

# Constitution of The University of Toronto Esports Club

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## **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is The University of Toronto Esports Club.
- 1.2. The official acronym or abbreviation of the group is UTES.
- 1.3. The purpose of the organization is to promote esports by creating teams for various esports, and communities around those games.
- 1.4. The UTES will make use of a subgroup structure to allow for management specific to the needs of each sport individually.

## **2. Article Two – Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students at the University of Toronto.
- 2.3. Voting membership is open only to registered students at the University of Toronto.
- 2.4. 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.
- 2.5. There will be no membership fee.

## **3. Article Three – Rights of Members**

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

#### **4. Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be composed of five voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students at the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. Non-voting members will be appointed by a majority vote of the voting members of the Executive Committee
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person 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. Only be available to those who have an academic term of Executive Committee or staff experience under UTES subgroups,
- 5.1.2. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.3. Oversee the operations, management, and success of the group,
- 5.1.4. Serve as spokesperson for the group,
- 5.1.5. Hold signing and financial authority along with the Treasurer,
- 5.1.6. Preside over meetings of the Executive Committee and/or members,
- 5.1.7. Ensure a transition of office from one year to the next,
- 5.1.8. Coordinate organizational recruitment efforts,
- 5.1.9. Appoint an Interim President in the scenario they will not be present for extended periods of time,
- 5.1.10. Assist each other member of the Executive Committee with their duties.

### **5.2. The External Affairs shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Act as liaison for partnerships and sponsorships to UTES,
- 5.2.5. Be responsible for outreach and responses via email including student affairs,

### **5.3. The Operations Manager shall:**

- 5.3.1. Be held by two (2) persons per term,
- 5.3.2. Be eligible to cast votes at meetings of the executive committee,
- 5.3.3. In coordination with the president, create plans for growth and execute strategies,
- 5.3.4. Oversee Game Heads and coordinate their events with the entirety of UTES,

### **5.4. The Treasurer shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Record all financial transactions of the group,
- 5.4.3. Hold signing and financial authority along with the President,
- 5.4.4. Maintain a budget of income and expenses,
- 5.4.5. Advise members on financial position of the group,
- 5.4.6. Prepare an annual budget for the group.

## **6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. To be officially nominated, a member must receive a nomination from at least 5 current students of the group.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.6. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.7. The elections must be held and completed at least ten days before the end of the term described in 4.1.

## **7. Article Seven – Finances**

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer shall present the group's updates on the group's financial position at the annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership with an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **9. Article Nine - Termination of General Membership**

- 9.1. The Executive Committee may revoke the membership of 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal against the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a ½ (50%+) majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. 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.
- 10.4. 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.

## 11. Article Eleven - Structure

- 11.1. The UTES shall have subgroups corresponding to each esports the group members participate in.
  - 11.1.1. Each of these subgroups will follow all rules of the UTES,
  - 11.1.2. The subgroups are part of the UTES and are not separate groups,
  - 11.1.3. Each subgroup shall have community guidelines that adhere or align with those initially set out by UTES,
  - 11.1.4. Each subgroup shall have a Game Head appointed by the previous Game Head.
- 11.2. The Game Heads shall:
  - 11.2.1. Ensure their subgroup follows all the rules of UTES,
  - 11.2.2. Manage the esports team of their subgroups,
  - 11.2.3. Represent the needs of their subgroup to the Executive Committee,
  - 11.2.4. Communicate with the Operations Manager to incorporate their events as part of UTES,
  - 11.2.5. Appoint necessary staff to manage their subgroup.
- 11.3. Each subgroup shall have staff appointed by their respective Game Head to help them manage the subgroup.
  - 11.3.1. Subgroup staff structure, such as the need for an executive/administrative team, are to be made at the discretion of the Game Head.
  - 11.3.2. Upon their designation, the Game Head must designate specific and measurable expectations for staff of what it means to fulfill their role (e.g., join a minimum of 2 times in a staff meeting per month).
  - 11.3.3. The staff are not members of the Executive Committee.
- 11.4. Game Heads can be stripped of their benefits including access to sponsorships, budget and official UTES social media via UTES if deemed as not fulfilling their role through majority (>50%) vote by the Executive Committee.
- 11.5. New subgroups can be created by a majority (>50%) vote of the Executive Committee.
  - 11.5.1. New subgroups must have an appointed Game Head.
  - 11.5.2. New subgroups can be removed from UTES by a majority (>50%) vote of the Executive Committee.

## **12. Article Twelve – Removal of Subgroup Staff/Game Heads**

- 12.1. Issues within subgroups should first be handled internally by the Game Head and any corresponding staff.
  - 12.1.1. Game Heads or staff are encouraged to hold an amicable discussion to resolve internal conflicts and may consult an Executive member for informal assistance.
  - 12.1.2. Any member who feels wronged by actions by Game Heads, subgroup staff, or feels that Game Heads/Subgroup staff are not properly fulfilling their role reserves the right to openly approach the Executive Committee about their concerns via the formal complaint process outlined in 13.1.
- 12.2. Game Heads reserve the right to remove non-staff and non-executive members from their social servers that violate community guidelines set out in 11.1.3.
- 12.3. Game Heads are not to remove staff from their subgroups unless one of any of the following have occurred:
  - 12.3.1. The staff member has clearly violated the Code of Student Conduct by the University of Toronto's Office of the Governing Council,
  - 12.3.2. The staff member has been explicitly informed of concerns regarding their behavior or failure to perform in their role and continue in said behavior, as outlined in 11.3.2,
  - 12.3.3. The staff has been removed by vote as outlined in 12.5.
- 12.4. Executive Members may remove staff from any subgroup following any of the procedures outlined in 12.3.
- 12.5. Game Heads or Subgroup Staff may be removed from their position by a vote held by their associated subgroup staff team.
  - 12.5.1. The vote must be moderated by a member of the Executive Committee,
  - 12.5.2. The Executive Committee is liable to provide a case summary of the events leading to the vote,
  - 12.5.3. A majority (>50%) vote of the associated subgroup staff team must vote the Game Head or staff off,
  - 12.5.4. In the case of a successful removal vote of a Game Head, the Executive Committee reserves the right to place the next Game Head for the subgroup as they see fit.
- 12.6. Game Heads, Staff, and Executive members may be removed from their position by a formal Conflict Complaint as seen in Article 13.1.

### **13. Article Thirteen – Conflict Complaint Processes**

- 13.1. A Conflict Complaint process under UTES continues as follows:
  - 13.1.1. Complainants are provided with the opportunity to provide rationale and/or proof, in no more than 3 pages, double-spaced, 12-font Times New Roman, demonstrating their cause for conflict, concern, and a desired action to be taken.
  - 13.1.2. The Executive Committee will proceed by reviewing the complaint.
  - 13.1.3. The Executive Committee must always consult individuals directly related to the complaint.
  - 13.1.4. If necessary, the Executive Committee will complete an investigation regarding the complaint, consulting with any related parties.
  - 13.1.5. The Executive Committee will deliberate on appropriate action for the situation post-investigation/consultation, such as the removal of an individual from a given role, probationary periods, or subgroup leadership change.
- 13.2. Cases which require anonymity are to refer to Student Life for support.
- 13.3. All members including Game Heads, Staff, and members of the Executive Committee are subject to the Conflict Complaint process.
- 13.4. Members of the Executive Committee are unable to hold a vote for action if a complaint is made against them.
- 13.5. Removal from role (Game Head, Staff, or Executive) via Conflict Complaint does not entail termination of membership.
- 13.6. The Executive Committee holds the right to disregard any formal complaint if deemed like a resolved case.
  - 13.6.1. The Executive Committee may only disregard formal complaints by a majority (>50%) vote of the Committee.
  - 13.6.2. The Executive Committee must provide reasoning to the complainant as to why their complaint will not be escalated.
- 13.7. Executive decisions regarding Conflict Complaints are final.
  - 13.7.1. If a complainant does not feel the outcome was sufficient, they may contact the Recognized Campus Organizations Student Life Officer.