

Constitution of “University of Toronto Outing Club Student Chapter”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Outing Club Student Chapter”
- 1.2. The official acronym or abbreviation of the group is “UTOC”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to actively promote the continued and safe participation in mentally and physically healthful outdoor recreation. Create inexpensive and accessible outdoor recreation opportunities. Organize social, cultural, and informative activities and outings throughout the year.
- 1.4. UTOC will adhere to the following statement of values: Contribution of the individual, appreciation for nature and the history of the club, respect for the environment and its resources, congenial behavior, community, and cooperation.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. 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.
- 2.5. The membership fee will be \$25 per year for current students and \$40 for alumni.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from the day of election at the beginning of the month of April to the date of election in the following year.
- 4.2. The Executive Committee shall be comprised of at least four (4) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.

- 4.5. 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.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Ensure all required meetings are held;
- 5.1.2. Attend and chair all meetings of the Executive, the Members
- 5.1.3. Act as the representative of the Club at all functions involving outside groups, unless the Executive appoints an alternate representative; and
- 5.1.4. Other duties as may be assigned by the Executive.

5.2. The Vice-President shall:

- 5.2.1. In the absence or disability of the President, perform the duties and exercise the powers of the President;
- 5.2.2. Assist in organizing Meetings of Members;
- 5.2.3. Perform the required actions to maintain affiliations with organizations on campus such as the Office of Space Management and Student Life; and
- 5.2.4. Other duties as may be assigned by the Executive.

5.3. The Secretary shall:

- 5.3.1. Attend, or cause a recording secretary to attend, all meetings of the Executive, the Members, and any committees and act as a clerk thereof and to record all votes and minutes of all proceedings in the books to be kept for that purpose;
- 5.3.2. Ensure that all minutes of meetings are orderly, complete, and accessible;
- 5.3.3. Give or cause to be given notice of all resolutions passed in meetings as required; and
- 5.3.4. Other duties as may be assigned by the Executive.

5.4. The Treasurer shall:

- 5.4.1. Carry out the duties of the treasurer generally;
- 5.4.2. Keep or cause to be kept full and accurate accounts of all assets, liabilities, receipts, and disbursements of the organization in the books to be kept for that purpose;
- 5.4.3. Ensure that all financial records of the UTOC Student Chapter are orderly, complete, and accessible;
- 5.4.4. Make financial reports to the Executive and shall in these reports make recommendations concerning all questions relating to the finances of the UTOC Student Chapter;

- 5.4.5. Be responsible for the timely filing of all papers related to UTOC Student Chapter finances as required; and
- 5.4.6. Other duties as may be assigned by the Executive.
- 5.5. All relevant Executive positions and duties are detailed in the *Duties of Officers of the UTOC Student Chapter* document.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

7. Article Seven – Finances

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$300.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

- 8.2. The group shall hold general meetings at least once per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

9. **Article Nine - Termination of Membership**

- 9.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. **Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.

Duties of Elected Officers of the University of Toronto Outing Club (UTOC) Student Chapter

1. President

The President shall:

- a) ensure all required meetings are held;
- b) attend and chair all meetings of the Executive, the Members
- c) act as the representative of the Club at all functions involving outside groups, unless the Executive appoints an alternate representative; and
- d) other duties as may be assigned by the Executive.

2. Vice President

A Vice President shall:

- a) in the absence or disability of the President, perform the duties and exercise the powers of the President;
- b) assist in organizing Meetings of Members;
- c) perform the required actions to maintain affiliations with organizations on campus such as the Office of Space Management and Student Life; and
- d) other duties as may be assigned by the Executive.

3. Secretary

The Secretary shall:

- a) attend, or cause a recording secretary to attend, all meetings of the Executive, the Members, and any committees and act as a clerk thereof and to record all votes and minutes of all proceedings in the books to be kept for that purpose;
- b) ensure that all minutes of meetings are orderly, complete, and accessible;
- c) give or cause to be given notice of all meetings as required;
- d) give or cause to be given notice of all resolutions passed in meetings as required; and
- e) other duties as may be assigned by the Executive.

4. Treasurer

The Treasurer shall:

- a) carry out the duties of the treasurer generally;
- b) keep or cause to be kept full and accurate accounts of all assets, liabilities, receipts, and disbursements of the organization in the books to be kept for that purpose;
- c) ensure that all financial records of the UTOC Student Chapter are orderly, complete, and accessible;
- d) make financial reports to the Executive and shall in these reports make recommendations concerning all questions relating to the finances of the UTOC Student Chapter;
- e) be responsible for the timely filing of all papers related to UTOC Student Chapter finances as required; and
- f) other duties as may be assigned by the Executive.

5. Cabin Officers

There shall be 2 Cabin Officers. The Cabin Officers shall:

- a) be responsible for the proper maintenance and improvement of the cabin and associated facilities;
- b) ensure all cabin trip leaders are knowledgeable in-cabin use and regulations;
- c) be responsible for maintaining the schedule of cabin bookings;
- d) be responsible for organizing efforts for cabin maintenance;
- e) be responsible for all cabin keys at all times;
- f) be responsible for the timely filing of all papers and payment of bills related to the cabin as required; and
- g) other duties as may be assigned by the Executive.

6. Equipment Officer

The Equipment Officer shall:

- a) be responsible for the proper maintenance and storage of all equipment owned by the UTOC Student Chapter for rental purposes;
- b) facilitate rentals of such equipment to Members by organizing and training groups of the Executive to hold regular office hours;
- c) ensure that all rental records are orderly, complete, and accessible;
- d) be responsible for maintaining an up-to-date inventory of all available equipment and ensuring this inventory is accessible to Members; and
- e) other duties as may be assigned by the Executive.

7. Membership Officer

The Membership Officer shall:

- a) be responsible for maintaining a list of current Members who are up-to-date on membership dues, including contact information to notify Members of activities;
- b) be responsible for coordinating the scheduling, planning and implementation of activities for the recruitment of members;
- c) handle considerations for special or no honorary membership;
- d) ensure that all Member records are orderly, complete, and accessible only to those as required for regular activities of the UTOC Student Chapter;
- e) be responsible for facilitating the communication between UTOC and other organizations; and
- f) other duties as may be assigned by the Executive.

8. Activities Officer

The Activities Officer shall:

- a) be responsible for coordinating the scheduling, planning, and implementation of activities;
- b) be responsible for communicating complete and accurate details of upcoming activities to members;
- c) be responsible for maintaining a record of past activities;
- d) make inquiries to the competency of the leaders of activities;
- e) ensure that all Liability Waiver Form records are kept orderly, complete, and accessible for a period of at least seven (7) years; and
- f) other duties as may be assigned by the Executive.

9. Publications Officer

The Publications Officer shall:

- a) solicit trip reports, write-ups of recent activities, photos, and other materials from participants in activities for the use of promoting and advertising the UTOC Student Chapter;
- b) be responsible for the editing, layout, proofreading, and publication of materials promoting or advertising the UTOC Student Chapter and activities;
- c) ensure that records of such materials are kept orderly, complete, and accessible; and
- d) other duties as may be assigned by the Executive.

10. Archivist

The Archivist shall:

- a) solicit trip reports, write-ups of recent activities, photos, and other materials from participants in activities for the use in archiving the activities of the UTOC Student Chapter;
- b) be responsible for the editing, layout, proofreading, and publication of materials to the archives of the UTOC Student Chapter;
- c) be responsible for recording and communicating the history of the UTOC Student Chapter through use of archives of the activities, bulletins, minutes of meetings, scrapbooks, photographs, and other materials;
- d) ensure that the archives of the UTOC Student Chapter are kept orderly, complete, and accessible; and
- e) other duties as may be assigned by the Executive.

11. Webmaster

The Webmaster shall:

- a) maintain and update the UTOC website; and
- b) other duties as may be assigned by the Executive.

12. Trip Officer

The Trip Officer shall:

- a) be responsible for coordinating the scheduling, planning, and implementation of trips, including, but not limited to, cabin trips and camping trips;
- b) be responsible for communicating complete and accurate details of upcoming trips to members;
- c) be responsible for maintaining a record of past trips;
- d) make inquiries to the competency of the leaders of trips; and
- e) other duties as may be assigned by the Executive.

13. Inclusion, Diversity, Equity & Accessibility Officer

The Inclusion, Diversity, Equity & Accessibility Officer shall:

- a) be responsible for policy development and revision to promote inclusion, diversity, equity, and accessibility within the UTOC Student Chapter;
- b) be responsible for engaging with members to collect feedback regarding their experiences within the UTOC Student Chapter;

- c) be responsible for coordinating the scheduling, planning and implementation of inclusion, diversity, equity, and accessibility training for the Executive; and
- d) other duties as may be assigned by the Executive.

14. Other Officers

The powers and duties of all other officers shall be such as the Executive may from time to time determine. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such an assistant unless the Executive otherwise directs.

Expectations and Benefits of Elected Officers

Elected Officers, including Directors, are expected to:

- a). remain in good standing pursuant to the *UTOC Student Chapter Constitution* and the *University of Toronto Code of Student Conduct*;
- b). attend at least half of the Meetings of The Executive held during their term of office;
- c). assist in leading at least 2 activities during their term of office;
- d). assist in running office hours for at least one of the semesters in their term;
- e). fulfill the duties of their elected office to the best of their ability; and
- f). perform other duties as may be assigned by the Executive.

Elected Officers may enjoy the following benefits during their term if they continue to meet the expectations of their office:

- g). Have their membership fees and equipment rental fees waived;
- h). Have their cabin rent waived for public trips, pursuant to the approval of the Cabin Officer; and
- i). Have access to certain online UTOC resources.