

Constitution of “UTM Archery Club”

1. Name

The official name of this recognized campus group is “UTM Archery Club”

The acronym or abbreviation of this group is: UTMA, UTM Archery

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

The purpose of this club is to introduce archery to any interested participants with no experience and offer individual practice times to experienced shooters at the UTM campus.

3. Membership

Membership to the club is open to all UTMSU members and all UTM community members (including alumni) may participate as solely associates.

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights and need to be covered by insurance. Members must register with a designated executive by submitting their full name, a valid email address and have attended a safety session.

If in-person activities are conducted, the equipment rental fee will be:

- Without equipment
 - o \$45 per year for new members
 - o \$35 per semester for new members
 - o \$35 per year for returning members
 - o \$25 per semester for returning members
- With equipment
 - o \$35 per year for new and old members

These equipment rental fees will go directly to the club’s bank account, BMO and used for purchasing and maintaining archery equipment, club events, and any applicable promotional media.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

4. Executive List and Duties

The elective council members must be currently enrolled in a respective Subject POST, full-time or part-time students who have paid their University of Toronto incidental fees.

All executive council positions are elected, excluding all Student Representatives. Any member that is interested in holding a Student Representative position is automatically given the position.

The President (Fadlan Arif) shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

Additional responsibilities may include:

- Organize Team Practice meetings

The Vice-President (Joshua Nease) shall:

- Assume the duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

The Secretary (Meelad Saber) shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

Additional responsibilities may include:

- In the absence of the Social Media/Design Director, the secretary is responsible for those duties

The VP Finance (Ka Hin Gregory Tam) shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes (Should have approval from the president before making any financial decisions)
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Submit the bi-annual audit report to UTMSU/ASAC

Additional responsibilities may include:

- Replace easily lost items (tabs, tape, arrows, and arrow parts, targets)

Club Coaches (Stephanie Roden, Rosario Wong, Ka Hin Gregory Tam) shall:

- Head Coach (Stephanie Roden) is responsible for organizing the practice timings for every coach
- Supervise and offer assistance to beginners
- Oversee that equipment is used properly
- Report to the elected officers of any incidents that occur in the club
- Maintain the club's equipment by doing an inventory each semester, purchasing will be done with the VP Finance
- Book gyms from the RAWC in the beginning of each semester (if in-person activities within the RAWC are permitted)

Events Coordinator/Fundraising Director (TBD) shall:

- Brainstorm and organize events for the club throughout the year
- Coordinate with the Social Media/Design Director designer with promoting the events

- Coordinate with the treasurer to acquire funding for hosting the events
- Purchase materials, contact external organizations when necessary, and book available rooms

Social Media/Design Director (Roy Han) shall:

- Update/maintain the information page for club members on social media websites
- Create advertisements for the club's events which will be posted on social media, and sent to the secretary so they can post the advertisement in the weekly newsletter
- Design team jerseys for the team, any merch that is to be sold (sweaters, stickers)

Termination of Executives or General Members:

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, may be given notice of removal. Any member of the club who does not comply with the rules and directions of the coaches, mistreats the equipment, does not pay the membership fee will be removed from the club's membership and will lose any privileges associated with being a member of the club.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Meetings

a) Annual General Meetings (AGMs):

The group shall hold general meetings through Zoom or in person at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, mission/goal, and accomplishments of the club. The meeting may also address the financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a bi-monthly basis through Zoom, where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

6. Elections

Election Procedures:

- All registered clubs must hold an election following the UTMSU timeline.
- Elections must open to all interested candidates that are UTMSU registered members of the club.

- Advertising for elections is mandatory and is to take place over a period of a minimum of one week. Advertising must be visible throughout the campus. Mass emails should be sent to all UTMSU registered members of the club as well as the Campus Groups Coordinator and VP Campus Life prior to the week of accepting nominations.
- All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be unbiased and must be approved by the club executive and the Campus Groups Coordinator.
- A Nomination period following the advertising period should be set for a period of at least one week.
- A campaign week will be held in the week following nominations' close.
- Elections are to take place at a location designated for this purpose by the clubs' executive in the week following campaigning, consisting of a period of two (2) or three (3) days. In the case of a by-election, clubs must still follow the above regulations.
- If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. This candidate must be subsequently approved by the VP Campus Life.
- Any complaints that arise during the course of elections, or as a result of elections must be brought to Elections 9 University of Toronto Mississauga Students' Union the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.
- The Clubs Committee withholds the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election.
- Non-occurrence of elections will result in the immediate effect of cancellation of club status.
- Non-submission of election results will result in later loss of club status through the Clubs Committee. If undemocratic election procedures are suspected, the election results or even the club status may be put forward to the Clubs Committee by the VP Campus Life.

Clubs must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

7. Removal from Office

UTM Archery Club does not have an office or will be applying for an office.

Should UTM Archery Club obtain an office in the future, we will follow the procedures outlined by the UTMSU in their Club's Handbook.

Removal from office can occur after a member of the Clubs Committee, ex. VP Campus Life, has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them.

After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be two-thirds of the executives in favour of removal.

In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter. The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office.

Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied:

A request is submitted to the VP Campus Life which should:

Be signed by at least 30% of the Club membership or two thirds (2/3) of the club executive membership

Specify the alleged incidents of neglect of duty

Upon receipt of the request, the council shall be required to hold a referendum within twenty (20) days.

In case of a council member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

8. Amendments of the Constitution

The constitution of the club may be subject to an amendment procedure that prevents arbitrary alterations to it.

There will be a ratification process held at a general meeting via $\frac{2}{3}$ majority vote.

All amendments are to be approved by UTMSU before they are formalized.