

UTMSU Campus Group Constitution

Article I: Campus Group Name

*The official name of this recognized campus group is "Dungeons And Dragons Club"
The acronym or abbreviation of this group is: D&D Club*

Article II: Purpose

Our organization's mission and objectives revolve around introducing individuals to the realm of Tabletop Roleplaying Games (TTRPGs), educating them on becoming skilled Players and Dungeon Masters during Orientation, and fostering a community where members can gather for regular Game Nights in our dedicated club spaces.

Article III: Membership

Membership to the organization is open to individuals affiliated with the University of Toronto, including students, staff, faculty, and alumni. Only U of T members have the right to run for positions, nominate candidates, and participate in elections and constitutional amendments. Non-U of T members are also welcome to join, but they do not possess these privileges. To become a member, individuals must register with a designated executive by providing their full name and a valid email address.

The membership fee will be \$0 per year.

Any member of the club has the option to request a refund within one month of joining. Refunds are not granted after the expiration of 30 days from the election periods.

For official recognition by the University of Toronto Mississauga Students' Union (UTMSU), the organization must maintain a minimum of 30 members, with UTMSU members constituting at least 51% of the total membership. Additionally, ongoing recognition from the Centre for Student Engagement must be maintained. These requirements are subject to potential changes and should be verified annually with UTMSU to ensure compliance with the qualification criteria.

Article IV: Executives

The executive committee will consist of four(4) elected officers responsible for different roles within the organization. These positions include the President, Vice President, Public Relations Officer, and Financial Officer.

The President's responsibilities encompass overseeing the group's operations, management, and overall success. They act as the spokesperson for the organization and share signing

officer authority with the Treasurer for financial matters. The President presides over board and general meetings and ensures a smooth transition of office to future Executives. Additional duties may apply.

In the absence of the President, the Vice President assumes their duties and responsibilities. They oversee various committees, ensuring compliance with University of Toronto regulations and policies. The Vice President coordinates recruitment efforts and may have additional responsibilities.

The Public Relations Officer is responsible for maintaining a list of registered members, managing the organization's websites and member contact list, and recording meeting notes and motions. They notify all members of meetings and handle official correspondence for the organization. Additional tasks may be assigned.

The Financial Officer records all financial transactions, holds signing authority for financial purposes alongside the President, and maintains a budget, including income, expenses, and receipts. They provide financial advice to members and prepare annual budgets for the group and specific events. The Financial Officer may have additional responsibilities.

The organization has the option to appoint Directors or Coordinators for various committees, such as the social committee or publicity committee. However, these positions do not possess executive decision-making authority.

Article V: Meetings

A) Annual General Meetings (AGMs):

The organization will conduct general meetings at least twice a year, corresponding to each academic term.

The Executive Committee will provide a notice of these meeting dates at least two (2) weeks in advance. The purpose of these meetings is to discuss the group's annual activity plan, financial status, and propose or vote on any constitutional amendments, if necessary. Motions brought forward during AGMs will require a 2/3 majority of registered members in attendance to be eligible for voting. The motion that garners the highest number of votes will be considered passed.

B) Executive Meetings:

The executive committee will hold monthly meetings, with the date and time determined by one of the executives. To proceed with the meeting, a quorum consisting of 50%+1 of the executives must be present.

Article VI: Elections

The executive committee will establish an Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general membership to oversee the electoral process. The Elections Committee members must maintain impartiality and disclose any potential conflicts of interest related to the election.

The SEO Election Officer will accept nominations for executive positions exclusively from group members who are registered University of Toronto (U of T) members, including staff, faculty, students, and alumni. To be eligible for nomination, candidates must be in good standing as members and have been part of the group for at least one month before the nomination period, which begins in March.

The SEO will determine three (3) specific dates for the voting period, all falling before March 30th. These dates will be announced at least two weeks in advance and must be weekdays.

On the designated voting dates, the SEO will provide each U of T member with a paper ballot and collect them in a secure box.

To prepare for potential ties, the SEO will select an executive from the executive committee to cast a sealed ballot. In the event of a tie, one of the two Scrutinizers will open the sealed ballot and count it to break the tie.

After the election concludes, the SEO will tally the ballots. The candidate receiving the highest number of votes will be elected to the position. The SEO will submit a report of the election results to both the Executive Committee and the general membership.

Proxy voting is not allowed for registered U of T members, and non-U of T members are ineligible to nominate or vote in the elections.

Only U of T members who have paid any applicable membership fees and have been in good standing for at least 30 days prior to the election dates are eligible to vote.

The term for executive positions will span from May 1st to April 30th.

Article VII: Removal from office

If any club member engages in actions that harm the club and its members, such as failure to disclose significant or ongoing conflicts of interest, they may receive a notice of potential removal.

The member facing removal retains the right to defend their actions and present their perspective.

A two-thirds majority vote from the current members present is required for removal. The member in question has the right to appeal the decision, and the final verdict lies with the majority vote of the general membership.

Upon removal, the member will be expelled from the club and forfeit any privileges associated with membership.

Executive members are subject to the same termination or impeachment process and may lose their executive position and membership within the group based on the outcome of the vote.

Article VIII: Amendments to the Constitution

All registered University of Toronto (U of T) members have the right to propose and vote on amendments to this constitution. The Executive Committee is responsible for facilitating the process of discussing proposed amendments during general meetings.

For a constitutional amendment to be approved, it must receive a 2/3 majority vote from registered U of T members present at the Annual General Meetings.

Once an amendment is passed by the general members, the Executive Committee will officially adopt the revised constitution. Within two (2) weeks of its approval, the revised constitution will be submitted to the relevant University offices, such as the Centre for Student Engagement and The University of Toronto Mississauga Students' Union.