

Name: University of Toronto Naginata Club (UTNC)

1. Purpose:

The University of Toronto Naginata Club exists to practice and study the Japanese Martial Art of Naginata. Naginata is dedicated to the physical and mental development of the individual and fosters positive communication, teamwork, and discipline. The UTNC dedicates itself to respect the individual and the community. It strives for self-cultivation through the pursuit of this martial art.

2. Affiliations:

UTNC is a member of the Canadian Naginata Federation, and through this association, also a member of the International Naginata Federation. As a member, UTNC pays an annual membership fee to the CNF. All members of UTNC are therefore welcome to participate in any CNF-sponsored or INF-sponsored events such as tournaments and seminars, both within Canada and internationally.

UTNC has a sister club called UofT Beginners' Naginata. UTNC provides support for UTBN in the form of Naginata instruction. UTNC members are welcome to participate in UTBN practices or events.

3. Membership:

- Voting membership is open to all registered students of the University of Toronto.
- Voting membership is open only to registered students of the University of Toronto.
- 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.
- Only Voting Members are eligible to:
 - I. Run for elected executive positions
 - II. Serve as UTNC Volunteers
 - III. Vote in elections
 - IV. Vote in general meetings
- All members will pay a per semester membership fee, and all fees will go toward maintaining and improving the club (i.e. for practice space, club equipment, club-sponsored socials, and tournament trips.)
- The membership fee will be \$60 per year.
- All members will be kept on a membership roster until they have been absent from practice for a full academic year.
- All members are encouraged but not required to join the Canadian Naginata Federation, if they wish to participate in CNF-sponsored events (i.e. tournaments, seminars, and gradings).

4. Executive Team

(1) Executive Team:

- The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- The Executive Committee shall be comprised of 4 voting members.

- All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- Non-voting members may hold only non-voting positions on the Executive Committee.
- The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 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.

(2) Executive Team Duties and Responsibilities shared by the Executive Team:

- Executive members have a responsibility to uphold and encourage respect for each other and every UTNC member.
- Assist with the organization and running of club events such as: Clubs Day, socials, financial paperwork, naginata maintenance, and other events as needed, within reasonable capability.
- Must attend practice regularly to be visible and accessible to the general membership as well as cultivate their own skill in Naginata as a role- model for new members.
- It is highly recommended that executive members attend all practices, but they are required to attend at least 8 scheduled practices per semester if they wish to return to the executive team next year, barring extenuating circumstances.
- Must attend and participate actively in all executive meetings, barring extenuating circumstances.
- Classwork is not an extenuating circumstance.
- Should inform the executive team when they cannot attend a meeting, and inform the president if they cannot attend a practice to be excused.
- Must aid in the transition from the prior executive team to the newly elected executive teams.
- Must exchange contact information at the start of each term in order to ensure smooth planning of events and meetings.
- All executive members are responsible for helping to plan Gasshuku along with the Captain.
- Failure to meet the responsibilities of one's executive position as outlined in the constitution will result in one warning per offense. After the second warning, the executive team will determine whether or not that member should remain a part of the executive team. If the member in question is to be removed, 60% of the executive team must vote in favour of removal in order for the movement to pass.
- If for any reason, an executive member would like to leave their position, they must notify the president immediately.
- If a position remains unfilled, a by election may be held among eligible voting members to fill the position. An executive member shall take on the responsibilities of the open position until someone is elected.
- As per UTSU club policy, at least 50% of the executive members with voting privileges shall be registered students of the University of Toronto and a member of UTSU (defined as registered full-time Undergraduate students at the St. George Campus).

- Disclosure of accessibility problems for accommodations is not required and will not be asked for per University of Toronto regulations. Any disclosure will be kept confidential and not recorded.

5. Executive Role Descriptions

(1) President:

- Primary representative of the University of Toronto Naginata Club.
- Must have one year of executive experience (any role) to hold this position.
 - in the event that the president steps down and there is no one else that fulfills this requirement, anyone who has had a minimum of 4 months executive experience (any roll) can hold this position
- Responsible for facilitating conflict resolution between club members and ensuring that the UTNC community is receiving the support needed from the Executive Team.
- Responsible for the co-ordination and organization of all club activities.
- Ensures that the mission statement, objectives and long term goals of the club are being met.
- Responsible for the completion of all necessary club-related paperwork: Ulife, UTSU, and CNF recognition at the beginning of each academic year and other paperwork as needed.
- Ensures that (advanced) practices are booked.
- Responsible for scheduling executive meetings as needed.
- Acts as one of the three signing officers and financial authority for financial transactions from the UTNC bank account.
- Responsible for attending one of the mandatory UTSU executive training days, along with the Treasurer, to ensure club recognition.
- Responsible for keeping the attendance roster and recording attendance records and excused absences.
- Updates and maintains the club Facebook account by deleting inappropriate posts, and helping members find the group through the club email.
- Responsible for updating the website, the Facebook group and email with information on important events, practice times and locations.
- Changes the passwords for Gmail and the website at the start of each term and during the transition to new executive teams.
- Works with Social Convener to share any media taken from UTNC socials, tournaments and other events on the club website, Facebook page, Instagram, and other forums, with the goal of promoting the club and Naginata as a martial art.

(2) Vice-President:

- Responsible for aiding the President in their duties.
- Keeps meetings on topic, constructive, and ensures that contributions by all members are respected.
- Ensures that exec members are performing their duties and completing assigned tasks to agreed-upon deadlines.
- Acts as one of the three signing officers and financial authority for financial transactions from the UTNC bank account.

- Along with the President, responsible for the completion of all necessary club-related paperwork: Ulife, UTSU and CNF recognition at the beginning of each academic year and other paperwork as needed.
- Responsible for keeping a physical and/or digital copy of these records, to be passed onto successors.
- Responsible for keeping an updated membership roster with information of current club members, including student number, year and program of study, primary method of contact, club fee payment status, their Naginata grade level and CNF membership standing.
- Coordinates with the Treasurer to ensure that all members have registered in the class and paid club fees for each semester.
- Responsible for taking notes at every exec meeting and sharing them with the execs.
- If unable to attend a meeting, the Vice President must designate another exec member to take notes in their place.
- Maintains a binder or database that has master copies of agendas, minutes, role-descriptions, and the Constitution, as a record of UTNC's history that is passed on to new executive teams.
- Responsible for keeping grading forms, CNF membership forms, and other miscellaneous paperwork, in a form that can be passed onto successors.

(3) Treasurer:

- Ensures that funding is used only towards club expenses, such as: equipment purchases and maintenance, socials, club recognition fees, tournaments, and Clubs Day.
- Responsible for attending one of the mandatory UTSU executive training days, along with the President, to ensure club recognition and to stay informed of funding request deadlines.
- Acts as one of the three signing officers and financial authority on financial transactions from the club bank account.
- Updates the executive team on the balance of the club bank account at executive meetings.
- Prepares and coordinates the budget for funding requests and ensures completion of any grant or financial application. May delegate any executive to help with financial applications to ensure completion.
- Actively looks for and presents any possible grant/financial applications to the executive team for consideration.
- Collects all club related fees and receipts from all events, and keeps a record of each transaction in the Treasury binder.
- Ensures prompt reimbursement to members who financially aid any club-related expense.
- Works with the Vice Presidents to keep account of members who have and have not paid for club-related events and fees.
- Maintains a Treasury binder/notebook containing all club financial records and banking information to pass on to succeeding executive teams.

(4) Equipment Manager:

- Responsible for making equipment and uniform orders for the club, and calling for Naginata maintenance as needed.

- Keeps a record of the club inventory and updates it every semester i.e. number and condition of Naginata, club bogu sets, and maintenance supplies.
- Has access to equipment-related club accounts (E-BOGU, Tozando, Gmail, AJB, Bogushop, etc.), and is responsible for maintaining the account information.
- Responsible for ensuring that all equipment is stored properly to minimize damage to equipment in the storage space.
- Facilitates transportation of equipment to practice place and are free to delegate these responsibilities to junior members.

(5) Social Convener:

- Presents ideas for social events that are suitable for all members, for the approval of the Executive Team.
- Plans, prepares and coordinates the various social, fund-raising and promotional events of the club
- Ensures that the objective of all UTNC socials is to foster friendship and community among club members.
- Coordinates with the President to advertise social events, in a timely manner.
- Produce any media of the UTNC; videos, photos, posters, Clubs Day promotional materials
- Keeps a digital archive of club photos, videos and other media, and is responsible for passing this on to the new executive team
- Responsible for obtaining permission from Hart House to take promotional video
- and photos of club practices, if possible

(6) Communications Officer

- Responsible for updating the website, facebook, and instagram about practice times, locations, and special events
- Works with the social convener in uploading and posting photos to the google drive
- Posts photos on the instagram, facebook, and website
- Responsible for managing the email and responding to emails that can be easily answered
- Any emails that are harder to respond to or unsure about should be forwarded to the President/executive team
- Any emails received with important information should be forwarded to the executive team and all emails sent from the club email address regarding club updates and notices have to be approved by the President before being sent

(7) UTNC Volunteer:

Non-elected position, decided outside of the regular election process. Any number of qualifying members can hold this title:

- Must have been a UTNC member for at least one semester, and have attended enough practices to have basic knowledge of Naginata and how UTNC operates (to the discretion of the executive team).
- Can join/be invited to join the executive team at will, and may leave/be dismissed from the exec team at the elected executive team's discretion.
- Application process:

- i. Qualifying members can send an email stating their interest to become an UTNC Volunteer at any point in time during the school year
- ii. The Executive team may also nominate a qualifying member for the position
- iii. Once the application process is completed, the executive team will vote to confirm the person in the position.
- Responsibilities:
 - i. Will be able to voice opinions in executive meetings and may be called upon to help the executive team, but has no voting rights and is not required to have the same regular practice attendance as elected executive members.
 - ii. Must attend at least 50% of all meetings as part of their executive duties.

(8) Captain:

The Captain is the head instructor of the University of Toronto Naginata Club. The head instructor is responsible for leading practices, creating and enforcing a practice curriculum, and managing the overall direction of Naginata within practice spaces. They are also responsible for maintaining a positive atmosphere wherein students can learn and develop their skills and coordinating with the President to ensure the club mandate is met. The Captain is also expected to serve as leader and role model for beginners and senior students by demonstrating superior skill, patience, and by fostering positive relationships which strengthen the community.

The current captain chooses their successor, and cannot simultaneously hold another executive position. The captain has no vote during executive meetings, but is highly encouraged to attend executive meetings and share their opinions. It is not necessary for a captain to be a voting member of the club.

6. Elections:

- Annual elections are held at the end of the academic year in April.
- All voting positions on the Executive Committee shall be filled through an annual election.
- All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- Non-voting group members shall not be eligible to cast a ballot for any elected position.
- The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 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.
- The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- During the nomination period, anyone may nominate themselves or anyone else for any number of executive positions.
- At the end of the nomination period nominees will choose up to 2 positions to officially run for, out of all the positions they have been nominated for.

- Nominees are required to make a 1 minute speech during the elections on why they should be elected to their position.
- During the speech, the nominee cannot:
 - i. Endorse other nominees for the position they are running for
 - ii. Express their interest in winning another position
 - iii. Show their disinterest in winning the position they are running for
- Failure to follow these terms will result in disqualification from the election (voting and running for positions).
- The new executive team is decided by voting members through a majority vote during the annual election.
- Votes will be counted by the Captain and one club member who is not running for an executive position during the election.
- Faculty, staff, alumni and any non-UTSU member are ineligible for nomination to any voting executive position.
- Votes will be kept on record electronically on the club's Google Drive.
- If there is a by-election for unfilled positions, the newly elected executive member will assume their position immediately.
- Transition meeting with previous and newly elected executive members must be held after the election
- The newly elected member will assume their position from the date of transition meeting to the next transition meeting of the following executive team.

7. Executive Team Meetings:

- Executive team meetings will assess and discuss the goals, and development of the club, and any concerns or questions about the club, practice curriculum, and the executive team.
- Executive meetings are held every month in the fall and winter term or as needed to ensure that practice sessions are running smoothly, discuss the goals and development of the club, and ensure that UTSU, and University of Toronto administrative deadlines are kept. These meetings may be held in person, over the phone, internet video conferencing, Facebook, or through any other method of real-time communication.
- Major decisions, including exceptions made to the policies outlined in the constitution, will be determined through the votes of elected executive members. Decisions must be passed by at least 60% of present elected executive members.
- Practice curriculum is designed by the Captain, but discussions with the Captain may be called by the exec team should they consider that the curriculum is not meeting and following the purpose and goals of the UTNC.

8. Finances:

- The Treasurer shall keep an active record of income and expenses.
- All funds acquired by the UTNC will be used by the club for the club's maintenance and improvement. This includes but is not limited to: purchasing equipment, renting practice space, subsidizing visiting sensei (for hotel, gas, food, etc.), running or attending tournaments.

- Anything purchased with UTNC funds will be the property of the club and not any individual member.
- The group may not engage in activities that are essentially commercial in nature.
- The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- The group will not pay salaries to any of its officers.

9. Amendments:

- All constitutional changes must be approved through an All General Meeting (AGM).
- An AGM should take place once a year before the nomination period of executive election and be called by the executive team at least 1 month before it takes place.
- Only Voting Members (see Section 3), or a group of Voting Members, may propose amendments to the constitution.
- An amendment motion must specify a text, or a description, of what will be inserted/deleted/changed in the constitution.
- All motions must be submitted in writing to the executive team at least 10 days before the AGM, either electronically or in physical form.
- For motions that are brought up less than 10 days before the AGM, the 10 day period can be waived through a vote during the AGM.
- If a voting member cannot attend the meeting, they may proxy their vote to another voting member prior to the beginning of AGM.
- Any one person at the AGM can hold up to 5 votes total (1 personal vote + 4 proxy votes)
- Holders of proxied votes must report to the speaker the number of votes they hold before the beginning of the AGM.
- All members of the executive team who can be defined as Voting Member should attend the AGM.
- A person, who may or may not be a Voting Member, will be appointed as ‘the Speaker’ a week before the AGM.
- The speaker must be someone not defending any motions, and will not be able to vote (though they can proxy their vote to someone else).
- If no amendment proposals are sent in by the deadline, this will be treated as unanimous vote by all voting members to approve the current constitution as next year’s constitution, and an AGM shall not take place.
- A week before the AGM, all the proposed changes will be posted online for everyone to read ahead of time with the name(s) of the originator. Similar or conflicting proposals may be grouped together.

10. AGM Procedure:

- All proxied votes must be reported to the Speaker prior to the beginning of the AGM.
- Only the Speaker has the right to begin, proceed and dismiss the AGM.
- The detailed voting procedure shall be decided by the Speaker.
- For each motion, the Speaker will read, call for discussion and prompt voting.

- For each motion, a discussion with the Originator will be called ONLY IF anyone has any issues or questions about the motion. Any proposed changes to the motion can be suggested at this time.
- For a motion to pass, the Originator must be present at the AGM, and it needs to receive 60% votes in favour of the votes casted at the AGM.
- Abstentions will be counted as abstentions (votes not cast)

11. Bogu Rental Policy:

- All club bogu sets are to be labelled and kept track of in the equipment inventory.
- Each semester, members who are using bogu will sign a rental form, on which they will specify the bogu piece(s) they will be renting.
- Each bogu set is kept in a bag. UTNC members who use the club's bogu are responsible for properly returning and storing it after practice.

12. Sexual Harassment Policy:

The University of Toronto Naginata Club follows the UTNC Sexual Harassment Policy found in Appendix (i).

13. Miscellaneous:

- The copyright for the club logo belongs to Lola Landekic, and any changes to the logo must be approved by her first.
- Club clothing will only be sold to those who have attended at least one UTNC practice during the school year. During anniversary years or other special events, special considerations will be made for alumni, CNF members and others to buy club clothing.

14. Club Equipment Definitions

(1) Shiai Naginata:

- A modern Japanese pole-arm or halberd designed for sport use.
- Comprised of a slim, oval shaped, wooden staff, and a curved bamboo blade which is taped with white electrical tape to the staff.
- Each end of the naginata, the staff and the blade have a thick leather tip to prevent injury.
- Naginata are 2.10 m. to 2.25 m. from blade tip to staff end and are light-weight.
- Naginata blades require sanding and oiling (maintenance) to prevent and repair splinters.

(2) Bogu:

- Armor, or protective gear used for competitive or practice sparring matches.
- A set of naginata bogu contains a head and face protector called a men, made of heavy fabric and metal bars across the face, a chest and stomach protector called a do, made of leather, and plastic/bamboo, a tare, which protects the lower abdomen and groin, made from five different "plates" of thick fabric, suneate, shin protectors made of thick fabric and five or six bamboo slats, and kote, gloves that protect the top of the hand, fingers, wrist and lower forearm, made of leather, and thickly woven, stiff fabric.