



**Constitution of the University of Toronto
Tabletop Gaming Club**

Revised: November 2023

1. General

1.1 Introduction

This document outlines and defines the constitution of the University of Toronto Tabletop Gaming Club (UTTGC). It is the goal of this document to define the organizational structure and processes used to maintain order within UTTGC.

1.2 Interpretation

In this document:

- A. **“UTTGC”** shall mean University of Toronto Tabletop Gaming Club
- B. **“UTSU”** shall mean University of Toronto Students’ Union
- C. **“U of T”** shall mean University of Toronto
- D. **“CRO”** shall mean Chief Returning Officer

2. Statement of Objectives

2.1 Purpose

The purposes of UTTGC are the following:

- A. To unite the tabletop gaming community on campus;
- B. To provide services and organize events to increase morale and enhance the social and academic experience of members;
- C. To provide a common framework within which members can communicate, exchange information, and share experience, skills, and ideas;
- D. To do all other things that are incidental or conducive to these purposes.

3. Membership

3.1 Membership Rights and Regulations

Membership of UTTGC shall be open to everyone, regardless of affiliation to the University of Toronto.

Only registered students of the University of Toronto shall possess the right to vote.

Membership of the club may be applied for at any time, and will be granted upon submission of a membership application containing personal information and payment of a membership fee of \$20. Membership is valid from the day of payment until April 30th of each year (inclusive).

All members shall be entitled with the right to participate in all UTTGC events and activities, attend the Annual General Meeting, and make critiques and suggestions in regards to UTTGC.

Any member may apply for a refund within thirty (30) days of becoming a member. No refunds are permitted within thirty (30) days of the election period or the Annual General Meeting.

For recognition by the UTSU, UTTGC must maintain a minimum of twenty (20) members, with a minimum of 51% of UTTGC membership being 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.

3.2 Termination

Any member of the club who willingly commits an act, which negatively affects the interests of the club and/or its members, including non-disclosure of a significant or continuing conflict of interest, or fails to adhere to the Code of Conduct, may receive disciplinary actions. Said disciplinary actions may include suspensions of social interactions and club activities, expulsion of the UTTGC, served by a member of the Executive Council and in severe cases criminal charges may be laid.

A two-thirds majority of the Executive Council is required to approve any motion to revoke membership.

Any member facing removal shall have the right to appeal the decision of the Executive Council to the general membership. In the case of an appeal, a simple majority vote at the meeting of the general membership shall be required to sustain the revocation of membership.

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. This is a permanent termination, and that member shall not be allowed to re-join at any point in the future.

4. Executive Council

4.1 General Duties and Requirements

The Executive Council shall be comprised of eight (8) voting members.

All voting members of the Executive Council must be currently registered students of the University of Toronto.

Non-voting members may hold only non-voting positions on the Executive Council.

The maximum amount of non-voting positions on the Executive Council shall be one (1) position or ten percent (10%) of the positions on the Executive Council, whichever is greatest.

Each position on the Executive Council will be expected to attend regular Council meetings or provide the President with at least 24 hours advance notice of absence. Each Council member must be either a student, staff, faculty, or alumni of the University of Toronto as defined in 3.1.

Each executive member must have access to the primary method of communication for internal correspondence as determined by the Executive Council for the current term.

4.2 Executive Council Structure

The elected body shall consist of:

- A. The President
- B. The Vice-President, Operations
- C. The Vice-President, Communications
- D. The Vice-President, Finances
- E. The Vice-President, Board Games
- F. The Vice-President, Role-Playing Games
- G. The Vice-President, Card Games
- H. The Vice-President, Miniature War Games

The executive shall be responsible for the direction and management of the affairs of UTTGC in accordance with the provisions of this constitution.

4.2.1 The President shall:

- A. Act as official representative and spokesperson of the UTTGC;
- B. Has the authority, after receiving Executive approval via a two-thirds majority vote, to bind the UTTGC to contracts, agreements, and other obligations;
- C. Provide leadership and guidance to the rest of the executive;
- D. Ensure the Executives carry out their respective duties;
- E. Plan and participate in the organization of all events;
- F. Establish short term and long term goals for UTTGC;
- G. Hold signing officer authority along with the Vice President, Finances for financial purposes;
- H. Preside over board meetings and the Annual General Meeting;
- I. Ensure transition of office to the future Executives
- J. Have the power to appoint any general member to an Executive Council position that is vacant, subject to the approval of the Executive Council by a two-thirds majority vote.

4.2.2 The Vice-President, Operations shall:

- A. Assume the duties of the President in his/her absence;
- B. Plan and participate in the organization of all events;
- C. Assist the President in administrative matters;
- D. Ensure that all the activities of the club meet regulations and policies of the University of Toronto;
- E. Coordinate organizational recruitment efforts.

4.2.3 The Vice-President, Communications shall:

- A. Maintain the membership list;
- B. Maintain online presence, including club website and social media accounts;
- C. Prepare the agenda for meetings;
- D. Record notes and motions for meetings;
- E. Notify all members of meetings;
- F. Handle official correspondence of the organization.

4.2.4 The Vice-President, Finances shall:

- A. Record all financial transactions of the group;
- B. Apply for potential funding on campus;
- C. Hold signing officer authority along with the President for financial purposes;
- D. Shall keep all funds at an accredited financial institution in Canada;
- E. Maintain a budget of income and expenses along with receipts;
- F. Advise members on financial position of the group;
- G. Prepare an annual budget for the group as well as budgets for specific events.

4.2.6 The Vice-President, Board Games shall:

- A. Be responsible for planning and participating in the organizing aspect of events related to board games;
- B. Attend and oversee events related to board games;
- C. Must seek permission for, and keep track of any expenditures accrued during an event related to board games.

4.2.7 The Vice-President, Role-Playing Games shall:

- A. Be responsible for planning and participating in the organizing aspect of events related to role-playing games;
- B. Attend and oversee events related to role-playing games;
- C. Must seek permission for, and keep track of any expenditures accrued during an event related to role-playing games.

4.2.8 The Vice-President, Card Games shall:

- A. Be responsible for planning and participating in the organizing aspect of events related to collectible card games;
- B. Attend and oversee events related to card games;
- C. Must seek permission for, and keep track of any expenditures accrued during an event related to collectible card games.

4.2.9 The Vice-President, Miniature War Games shall:

- A. Be responsible for planning and participating in the organizing aspect of events related to miniature war games;
- B. Attend and oversee events related to miniature war games;
- C. Must seek permission for, and keep track of any expenditures accrued during an event related to miniature war games.

The group may appoint Assistants, Directors, Coordinators, etc. for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

4.3 Removal From Office

Members of the Executive Council that meet any of the following:

- A. Fail to renew their membership;
- B. Fail to send regrets to a meeting that they are unable to attend, by contacting the President at least 24 hours prior to a meeting, at least twice in their term;
- C. Fail to attend three meetings in their term, regardless of having sent regrets;
- D. Fail to fulfill the obligations outlined under their Executive position.

Shall be eligible for removal from office, pending a two-thirds majority vote from the rest of the Executive Council.

Meeting absences due to academic obligations, religious observations, unexpected illness or emergency, or other reasons subject to the discretion of the rest of the Executive Council, shall not count towards these requirements upon presenting the Executive Council with supporting documentation.

5. Elections

5.1 Election Procedure

The Executive Council shall strike the Elections Committee and appoint one (1) Chief Returning Officer and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO shall accept nominations only from group members that are also registered U of T students for candidacy of executive positions from the general membership up to fourteen (14) days prior to the first election date. Candidates have to be members in good standing and be registered members for at least thirty (30) days prior to the nomination period. Interested candidates must contact the CRO via their University of Toronto email address, which must match their email address the club has on record.

The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each registered U of T student with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the Executive Council, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Council and general members.

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

Only U of T students who have paid any applicable membership fees and have been a member in good standing for thirty (30) days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

6. Finances

6.1 General

The Vice President, Finances shall keep records of all income and expenses. The Vice-President, Finances shall present the group's financial health at the Annual General Meeting. The Executive Council will vote on expenditures of over \$250.00 by two-thirds majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

7.1 Annual General Meeting

The group shall hold an Annual General Meeting once per year, in the Fall semester. The Executive Council will announce the date at least two (2) weeks prior to holding the meeting.

This date:

- A. Shall be at least forty (40) days after the first day of Fall classes;
- B. Shall be a weeknight;
- C. Shall not occur during Fall reading week;
- D. Shall be prior to the start of Fall examinations.

This meeting is intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require two-thirds majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

7.2 Executive Council Meetings

The Executive Council shall meet on a monthly basis where date and times are to be set by the executive. The quorum of executive meetings shall be 50%+1 of executives.

Each Executive Council member shall provide a report to the Executive Council at each monthly meeting. This report shall summarize the Executive Council member's recent activities.

8. Amendments

8.1 Constitutional Amendments

Any registered U of T members, who have paid any applicable membership fees and have been a member in good standing for thirty (30) days prior to the Annual General Meeting may propose and vote on amendments to this constitution. Proposals shall be submitted up to seven (7) days prior to the Annual General Meeting so that they may be reviewed by the Executive, legal counsel, and the Student Life department at the University of Toronto. The Executive Council will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a two-thirds majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Council shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc.) within two (2) weeks of its approval by general members.