

Constitution of UTM Martial Arts

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is UTM Martial Arts
- 1.2. The official acronym or abbreviation of the group is UTMMA
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to foster a martial arts community and promote martial arts on campus to the UofT community

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. All registered members have the ability to attend training and all club events and activities.
- 2.3. Members need to officially register and sign a membership code of conduct and waiver.
- 2.4. All members must abide by the club's code of conduct or face disciplinary action in accordance with Article Nine.
- 2.5. Voting membership is open to all registered students of the University of Toronto.
- 2.6. Voting membership is open only to registered students of the University of Toronto.
- 2.7. 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.
- 2.8. The membership fee will be \$0 per year.

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 the positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be composed of elected and appointed officials.
- 4.3. All 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.

5. Article Five - Executive Committee Composition and Duties

5.1. The Chief Executive Officer (CEO) Shall:

- 5.1.1. Oversee the operations, management, and success of the group,
- 5.1.2. Oversee the planning and execution of group activities, including training, sessions, events and other initiatives to promote member engagement and development,
- 5.1.3. Provide strategic direction and leadership for the group, ensuring alignment with its mission and long-term objectives,
- 5.1.4. Serve as spokesperson for the group,
- 5.1.5. Signs off on all decisions made within the executive committee,
- 5.1.6. Uphold and enforce the Club's standard of conduct, discipline, and performance, taking appropriate measures necessary to maintain the integrity and reputation of the club,
- 5.1.7. Ensure compliance with applicable laws and regulations and safety protocols, prioritizing the wellbeing and security of club members at all times,
- 5.1.8. To effectively fulfill the responsibilities outlined above, the Chief Executive Officer shall have the power to:
 - 5.1.8.1. Issue directives and orders pertaining to Club activities and operations.
 - 5.1.8.2. Make decisions on the allocation and use of Club resources.
 - 5.1.8.3. Establish committees or working groups to address specific tasks, projects, or areas of concern, appointing their members and defining their mandates.
 - 5.1.8.4. Enforce disciplinary measures in accordance with the Club's policies and procedures.
 - 5.1.8.5. Enter into negotiations and approve agreements on behalf of the Club.
- 5.1.9. Hold signing and financial authority along with the VP Finance,
- 5.1.10. Preside over meetings of the Executive Committee and/or members,
- 5.1.11. Ensure a smooth transition of office from one year to the next.

5.2. The President Shall:

- 5.2.1. Report to the Chief Executive Officer,
- 5.2.2. Develop and communicate a visionary strategic plan for the Club, aligning its activities and initiatives with the overall mission and objectives of the organization.
- 5.2.3. Manage the planning, execution, and evaluation of Club operations, ensuring efficiency, effectiveness, and compliance with established policies and procedures.
- 5.2.4. Safeguard the financial health of the Club by overseeing budget development, financial transactions, and resource allocation, in partnership with the VP Finance and the executive committee.

- 5.2.5. Drive initiatives to expand the Club's membership through effective outreach, engagement, and retention strategies, building a dynamic and inclusive community.
- 5.2.6. Act as the principal spokesperson and liaison for the Club with external entities, including other organizations, the media, and the general public, to elevate the Club's profile and relationships.
- 5.2.7. Ensure that the Club adheres to legal and ethical standards as dictated by relevant authorities, in line with the Club's constitution and bylaws.
- 5.2.8. Promote leadership within the Club by identifying, mentoring, and advancing capable members into positions of responsibility.
- 5.2.9. Resolve internal conflicts, fostering a cooperative and harmonious environment that supports the Club's objectives.
- 5.2.10. To effectively carry out these duties, the President is empowered to
 - 5.2.10.1. Create and disband committees, selecting leaders and setting their agendas to focus on specific operational or developmental aspects of the Club.
 - 5.2.10.2. Make executive decisions on behalf of the Club, subject to the CEO's review and approval, for matters not directly reserved for the membership.
 - 5.2.10.3. Implement disciplinary actions against members who breach Club rules or conduct standards, following the Club's established disciplinary guidelines.
- 5.2.11. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.12. Coordinate organizational recruitment efforts.

5.3. The Chief Operations Officer (COO) Shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Uphold and enforce the Club's standards of conduct and discipline, ensuring that all members adhere to the Club's bylaws, rules, and regulations.
- 5.3.3. Oversee the welfare of Club members, acting as a point of contact for concerns related to their well-being, morale, and engagement within the Club.
- 5.3.4. Provide logistical support for Club events and activities, ensuring that all preparations are made for the smooth execution of such events.
- 5.3.5. Serve as a key advisor to the President and CEO, offering insights and recommendations on matters affecting the Club's operation and member engagement.
- 5.3.6. Facilitate communication and understanding between the membership and the CEO and President, acting as a liaison.
- 5.3.7. To effectively fulfill these duties, the COO is empowered to:
 - 5.3.7.1. Propose and initiate programs and activities aimed at enhancing member welfare, engagement, and development, subject to approval by the CEO and President.
 - 5.3.7.2. Enforce the Club's disciplinary policies, including the recommendation of disciplinary actions to the CEO and President for members who violate Club rules or standards.
 - 5.3.7.3. Organize and oversee committees related to member welfare, training, and event support, appointing committee leaders and defining their responsibilities.
- 5.3.8. Maintain a list of group members,
- 5.3.9. Maintain the group website and member contact list,

5.3.10. Record notes and motions for meetings.

5.4. The VP Finance Shall:

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

5.4.2. Record all financial transactions of the group,

5.4.3. Hold signing and financial authority along with the President,

5.4.4. Maintain a budget of income and expenses,

5.4.5. Advise members on financial position of the group,

5.4.6. Prepare a bi-annual audit,

5.4.7. Prepare an annual budget for the group.

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 a non-biased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

7.1. The VP Finance shall keep an active record of income and expenses.

7.2. The VP Finance 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 \$100.00 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 twice 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 CEO, President and COO reserve the right to terminate membership based on the disciplinary procedures outlined in the member code of conduct.
- 9.2. 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.
- 9.3. A vote to revoke membership may be held at a meeting of the Executive Committee.
- 9.4. A two-thirds majority of the Executive Committee is required to initiate any motion to revoke membership, final authority lies with the CEO.
- 9.5. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the CEO, President and COO.
- 9.6. In the case of an appeal, the member shall present their case to the Executive Committee a 2/3 majority shall be required to sustain the revocation of membership, final authority lies with the CEO, President and COO.
- 9.7. 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.
- 9.8. The CEO reserves the right to terminate any Executive Committee members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall be made at the discretion of the CEO, President and COO.
- 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.