

Constitution of “University of Toronto St. George Cricket Club”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto St. George Cricket Club”
- 1.2. The official acronym or abbreviation of the group is “UTSG Cricket Club”
- 1.3. The purpose, objectives, mission, and/or mandate of the UTSG Cricket Club are to establish a formal structure for all cricket activities within the university and to consistently organize cricket games, tournaments, and leagues for UofT students. Our goal is to provide every UofT student with the opportunity to participate in cricket-related activities. We aim to secure the necessary permissions from the university and provide the required sports equipment, spaces, and time slots needed to foster a healthy cricketing environment. Additionally, we strive to offer students opportunities to participate in and enjoy the game, promoting teamwork, sportsmanship, and a sense of community.

2. Article Two – Membership and Membership Fee

- 2.1. The general member is someone who is present in the subscribers list of the club.
- 2.2. The membership is open to University of Toronto students, faculty, staff, and alumni from all three campuses (in accordance with the Student Affairs rules for club recognition).
- 2.3. There is no annual membership fee, but all events will be subsidized for members, non-members will have to pay the full amount for any events hosted by us with a substantial cost incurred.
- 2.4. Membership is also opened to interested persons outside the university. However, non-U of T members do not have voting privileges.

3. Article Three – Rights of Members

- 3.1. All members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The Members (and potential members) cannot be discriminated against based on their race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation, age, marital status, family status, or disability.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of fifteen (15) voting members.

- 4.3. The executive positions do not have specific boundaries.
- 4.4. Executive duties are interchangeable.
- 4.5. Executives are expected to fulfil any tasks that specifically fall under their position title.
- 4.6. President, Vice President(s) and Advisor must have served as an executive previously on the BSA executive team.
- 4.7. Executives are not paid.
- 4.8. Executives are expected to serve the entire term, from September to August of an academic year.
- 4.9. President(s) may distribute various duties to both executives and associates.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Have the highest decision-making power.
- 5.1.2. Be present at all meetings; however, the Vice President(s) may sit in if they are unable to attend.
- 5.1.3. Direct and coordinate all club activities.
- 5.1.4. Assign duties to executives and associates.
- 5.1.5. Act as the primary spokesperson and liaison officer for the association.
- 5.1.6. Ensure that club events and ideas align with the club's mandate.
- 5.1.7. Assess the club's focus and mandate for every event the club facilitates.
- 5.1.8. Ensure all club activities are conducted properly, efficiently, and transparently.
- 5.1.9. Act as the contact person as recognized by Student Affairs and UTSU.
- 5.1.10. Hold signing officer authority along with the Director of Finance for financial purposes.
- 5.1.11. Chair general and executive meetings.
- 5.1.12. Be accountable for answering queries of all members regarding the club.
- 5.1.13. Approve all social media posts before publishing.
- 5.1.14. Serve only one term.

5.2. The Vice-President shall:

- 5.2.1. Assist all team members.
- 5.2.2. Financially prepare for designated projects and initiatives.
- 5.2.3. Keep track of all accounting and bank account activities, including receipts and documentation for all expenses.
- 5.2.4. Conduct cost analysis for all club events.
- 5.2.5. Assess and reassess budget allocations for club events.
- 5.2.6. Keep track of money-related matters in general.
- 5.2.7. Coordinate fundraising initiatives for the club.
- 5.2.8. Coordinate funding and subsidy-related matters between the university administration and the club.
- 5.2.9. Ensure all club cheques are cashed on time and that sponsors receive tax receipts for their donations.

5.3. The General Secretary shall:

- 5.3.1. Assist the President(s) in all club matters.
- 5.3.2. Be present at all meetings.
- 5.3.3. Be responsible for all secretarial duties, including keeping minutes of meetings, filling out club-related forms, scheduling, and organizing club information.
- 5.3.4. Assist the team in recruiting volunteers and publicizing club events on and off campus.
- 5.3.5. Maintain a list of group members.
- 5.3.6. Notify all members of general meetings.

5.4. Director of Finance shall:

- 5.4.1. Financially prepare for designated projects and initiatives.
- 5.4.2. Be present at all meetings.
- 5.4.3. Keep track of all accounting and bank account activities, including receipts and documentation for all expenses.
- 5.4.4. Conduct cost analysis for all club events.
- 5.4.5. Assess and reassess budget allocations for club events.
- 5.4.6. Keep track of money-related matters in general.
- 5.4.7. Coordinate fundraising initiatives for the club.
- 5.4.8. Coordinate funding and subsidy-related matters between the university administration and the club.
- 5.4.9. Ensure all club cheques are cashed on time and that sponsors receive tax receipts for their donations.
- 5.4.10. Be one of the two signing officers for the bank account.

5.5. Director of Logistics shall:

- 5.5.1. Buy accessories and coordinate equipment management.
- 5.5.2. Ensure equipment is transported and available for matches and practices.
- 5.5.3. Ensure that every event's logistics are organized properly and executed efficiently.
- 5.5.4. Be in-charge of merchandise sale and their corresponding marketing.

5.6. Director of Outreach shall:

- 5.6.1. Assist all team members in communicating between the club and all other external groups.
- 5.6.2. Attract external funding, including sponsorships, for the club.
- 5.6.3. Be present at all meetings.
- 5.6.4. Be responsible for booking rooms, signing documents, filling out club-related forms, managing emails, managing membership lists, etc.
- 5.6.5. Ensure recruitment for all club events are up to the required standard.

5.7. Director of Marketing shall:

- 5.7.1. Create a sophisticated marketing plan at the beginning of the year and ensure a smooth promotional mechanism throughout the entire year.
- 5.7.2. Post photographs/videos online for outreach purposes.
- 5.7.3. Ensure that upcoming events reach out to all associated stakeholders.
- 5.7.4. Maintain the Facebook page, website, Instagram, and all other forms of social media.

5.7.5. Find creative ways to reach out to different crowds and expand the club's reach.

5.8. Director of Operations shall:

5.8.1. Be responsible for managing event participation such as tournaments, by staying active on the social media group chats.

5.8.2. Find creative ways to increase event participation.

5.8.3. Arrange all drop-ins (date, time and place)

5.8.4. Plan events as designated by the executive team.

5.8.5. Come up with new ideas regarding club events.

5.8.6. Assign and oversee individual sub-tasks necessary for the implementation of the events and ensure that the complete event logistics are organized.

5.9. Advisors/Mentors shall:

5.9.1. Advise all team members with their respective departmental duties.

5.9.2. Ensure all club activities are mandated according to the constitution.

5.9.3. Advise all team members of potential challenges that may arise during activities/events.

5.9.4. Guide and share contacts with the designated people in the team so that they can learn and perform their roles effectively.

6. Article Six – Elections

6.1. 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 July.

6.2. All members of the Election Committee shall be non- biased in the results of the election and shall be required to disclose all conflicts of interest in the election.

6.3. 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 beginning of July.

6.4. Candidates must be members in good standing and be part of the group for at least one month prior to the nomination period.

6.5. The CRO shall select three (3) election dates before July 31st for the voting period. These dates will be announced a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

6.6. The CRO and Scrutinizers shall provide each U of T member with a google form based voting system.

6.7. 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.

6.8. Term of executive position shall be from September 1st to August 31st of the following year

6.9. 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.

- 6.10. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.11. 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 \$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 group shall hold general meetings at least once per year, i.e. once per academic year.
- 8.2. The Executive Committee will announce these dates two (2) weeks prior to holding the meetings.
- 8.3. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any.
- 8.4. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most vote will be passed.
- 8.5. The executive committee shall meet on a weekly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

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.