

Constitution of SkuleTM Badminton Club

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Created in May 2014

Amended in July 2024 by Katherine Zhang

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0.0 PREAMBLE

We, the members of the Skule™ Badminton Club, subscribing to the regulations and policies of the University of Toronto, establish this Constitution to govern the matters within our organization.

1.0 NAME

1.1 Group Name

The name of this organization shall be Skule™ Badminton Club. The acronym or abbreviation of this group is SBC.

1.2 Affiliations

The club is not currently affiliated with any groups, aside from the University of Toronto. The club abides by the rules and regulations within the University of Toronto. In return, the members are allowed the use of the University's resources.

2.0 PURPOSE AND OBJECTIVES

The purpose, objectives and mission of the Skule™ Badminton Club shall be to:

- Promote the game and sport of badminton by holding regular practices and organizing ladder competitions and tournaments.
- Promote high standards of scholarship, leadership character and to strive for the spirit of sportsmanship and fellowship among the members.
- Cooperate and interact with other badminton associations, organizations, clubs, and players across Canada.
- Foster an environment for students interested in playing badminton at a recreational and competitive level.

3.0 MEMBERSHIP

3.1 Membership

The membership of the Skule™ Badminton Club shall consist of any University of Toronto student (undergraduate or graduate), staff, faculty or alumni. Membership in, association with, and benefits emanating from this organization are not based on an individual's race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status or political belief.

3.2 Removal of Membership

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. The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

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

3.3 Membership Fees

All members have the option of being either a casual member who only participates in court hours, or a committed member who may also purchase SBC T-shirts and participate in tournaments held by SBC. The members pay an annual membership fee of CAD\$15.00 a year or CAD\$10.00 per semester. This fee will be collected by the Vice-President of Finance once per member throughout the school year. The Executive Committee will then draft an inventory of supplies for the club, along with the total expenses incurred. All of the funds collected from membership must be used solely for the benefit of the club. There shall be no monetary funds diverted to the Executive Committee or any member of the club.

4.0 EXECUTIVE COMMITTEE AND DUTIES

The Executive Committee shall be responsible for managing and administering all affairs and activities pertaining to the objectives and interests of the Skule™ Badminton Club.

4.1 Executive Committee Titles

The Executive Committee shall consist of:

1. the Co-Presidents;
 - a. Katherine Zhang 1006837292
 - b. Niroshini Muniandy 1006099231
2. the VP Finance;
 - a. To be appointed
3. the VP Marketing;
 - a. To be appointed
4. the VP Operations;
 - a. To be appointed
5. the VP Digital;
 - a. To be appointed

The Faculty Advisor shall serve as an ex-officio member.

4.2 Officer Eligibility and Terms of Office

To be eligible for a position on the Executive Committee, individuals must be regular members who express a genuine interest in the activities and purpose of the Skule™ Badminton Club, have taken an active role in the affairs of the club, are good in standing with the University of Toronto and abide by all rules and regulations set forth by University policy. Officers of the Executive Committee shall

serve a term of one full academic year, from the start of the fall semester when they are elected, to the end of the following winter semester when their successors are elected.

4.3 Officer Roles and Responsibilities

A) The Co-Presidents shall

- maintain the smooth operations of the club;
- seek internal and external funding for the club;
- carry out all decisions, duties, and assignments decided upon by the Executive Committee and the Faculty Advisor;
- announce organizational meetings at least three days in advance before holding them;
- set the agenda of all organizational meetings;
- be present for and preside over all Executive Committee and general meetings;
- be the spokesperson for the club, both on and off campus;
- seek all appropriate approvals and co-sign all checks for goods and services incurred by the club.
- be informed and kept updated by all Executive Committee officers regarding the current situation of their tasks and responsibilities;
- cooperate and interact with the Faculty Advisor and other University of Toronto student organizations; and
- interact with the relevant badminton organizations, associations and clubs wherever appropriate.
- keep a record of attendance for all Executive Committee meetings;
- be responsible for the publication of the club's membership directory;

B) The VP Finance shall

- hold complete administrative and authoritative responsibilities for all financial records, transactions, and accounts for the Skule™ Badminton Club along with the president;
- be responsible for completing and submitting all financial paperwork, including purchase orders, reimbursements, and third-party payments;
- be responsible for collecting and maintaining a copy of all receipts, checks and other financial paperwork and keep an accurate record of all expenditures and transactions;
- along with the president, have the power to sign checks and any financial paperwork;
- be responsible for filing for initial club funding and collecting team membership dues.
- assist the president in seeking internal and external funding for the club;
- maintain contact with the individuals in the University of Toronto who are responsible for allocating the Skule™ Badminton Club's funds and maintaining the account;
- assist the president in preparing and submitting the club's annual budget to the University of Toronto
- be responsible for giving a complete financial report to the Executive Committee at the end of the spring semester which shall give a current balance and sum up the activities and finances incurred during their term (he/she shall pass this information to the succeeding Executive Committee); and
- be present at all Executive Committee meetings.

D) The VP Marketing shall

- keep and maintain a log of all the events the club is present at or organizes;
- promote the club whenever possible this includes but is not limited to posters, flyers, club newsletters, announcements on the Engineering Society plasma screen and Skule™ Digest;
- organize a booth for the club during club fairs especially during Frosh Club day;
- work closely with the Activities Coordinator in promoting upcoming events and/or tournaments the club is attending or organizing;
- promote the club whenever possible this includes but is not limited to posters, flyers, announcements on the Engineering Society plasma screen and Skule™ Digest;
- reach out and try to connect with organizations that can benefit the club;
- be coordinating with the Presidents and VP Finance during contact with other organizations
- be present at all Executive Committee meetings
- be present at all Executive Committee meetings

E) The VP Operations shall

- keep and maintain the club's inventory;
- distribute and loan out club equipment to registered members whenever needed;
- oversee the reservations of badminton courts and other event spaces as required by the club;
- ensure that the individuals have access to the badminton courts as advertised;
- plan the club's events throughout the year;
- organize and hold regular practices and ladder competitions
- organize a tournament calendar for the club and coordinate logistical plans for members' participation in SBC tournaments;
- work closely with the VP Activities in planning the club's events throughout the year;
- ensure everyone interested is able to play in the tournament, and all players playing mixed or double have partners or are assigned with partners;
- work with VP Finance and VP Sponsorship, as well as VP Marketing, in planning tournament prizes and promoting the tournament; and
- be present at all Executive Committee meetings.

G) The VP Digital shall

- create graphics to promote club events and improve member engagement;
- photograph and document club events; and
- be present at all Executive Committee meetings.

5.0 ELECTIONS

5.1 Elections

The outgoing co-presidents shall hold elections and elect the incoming executive committee before August of the previous academic year. Selection shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The club shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one semester prior to the nomination period.

The two co-presidents (internal and external co-president) will be nominated first. The internal co-president position can only be filled by someone from the outgoing executive team. Co-presidents from the outgoing executive team can only run in the internal co-president position. The external co-president position can only be filled by an outgoing executive member or a general member that has been in good standing for at least one semester prior to the elections. The other positions may only be filled by U of T members who have paid any applicable membership fees and have been a good member in good standing for at least 1 semester prior to the elections.

After the incoming internal co-president has been elected, he/she, along with the current co-presidents will review the applications for the external co-president, conduct interviews for the candidates and ultimately choose the incoming external co-president.

After the new external co-president has been chosen, the incoming co-presidents will review the applications for said position, conduct interviews and ultimately choose the incoming executive for that position. Upon reaching a decision, the co-presidents may vote for or against the chosen executive. In the event where the chosen executive loses the vote, another executive will be chosen by the current co-presidents, the new co-presidents and the current executive holding that position. The new subcommittee team will be chosen by the new executive team during the term of the new executive team.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Terms of executive positions shall be from September 1st to April 30th.

6.0 FINANCES

6.1 Disbursements of Funds

All disbursements of funds must be approved by the treasurer. Reimbursement of expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expenses incurred. Any expenditure in excess of CAD\$50.00 must be approved by a majority of the executive team.

6.1 Financial Health

The financial period of the club shall begin after the general elections and end on the week before the next general election. The Executive Committee shall set the amount of membership fees each year. The recommended membership fee, subjected to annual review is CAD\$15.00 to \$20.00 a year. The annual membership fee will only be changed by a valid constitutional amendment process (including ratification vote by general membership at a valid general meeting). In accordance with all rules pertaining to appropriated student funds, the Executive Committee will attempt to allocate appropriate resources to achieve all stated organizational objectives.

7.0 MEETINGS

7.1 Annual General Meetings (AGMs)

The group shall hold general meetings 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, 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.

7.2 Executive Meetings

The executive committee shall meet on a bi-weekly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50% of executives.

8.0 AMENDMENTS

8.1 Selection

These bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership. A constitutional amendment may be proposed by any member. It must then be presented to the general membership.

8.3 Notice

All members shall receive advance notice of the proposed amendment at least five days before the meeting.

9.0 RIGHTS AND PRIVILEGES

All members shall have the right of access to the club's constitution. A copy of the constitution shall be made available upon request. All members shall be permitted to check the financial records of the club upon request. Any Executive Committee member has the right to resign with a one-month's written notice given to the other executives. All members have the right to challenge rules and decisions set by the Executive Committee. They may do so in writing, and all concerns shall be duly heard in a general meeting. All registered members are allowed to use the properties of the club.

10.0 PREEMPTION STATEMENT

The Skule™ Badminton Club is subjected to all provisions of the University of Toronto Student Code and shall comply with all local, state and federal laws.