



Constitution of the University of Toronto Women's Flag Football Club

1. Name

The official name of this recognized campus groups is “*University of Toronto Women's Flag Football Club*”

The acronym or abbreviation of this group is: *UTWFF*

2. Purpose and Objectives

The purpose of this organization is to integrate sport and a sense of community in a competitive and athletic environment. The aim is to provide a safe and inclusive space where all students feel welcome. The University of Toronto Women's Flag Football (UTWFF) team aims to provide the student population at the University of Toronto an opportunity to learn and experience the sport of flag football in an authentic league to compete against other universities and institutions within the Ontario region in association with the Ontario Women's Intercollegiate Football Association (OWIFA). The first and foremost goal is to have fun, followed by the achievement of team cohesion and, finally, to develop a competitive drive under the principles of TrueSport. This organization will participate at various tournaments across Ontario and strive for victory.

3. Membership

Membership to the group is open to all University of Toronto members (students, staff, faculty and alumni). However, only UofT students are permitted to run, nominate, and vote in elections and constitutional amendments. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be roughly between \$100-125 per year. Membership fees can fluctuate throughout the years.

To ensure membership inclusivity and access to participation, payment plans are available in two separate installments in which two-thirds, then one-third of the membership fee will be paid on two specified dates which will be agreed on by the general member and the Financial Officer. Changes to the initial proposal



of two separate installments can be granted on an individual basis if needed. If necessary, subsidized membership fees are available by way of club sponsorship, fundraising, or delegation through UTWFF on a case by case basis.

Any member of the club may apply for a refund within one month of the payment, granted that they have not participated in or attended any tournaments. A partial refund may be granted by the discretion of the Financial Officer.

4. Executive List and Duties

The Executive Committee shall be composed of up to at least seven (7) elected officers: These include a President, a Vice President, a Financial Officer, a Media Relations, an Events Coordinator, an Equipment and Recruitment Manager, and a Rookie Representative(s).

Commissioners and Officers may be dismissed by a majority vote of two-thirds of the full council or by a mandate of the President and Vice President, subject to the approval of a simple majority of Council. Grounds for the dismissal shall be:

- a) Consistent failure to implement the policies and projects of his or her commission as approved by Council.
- b) Failure to comply with his or her constitutional responsibilities.

The President shall:

- a. Oversee the operations, management and success of the group
- b. Be the spokesperson for the group.
- c. Preside over board meetings as well as general meetings.
- d. Ensure transition of office to the future executives.

Additional responsibilities may include:

- Chairs and attends all UTWFF-related meetings.
- Acts as liaison with the Ontario Women's Intercollegiate Football Association (OWIFA)
- Involved in the selection and recruitment of the coaching staff (All coaches are required to have past or present experience in football).

The Vice President shall:

- a. *Maintain the organization of the team, including players and coaches information.*
- b. *Work with the President regarding club operations.*
- c. *Work with the Financial Officer to ensure all financial matters meet predisposed guidelines.*
- d. *Work with Events Coordinator and Media Relations to communicate team announcements.*
- e. *Work with the Equipment and Recruitment Manager to maintain equipment inventory.*

Additional responsibilities may include:

- Assume the duties of the President in his/her absence.
- Oversee the various committees.
- Ensure that all activities of the club meet regulations and policies of the University of Toronto.

The Financial Officer shall:

- a. Oversee financial affairs.
 - i. Record all financial transactions of the group.
 - ii. Maintain a budget of income and expenses on the program's behalf along with receipts.



- iii. Prepare an annual budget and advise members on the financial position of the group.
 - iv. Holds signing officer authority.
 - v. Apply and keep track of funding applications
- b. Work with the Events Coordinator and Equipment Manager to ensure the budget is maintained or should be adjusted.
 - c. Keep the President and Vice President informed of all budget changes immediately.
 - d. Ensure that all financial matters are coherent with administrative records (eg. player fees).

Additional responsibilities may include:

- Assume the duties of the President in his/her absence.
- Oversee the various committees.
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto.

The Events Coordinator shall oversee and organize the following program events:

- a. Rookie night: This event will take place in the Winter session either before the UofT Annual tournament or on its final night as a celebration of the new members to the program. The Events Coordinator is responsible for securing a safe location for the event and must enforce the legal drinking age. While there will be alcohol served at the event, the Events Coordinator must ensure that no UTWFF members are pressured or feel pressured into partaking in alcoholic events.
- b. Fundraisers: These events will be held throughout the academic year to raise money for the program and ideally at least one charity. All proceeds will go to program expenditures and may be used to alleviate players' fees. Allocation of all revenue will be decided between the Events Coordinator and President.
- c. Banquet: The end of the academic year will be organized by the Events Coordinator and celebrated with the Athletic Banquet. This will not be of extra cost to players and coaches.
- d. Other social events: The Events Coordinator is free to create and organize other social events.
- e. In addition to working with Rookie Representative(s) to incorporate and implement event ideas.

The Media Relations shall:

- a. Be literate in graphic design to ensure media posts are appealing, eye-capturing, and informative.
- a. Update all social media pages (Facebook, Twitter, Instagram) with current events, dates, practice schedules, executive decisions, game schedules, and all other team updates.
- b. Update the social media team roster with player information, the coaching faculty, and the executive members; UTWFF game schedule, statistics and gamesheets; and news and media.
- c. Act as the council secretary during the Executive Council meetings and record all meeting minutes, and relay relevant information on the council and all members.
- d. Maintain relations with the UofT community and OWIFA on all social media platforms.
- e. Maintain the team website, including a photo gallery, team roster, contact, statistics, schedule, etc.

The Equipment and Recruitment Manager shall:

- a. Coordinate with coaches to determine team's equipment needs and variations, design of new uniforms, and the like.
- b. Select vendors and purchase sporting equipment and uniforms.
- c. Attends or schedules staff to attend all home athletic events and travels with athletic teams to "away" competition; ensures all equipment needs are met at sporting events.
- d. Maintains inventory of all sporting equipment and supplies.
- e. Fits or monitors fitting of athletic equipment to ensure athletes receive appropriate equipment.



- f. Work with the Financial Officer in adhering to and adjusting the budget sheet.
- g. Performs other program management duties related to athletic teams such as coordinating sport camps and administering special budgets for bowl games.
- h. Recruit players to the program throughout the season.
- i. Work with Media Relations to advertise player recruitment.
- j. Be responsible for taking meeting notes every meeting, and ensure notes are relayed to absent members at the meeting.

The Rookie Representative shall:

- a. Lead and organize a minimum of two rookie events.
- b. Work with the rookies in organization to illuminate their thoughts, opinions, and/or concerns.
- c. Work with the Events Coordinator to contribute ideas, and organize and implement team events.
- d. Work with the Financial Officer to assist with any financial duties.
- e. Work with Media Relations to assist in continuous engagement within the online atmosphere.

Termination of Executives or General Members:

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 in consideration for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favour of removal is required.

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 or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members of the committee to conduct and hold elections in March. All members of the Elections Committee 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 CRO shall accept nominations only from group members that are also registered UofT students 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 month prior to the nomination period.

The CRO and Scrutinizers shall provide each UofT member 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 committee, 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 Committee and general members.

Only UofT students 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.

The term of executive positions shall be from May 1st to the next year on April 30th.

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members of the committee to conduct and hold annual elections at the end of year Athletic Banquet (April). All members of the Elections Committee 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 CRO shall accept nominations only from registered program members. The CRO and Scrutinizers shall provide each program member with a ballot on the voting date and ask members to place their ballot by the end of the banquet.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, 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 Committee and general members of the program.

The term of executive positions shall be from May 1st to the next year on April 30th.

6. Finances

The Financial Officer shall keep track of all income and expenses. The Financial Officer shall present the group's financial health at the annual general meetings. The Executive Council will vote on expenditures of over \$100.00 by 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

A) Annual General Meetings (AGMs)

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Council will announce these dates 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 $\frac{2}{3}$ majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

B) Executive Council Meetings

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

8. Amendments

Any registered UofT members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require $\frac{2}{3}$ majority to be passed at Annual General Meetings by registered UofT members in attendance.

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