

Constitution of “University of Toronto Outing Club Student Chapter”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Outing Club Student Chapter”
- 1.2. The official acronym or abbreviation of the group is “UTOC”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to actively promote the continued and safe participation in mentally and physically healthful outdoor recreation. Create inexpensive and accessible outdoor recreation opportunities. Organize social, cultural, and informative activities and outings throughout the year.
- 1.4. UTOC will adhere to the following statement of values: Contribution of the individual, appreciation for nature and the history of the club, respect for the environment and its resources, congenial behavior, community, and cooperation.

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 \$25 per year for current students and \$40 for alumni.

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 the day of election at the beginning of the month of April to the date of election in the following year.
- 4.2. The Executive Committee shall be comprised of at least four (4) 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.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Ensure all required meetings are held;
- 5.1.2. Attend and chair all meetings of the Executive, the Members
- 5.1.3. Act as the representative of the Club at all functions involving outside groups, unless the Executive appoints an alternate representative; and
- 5.1.4. Other duties as may be assigned by the Executive.

5.2. The Vice-President shall:

- 5.2.1. In the absence or disability of the President, perform the duties and exercise the powers of the President;
- 5.2.2. Assist in organizing Meetings of Members;
- 5.2.3. Perform the required actions to maintain affiliations with organizations on campus such as the Office of Space Management and Student Life; and
- 5.2.4. Other duties as may be assigned by the Executive.

5.3. The Secretary shall:

- 5.3.1. Attend, or cause a recording secretary to attend, all meetings of the Executive, the Members, and any committees and act as a clerk thereof and to record all votes and minutes of all proceedings in the books to be kept for that purpose;
- 5.3.2. Ensure that all minutes of meetings are orderly, complete, and accessible;
- 5.3.3. Give or cause to be given notice of all resolutions passed in meetings as required; and
- 5.3.4. Other duties as may be assigned by the Executive.

5.4. The Treasurer shall:

- 5.4.1. Carry out the duties of the treasurer generally;
- 5.4.2. Keep or cause to be kept full and accurate accounts of all assets, liabilities, receipts, and disbursements of the organization in the books to be kept for that purpose;
- 5.4.3. Ensure that all financial records of the UTOC Student Chapter are orderly, complete, and accessible;
- 5.4.4. Make financial reports to the Executive and shall in these reports make recommendations concerning all questions relating to the finances of the UTOC Student Chapter;

- 5.4.5. Be responsible for the timely filing of all papers related to UTOC Student Chapter finances as required; and
- 5.4.6. Other duties as may be assigned by the Executive.
- 5.5. All relevant Executive positions and duties are detailed in the *Duties of Officers of the UTOC Student Chapter* document.

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 an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

7. Article Seven – Finances

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer 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 \$300.00 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. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

- 8.2. The group shall hold general meetings at least once per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

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 vote 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.