



Constitution of The University of Toronto Mahjong Club (UTMaC) 2024-25

1. Mandate

- a) The University of Toronto Mahjong Club (UTMaC) strives to represent students who have interest in the game of Mahjong at the University of Toronto, St. George Campus; to spread appreciation for this ancient game to the modern world of today. We wish to advocate an inclusive and positive learning environment regardless of skill level or experience. We highly encourage our members to actively participate in an environment relevant to the rich history and traditions of Mahjong. Due to the nature of this game, the club has a zero tolerance policy on gambling in all activities associated.

2. Membership

- a) UTMaC membership is open to all members from the currently registered students in the University of Toronto. All members of the University of Toronto community are welcome to become members or executives, may nominate others to become executives, vote in elections.
- b) For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.
- c) The Treasurer is responsible for membership fees (\$30 CAD) for each academic year.
- d) 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.
- e) Executive Members who were not previous general members are required to pay the regular membership fee. In doing so, they will automatically gain the highest membership level offered by the club.

- f) Voting membership must open only to registered students of the University of Toronto.

3. Executive Positions and Duties

- a) The executive committee shall be comprised of eleven (11) executive positions. These include a President, Vice President, Secretary, Treasurer, Internal Relations Officer, Chinese Relations Officer, Ethics and Elections Officer, Games and Rules Officer, Marketing and Graphics Design Officer, Events Officer, and UTMaC Brand Ambassador. These positions are to guide the club to success with transparency and effectiveness.
- b) Each position is allowed to have a maximum of two (2) occupants.
- c) It is the responsibility of all executives to set year long goals and a rough calendar of UTMaC's major events for the following Fall/Winter school year. It is also their responsibility to continually enforce all school policies (Code of Student Conduct, UTSU Club policy, Values of University of Toronto, etc.), and the club's constitution and mandate.
- d) All members of the Executive Committee must be currently registered students of the University of Toronto.

President

- a) The President shall maintain and promote internal communication within and between and other University of Toronto groups (i.e. UTSU and others).
- b) The President will chair general meetings and executive meetings. They must ensure that elections are held before the end of classes in the spring.
- c) The President, along with the Vice President and the UTMaC Brand Ambassador, shall be responsible for the booth at Campus Club Fairs.
- d) The President must act as one of the three signing officers for the bank account. The other two signants are the Vice President and Treasurer.
- e) In the circumstance that the Ethics and Elections Officer does not comply with the mahjong constitution and school policy during meetings, only the President is allowed to investigate the manner and decide whether to give notice of removal.
- f) The President has the right to issue executive orders, however these orders can be struck down with the 'against' votes of two-thirds ($\frac{2}{3}$) of the executive members.

Vice President

- a) The Vice President shall assist in the duties of the President as mentioned above.
- b) In the absence or resignation of the president, the Vice President assumes duties of the President in their absence or resignation.
- c) The Vice President is responsible for overseeing the various committees ensuring that all the activities of the club meet regulations and policies of the University of Toronto and coordinating organizational recruitment efforts.

Secretary

- a) The Secretary is responsible for managing official correspondence in the organization and emails.
 - i) The Secretary is responsible for the initial receipt of communications to the general email account and must either distribute them accordingly or attend to it themselves.
- b) During executive meetings, the Secretary is responsible for keeping a log of meeting minutes and the names of attendees.
- c) The Secretary is responsible for managing and monitoring the UTMaC membership list.
- d) The Secretary is the main registrant for room bookings and grant applications from campus groups.

Treasurer

- a) The Treasurer – in good faith – maintains the financial operations of UTMaC.
- b) The Treasurer must fundraise and solicit donations from campus groups and businesses/organizations in the Toronto area in order to maintain enough funds to hold UTMaC events.
- c) The Treasurer is responsible for advising the financial state of the club to the executive officers.
- d) The Treasurer is also responsible for recording and maintaining all financial transactions for the group.
- e) The Treasurer, along with President and Vice President, will be able to sign cheques and make bank deposits.
- f) The Treasurer must propose the budget by the first executive meeting.

Internal Relations Officer

- a) The Internal Officer will be in charge of disseminating communications within the organization and assisting the President in finding partnerships with other organizations within the University of Toronto.
- b) The Internal Officer should seek to expand the UTMaC network and maintain existing relationships between University of Toronto organizations that support the success of UTMaC.
- c) The Internal Relations Officer is responsible for disseminating communications that include, but are not limited to, regular newsletters/bulletins sent to the general membership, and emails among the executive committee. Furthermore, the Internal Relations Officer must maintain the general email account of UTMaC, keep it up to date with members' contacts, social media accounts, and the UTMaC listserv (Mailing List).

Chinese Relations Officer

- a) The Chinese Relations Officer is in charge of translating all material into Chinese and maintaining and promoting ties with the University of Toronto's Chinese community through the use of social media.
- b) The Chinese Relations Officer will serve as an advisor to the President in promoting the game of mahjong among the Chinese community.

Ethics and Elections Officer

- a) The Ethics and Elections Officer regulates the club's behavior both at the member and executive levels, so that all activities comply with school policies (Code of Student Conduct, UTSU Club policy, Values of University of Toronto, etc.) and the club's constitution and mandate.
 - i) The Ethics and Elections Officer will be responsible for conducting investigations, at their discretion, into whether members have violated school policies or the club's constitution and mandate. In the event that a member does violate these standards, the Ethics and elections officer may give notice of removal.
- b) The Ethics and Elections Officer manages all voting and election processes.
 - i) The Ethics and Elections Officer is in charge of managing elections and deciding the manner in which voting will be conducted (online, in person, etc.) to ensure that no bias will occur. The person holding this office will vote one day before official elections begin in preparation for a tie. The vote will be in a sealed envelope and only to be opened in the event of a tie.
- c) It is the responsibility of the Ethics and Elections Officer to provide ethical advice to other executive officers whenever necessary, so as to avoid uncertainty over ethical culpability.

Games and Rules Officer

- a) The Games and Rules Officer has the responsibility in overseeing games and Canadian Mahjong Federation (CMF) Sponsored Scholarships, and promoting new methods of mahjong variations.
- b) The Games and Rules Officer can create multiple committees based on the different mahjong variations.
- c) The Games and Rules Officer is responsible for making sure people are familiar with the game when they join the club.
 - i) All rules for games convened during club meetings, tournaments, and etc. must be vetted by them.

Marketing and Graphic Design Officer

- a) The Marketing and Graphic Design Officer will manage all of the association's non-Chinese social media presence (i.e Twitter, Instagram, Facebook, Youtube, etc.), however, they may contribute to the Chinese social media platforms if they have the ability to do so.

- b) The Marketing and Graphic Design Officer is responsible for advertising and marketing the club (event poster designs, bulletin designs and any merchandise designs).
- c) The Marketing and Graphic Design Officer will ensure that UTMaC public image is in accordance of the association's mandate and vision.
- d) The Marketing and Graphic Design Officer is entitled to have a committee working under them to execute the advertising and marketing tasks. The tasks will be divided amongst the committee members at the Officer's discretion.

Events Officer

- a) The Events Officer is responsible for the scheduling and operation for all events associated with UTMaC. This includes the entire planning process of events, communicating with other clubs in the case of inter-club collaborations, as well as working in collaboration with the Treasurer to ensure that there are sufficient resources available for the successful execution of events.

UTMaC Brand Ambassador

- a) The UTMaC Brand Ambassador is in charge of promoting the image of the club throughout the campus and attracting members to the club. This can be done during our office hours and other collaborative events within the academic year.
- b) The UTMaC Brand Ambassador is to promote UTMaC as the destination for learning mahjong and learning about Asian culture through games. They are the first point of contact for any University of Toronto student who wishes to know more about the club.
- c) The UTMaC Brand Ambassador is also tasked with advising other executive officers in ways to better attract new members to the club.

Executive Terms Dates

- a) Terms of executive positions shall be from May 1st to April 30th.
- b) After all appointments and elections have been completed, the new executive team begins their terms on May 1st of every year, unless otherwise declared earlier by both the President and Ethics and Elections Officer.

Presidential Line of Succession

- e) The UTMaC Presidential line of succession is to ensure a continuity of a leader in this club at all times. If the president resigns or is removed from office before an elected successor is inaugurated, the Vice President will succeed the President.
- f) The line of succession will be as follows: Vice President, Secretary, Treasurer, Chinese Relations Officer, Internal Relations Officer, Games Officer, Events Officer, Ethics and

Elections Officer.

Executive Meetings

- a) Executive Meetings may be called once every month to update on club's progress and pass any important motions.
- b) An Executive Meeting must consist of at least five (5) Executive Members in order to be called an Executive Meeting.
- c) The Executive Members of a given year may choose to meet more frequently than the minimum of once per month. The results and minutes of these meetings will be recorded by the Secretary and should be kept for review by the general membership.
- d) The President and the Vice President are the only Executive Members who can call a meeting.

Communication Procedures of the Executive Council

- a) It is the duty and responsibility of each UTMaC Executive Member to maintain regular communication with other officers, their committees, and the general membership.
- b) The Executive Council must have a means to communicate with each other every year. This can be in the form of group chats, forums, and any other means that enable all Executive Members to easily communicate with one another.

4. Committees

- a) All executive members, excluding the President and Vice President, are allowed to form and chair a committee consisting of general members.
- b) Members of the committee do not hold executive decision making authority.
- c) The Ethics and Elections Officer and the Games and Rules Officer may form multiple committees due to the nature of their role.
- d) Committee members, also known as staff, are responsible for assisting the executive officer who chairs the committee.
- e) Committee members can only be appointed by the committee Chair and the Club President.
- f) Committee members who either breach the constitution and/or do not fulfill their role will be dealt with by the committee chair, other committee members, and the Ethics and Elections Officer. A decision will be made in a $\frac{2}{3}$ vote majority.
- g) Committee members do not hold the same status as an executive officer thus they do not follow the election and impeachment process.
- h) Committee members who were not previous general members can automatically gain basic level membership without paying the regular membership fee.

5. Event Planning

- a) UTMaC events shall be planned in a clear and organized manner. Events should ideally have a relation to the topic of mahjong.
- b) Any individual responsible for the planning and organization of a UTMaC event is tasked with the following: providing to the Executive Council information, such as financial requirements, budgets, and regular status reports; organizing and coordinating volunteers, equipment, or supplies; maintaining regular communications with any and all event volunteers; and advertising the event to the general membership through posters, website postings, or email notifications (emails are to be forwarded to the general membership by the President, Vice President, or Internal Relations Officer via the UTMaC listserv/Mailing List).
- c) Any individual responsible for the planning and organization of UTMaC event should actively seek participation from the membership in respect of volunteering for and attending the event.

6. Yearly Club Activities

- a) UTMaC Game Nights, where all members are invited to attend, must be held at least once every month (with the exception of exam seasons in December and April).
- b) Business to be conducted at Game Nights are: learning about mahjong, notified updates for mahjong events, teaching new players mahjong, and playing mahjong.
- c) Business conducted at the General Meetings includes, but is not limited to: financial update, event planning, financial allocations, presentations from outside parties, and organizational business, any form of mahjong game session.
- d) It is to be expected that UTMaC will have a booth table at the Orientation Week Club Fair every year.

7. Finances

- a) The group's Executive Members and general members may not engage in activities that are essentially commercial in nature.
 - i) However, this does not preclude the collection of membership fees to cover the expenses of the group, charges for specific activities, or programs and events; nor does it prohibit the group from engaging in legitimate fundraising.
- b) The group will not host activities on campus that affiliate it with a commercial organization, and it will not provide services and goods at a profit when that profit is used for purposes other than those of the organization.
- c) The group will not pay salaries to its officers.

8. Elections

- a) The Ethics and Elections Officer is responsible for officially opening and closing elections before the end of the academic year.

- b) The Ethics and Elections Officer may choose to form an Election Committee to help administer this process during elections.
- c) The Election Committee can be the same as the Ethics Committee if was formed before elections. All members of the Elections Committee shall be unbiased towards the results of the election and shall be required to disclose any and all conflicts of interest in the election.
- d) The Committee is under no circumstance allowed to vote on executive elections -- with the exception of the Ethics and Elections Officer's pre-election vote to break any tie for a position.
- e) The Ethics and Elections Officer and their Committee can accept nominations for candidacy of Executive Positions from the general membership before the beginning of March, so long as they are also registered U of T members (staff, faculty, students and alumni). Candidates have to be members in good standing and must have been part of the group for at least one month prior to the nomination period.
- f) The Ethics and Elections Officer shall select the opening and closing dates of the elections before March 30th for the voting period. These dates will be announced a minimum of two (2) weeks prior to elections dates and must fall on weekdays.
- g) After the election is over, the Ethics and Elections Officer and their Committee shall count the ballots. The candidate with the most votes shall be elected to the position.
- h) The Ethics and Elections Officer and their Committee shall disclose a report of the results of the elections to the general members.
- i) The Ethics and Elections Officer must sign the voting results sheet or write a letter of affirmation to ensure the validity of the voting results.
- j) Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.
- k) Registered U of T members may not vote by proxy.
- l) In the event that not all Executive Positions for the elections are filled, the President has the authority to recruit Executive Members for the following year.

9. Amending the Constitution

- a) Any registered U of T members of the group may propose amendments.
- b) The Executive Members will administer the process of having amendments discussed at Executive Meetings.
- c) Constitutional amendments shall require a two-thirds ($\frac{2}{3}$) majority to be passed at an Executive Meeting.
- d) The Executive Council shall formally adopt the new constitution and submit the revised constitution to University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval.

10. Removal of Executive Members and General Members

- a) 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 Ethics and Elections Officer is in charge of investigating in such situations.

- b) A majority vote of the current members present in favor of removal is required. The Ethics and Elections Officer is in charge of presiding in this vote and overseeing the voting process.
- c) Should any Executive Member fail to act in good faith, the other Executive Members may have him or her removed by a two-thirds (2/3) majority vote at an executive meeting. Subsequently, another Executive Member may be appointed to fulfill the position held by the previous Executive Member removed by the Executive Council. This appointment must be ratified by a majority (2/3) vote during an Executive Meeting.
- d) The member up for removal shall have the right to defend his/her actions to the general membership.
- e) Removed members of this club will lose any privileges associated with being a member of the club and no refunds will be made.
- f) All 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.

11. Impeachment Proceedings

- a) Any Executive Member who wishes to impeach another Executive Member must file a report and send it to the President and the Ethics and Elections Officer for review.
- b) In the event that either the Ethics and Elections Officer or the President is filing the report, they must send it to the other party and the Vice President for review.
- c) A report can be any written or typed document indicating the identity of the person accused, their position, their position description, and reasons for impeachment.
- d) The Articles of Impeachment are as follows
 - i) culpable violation of the Constitution
 - ii) bribery
 - iii) graft and corruption
 - iv) betrayal of public trust
- e) If an Executive Member has been accused of enacting any of the Articles of Impeachment, a private meeting with the Ethics and Elections Officer is to be held, ideally, with both the Accused and Accuser present.
 - i) During the private meeting, the Accused will be notified of the offenses laid against them, and the Accuser must explain in great detail the reason of impeachment.
 - ii) If the Accuser does not appear at the private meeting and fails to indicate a reason for their absence, a rescheduling can occur.
 - iii) If the Accused does not appear at the private meeting and fails to indicate a reason for their absence, the meeting will be marked as 'no defense'.
 - iv) If both the Accused and the Accuser do not appear at the meeting and fail to indicate reasons for their absence, the Ethics and Elections Officer can decide whether to forego the case.
 - 1) If the Ethics and Elections Officer decides to forego the case, a proper explanation of the decision will be given to the Accused and the Accuser.

- f) If a private meeting is successfully held, the Ethics and Elections Officer may thenceforth deliberate whether to put up a vote for impeachment.
 - i) If a vote is put up for impeachment, the entire Executive Council must read the Report of Impeachment and Report of private meeting before voting.
 - ii) Upon voting, the Executive Members should explain the reasoning behind their vote.
 - 1) This applies to convicted, acquitted, or abstained. An abstained vote can also be in the form of 'no' answer.
 - iii) The Ethics and Elections Officer cannot vote. They are solely responsible for overseeing the voting process.
- g) A simple majority, not counting abstentions, is required to impeach the Executive Member.
 - i) Abstentions are allowed in this manner.
 - ii) A majority is defined as the most votes out of total votes.
- h) If a tie is made then the Ethics and Elections Officer must make an executive decision.
- i) If the Accused is convicted, they will face the penalties of
 - (i) the certain loss of the rights and privileges of an Executive Member,
 - (ii) the possible loss of group membership,
 - (iii) the possible banishment from entering club.

The enforcement of penalties (ii) and (iii) will depend on the severity of the Accused's offenses.
- j) If the Accused is acquitted the process ends and a new report must be made on new grounds of impeachment.

As per the University's **Policy on the Recognition of Student Groups**, the **Policy on Open, Accessible, and Democratic Autonomous Student Organizations**, the **Tri-Campus Guidelines on the Recognition of Student Groups**, any actions that affect individual students must provide a way for the student to have a say in the proceeding. This includes having the possibility to appeal a decision of the executive committee to the general membership.

12. Private Executive Acts

- a. If any executive member wishes to impart rules and regulations on other executive members and/or club members, they need the approval of both the President and the Ethics and Elections Officer.
- b. The Ethics and Elections Officer can strike down Acts at any time if they do not comply with the UTMaC constitution, given with reason or a written statement.

Executive Reimbursement Act

- a. Executives/Committee Members may only be reimbursed for purchases for the club when they provide their receipt of purchase and written note explaining the reason of purchase. They must provide these documents to both Ethics Officer and the Treasurer. Only when both parties approve the purchase can the club reimburse this person.

- b. Reimbursements can only be made to Executive members and Staff members. In the specific case were a general member made a purchase for the club, they must obtain a written and signed statement from the executive/committee member prior to the time of purchase.
- c. If the purchase was made by Treasurer, at least one Ethics Officer and at least one President must approve the purchase.
- d. If the purchase was made by the Ethics Officer, approval must be made by at least one Treasurer and at least one President must approve the purchase.
- e. A reimbursement made in the Fall/Winter Academic Session must be declared by the end of the school year, April 30 of the latter year.
- f. Purchases made in the Summer Academic session must be declared by August 31 of that year.

Co-Curricular Record (CCR) Act

- a. Every Executive Member is entitled to apply for a CCR Credit should they wish to do so.
- b. Applying for CCR does not give them special privileges over Executives who did not apply.
- c. Executives must have completed their full term in office in order, finish their term at the end of the academic session, in order to be eligible to apply.
- d. Ethics and/or President may review the application for accuracy and completeness. If any discrepancies arise, the Ethics Officer's decision prevails.
- e. This Act does not guarantee they will be able to receive the credit by the end of the academic session.

Choa Act

- a. Only the President has the ability to give outstanding achievement awards to acknowledge the commitment the executives and staff members have made towards the betterment of the club.
- b. Presidents are not required to give awards and it is possible for some many years for no awards to be given.
- c. Awards can only be awarded to executives who finished their term at the end of the academic session.
- d. Awards must be given at the last executive meeting.
- e. Awards must be verified by the Ethics Officer, in the event the Ethics Officer is being awarded the Vice President must verify the award.
- f. Ethics Officers may revoke the award, after it has been awarded, if there is evidence of one of the following:
 - a. Lack of evidence that the awardee met the requirements
 - b. Bribery or any other ill attempt to provoke or influence the President to award this certification
 - c. Reasons not mentioned that the Ethics Officer decides that the executive is unfit for this award

