

Constitution of UTSC Fitness Club

Article I: Name of Organization

- 1.1 The official name of the organization will be the UTSC Fitness Club
- 1.2 We also adopt the name “Body Improvement Club” which may be referred to by the acronym “BIC”.

Article II: Purpose

2.1 The purpose of the UTSC Fitness Club will be to help students achieve their fitness related goals, while overcoming the fear, intimidation, and confusion associated with going to the gym. No matter what one’s starting point may be, we will aim to train them progressively. We do not believe in a “one size fits all” bootcamp training mentality, but individualization, that is, training someone according to their current strength, personal goals, and training preferences. Methods of training include foundational compound free-weight exercises such as bench press, squat, deadlifts and rows. In addition to this we will also teach calisthenic exercises such as pull ups, pushups, muscle ups and front lever, including their assisted and weighted variations. Those unfamiliar with these exercises will be taught safely through demonstration and practice, with a load that is accommodated for their current strength and familiarity with the technique.

In addition to helping students unlock the true potential of their body, we aim to facilitate a strong, nurturing community of individuals who wish to better themselves and those around them through exercise. In fact, we have the intention to develop our members to the point that they no longer need this club to grow. If one wishes to stay and use the knowledge, experience and confidence gained through their time spent with this organization to help those who are newer and inexperienced, they are welcome to do so; but there is no external obligation to do so.

In the end our primary goal as the UTSC Fitness Club is to empower you, the student, through physical exercise.

- 2.2 The Body Improvement Club will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by training students to become stronger and more confident, while also facilitating a supportive community to do so.
- 2.3 The Body Improvement Club fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
- 2.4 The Body Improvement Club operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article III: Membership

- 3.1 Membership in Body Improvement Club is open to all students, staff, faculty and alumni of the University of Toronto Scarborough
- 3.2 The term of membership for the Body Improvement Club will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in Body Improvement Club:
 - 3.3.1 The right to participate and vote in group elections and meetings;
 - 3.3.2 The right to communicate and to discuss and explore all ideas;
 - 3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;
 - 3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
 - 3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization’s philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
 - 3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- 3.4 Each member shall possess the following responsibilities relative to participation in Body Improvement Club:
 - 3.4.1 Support the purpose of the organization;
 - 3.4.2 Uphold the values of the organization;
 - 3.4.3 Contribute constructively to the programs and activities offered by the organization;
 - 3.4.4 Attend general meetings;
 - 3.4.5 Abide by the constitution and subsequent official organizational documents;
 - 3.4.6 Respect the rights of peers and fellow members;
 - 3.4.7 Abide by University of Toronto policies, procedures, and guidelines;
 - 3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 The Body Improvement Club will **not** collect a mandatory membership fee from each member each year.
- 3.6 The Body Improvement Club values and respects the personal information of its members. The Body Improvement Club secures its member’s information at all times and will not supply names or other confidential information to third-parties.
- 3.7 The Body Improvement Club will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.
- 3.8 The process for becoming is member of Body Improvement Club is as follows:
 - email
 - in person sign up
 - signing the training consent form

Article IV: Executive

- 4.1 The executives of the organization shall include President(s), Treasurer, Media Coordinator(s), Head of Training for following training styles (powerlifting, hypertrophy, cardio, calisthenics, yoga) .
The broad responsibilities of each executive position are as follows:
 - 4.1.1 The President is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies.
 - 4.1.2 Chair members take part in decision making for the club including events, meeting times, and vision. A chair member may also have but is not required to have another executive position such as president, media coordinator,
 - 4.1.3 Head of training is responsible for planning and guiding members through training routines related to their area of speciality, and is the primary goto for organizing training schedules
 - 4.1.4 Media Coordinators help present the identity of our club as well as planned events, through social media, campus posters, and other forms of advertising
- 4.2 There can be 3 members who can be alumni or staff.
The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.3 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning, group and individual training, member services, and advocating on behalf of members to Administration and student government.
- 4.4 This committee cannot make amendments to the constitution without consensus given by the executive board of members.
- 4.5 The term of each executive will last from May 1 following their election to April 30 of the following year.
- 4.6 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.
- 4.7 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 4.8 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.9 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Removal of Members and Executives

- 5.1 The process for removing a member or executive may be initiated when the majority of the executive board is in agreement that the following is true:
 - 5.1.1 A member or executive has engaged in unlawful actions or activities;
 - 5.1.2 A member or executive has violated the constitution;
 - 5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
 - 5.1.4 A member or executive has violated the rights of a fellow member;
 - 5.1.5 A member or executive has not fulfilled their organizational responsibilities;
 - 5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 5.2 The process for removing a member or executive may also be initiated when:
 - 5.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
- 5.3 The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows:
 - 5.3.1 First Tier:
 - The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
 - 5.3.2 Second Tier:
 - Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
 - The President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
 - The President must address all complaints in text by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
 - The executive or member accused of violating section 5.1 will be given fourteen (7) calendar days from receiving the President's written response to demonstrate progress or correction of behavior.
 - 5.3.3 Third tier:
 - Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
 - The removal vote must take place at a valid executive meeting. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
 - The removal of an executive or member requires a 2/3 majority vote of the executive committee. The executive or member facing removal is entitled to vote on the motion.

Article VI: 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 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the general members at a valid general meeting.
- 6.3 All Budgets shall be prepared by the Vice-President Operations in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
- 6.4 The Vice-President Operations shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.
- 6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
- 6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 6.8 The President, the Vice-President Operations, and only in special circumstances the HEAD OF TRAINING shall be the sole signing authorities of banking instruments for the organization.
- 6.9 UTSC FITNESS will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.10 UTSC FITNESS will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: General Meetings

- 7.1 The purpose of General Meetings is to provide informative presentations and discussions regarding health and fitness, going through various popular exercises, training regimes, diet, and more. It is also used to receive feedback, answer questions, release training schedules, and allow members to become acquainted with each other. forming stronger bounds within our community.
- 7.2 General meetings will be facilitated by The President, who shall be responsible for:
 - 7.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
 - 7.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner

- 7.2.3 Moderating the discussion at meetings according to the agenda, and if appropriate, give presentations and demos if needed;
- 7.2.4 Suspending members from participating in meetings for constitutional or procedural violations.
- 7.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.
- 7.4 There shall be a minimum of one (1) general meeting held each month. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email and Discord a minimum of two (2) calendar days prior to the meeting.
- 7.5 General meetings may be called to order by an executive officer by announcement through Discord and email. Participation is open to members, friends, and anyone who is interested in participating. Attendance is optional although highly encouraged.
- 7.6 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 7.7 The Chairperson presiding over a meeting of members may decide to adjourn these meetings from time to time.

Article VIII: Executive Meetings

- 8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on weekly matters affecting the organization.
- 8.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
 - 8.2.1 Formulating and distributing an agenda for each meeting;
 - 8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 8.2.3 Moderating the discussion at meetings according to the agenda;
- 8.3 There shall be a minimum of one (1) executive meeting held every month during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email and/or Discord a minimum of two (2) calendar days prior to the meeting.
- 8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 8.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 8.7 Executives must notify the President a day before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.

- 8.8 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 8.9 Any question at an Executive Meeting shall be decided by a show of hands.
- 8.10 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 8.11 In case of an equality of votes at an Executive Meeting, the motion will be discussed and another vote will be held in place.
- 8.12 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article IX: 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.
- 9.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general or three (3) executive members.

Article X: Elections

- 10.1 Executive elections will be held prior to March 31 each year.
- 10.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
- 10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.
- 10.4 All screening of candidates will be conducted by the outgoing executive members who will assess each candidate's qualifications against pre-established criteria for holding the positions.
- 10.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of three (3) calendar days prior to the general meeting at which the election will be held.
- 10.6 All application periods must commence a minimum of five (5) calendar days prior to the general meeting at which the election will be held. The application period must end a minimum of one (1) day prior to the general meeting at which the election will be held.
- 10.7 This committee will be composed of two (2) non-executive general members and one (1) executive.

- 10.8 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.
- 10.9 If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.

Article XI: Amendments

- 11.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 11.2 Notice of a meeting called to consider such a resolution shall be given as follows:
 - 11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
 - 11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least seven (7) days prior to the date of the meeting called to consider the change.
- 11.3 Amendments to the constitution require the approval of two-thirds of the executive board present at a valid executive meeting.

Article XII: Transition

- 12.1 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.
- 12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams. During the training session, incoming executives will learn about the status of current projects, training goals and schedules, and how to run training blocks.

Article XIII: Emergency Powers

- 13.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 13.2 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.
- 13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 13.4 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.

Article XIV: Food Handling on Campus

- 14.1 UTSC FITNESS 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 XV: Precedence of University Policies

- 15.1 UTSC FITNESS will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of UTSC FITNESS, the University's policies, procedures, and guidelines will take precedence.

Article XVI: Legal Liability

- 16.1 The University of Toronto Scarborough does not endorse the UTSC Fitness's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.
- 16.2 All Students who wish to participate in training events must sign a waiver, which holds the student liable for any injuries sustained during training that are not caused by trainer misconduct or poor instruction. This waiver will be filled out on google forms.

Article XVII: Banking

- 17.1 UTSC Fitness 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 Office of Student Experience and Wellbeing at University of Toronto Scarborough, should the university request it

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting through email and Discord announcement.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the executive in charge of hosting the meeting prior to it and approved by executive officers. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. When possible, changes to the agenda should be done by notifying first the executive committee, and announced to members.. Formal voting on the agenda is only necessary where it appears to the president that there is a disagreement.

III. Presentations and Discussions

1. Executives may hold a presentation regarding general fitness, health, exercise, and cardio and/or strength training if deemed necessary by the executive committee. During this time, general members may not interrupt unless it is deemed appropriate by the presenter.
2. Executives may host fitness related discussions, and answer any questions that might arise from the members. Questions will be answered by a first come first serve basis, and one must raise their hands in order to ask a question. All members engaging in discussion must be respectful and uphold a positive meeting atmosphere.

IV. Open Forum

1. Any question, suggestions, feedback can be submitted by members via the club's official Discord server under the channel "ideas and suggestions". Questions will be answered promptly in the same channel. while. Feedback and suggestions will be read, reviewed, and discussed by executive officers during executive meetings. During meetings, members are permitted and encouraged to ask any questions and be part of an open discussion.