

**UTSC Dragon Boat Team Crimson Dragons
Club Constitution 2022-2023**

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Article 1: Club Name

- 1.1 The official name of the organization will be the “UTSC Dragon Boat Team Crimson Dragons” at the University of Toronto Scarborough.
- 1.2 The UTSC Dragon Boat Team may be referred to by the acronym “UTSCDB”.

Article 2: Purpose

- 2.1 The primary objective of UTSC Dragon Boat Team will be to:
 - 2.1.1 To promote the sport of dragon boat racing and its inherent qualities of teamwork, physical fitness, mental stamina and team spirit.
 - 2.1.2 To create a unique club that combines both social attributes of a club and competitiveness of a team.
- 2.2 The UTSC Dragon Boat Team will provide a consistent time, place and various resources to individuals who wish to learn how to paddle and compete in dragon boat regattas.
- 2.4 The UTSC Dragon Boat Team strives to create a unique club that combines both the social attributes of a club and competitiveness of a team.

Article 3: Membership

- 3.1 Membership in the UTSC Dragon Boat Team is open to all students, staff, faculty and alumni of the University of Toronto who express interest in dragon boat.
- 3.2 The term of membership for the UTSC Dragon Boat Team will be from September 1 – August 31 each year.
- 3.3 Each member shall possess the following responsibilities relative to participation in the UTSC Dragon Boat Team:
 - 3.3.1 Support the purpose of the organization;
 - 3.3.2 Uphold the values of the organization;
 - 3.3.3 Contribute constructively to the programs, fundraisers and activities offered by the organization;
 - 3.3.4 Attend practices, fitness assessments and team meetings;
 - 3.3.5 Respect the rights of peers and fellow members;
 - 3.3.6 Abide by University of Toronto policies, procedures, and guidelines;
 - 3.3.7 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.4 The UTSC Dragon Boat Team values and respects the personal information of its members. The UTSC Dragon Boat Team secures its member’s information at all times and will not supply names or other confidential information to third-parties.
- 3.5 The UTSC Dragon Boat Team will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

- 3.6 If a member wishes to withdraw from the club for any reason, membership dues will not be returned after attending at least two practices.
- 3.7 Should a member be unable to pay fees they will be unable to attend practices and participate with club activities including but not limited to practices, regattas etc. The executives will try to accommodate special situations (i.e. payment plan).
- 3.8 The process for becoming a member of The UTSC Dragon Boat Team is as follows: Provide name and student number to VP Internal Affairs and pay the membership fees allotted for the year. Towards the end of the academic year, the Coach will pick the members who made it on the roster and will compete in the summer regattas.

Article 4: Fees

- 4.1 The UTSC Dragon Boat Team will collect a nominal membership fee from each member each year. This fee will be proposed as part of the club-operating budget.
- 4.2 The UTSC Dragon Boat Team is a non-profit organization and therefore any monies collected by the Executive Team will be put towards club operations which may include: promotion costs, fundraising costs, equipment (paddles and team uniforms), registration fees for regattas, coaching fees and boat practice fees.

Article 5: The Executive Team

- 5.1 The executives of the organization shall include: the Captain/President, Vice President (VP) Internal Affairs, Director of External Affairs and Finance, Director of Strength & Conditioning (x3), and Director of Marketing & Social Engagement(2).
- 5.2 The broad responsibilities of each executive position are as follows:
 - 5.2.1 The **Team Captain/President** is the official spokesperson of the team and provides direction and leadership for all components of the organization in a manner consistent with the rules and regulations set by the University.
 - 5.2.2 The **VP Internal Affairs** oversees organizational matters internal to the university (communicating with the DSL, SCSU, and other relevant entities). Within the team, they act as an administrative entity; taking minutes at executive team meetings; scheduling practices; organizing club events; assisting the Captain in leading the Executive Committee; etc. The VP Internal is also responsible for scheduling and booking all practices, purchasing equipment, and registering members for regattas, and are responsible for managing the UTSCDBOAT bank account and funds (e.g. collecting fees, allocating money to pay club debts or expenses, and keeping accurate and timely records of all club-related transactions, etc.).

- 5.2.3 The **VP of External affairs and Finance** Oversee the team's finances and bank account; Calculate and track team's cash flow (expenses & revenue) and create cash flow projections; Ensure that all team expenses are paid for in a timely manner, including, but not limited to; Regattas, Boat rentals for the team's Summer training sessions; Hired professional fees; etc; Develop team fees schedule; Collect and manage team funds.
 - 5.2.4 The **Dryland Coaches** plan and implement the team's strength and conditioning plans for the off-season (Fall & Winter semester). They lead training sessions, teach paddlers how to workout/use fitness facilities appropriately and safely, and collaborate with the Coaches to plan and implement Summer training.
 - 5.2.5 The **Director of Marketing & Social Engagement** oversees the organization's social media accounts and plans, designs, and executes marketing campaigns for recruitment, social, and fundraising events. This member oversees the planning and execution of team social events, such as trivia nights, team dinners, beach trips, etc.
 - 5.2.6 The **Paddle Coaches** lead training exercises during pool practices. They are responsible for instructing and offering feedback to the team members on proper paddling form and technique. Part of their job entails maintaining and organizing the storage of pool paddles. Paddle coaches are also knowledgeable in operating and managing paddle ergs, and they hold workshops on how to use these machines effectively, ensuring the team's proficiency in utilizing them.
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- 5.3 Only student members of the organization may hold executive positions.
 - 5.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.
 - 5.5 This executive team is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
 - 5.6 This executive team cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
 - 5.7 The term of each executive will last from August 1 following their election to August 30 of the following year.
 - 5.8 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the Team Captain. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the Team Captain, and no ratification by the organization shall be required to make the resignation official.

Article 6: Finances

- 6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.
- 6.2 The UTSC Dragon Boat Team will ensure that proper and accurate financial records are maintained and passed on to incoming executive team members.
- 6.3 The UTSC Dragon Boat Team will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article 7: Employees

- 7.1 The Team Captain is responsible for hiring any additional coaches or steersperson for the on-water practice sessions.
- 7.2 The hired coach or steersperson is responsible for encouraging proper paddling techniques for all members as well as visual analysis/critique of their form and technique.
- 7.3 The coach or steersperson is also responsible for steering the dragon boat during the practice sessions. The hours of work is anticipated to be 6-8 hours per week during the team's racing season. The UTSC DBOAT conforms to the Employment Standards Act.

Article 8: Precedence of University Policies

- 8.1 The UTSC Dragon Boat Team will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the UTSC Dragon Boat Team, the University's policies, procedures, and guidelines will take precedence.
- 8.1 The University of Toronto Scarborough does not endorse the UTSC Dragon Boat Team's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article 9: Emergency Meetings

- 9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 9.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.
- 9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.
- 9.4 Less notice for emergency meetings may be provided at the discretion of the Team Captain in agreement with a minimum of five (5) executive members.

Article 10: Amendments

- 10.1 This constitution must be recognized as a living document in constant need of criticism. It can be amended at any time as follows:
 - 10.1.1 Any motion to amend the constitution must be publicized two weeks prior to the final decision, along with a written account of what is to be changed in the constitution and reasons why it is being done. This motion must receive final ratification at a subsequent meeting of the UTSCDB.
 - 10.1.2 Any member who has paid membership fees may submit motions in writing to the executive team to change any part of the Constitution.

Article 11: Transition

- 11.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 11.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- 11.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of July each year to assist with the transition between new executive teams.

Article 12: Emergency Powers

- 12.1 In the case of extenuating circumstances, the executive members shall be afforded the ability to act without direction from the organization's members.
- 12.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 12.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 12.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.
- 12.5 The Captain has the ability to remove members should they fail to abide by the Student Code of Conduct after discussing with the Staff Advisor.

Article 13: Food Handling on Campus

- 13.1 The UTSC Dragon Boat Team will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article 14: Banking

- 14.1 The UTSC Dragon Boat Team agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.