

Constitution of “University of Toronto Tennis Club”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Tennis Club”
- 1.2. The official acronym or abbreviation of the group is “UTTC”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to build a community for tennis enthusiasts, in which its members can play tennis, learn more about the game, socialize with other players, and share their passion for tennis.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. The membership fee will be \$10 for UOFT students, and \$25 for alumni, faculty, and staff per year.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of 14 voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

5. Article Five – Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Ensure a transition of office from one year to the next.

5.2. The Vice-President (Operations) shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Coordinate organizational recruitment efforts.
- 5.2.5. Support the organization of social events.
- 5.2.6. Look out for new opportunities related to tennis(e.g. discounts tickets).

5.3. The Vice-President (Courts/Practices) shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Assume duties of the President in their absence,
- 5.3.3. Coordinating with courts around Toronto.
- 5.3.4. Booking tennis courts on and off campus for the UTTC members

5.4. The Director of Finance shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group.

5.5. The Director of Communications - Internal shall:

- 5.5.1. Relaying information regarding UTTC events and court bookings to the general members via e-mail.
- 5.5.2. Consistently checking the UTTC email and responding to emails as needed
- 5.5.3. Transcribing minutes for UTTC Executive Committee meetings.
- 5.5.4. Create and update the membership list and as needed.

5.6. The Director of Communications – External shall:

- 5.6.1. Relaying information regarding UTTC events and court bookings to the general members via UTTC social media outlets (including Facebook, Discord, WeChat).
- 5.6.2. Consistently checking the UTTC social media accounts and responding to inquiries.
- 5.6.3. Support the production of logo and posters

5.7. The Director of Events (2) shall:

- 5.7.1. Recording media from club events, such as photos and videos.
- 5.7.2. Creating proposals for potential sponsors.

5.7.3. Organizing one event each month for UTTC members.

5.8. The Web Developer shall:

5.8.1. Support the development and maintenance of the UTTC website.

5.9. The Court Coordinators (5) shall:**

5.9.1. Be Overseeing the practice sessions and on courts the UTTC has booked

5.9.2. Assuring the club has all the materials and equipment necessary for practice

5.9.3. ** One (1) of the five Court Coordinators will act as a Head Court Coordinator and lead the others regarding the responsibilities of this position. Two (2) of the four Court Coordinators will be a first-year student.

6. Article Six – Elections

6.1. All voting positions on the Executive Committee shall be filled through an annual election.

6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.

6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

7.1. The Director of Finance shall keep an active record of income and expenses.

7.2. The Director of Finance shall present the group's updates on the group's financial position at annual general meetings.

7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

7.4. The group may not engage in activities that are essentially commercial in nature.

7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

8.1. Executive meetings will be held monthly. If circumstances arise, an impromptu executive meeting can be called with at least one week notice prior to the meeting. A general meeting involving members will be held once per academic semester.

8.2. During executive meetings, financial records and budget reports will be reviewed. The Executive Committee is responsible for making comments and suggestions regarding the

club affairs; the Communications Officer will take down notes of topics covered at each meeting and the time.

- 8.3. During general meetings, financial reports, budgets, and internal affairs of the club will be available upon request by the members. The executive committee will be open to comments and suggestions from the members regarding the club.

9. Article Nine - Termination of Membership

- 9.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority (of those attending) to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.