

University of Toronto Sailing Club Constitution

- 1. Name:** University of Toronto Sailing Club, hereinafter referred to as “the Club”.
- 2. Purpose:** The purpose of the Club is to:
 - a. Unite the sailors of the University of Toronto community.
 - b. Further develop their skills in the sport.
 - c. Allow competitive sailors to participate in a collegiate sailing program.
 - d. Teach the fundamentals of sailing to interested members of the University of Toronto Community.
 - e. Promote the sport of sailing among sailors and non-sailors alike.
 - f. Create a forum for open dialogue between sailors from different parts of the world.
- 3. Membership Eligibility:**
 - a. The requirements for membership are as follows:
 - i. To be a member of the University of Toronto community.
 - b. To become a member an individual must:
 - i. Register through the Club’s website.
 - ii. Additional registration and/or safety waivers may be required for participation in instructional and/or other Club organized events.
 - c. Voting membership is restricted to only currently recognized students at the University of Toronto
- 4. Executive:**
 - a. The executive committee shall be composed of elected officers. Executive officers who are *registered students* of the University of Toronto are allotted one vote; with the exception of the president who will abstain from the initial round of voting. In the event of a tie, the president may then include their abstained vote, thereby breaking the tie.
 - b. 4.1 List of Officers**
 - i. *President*
 - ii. *Vice President*
 - iii. *Captain*
 - iv. *Regatta Coordinator*
 - v. *Recreational Program Coordinator(s)*
 - vi. *Treasurer*
 - vii. *Social Director*
 - viii. *Fundraising Coordinator*
 - ix. *External Liaison*
 - c. 4.2 Officer Responsibilities**
 - i. **President**
 1. Chief representative of the Club.
 2. Oversee coordination and organization of all Club events.
 3. Ensure that the Club is managed effectively.

4. Organize and announce all executive and general meetings.
 5. Provide the agenda for all executive and general meetings.
 6. Chair all executive and general Club meetings.
 7. Approve major Club expenditures.
 8. Co-signer of all financial documents.
 9. Approve all administrative delegate positions.
 10. Renew Club recognition with Student Life and UTSU.
 11. Maintain the Club's general email address and forward all inquiries to the appropriate parties.
- ii. Vice President**
1. Record minutes at executive meetings and publish them for other members.
 2. Manage communications between the executive, race team, and UofT Sailing community.
 3. Renew Club recognition with Student Life and UTSU with the *President*.
 4. Coordinate and organise the Club booth at UTSU Clubs' Fair.
 5. Coordinate and organize all social events of the Club.
- iii. Captain**
1. Coordinate and organize training aspects of the Club's competitive program.
 2. Maintain lists of all current Competitive members and coaches; including pertinent contact and emergency information.
 3. Track membership participation and attendance at practices.
 4. Manage equipment and boat maintenance.
 5. Maintain correspondence with all Club members, coaches, and affiliate organization contacts.
- iv. Regatta Coordinator**
1. Coordinate with sailors, UofT Athletics, MAISA and CICSA to craft the team's competitive schedule.
 2. Complete the CICSA draft.
 3. Oversee logistics regarding transportation and accommodations at all "away" regattas.
 4. Organize and facilitate home regattas with the local Yacht Club.
 5. Assign race team members to regattas to maximize results and participation.
- v. Recreational Program Coordinator(s)**
1. Coordinate and organize all aspects of the Club's recreational program.
 2. Address all inquiries regarding the recreational program.
 3. Maintain lists of all current Recreational members and instructors; including pertinent contact and emergency information.
 4. Maintain correspondence with all Club members, instructors, and affiliate organization contacts.
 5. Shared responsibility of approving all administrative delegates.

vi. Treasurer

1. Co-signer of all financial documents.
2. Maintain clear and transparent financial records of Club income and expenditures.
3. Oversee the bank account and create an annual budget.
4. Manage cheque book and cash box.
5. Write and sign cheques for Club expenditures.
6. Collect team fees and approve all Club reimbursements.

vii. Social Directors

1. Design and print all advertisements (i.e. flyers, posters, banners, etc.).
2. Create and maintain information web pages for events (i.e. Facebook, Instagram).
3. Respond or forward all inquiries about the team through social media.
4. Maintain the Club's website including online calendar and blog.
5. Organize with other members to participate in social media efforts.

viii. Fundraising Coordinator

1. Coordinate and organize all external and internal Club fundraising initiatives.
2. Report all financial interactions and/or costs to the Treasurer that are gained or incurred from fundraising activities
3. Apply for UTSU funding.
4. Maintain records of the hours team members spend volunteering.
5. Appoint administrative delegates to facilitate fundraising activities.

ix. External Liaison

1. Act as a liaison between the Club and external sport organisations; including, but not limited to:
 - a. Faculty of Physical Education and Health (FPEH)
 - b. University of Toronto
 - c. Canadian Intercollegiate Sailing Association (CICSA)
 - d. Middle Atlantic Intercollegiate Sailing Association (MAISA)
2. If this role is unfilled the responsibility of liaising to external parties falls to the *President* and *Vice-President*.

d. 4.3 Removal

- i. *Any executive officer who does not fulfil their responsibilities as outlined by this Constitution may be removed from their position. A removal proposition must be submitted, in writing, to a member of the executive committee by an executive officer. The document must detail the grounds for proposed removal. A discussion of the removal proposition will be included as an agenda item for the next executive meeting and the officer in question will be given fair opportunity to provide a defence. The executive committee will subsequently conduct a vote and removal may*

only be granted by a two thirds majority outcome of present active members. In the case of removal from the executive, the past-officer will be allowed to appeal the decision at the following executive meeting.

5. Finances:

- a. Competitive members pay team fees and receive a deposit back if they attend a minimum number of regattas, training sessions and the annual Winter boat pack up.
- b. Recreational members pay an upfront fee for all four sessions.
- c. Fees are used to offset the cost of rentals, facilities and other overheads associated with running recreational, competitive and social events for the Club.

6. Meetings:

- a. Executive meetings will be held at a minimum of once per month during the sailing season.
- b. There will be an Annual General Meeting at the end of each fall sailing season.

7. Elections:

- a. Elections will be made on an annual basis. Two weeks prior to a set date, the current *President* will notify the Club members that elections are going to take place. Those interested in holding positions in office will have to apply to the executive for the position they are interested in. The members in full standing will then vote. Candidates with the majority of votes will be elected to that position.

8. Impeachment or Termination:

- a. Any allegations of misconduct deemed to be in violation of the Club's values and/or the individuals' responsibilities of membership will be reviewed at an urgent mandatory meeting of the Executive Committee. Should the Club choose to take disciplinary action, the individual in question may be banned from all Club activities for the remainder of the current term and the following academic year.
- b. A proposition of expulsion requires a written statement of grievance outlining the grounds and supporting facts. This document requires a minimum of two sponsoring signatories and is to be submitted to the individual as soon as possible. Any member under threat of expulsion is entitled to submit a written response (no more than 500 words) to the executive committee and/or they may elect to attend a hearing with the executive committee where they will be given a minimum of five minutes to defend themselves and their actions.
- c. Expulsion from the Club requires a two third majority of present active members. After the final decision is delivered, the expelled individual may appeal the decision by presenting further evidence to support exoneration through a second round of the aforementioned procedure.

9. Amendments:

- a. An official amendment to this constitution may be suggested by any member of the Club or executive at any time via email to the attention of the Club *President*. Proposed amendments will be reviewed and put to a vote at the Club's next Annual General Meeting. Proposed amendments receiving a majority vote of the members in attendance will be integrated into the Club's constitution.