



# Headquarters Official Constitution

**Official Name: Headquarters Grooming Services**

**Abbreviation: UTHQ**

**Organization Email: uoftheadquarters@gmail.com**

## Purpose

At Headquarters, we provide affordable and convenient grooming services to students on campus two to three times per week, addressing the common struggle international, commuting, and on-campus students face in finding quality and reasonably priced grooming options near campus. By hosting both student and non-student barbers and other grooming professionals weekly, we aim to create a welcoming and inclusive environment while delivering excellent service at fair prices. Our motto, **"Styled for Success"** reflects our mission to give students an extra boost of boldness when networking at events, speaking up in group projects, approaching professors during office hours, and participating in extracurricular activities. We focus on fostering the sense of community that university students crave. In essence, while we offer grooming services, our true purpose is to equip UTSC students with the confidence to tackle daily challenges and build a supportive community on campus.

## Membership

Membership for Headquarters at the University of Toronto Scarborough is open to all students, staff, faculty and alumni, with the term of membership running from September 1 - August 31 each year. Members shall be afforded rights such as: participation in group elections and meetings, communication and discussion of all ideas, organization and engagement in lawful activities/events, protection against all sorts of discrimination, freedom from control or interference by the University in all organizations beliefs, interests, or opinions unless activities

become illegal or discriminatory and right to distribute lawful materials on campus.

Responsibilities of each member include supporting the organization's purpose, upholding values, contribution to programs and activities, attending general meetings, abiding to the organization's constitution/subsequent documents and abiding the University's policies and the Laws of the Land. Headquarters values and respects the personal information of its members and will protect the privacy of member information.

### **Membership Fees:**

If applicable in the future, the Executive Committee will determine membership fees to support the organization's activities. All members will be notified of any fee changes.

### **External Relations:**

Headquarters occasionally hosts outside barbers to enhance service quality and accessibility for members. This collaboration will be disclosed to the University for transparency, but Headquarters remains a fully independent, student-led organization.

## **Executive**

The **General Operations Manager** is the spokesperson and strategic leader of Headquarters Grooming Services. They oversee the overall direction of the organization, ensuring that all activities align with the mission and constitution. This role involves coordinating efforts between departments—, Marketing, Barber Relations, Finance, and Events—to meet the club's goals. They lead executive meetings, set agendas, manage strategic planning, and act as the primary contact between the organization and the University, assisting other executives when necessary.

The **Events Coordinator** is responsible for organizing all events, managing logistics, securing venues, and ensuring smooth execution. They oversee equipment setup and storage, maintaining inventory and ensuring all items are in good condition. They coordinate with the Barber Relations Manager to schedule barbers for each event and handle the event's setup, and timeline. After each event, they review outcomes and suggest improvements.

The **Barber Relations Manager** manages the recruitment, training, and scheduling of barbers. They ensure adequate staffing for events, maintain fair rotation schedules, and handle conflict resolution. This officer is responsible for onboarding new barbers, ensuring they meet the club's standards, and conducting performance reviews. Additionally, they maintain communication with the barbers to address concerns and promote a positive work environment.

The **Marketing Director** develops and executes the club's marketing strategy to increase visibility and engagement. They manage social media accounts, create promotional materials, and work with other student groups on joint events. This officer is responsible for advertising events, gathering feedback from students, and maintaining relationships with influencers and campus publications to boost the club's public presence.

The **Financial Director** oversees the club's financial health by managing the budget, tracking revenue and expenses, and maintaining financial transparency. They process reimbursements, handle purchases, and ensure compliance with University regulations. This officer provides regular financial reports, sets pricing for services, and ensures that the club remains financially sustainable while offering affordable services to students.

Only student members of the organization may hold executive positions. This committee is responsible for the day-to-day decision making of the organization including finances, event planning, marketing and member services. Any executive of the organization may resign at any time. Any executive vacancy shall be filled by any designated executive committee member. The term of each executive will last from **May 1** following their election to **April 30** of the following year.

## **Removal of Members**

The removal of members policy outlines the procedures and criteria for the termination or removal of individuals from the organization. The process for removing a member may be initiated following an investigation of a complaint that the individual has engaged in unlawful actions, violated the constitution, breached University of Toronto policies, violated the rights of fellow members, not fulfilled their organizational responsibilities, or met other criteria deemed

appropriate by the Executive Committee. To maintain discretion and avoid public embarrassment, the removal process involves a vote by the Executive Committee to remove the individual after a thorough review of the complaint, followed by a verbal and/or written notice of removal. Members have the right to appeal and address the Executive Committee before removal.

## **Finances**

This portion of the constitution outlines the financial management procedures of the organization. All expenditures must align with the approved operating budget, and any unbudgeted spending requires executive committee approval. All budgets shall be prepared by the executive committee based on organizational priorities and needs. The banking business of the organization shall be transacted with such bank, trust company or other firm the Executive may designate, and transactions will be conducted by designated Officers. The General Operations Manager and the Financial Director are the primary signers of banking documents, with other members of the executive committee only in special cases. The major operating budget, covering all expenditures must be approved by the executive committee. Banking transactions are managed by designated officers of the executive committee. Accurate financial records must be maintained and transparently communicated across all executives and members. Proper financial records will be maintained and passed on to new executives each year. The organization will take full responsibility for the financial and production aspects of all activities it plans or sponsors.

### **Charging for Services:**

Headquarters Grooming Services charges for grooming to ensure fair compensation for barbers. The club operates on a **non-profit basis**, with no profit made from the services. Prices are set to remain affordable for students. The club is independent of the University of Toronto, which does not endorse or assume responsibility for the services provided.

## **Meetings**

**Executive meetings** are essential and allow the organization's executives to gather, discuss and make decisions involving the organization's day-to-day matters, goals, strategy, resource allocation and challenges. The meeting may be called to order by the General Operations Manager who is responsible for formulating and distributing an agenda for each meeting, leading the meeting in an efficient, reasonable manner and moderating the discussion according to the agenda . These meetings are restricted to executive members only. Each executive member of the organization is entitled to one vote at a valid executive meeting. There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period **September 1 to April 30**. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting. The frequency of executive meetings occurring between **May 1 and August 31** will be left to the discretion of the executive committee. These meetings enhance communication and cohesiveness, ensuring everyone stays on course with the organization's goals.

**General meetings** provide a forum for executives to overview the activities of the organization, share updates, solicit feedback from members, propose amendments to the constitution and make collective decisions. These meetings will be facilitated by any member of the executive committee or a designated general member selected by the executive committee . The facilitator is in charge of formulating the agenda for meetings and leading the meeting in an efficient, reasonable manner. There shall be at least one (1) general meeting held each month. A general meeting may be called by the General Operations Manager upon the request of five (5) general members, or two (2) executive members. These meetings are open to registered members of the organization only. Each member of the organization shall be entitled to one (1) vote at a general meeting. General meetings promote a sense of community and ensure inclusive participation in decision-making processes.

**Emergency meetings** may be called by the executive committee when urgent and unforeseen circumstances arise that cannot wait until the next general meeting. These meetings must abide by the rules outlined in both "meeting" sections depending on the nature of the meeting. Matters

addressed include urgent financial issues, immediate decisions to prevent harm to the organization, crisis management and time-sensitive opportunities. The agenda of meetings will be limited to urgent matters only to ensure coordinated organizational response.

## **Elections**

To maintain the cohesiveness and stability of the club, executive elections will be temporarily suspended. Instead of holding elections, the current executive committee will remain in place until further notice. This temporary measure is intended to ensure smooth operations and continuity within the organization. However, executive elections will be held prior to March 31 each year, allowing for a periodic review of leadership and alignment with the club's evolving goals. This policy will be reviewed periodically, and members will be notified of any changes.

## **Amendments**

Headquarters reserves the right to make, amend or repeal the constitution or certain sections as considered essential by the organization's executive members.

### **Notification of Amendment Revision:**

- All members of Headquarters will receive notice of the full text of the proposed constitutional amendment at least fourteen (14) days prior to the date of the general meeting called to discuss its revision.
- A summary of the reasons for the promised amendments shall be given to each member at least fourteen (14) days prior to the date of the general meeting called to consider the change
- Revision of the amendments to the constitutions require the approval of two-thirds of the members present at a valid general meeting to be confirmed.
- The ultimate authority on amendments to the constitution rests with the general membership of Headquarters, ensuring that any proposed changes must receive their final

approval. This guarantees that the members have the decisive voice in shaping and modifying the governing document of the organization.

## **Transition**

All outgoing executives are required to transfer all organizational resources associated with their roles to the new executives upon leaving their positions, provide comprehensive reports detailing the status of ongoing projects and evaluations of previous initiatives, and participate in a comprehensive joint training session with incoming executives, which must take place no later than the end of May each year, to ensure an effortless transition period and continuity in leadership and operations.

## **Emergency Powers**

In the event of extraordinary circumstances, the executive committee is authorized to act independently of the organization's members. Such circumstances include situations that threaten the immediate operations of the organization, such as executive vacancies, unforeseen cancellations, removal from office, or non-responsiveness from members. Emergency powers shall only be exercised for the duration necessary to resolve the issue. Emergency powers will be reviewed by the general membership as soon as possible.

## **Food Handling**

Headquarters will adhere to Provincial and Municipal Health Regulations for any events involving the sale and/or service of food products held on the University of Toronto Scarborough campus.

### **Precedence of University Policies**

Headquarters will abide by all relevant policies, procedures, and guidelines of the University of Toronto. In cases where there is a conflict between the University's policies and those of Headquarters, the University's policies, procedures, and guidelines will prevail.

### **Legal Liability**

Headquarters is an independent organization, separate from the University of Toronto Scarborough, and fully responsible for its own activities. The University does not endorse the club's beliefs or assume liability for its operations. Headquarters provides grooming services independently and is responsible for complying with laws. Members acknowledge the risks involved and agree that Headquarters is not liable for any injuries or damages. By participating, members and clients assume responsibility for their actions and agree to indemnify the club. The University is not liable for any incidents related to Headquarters' activities.

### **Banking**

Headquarters agrees to provide the Department of Student Life at the University of Toronto Scarborough with detailed banking information, including the name of the bank, 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. Additionally, Headquarters will ensure that all financial transactions are transparent.