

Constitution of The University of Toronto Academic Trivia Club

1. Name

The official name of this recognized campus group is The University of Toronto Academic Trivia

Club The acronym or abbreviation of this group is: U of T ATC

2. Purpose and Objectives

The University of Toronto Academic Trivia Club will provide a fun and casual forum for students and members of the university community in general to play and practise trivia. Through hosting and attending several Quizbowl tournaments throughout the year, members will be introduced to their peers from across Canada and the United States. We will generally meet one evening every week during the school year, with additional meetings added as desired in preparation for upcoming tournaments. Club funds earned through hosting tournaments will be used to offset travel and registration costs that arise from competing at other universities, in order to increase accessibility for all members of the student body.

3. Membership

Voting membership to the group is open to all University of Toronto students, and is not open to anyone who is not a student at U of T. Voting members are permitted to seek election, vote in elections, attend and vote at general meetings, and propose/vote on proposed constitutional amendments.

Staff, faculty, alumni, and non-U of T members may not be voting members, though staff, faculty, or alumni may be counted as non-voting members and may be elected to a non-voting executive position. Only one non-voting executive position may be in existence at a time.

There is no membership fee; the group is free of charge to all members.

4. Executive List and Duties

The executive committee shall be comprised of five (5) elected officers. These include a President, Treasurer, Vice President (Internal), Vice President (Social), and First-Year Representative. An executive member may not serve as a financial signing officer for the Academic Trivia Club if they are also a financial signing officer for another student group.

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

The Vice-President (Internal) shall:

- Assume duties of the President in their absence
- Assist the President in their duties when required to do so
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Perform regular tasks involved in the day-to-day functions of the club, such as organizing practices and keeping track of what is read at the practices.

The Vice-President (Social) shall:

- Coordinate organizational recruitment efforts
- Organize social events, fundraisers, and clubs fair

The Treasurer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

The First-Year Representative shall:

- Communicate club decisions and announcements with the club members in their first year in the club
- Listen to comments and suggestions brought to them by said first-year members
- Bring forward said comments and suggestions at executive meetings

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Termination of Executives or General Members:

The club shall have a Code of Conduct specifying unacceptable behaviour. The club shall vote on either renewing or modifying the Code of Conduct each year at the same time as general elections are held.

In circumstances or a violation of the club Code of Conduct, a member may be removed immediately by an executive member, or following a vote of the executive, as specified in the Code of Conduct.

In the case of any serious violation of the Code of Conduct, the executive will also connect with the appropriate division of the university, whether it be the Community Safety Office, a member of the uLife team, or otherwise. If appropriate for a given incident, the Sexual Violence & Support Centre may be contacted.

In addition, 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, may be given notice of removal. The member up for removal shall have the right to defend his/her actions.

The club must be willing to work with other bodies, such as law enforcement, the broader academic trivia organizations, or schools and universities with whom the club has a relationship, and take their recommendations into account in making these decisions.

As required by university regulations, a removed member may appeal this decision. Having scheduled the appeal, and clearly communicated it to all relevant parties, the pertinent individuals may speak on the situation to the general membership. They may discuss any issues they deem pertinent but are not required to give all details for the members to vote. As an additional note, parties who wish to speak on the matter may do so on different occasions or at the same time, depending on their wishes. The general membership must have heard any and all parties who wish to speak on the matter before casting a vote, even if they are present at different times.

The appeal decision will be based on a 2/3 majority of the general membership who chooses to vote on the issue.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March or April. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO shall select an election date which falls within the months of March or April on which the voting will occur. This date will be announced in a minimum of one (1) week prior to the election date and must fall on a weekday.

The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the chosen election date. Candidates must be members in good standing with the group.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting date and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may vote by proxy, the method of which will be at the discretion of the CRO. Non-U of T members may not nominate or vote in elections.

Only U of T members who have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions, excepting the First-Year Representative, shall be from May 1st to April 30th.

The position of First-Year Representative shall not be filled during these foregoing elections. The position will be contested separately, in an election held during September or October.

Candidates for First-Year Representative must be in their first full year of membership in the club. The procedure for this special election will be identical to that for the general election.

The term of the First-Year Representative shall be from the day following the special election, until April 30th.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least once per year.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.