

University of Toronto  
Erindale Table Tennis Club  
(UTETTC)

**Club Constitution**

Last Updated: June 2023 by Adam Au and Jack Cheng

## **Article One – Name and Purpose**

- 1.1. The official name of the recognized student group shall be the "University of Toronto Erindale Table Tennis Club" (UTETTC).
- 1.2. The official abbreviation for the group shall be "UTETTC".
- 1.3. The UTETTC was previously known as "University of Toronto Mississauga Ping Pong Club" or "UTMPPC" before 2022.
- 1.3. The UTETTC aims to foster a vibrant community for table tennis enthusiasts at the University of Toronto Mississauga (UTM). Its purpose is to provide opportunities for members to engage in table tennis activities, enhance their skills and knowledge of the sport, socialize with fellow players, and share their passion for table tennis.

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

- 2.1. The UTETTC shall maintain a comprehensive list of its members.
- 2.2. Voting membership is open to all registered students, staff, faculty, and alumni of the University of Toronto.
- 2.3. Non-voting membership is available to individuals external to the University. Non-voting members do not possess the rights afforded to voting members.
- 2.4. The annual membership fee for all registered students, staff, faculty, and alumni of the University of Toronto shall be free, while individuals external to the University shall pay \$10.

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

- 3.1. All members have the option to request a full refund of their membership fee within one (1) month of joining UTETTC.
- 3.2. Voting members are entitled to attend all general meetings of the club.
- 3.3. Voting members have the privilege to cast votes at all general meetings of the club.
- 3.4. Voting members have the right to stand for election, unless stated otherwise in this constitution.
- 3.5. Voting members are eligible to participate in group elections and referenda, exercising their voting rights.

3.6. All voting members possess the authority to propose and vote on amendments to this constitution.

3.7. Non-voting members, as outlined in Article Two, do not hold the aforementioned rights.

#### **Article Four – Executive Committee**

4.1. The term of office for all Executive Committee positions shall run from May 1st to April 30th.

4.2. Only currently registered students of the University of Toronto Mississauga (UTM) may serve as voting members of the Executive Committee.

4.4. Non-voting members are limited to non-voting roles within the Executive Committee.

4.5. The Executive Committee may have a maximum of one (1) non-voting position or ten percent (10%) of the total positions, whichever is greater.

4.6. Individuals holding non-voting positions on the Executive Committee are ineligible to serve as officers, financial authorities, signing authorities, primary contacts, or secondary contacts.

#### **Article Five – Composition and Duties of the Executive Committee**

5.1. The President shall:

5.1.1. Be eligible to vote at Executive Committee meetings.

5.1.2. Oversee the overall operations, management, and success of the UTETTC.

5.1.3. Act as the official spokesperson for the club.

5.1.4. Hold signing and financial authority alongside the Treasurer.

5.1.5. Chair Executive Committee and general meetings.

5.1.6. Ensure a smooth transition of responsibilities between successive terms.

5.2. The Vice-President shall:

5.2.1. Be eligible to vote at Executive Committee meetings.

5.2.2. Manage the day-to-day operations of the club.

5.2.3. Support the President in fulfilling their duties.

5.2.4. Collaborate with other committee members to organize and coordinate club activities.

5.2.5. Serve as the acting President in their absence.

5.2.6. Ensure compliance with University of Toronto policies in club activities.

- 5.2.7. Coordinate recruitment efforts and promote membership growth.
- 5.2.8. Organize social events and foster community among club members.
- 5.2.9. Explore opportunities for table tennis-related benefits, such as discounted tickets.

5.3. The Secretary shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.3.2. Maintain accurate records of club meetings, including minutes.
- 5.3.3. Manage club correspondence and communication.
- 5.3.4. Coordinate with external organizations for tournaments or events.
- 5.3.5. Assist in organizing club events and activities.
- 5.3.6. Support the President and Vice President in any other administrative tasks.

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 club.
- 5.4.3. Manage the club's finances and maintain a budget.
- 5.4.4. Prepare financial reports for the club's activities.
- 5.4.5. Provide financial guidance and support to the Executive Committee.
- 5.4.6. Coordinate fundraising efforts for the club.

5.5. The Director of Events shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.5.2. Organize and oversee club events, such as tournaments and social activities.
- 5.5.3. Collaborate with the Treasurer to develop event budgets.
- 5.5.4. Coordinate with other clubs and organizations for joint events.
- 5.5.5. Promote and advertise club events to members and the wider community.

5.6. The Director of Publicity shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee.
- 5.6.2. Manage the club's public relations and communications.
- 5.6.3. Maintain the club's website and social media channels.
- 5.6.4. Design promotional materials, including posters and flyers.
- 5.6.5. Coordinate with the Director of Events to publicize club events.

5.7. The Director of Fundraising shall:

5.7.1. Be eligible to cast votes at meetings of the Executive Committee.

5.7.2. Develop and implement fundraising strategies for the club.

5.7.3. Seek sponsorship opportunities and establish partnerships.

5.7.4. Coordinate fundraising events and initiatives.

5.7.5. Maintain records of fundraising activities and finances.

5.8. The Director of Coaching shall:

5.8.1. Be eligible to cast votes at meetings of the Executive Committee.

5.8.2. Organize and coordinate coaching sessions for club members.

5.8.3. Identify and recruit qualified coaches for the club.

5.8.4. Provide guidance and support to club members in improving their skills.

5.8.5. Collaborate with the Director of Events to incorporate coaching into club events.

## **Article Six – Elections**

6.1. The Executive Committee positions shall be filled through annual elections.

6.2. All voting members can nominate themselves and vote for positions on the Executive Committee.

6.3. Non-voting members can only seek nomination for non-voting positions on the Executive Committee.

6.4. Non-voting members are not eligible to vote for any elected positions.

6.5. The nominee receiving the most votes for each position shall be elected.

6.6. In the case of multiple candidates to be elected for a single position, those with the highest vote share will be elected until all positions are filled.

6.7. The elections shall be conducted impartially, and candidates seeking election cannot be involved in the election planning or administration.

## **Article Seven – Finances**

7.1. The Director of Finance shall maintain accurate financial records.

7.2. Financial updates and reports shall be presented at annual general meetings.

7.3. Expenditures exceeding \$300.00 must be approved by a majority vote of the Executive Committee.

7.4. Profits generated from club activities shall be used for club purposes only.

7.5. Officers of the club shall not receive salaries from the club.

### **Article Eight – Meetings**

8.1. Executive meetings shall be held at least once every term, with the option for impromptu meetings with at least one week notice.

8.2. Executive meetings shall review financial records, discuss club affairs, and provide opportunities for committee members to share comments and suggestions.

8.3. General meetings shall be held once per academic semester and provide members with access to financial reports, budgets, and discussions on internal club matters upon request.

### **Article Nine - Termination of Membership**

9.1. The Executive Committee may revoke the membership of any member who negatively affects the club's interests or fails to disclose a significant or ongoing conflict of interest.

9.2. Revocation of membership requires a vote by the Executive Committee.

9.3. A two-thirds majority of the Executive Committee is required to approve the revocation.

9.4. Members facing revocation have the right to appeal to the general membership.

9.5. An appeal requires a simple majority vote of the general membership to sustain the revocation.

9.6. Termination of membership results in the removal of the member from the club's membership list and the loss of associated privileges.

9.7. Executive Committee members are subject to the same termination process as general members.

### **Article Ten – Amendments**

10.1. All constitutional amendments require a two-thirds majority of those attending a general meeting for approval.

10.2. All voting members can propose and vote on amendments to the constitution.

10.3. The revised constitution must be submitted to the UTMSU and related departments at the University of Toronto Mississauga within two weeks by the Executive Committee.

10.4. Amendments become effective upon approval by UTMSU and related departments at the University of Toronto Mississauga.

#### **Article Eleven – Dissolution**

11.1. The club may be dissolved by a two-thirds majority vote of the general membership.

11.2. In the event of dissolution, any remaining club funds and assets shall be donated to a charitable organization chosen by the Executive Committee.

11.3. Dissolution shall be reported to the UTMSU and related departments at the University of Toronto Mississauga within two weeks by the Executive Committee.

#### **Article Twelve – Indemnification**

12.1. The University of Toronto, its officials, and employees shall be held harmless from any claims, damages, liabilities, or expenses arising from the club's activities or operations.

12.2. The club shall maintain appropriate liability insurance coverage to protect the organization and its members.

#### **Article Thirteen – Bylaws**

13.1. The Executive Committee may establish bylaws to govern specific aspects of the club's operations, provided they are consistent with this constitution.

13.2. Bylaws must be approved by a simple majority vote of the Executive Committee.

13.3. Bylaws must be made available to all club members and shall be reviewed annually by the Executive Committee.

#### **Article Fourteen – Interpretation**

14.1. Any question of interpretation or dispute arising under this constitution shall be resolved by the Executive Committee.

14.2. The decision of the Executive Committee on any interpretation or dispute shall be final and binding.

#### **Article Fifteen – Non-Discrimination**

15.1. The club shall not discriminate on the basis of race, colour, religion, sex, national origin, age, disability, sexual orientation, or gender identity.

15.2. The club shall promote an inclusive and diverse environment that respects the rights and dignity of all individuals.

#### **Article Sixteen – Severability**

16.1. If any provision of this constitution is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.