

Constitution of “University of Toronto Pokémon Club”

1. Article One – Name and Purpose

- 1.1 The official name of the recognized student group is “University of Toronto Pokémon Club”.
- 1.2 The official acronym or abbreviation of the group is “UTPC”.
- 1.3 The organization is established with the primary aim of fostering a cohesive community for students with an interest in different Pokémon series games, offering a platform for interaction and relaxation outside of academic pursuits. The platform will contain three divisions: Pokémon GO Division, Pokémon Card Trading Division, and Pokémon Core Games Division.

2. Article Two – Members and Membership Fee

- 2.1 The group shall maintain a list of group members. These members are known as trainers.
- 2.2 To join the club as a Trainer, one needs to join the Discord server and maintain an activity level. (refer to Article Ten)
- 2.3 The membership fee will be \$0 per year.
- 2.4 All trainers (who are registered students at The University of Toronto) have voting membership and can vote during the annual club elections.
- 2.5 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.

3. Article Three – Rights of Members

- 3.1 All voting members have the right to attend all general meetings of members.
- 3.2 All voting members have the right to vote at all general meetings of members.
- 3.3 All voting members have the right to vote in general elections and referenda (e.g., reform of the club), and the elections of their departments.
- 3.4 All voting members have the right to stand for election unless otherwise stated in this document.
- 3.5 The right set forth in 3.1.1 to 3.1.4 shall not be granted to the non-voting members as referred to in Article Two.

4. Article Four - Executive Committee

- 4.1 The term of office for all positions on the Executive Committee shall be from May 1st of the current year to April 30th of the following year.
- 4.2 The electoral and voting procedures for executive members are conducted annually in the month of April.

- 4.3 Should a position on the Executive Committee become vacant after September 15th, the Executive Committee may, by majority vote, appoint a trainer to fill the empty position.
- 4.4 The Executive Committee shall be comprised of President, Secretary, Treasurer, Marketing Coordinator, and Leaders and Clerks of each department, which all are elected via elections in which general members (trainers) vote in.
- 4.5 The Core Executive Committee consists of President, Secretary, Treasurer, Marketing Coordinator.
- 4.6 Should a position in the Core Executive Committee become vacant before September 15th, a fall by-election shall be held no later than October 15th.
- 4.7 Should a Department Leader or Clerk position become vacant during the year, a replacement shall be elected by all members in the department, held by a member in the same department that is neither the leader or clerk.
- 4.8 No members 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.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Be eligible to vote at meetings of Executive Committee.
- 5.1.2. Oversee the group's operations, management, and success by supervising and guiding daily activities, ensuring efficient management, and driving the achievement of the group's goals and objectives.
- 5.1.3. Ensure that all initiatives and actions align with the organization's mission and vision.
- 5.1.4. Serve as spokesperson for the group.
- 5.1.5. Hold joint signing and financial authority with the Treasurer.
- 5.1.6. Propose and preside at meetings of the Executive Committee and/or members.
- 5.1.7. Ensure a transition of office from one year to the next.

5.2. The Secretary shall:

- 5.2.1. Be eligible to vote at meetings of the Executive Committee.
- 5.2.2. Maintain a current name and university email list of groups voting members.
- 5.2.3. Maintain the group website and Executive Committee contact list.
- 5.2.4. Record the minutes and motions of all Executive Committee meetings, report agendas to the Executive committee, and send announcements to the general members in the group.
- 5.2.5. Schedule the meetings and notify all members of general meetings and the

Executive Committee members of meetings of the Executive Committee.

5.2.6. Perform the duties of the President in his/her absence.

5.3. The Treasurer shall:

5.3.1. Be eligible to vote at meetings of the Executive Committee.

5.3.2. Record all financial transactions of the group.

5.3.3. Hold joint signing and financial authority with the President and the secretary.

5.3.4. Maintain a budget of income and expenditure, including an annual budget for the group.

5.3.5. Prepare and present to voting members the annual Budget at the beginning of the fall term but no later than October 30th in the general meeting (Article 8).

5.4. The Marketing Coordinator shall:

5.4.1. Be eligible to vote at meetings of the Executive Committee.

5.4.2. Enhance the club's visibility online and within the campus community by engaging in promotional activities across social media channels and other relevant platforms.

5.4.3. Oversee the regular maintenance and management of the club's official website and all associated social media accounts, ensuring they are consistent, accurate, and up-to-date representations of the organization.

5.4.4. Coordinate with department leaders by providing guidance and support for their activities, including the production of promotional materials, social media engagement, and campus-wide promotions.

5.4.5. Maintain and manage the club's Instagram account.

5.4.5. Maintain a positive and inclusive environment within the Discord server and monitor member activity levels.

5.5. Department Leaders shall:

5.5.1. Be eligible to vote at meetings of the Executive Committee.

5.5.2. Oversee the operations and management of the department.

5.5.3. Conceive the activities of the department, and ensure these activities align with the club's mission and vision.

5.5.4. Set an annual objective for the department by September 15th and ensure the approaching to the objective via a biweekly report in an Executive General meeting (refer to Article Eight), and completion of the objective by March 31st.

5.5.5. The department leader may appoint department helpers as needed to support departmental activities.

- 5.5.6. Organize a minimum of three activities annually, each with at least ten attendees, whose names and university emails are documented.
- 5.5.7. Maintain an updated list of the names and university emails of active additional members in the department, ensuring it is accessible to all Executive Committee members.
- 5.5.8. Conceive the Discord channel structure of the department and coordinate with the Secretary for its implementation.

5.6. Department Clerk shall:

- 5.6.1. Be eligible to vote at meetings of the Executive Committee.
- 5.6.2. Maintain a current name and university email list of voting members in the department.
- 5.6.3. Record the minutes and motions of departmental meetings. report agendas to the Department Leader and send announcements to the members in the department.
- 5.6.4. Schedule the departmental meetings and notify all the members in the department.
- 5.6.5. Maintain a positive and inclusive atmosphere in the channel of the Discord server for the department.

5.7. Department Helper shall:

- 5.7.1. Not be eligible to vote at meetings of the Executive Committee.
- 5.7.2. Be appointed through a report submitted by the department leader to the Executive Committee. This report shall be accessible to all Executive Committee members.
- 5.7.3. Be appointed for a maximum period of one month at a time. Extensions can be made through the same process stated in 5.7.2. However, if an objection is raised at any time during the appointment, the matter must be reviewed and resolved by the Executive Committee through the Executive Committee meeting.

6. Article Six – Elections

- 6.1 The election shall be held by a member who is not nominated.
- 6.2 The election shall be held starting April 1st and end on April 30th of the same year.
- 6.3 Voting members are eligible to nominate themselves.
- 6.4 Voting members are eligible to vote for each position.
- 6.5 The notice of the vote should be released at least one (1) week prior to the opening of balloting.

- 6.6 The candidate with the plurality of votes for each position of core members shall be deemed the victor. Should a candidate run unopposed, they must obtain a majority of “Yes” from a “Yes/No” question to be declared the winner.
- 6.7 In the event of a tie, the winner shall be determined by coin toss.
- 6.8 Complaints about the election shall be submitted via a complaint form anonymously, which must be accessible to all club members during the election.

7. Article Seven – Referenda

- 7.1 The referenda shall be held by a member who is not nominated.
- 7.2 A Referendum may be initiated by either a majority vote of Executive Committee or by a petition with the signatures of at least 10% of the voting members.
- 7.3 Notice of the vote must be published at least one week prior to the opening of balloting.
- 7.4 All voting members of the club shall be eligible to vote on a referendum question. 7.5 A majority vote shall be required for a question to be considered approved.

8. Article Eight – Finances

- 8.1 The department budget shall be approved by majority vote in the executive meeting and may be subject to amendment at subsequent meetings by majority vote.
- 8.2 All cheques and financial commitments of the club must be signed by the treasurer, as well as one of the president and the secretary.
- 8.3 The group may not engage in activities that are essentially commercial in nature.
- 8.4 The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.5 The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group. 8.6 The group will not pay salaries to any of its officers.

9. Article Nine – Meetings

- 9.1 The Executive Committee shall meet biweekly, while the Core Executive Committee shall convene weekly.
- 9.2 If a department is planning an event within the next two weeks, either the department leader or the department clerk must attend the Core Executive meetings for both this week and next.
- 9.3 The quorum for both the Executive Committee and the Core Executive Committee meetings shall be 50% plus one of the voting members of the Executive Committee.
- 9.4 The group shall hold general meetings by October 30th and January 31st to provide the general membership with an opportunity to review the group’s annual activity plan, financial health, and to propose or vote on constitutional amendments.

- 9.5 The general meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, except where these rules conflict with the Constitution.
- 9.6 The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks in advance.
- 9.7 The Secretary shall maintain a written record of proceedings at each meeting. In the Secretary's absence, the Executive members present may appoint a Secretary pro tempore. The Secretary shall publish the minutes promptly and make them available for inspection by the Council.
- 9.8 The Speaker of Council shall preside over general meetings. In the Speaker's absence, the voting members present may appoint a Speaker pro tempore. The Speaker or acting Speaker shall not vote.

10. Article Ten - Termination of Membership

10.1 Voluntary Termination

- 10.1.1 Any Trainer may request to terminate their status of current membership (following as "status") at any time of the year.
- 10.1.2 They must submit a Termination Form to one of the members of the executive committee. The form is automatically approved upon submission.
- 10.1.3 The termination of the status is valid at the first day of the next month.
- 10.1.4 Before the termination is valid, only the concerned Trainer themselves may request to invalidate the termination.
- 10.1.5. Trainers can rejoin as members later even if they left the club before.

10.2 Violation of Club Conventions

A Trainer shall be considered violating the club conventions should one of the following occurs:

- 10.2.1 Makes discriminatory or harassing remarks, or other disrespectful remarks targeting another Trainer in the Discord server twice (2) in one year. And the remarks are determined intentional by at least three (3) other Executive Committee members.
- 10.2.2 Makes discriminatory or harassing remarks, or other disrespectful remarks targeting another club member in the Discord server four times (4) in one year.
- 10.2.3 Harms or makes personal assault to another club member in person, and evidence is determined sufficient by at least two (2) other Executive Committee members.
- 10.2.4 Vandalizes club or club member's properties in a club activity
- 10.2.5 Sends no messages in the Discord server for three (3) months and does not participate any club activities within these months.

10.3 Neglect of Duties

An Executive Committee member should be considered in neglect of their duties should one of the following occurs:

- 10.3.1 Misses two (2) or more regularly scheduled Executive Committee meetings without notifying in the Executive Committee ahead.
- 10.3.2 Fails to fulfill the duties outlined in Article Five - Executive Committee Composition and Duties.

10.4 Compulsory Termination

- 10.4.1 If a club member is alleged to violate the club conventions (except 10.2.5, for which, see para. 9), or if an Executive Committee member is alleged to be in neglect of their duties, the President, or another Executive Committee member, shall schedule a meeting with the individual within two weeks of receiving the complaint.
- 10.4.2 If, after the meeting takes place, the President or another Executive Committee member is still unsatisfied with the individual's performance, a motion for membership termination may be presented at the next scheduled Executive Committee meeting.
- 10.4.3 The member in question shall be given prior notice of the motion of membership termination at least two days before the meeting occurs.
- 10.4.4 At the meeting, the President, or alternate, shall provide an account of the initial meeting with the individual.
- 10.4.5 Next, the presenter of the motion for dismissal shall outline the reasons for membership termination.
- 10.4.6 The member in question will then be given the opportunity to explain themselves to the Executive Committee.
- 10.4.7 The Executive Committee may then deliberate on the matter, with the outcome being decided by two-thirds of the Executive Committee members vote.
- 10.4.8 It is recommended that immediately following the presentation of the motion for membership termination, the Executive Committee move in camera.
- 10.4.9 If the violation of the club convention is 10.2.5, the Marketing Coordinator should ask the individual for the reason for violation immediately. The individual's membership is immediately terminated upon failure to provide a reason in three (3) days after this.

10.5 Compulsory Termination by Referendum

- 10.5.1 An Executive Committee member may also be removed by a referendum initiated by members of the constituency.
- 10.5.2 A referendum to remove an Executive Committee member shall be initiated upon receipt of a petition signed by at least 10% of the constituency.

- 10.5.3 The Executive Committee must initiate a referendum within two weeks of receiving the petition from constituents.
- 10.5.4 The referendum will be subject to the rules and regulations outlined in Article Seven – Referenda.
- 10.5.5 A referendum to remove a Department Leader or Clerk shall be initiated upon receipt of a petition signed by at least 10% of the members of the department.
- 10.5.6 A department meeting shall be called within two weeks of receiving the petition from floor members.
- 10.5.7 The department members shall vote on whether the Department Leader of Clerk should be removed.

10.6 Appeal Committee

- 10.6.1 When removal of an executive member from office or the termination of membership has been decided by the executive committee, the member will be able to make an appeal to a second group known as the appeals committee.
- 10.6.2 The appeal committee consists of few club members who aren't part of the executive committee.
- 10.6.3 If the appeal committee, finds the judgement made by the executive committee invalid, the member's membership will not be terminated. In case of executive committee, club trainers will be allowed to vote if they would like a replacement or continue with the same person.

11. Article Eleven – Amendments

- 11.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 11.2 All voting members may propose and vote on amendments to the constitution.
- 11.3 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.
- 11.4 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.