that:

- 1. An officer has engaged in unlawful actions or activities;
- 2. Has violated the constitution
- 3. Has violated the University of Toronto policies, procedures, or guidelines;
- 4. Has violated any rights of another member
- 5. An officer has not fulfilled their organizational responsibilities
- 6. Or any other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership

In addition to this, the process may be initiated when:

- I. A motion for a removal vote is put forward by any officer and passed by 2/3 majority vote of the Association. The individual facing potential removal is entitled to vote on the motion concerning their removal.

- II. An executive officer fails to attend three (3) meetings or (2) Emergency meetings during the academic year without reasonable grounds or fails to perform their duties as outlined in Article 6.

The removal of Officers will be facilitated by a three-tier procedure which operates as follows:

1. First Tier:
 - a. The Officer will be issued a warning both verbally and in writing that their behavior constitutes grounds for removal from the Committee
2. Second Tier:
 - a. Initiated because the Officer has violated Article 7:II
 - b. The President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern
 - c. The President must address all complaints in writing by formulating an action plan timeline to correct any issues within fourteen (14) calendar days. The Officer in question is given these fourteen (14) days to correct their behavior
3. Third Tier:
 - a. Initiated because the member or executive has disregarded their Second-Tier warning
 - b. The removal vote must take place at a valid Executive meeting; of which all members of the Executive will be given time to discuss reasons for approval or disapproval.
 - c. The removal of the Officer requires 2/3 majority vote of all members present at a valid Executive meeting.

Article VIII: Discipline

The Executive of the Association, in consultation with the Department of Athletics and Recreation, shall administer discipline to its members, if deemed necessary, and within the scope of all activities under its jurisdiction.

The Executive shall, as necessary, sit as the Discipline Review Board to consider cases submitted for its consideration.

The President of the Association shall call and preside over all Discipline Review Board.

Article IX: Elections

1. The Election of Officers
 - a. The annual election shall be held during the month of March on days determined by the Executives
 - b. Any member of the Association may hold office in it, with the exception of the President who will need to have served at least one full year on the SCAA executive council before running for President. Furthermore, only members of the Association may be nominated for office.
 - c. Nominations for any office must be made in writing and must bear the signatures of twenty members of the Association, who are not candidates and are eligible to vote for that office. Each candidate may bear only one nomination form.
 - d. The Association must advertise at least 3 weeks in advance of the nomination period. The advertising must consist of flyers and posters publicly displayed to the other members of the Association.

An ad must be placed for a 2-week duration before the nomination period in an accepted Scarborough Press (barring any logical reason not to, due to unforeseeable circumstances). It is the responsibility of the CRO to ensure that all election procedures are fulfilled

- e. At least two weeks in advance of an Election, the Executive shall select a Chief Returning Officer (CRO) to preside over the Election. The CRO will then appoint three Trustees, upon the approval of the Executive, who shall also be responsible for the conduct of that Election. The CRO and the Trustees must be members of the Association but must not be candidates in the Election, or be biased toward any candidate. They must not sign nomination forms and must not vote in the Election
- f. In the event that there are insufficient nominations received to require an Election for any or all of the positions available, the candidates whose nominations have been properly received will be acclaimed to their positions contingent upon approval of the majority of voting members of the student body to be held in the form of an accept/reject vote
- g. The new Executive will take office on June 1st. However, members of the new Executive shall be invited to attend Executive meetings in an ex-officio role from the time of their Election until they officially take office
- h. If any vacancies in the Executive should arise, they shall be filled through the process of By-Elections to be held within three weeks of the time when the vacancy occurred
- i. The CRO and the Trustees shall form the Election Committee. The three Trustees shall cast the deciding votes in the case of a tie

2. The Campaigning of Candidates:

- a. All campaigning must be conducted after the close of the nomination period, and solely during the specified period of time.
- b. No more than 2 Candidates may slate together.
- c. Negative campaigning is prohibited. Candidates and/or their supporters must not slander nor criticize their opponents during their campaign, verbally or otherwise.
- d. Each candidate is allowed only two (2) 4' X 8' sized campaign banners. There are no restrictions on flyers.
- e. Campaign material shall only be allowed in locations that are permitted by the S.C.S.U. and Physical Plant Services. No campaign material shall be allowed in the office or on the bulletin boards of the Executive, or in the pub, or in the offices of the Department of Athletics and Recreation.
- f. Under no circumstances will any candidate and/or their supporters remove or deface any other campaign poster on the Campus during the course of the campaign. The responsibility of removing any prohibited material lies solely with the Election Committee.
- g. Each candidate is responsible for removing all of his/her campaign material within the time mentioned in the nomination package
- h. On Election days, in case of an online election, no candidate may not approach a student with a smart-device encouraging them to vote.
- i. Any candidate who violates any of these rules may be disqualified from the Elections

3. Online Election

- a. The CRO and Trustees shall be responsible for receiving nominations, preparing and issuing online polls, supervising the online polls, counting the votes, and declaring the results.
- b. The CRO and Trustees must not be candidates and must not be biased toward any candidate. Clear instructions must be given to Trustees regarding procedures for registering electors and monitoring elections.

4. Ballot Election

- a. The CRO and Trustees shall be responsible for receiving nominations, preparing and issuing ballots, supervising the balloting, counting the ballots, and declaring the results.
- b. At least one week in advance of an Election, the Election Committee shall select poll clerks to staff the polling stations. Poll clerks must not be candidates and must not be biased toward any candidate. Clear instructions must be given to the poll clerks regarding procedures for validating ballots and registering electors

4. The Counting of Votes

- a. After the close of the polls each Election day, the CRO shall collect the ballot boxes, and registration forms from each polling station. These must be sealed and securely stored until the time of the ballot count. Each of the polling stations results shall be tabulated separately.
- b. Each candidate shall be entitled to have one (1) scrutineer present during the ballot counting. Each scrutineer shall represent one candidate only and shall not be allowed to come in direct contact with ballots or tally sheets. A scrutineer may not be a candidate, polling clerk, Trustee, or CRO.
- c. The CRO shall then count and record the number of electors who appear on the poll registration form to have voted, and then sign below the name of the elector who voted last. All other available lines shall be crossed out. The number of ballots in that box must equal the number of names on the registration form for that box.
- d. The CRO will then open the ballot box and oversee the counting process. One Trustee shall count aloud the number of valid ballots cast for each candidate, while the other two Trustees record these results independently. The individual tallies of the Trustees must be equal or the process must be repeated.
- e. Only a ballot which was supplied to the elector by the poll clerk shall be accepted as a valid ballot at the count. Other ballot validity requirements must be made, in writing, prior to counting the ballots and signed by the Election Committee. The Election Committee must all agree on a ballot's validity.
- f. If any one section of the ballot is filled out improperly, only that section will be disregarded. Each item on the ballot will be listed as a section. Each elected position will be classified as an item.
- g. The CRO shall make a note in the poll record of every objection taken to a ballot by a scrutineer. The Election Committee must make a unanimous decision on a ballot's validity.
- h. After the ballots have been counted, the ballot boxes of each station shall be filed with an envelope of registration, another envelope of valid ballots, and a third envelope for

invalid ballots. The envelopes shall be sealed and signed by the CRO. The ballot boxes shall be locked and stored in a secure place, pending an appeal of the results.

- i. The initial results shall be communicated as unofficial. If no candidate requests a recount, for reasons as outlined in the section below, within the seven (7) days of the first day after the Election, the results shall become official

5. The Election Appeal Procedure

- a. Candidates are responsible for fully understanding and abiding by the Election rules. Any candidate who violates any of the provisions of this Article may be disqualified from the Elections, subject to the appeal provisions below.
- b. Any candidate may lodge a complaint, in writing, to the Election Committee no later than seven (7) days after the unofficial results of the Elections are announced.
- c. No complaint may be written to the Election Committee after the official results are announced.
- d. Such complaints shall involve alleged violations of Election procedures by those involved in the Elections as candidates, supporters of candidates, scrutineers, or campaign officials of the Association.
- e. In the event that the Election Committee finds the complaint to be valid and that a violation of the Election provisions has occurred, the Election Committee shall decide and announce the penalty to be issued to the individuals involved. If such a penalty includes the disqualification of that candidate from the Election, the Election Committee shall declare the winner to be the candidate who received the next highest number of votes for that office.
- f. All decisions of the Election Committee are final.

Article X: Association Meetings

Meetings of the Association shall be held from time to time as required and shall be convened by the Executive. At such meetings, only members of the Association may vote, and a simple majority shall take decisions, except as stipulated in Article 11. The Executive shall convene such meetings if so requested in writing by any ten members of the Association. At least three (3) business days shall elapse between the posting of the notice to convene such meeting and the meeting itself. The presiding officer will then, if necessary, cast the deciding vote.

Article XI: Finances

All expenditures of the funds of the Association shall be governed as follows:

1. The Annual budget of revenues and expenditures for the year shall be approved by the Executive no later than the first week in October
2. All expenditures exceeding \$500.00 must be authorized in advance by the Executive and sums under \$500.00 may be paid in advance but must receive Executive approval as part of the report of the Vice-President of Finance at the next meeting
3. The budget shall require a two-thirds majority vote for approval

4. Thereafter, expenditures that fall within the budget may be approved by a simple majority of the Executive
5. The signing officers of the Association shall be the President, Vice-President of Finance, and the Vice-President of Administration
 - a. In the unavoidable absence of the President, or any of the other signing officers, another signing officer may be appointed from within the Executive by majority vote
6. Extraordinary expenditures, not covered by the budget, shall at any time require a two-thirds majority of the Executive for approval
7. The Vice-President of Finance shall submit, for approval by the Executive, the name of an independent accounting firm to audit the current fiscal year's books
8. The books of the Association shall be set up under the guidance of the Comptroller of the University and the approved accounting firm. These books shall be available to be audited at any time upon requests from the Executive or College Administration
9. The audited report of the preceding fiscal year shall be submitted by the Vice-President of Finance to the Executive for approval at an Executive meeting no later than the last week in September
10. There will be an Annual General Meeting open to all Association members to attend; to discuss all fiscal details prior to the end-of-year audit
11. The Scarborough College Athletics Association will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
12. The Scarborough College Athletics Association will accept full financial and production responsibility for all activities it sponsors, plans or executes.

Article XII: Amendments

1. Any amendments to this article shall be made in accordance with this Article.
2. Any member of the Executive or any ten members of the Association may propose an Amendment. It shall be submitted with their signatures to the Executive, and the Executive shall promptly post a notice of the proposed Amendment.
3. After receiving a proposed amendment, the Executive shall consider it at its next two meetings, and thereafter shall convene a meeting of the Association at which the views of the Executive regarding the proposed Amendment shall be made known
4. An Amendment shall require for adoption a two-thirds majority of the members of the Executive present.
5. The general membership must have the final say on amendments to the constitution.

Article XIII: Emergency Meetings

1. Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time
2. These meetings must abide the respective rules outlined in previous articles, depending on the nature of the meeting.
3. Notice of these meetings must be posted with a minimum of 24 hours notice in advance through email. Less notice may be provided by the discretion of the President with consent of at least five (5) executive members.

Article XIII: Emergency Powers

1. In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
2. 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.
3. Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
4. 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 XIV: Transition

1. 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
2. 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
3. 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 XV: Food Handling on Campus

The Scarborough College Athletics Association will confirm to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article XVI: Precedence of University Policies

The Scarborough College Athletics Association will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the SCAA, the University's policies, procedures, and guidelines will take precedent

Article XVII: Legal Liability

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

Article XIX: Banking

The Scarborough College Athletics Association 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.

Updated: March 2018