

UTSC Cheerleading Student Group Constitution

2024-2025

Article 1: Name of Organization

- 1.1 The official name of the organization will be the University of Toronto Scarborough Cheerleading Student Group (UTSC Cheer Student Group).

Article 2: Purpose

- 2.1 The purpose of UTSC Cheer Student Group will be to encourage wholesome and enthusiastic school spirit, acting as representatives of the team and the University.
- 2.2 UTSC Cheer Student Group will enhance the educational, recreational, social, and/or cultural environment(s) of the University of Toronto Scarborough by engaging students in campus life and athletics with emphasis on school spirit and pride while promoting good sportsmanship, citizenship, and maintaining a high standard of behaviour in accordance with the University's values.
- 2.3 UTSC Cheer Student Group fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities essentially commercial in nature.
- 2.4 UTSC Cheer Student Group operates as an independent entity working within the University of Toronto Scarborough community and is subject to the values and policies of the University.

Article 3: Obligation of Membership

- 3.1 The Obligations of Membership outlines all of the expectations and standards that we as a team agree to be held accountable for. Every member of UTSC Cheer Student Group must sign this document annually, as an agreement between the member and the organization as a whole.
- 3.2 Signing the Obligations of Membership does not mean members will not make mistakes or that members will always be perfect. However, it does mean members are accepting responsibility for their behaviour and actions, as well as any resulting consequences.
- 3.3 Understanding the Obligations of Membership:
The Obligations of Membership summarize the basic agreements between a member and the organization include the following:
- 3.3.1 Members recognize the constitution of UTSC Cheer Student Group as the rules that we follow as an organization. All members must know and understand what the constitution includes and where it can be located.
- 3.3.2 In the event that a member violates the constitution, the result will be proper discipline. Member discipline *may* result in the loss of certain membership

privileges for a certain period of time.

- 3.3.3. Members agree not to engage in conduct that is unbecoming of UTSC Cheer Student Group or that contributes to the impairment of welfare or prestige. This means members are expected to act in accordance with UTSC Cheer Student Group's purpose.

This includes conduct while performing or while in or outside of practice. at events or meetings, in practice, uniform (or any team clothing) inside

- 3.4 Violations of these terms may result in member discipline. The discipline of members will be decided upon by coaches and the executive council.

Article 4: Membership

4.1 Membership in UTSC Cheer Student Group is open to all current students, staff, faculty and alumni of 1 year from the University of Toronto Scarborough.

4.2 Membership in UTSC Cheer Student Group is divided into two teams; Competition and Performance. The Performance Team is open to all students who attend a scheduled tryout session. Performance Team members who wish to be promoted to the Competition Team must meet

all of the required criteria as set by the UTSC Cheer Student Group Captain(s) and/or Coach(es) and/or Choreographer(s).

4.2.1 If the Competition Team reaches the maximum capacity, as set by the Captain(s) and Coach(s) that season, the remaining qualifying members will remain on the Performance Team until space is available.

4.2.2 Competition Team members are not guaranteed a spot on the team.

4.3 The term of membership for UTSC Cheer Student Group will be from September 1- August 31 of the following year.

4.4 Each member must remain in good standing to maintain membership. Members who do not adhere to the following criteria will be placed on probation and their position on the team will be re-evaluated. Criteria for "good standing" will be as follows

https://docs.google.com/document/d/1USwP083glqmHfCuTqHb5ebGZMHu290eHIW6_iDPvZ68/edit?usp=sharing:

4.4.1 Maintain ongoing activity and support of the UTSC Cheer Student Group Team.

4.4.2 Behave accordingly as a representation of the University of Toronto Scarborough Campus.

4.4.3 Criteria to be placed into probation include the following but are not limited to, and are under the discretion of the Coach(s), Captain(s), and President.

4.4.3.1 Failure to attend mandatory events as specified by the Captain(s) and President, unless being formally excused.

4.4.3.2 Missing more than two unexcused practices

4.4.3.3 Failure to attend at least one promotional event

- 4.4.3.4 Showing disrespect to fellow members, Captain(s) and/or Coach.
- 4.5 Each member in good standing (concerning membership obligation) shall be afforded the following rights through membership in UTSC Cheer Student Group:
- 4.5.1 The right to participate and vote in general elections and meetings;
 - 4.5.2 The right to communicate and to discuss and explore all ideas;
 - 4.5.3 The right to organize/engage in activities/events that are reasonable and lawful;
 - 4.5.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
 - 4.5.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities that are illegal or which infringe on the rights and freedoms already mentioned above;
 - 4.5.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful.
- 4.6 Each member shall possess the following responsibilities relative to participation in UTSC Cheer Student Group:
- 4.6.1 Support the purpose of the organization;
 - 4.6.2 Uphold the values of the organization;
 - 4.6.3 Contribute constructively to the programs and activities offered by the organization;
 - 4.6.4 Attend general meetings to have vote or opinion considered in team and club decisions;
 - 4.6.5 Abide by the constitution and subsequent official organizational documents;
 - 4.6.6 Respect the rights of peers and fellow members;
 - 4.6.7 Treat each member as an equal per 4.5.6;
 - 4.6.8 Abide by University of Toronto policies, procedures and guidelines;
 - 4.6.9 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

Article 5: Privacy of Members

- 5.1 UTSC Cheer Student Group will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.
- 5.2 In the event the team is involved in a publicity event members of the performance team names may be given.
- 5.2.1 Permission from each member for the release of the individual's name, photo or video is understood and signed once they have signed the Media Release Form.

Article 6: Executives

- 6.1 The executives of the organization shall include the President, Vice President of Operations (VP. Operations), Vice President of Communications (VP. Communications), Vice President of Finance (VP. Finance), Captain(s), Choreographer(s), Director of Events (Dir. Events), Director of Philanthropy and Fundraising (Dir. Philanthropy), Director of Membership Development (Dir. Mem Dev), and Director of Public Relations (Dir. PR).
 - 6.1.1 Executives must be active members of the team during their term of office, unless officially excused by the President, by their discretion. However, the inactive executive is still expected to perform their duties as usual and maintain a decent level of commitment to the team or they risk forfeiting their position.
 - 6.1.2 All the senior executives, excluding Captain(s), will have signing officer responsibilities.
 - 6.1.2.1 Signing officers must be updated on the team bank account prior to May 1st of every year.
 - 6.1.3 “Senior Executives” are defined as such due to their executive responsibilities on the team and include, President, Vice Presidents of Operations, Finance and Communications, and Captain(s).
- 6.2. The broad responsibilities and requirements of each executive position are as follows:
 - 6.2.1 **President**
 - 6.2.1.1 Attend all executive meetings unless excused by the VP.Operations for a valid reason.
 - 6.2.1.2 Promote all UTSC Cheer Student Group Team activities, clinics and conferences.
 - 6.2.1.3 Shall be one of four signing officers for UTSC Cheer Student Group.
 - 6.2.1.4 Will have signing authority for financial accounts and decisions.
 - 6.2.1.5 Hold the position for three consecutive semesters.
 - 6.2.1.6 Must have held an executive position for 1 year prior to assuming this role. Priority is given to members who previously held a Vice President position.
 - 6.2.1.7 Responsible for allocation of budget.
 - 6.2.1.8 Responsible for holding and calling executive meetings;
 - 6.2.1.8.1 All communication should be done in a method that is suitable for all executives (To be decided upon first executive meeting);
 - 6.2.1.8.2 Weekly executive meeting dates and times are to be finalized at the beginning of the year, subject to change the following term.
 - 6.2.1.9 Ensure all duties are being completed by the executive team, captains and coaches; ensuring two-way communication with and between the Vice Presidents.
 - 6.2.1.10 Must complete annual succession plan which includes the following information professionally documented:
 - 6.2.1.10.1 Name, year of position, e-mail address;

- 6.2.1.10.2 Contacts and list executives;
- 6.2.1.10.3 Experiences in position;
- 6.2.1.10.4 Any difficulties/challenges faced;
- 6.2.1.10.5 Goal for the following year;
- 6.2.1.10.6 Revised constitution and previous years constitution;
- 6.2.1.10.7 Documentation of changes made in the constitution;
- 6.2.1.10.8 Succession plan is to be completed by the end of the

election period. Following the collection of all succession plans the President is responsible for a meeting that will be held to discuss any changes that need to be made or things that should be added to succession plans. Goals for the following year will also be discussed. All positions, executives and captains will be rehired. Executive applications should be considered first to determine new executives by the third week of March. In the last week of March captain applications will be reviewed and selected by the previous years' executives and newly elected executives. All meetings and contacting applicants will be arranged by the President.

6.2.1.10.9 In this event, the President will bring the concern to the executive team, coaches and members.

6.2.1.11 Addresses and resolves any concerns regarding UTSC Cheer Student Group;

6.2.1.11.1 Primary consultant for arranging disciplinary action towards members or Executives.

6.2.1.12 Responsible for working with the rest of the senior executives with member recruitment (Tryouts, marketing, etc.)

6.2.2 **Vice President of Operations**

6.2.2.1 Attend all executive meetings unless excused by the President for a valid reason. In the absence of the President, have all the duties and authority of the President;

6.2.2.2 Shall aid in all duties and responsibilities maintained by the President.

6.2.2.3 Shall be one of four signing officers for UTSC Cheer Student Group;

6.2.2.4 Will have signing authority on UTSC Cheer Student Group's financial account if needed.

6.2.2.5 Hold the position for three consecutive semesters.

6.2.2.6 Must have held an executive position for 1 year prior to assuming this role.

6.2.2.7 Responsible for completing CCR Recognition duties and training for UTSC Cheer Student Group with DSL and/or SCSU.

6.2.2.8 Responsible for supervising and supporting coaching positions, their responsibilities, their hiring or appointing.

6.2.2.9 Responsible for arranging member recruitment (Tryouts, marketing, etc.)

6.2.2.10 Responsible for arranging annual elections in March for the executive council and releasing executive applications.

6.2.2.11 Responsible for ensuring the Dir. PR and Dir(s). Mem Dev

are completing their duties.

6.2.2.12 Must complete an annual succession plan including the professional documentation of:

6.2.2.12.1 Name, year of position, e-mail address;

6.2.2.12.2 Contacts;

6.2.2.12.3 Experience in position;

6.2.2.12.4 Difficulties/ challenges faced, documented with date and resolution

6.2.2.12.5 Revised constitution and previous years constitution;

6.2.2.12.6 Documentation of changes made in the

constitution;

6.2.2.12.7 Goals for the following year;

6.2.2.12.8 Succession plan is to be completed and given to the

President by the end of the election period.

6.2.3 Vice President of Communications

6.2.3.1 Attend all executive meetings unless excused by the President for a valid reason.

6.2.3.2 Shall be one of four signing officers for UTSC Cheer Student Group.

6.2.3.3 Hold the position for three consecutive semesters.

6.2.3.4 Must have held an executive position for 1 year prior to assuming this role.

6.2.3.5 Shall be the main contact to organize the Competition Team and Performance Team attendance for athletic competitions, events, or any type of performance, as well as organizing UTSC Cheer Student Group for clubs day(s);

6.2.3.6 Will professionally take attendance and document the minutes at executive meetings.

6.2.3.7 Will appropriate forms to be filled out and then approved by VP Finance and President.

6.2.3.8 Check UTSC Cheer Student Group email every 24 hours and respond to all member and external inquiries within 48 hours

6.2.3.9 Keep track of weekly attendance in collaboration with Captain(s).

6.2.3.10 May hire or appoint associate if necessary;

6.2.3.10.1 Before 6.2.3.10 is considered all other options must be exhausted such as assistance from other executives. In the event it is necessary to hire such an assistant, it must be voted upon by the executive team.

6.2.3.11 Responsible for ensuring the Dir. Events is completing all their duties.

6.2.3.12 Must complete an annual succession plan including:

6.2.3.12.1 Name, year of position, e-mail address;

6.2.3.12.2 Professional documentation of contacts and

events- This means separating contacts based on 1) Performance events> Sport or Venue> (if it is a sporting event) Team, 2) Fundraisers> fundraising event> contact for materials, for venue, for external clubs, 3) Philanthropy events> philanthropy event> event contact. This should be professionally documented including necessary resources from the VP of Finance (expenses, funding received from external sources, funding earned etc), VP of Operations (executive decisions or meetings involved etc),

captain(s) (which team members attended, which routine was performed, what kind of campus spirit was involved) and external sources, such as resources used for music or assistance in planning events, and external clubs involved with a short description of their involvement;

6.2.3.12.3 Experience in position;

6.2.3.12.4 Difficulties/ challenges faced with professional documentation including date and resolution;

6.2.3.12.5 Revised constitution and previous years constitution;

6.2.3.12.6 Documentation of changes made in the constitution;

6.2.3.12.7 Goals for the following year;

6.2.3.12.8 Succession plan is to be completed and given to the President by the end of the election period.

6.2.4 Vice President of Finance

6.2.4.1 Attend all executive meetings unless excused by the President for a valid reason.

6.2.4.2 Shall be one of three signing officers for UTSC Cheer Student Group.

6.2.4.3 Must hold the position for three consecutive semesters.

6.2.4.4 Must have held an executive position for 1 year prior to assuming this role.

6.2.4.5 Maintain appropriate documentation as requested by VP Operations and President

6.2.4.6 Responsible for completion of SCSU/DSL/SCAA funding forms.

6.2.4.7 Responsible for collection and maintenance of receipts and invoices.

6.2.4.8 Responsible for reimbursements.

6.2.4.9 Responsible for any purchases UTSC Cheer Student Group requires;

6.2.4.9.1 This includes the team's equipment such as uniforms, poms, and payments for gym use;

6.2.4.9.2 Responsible for proper documentation of such purchases listed in 6.2.4.9.1, receipts and collection or distribution of payments.

6.2.4.10 Signing officer for UTSC Cheer Student Group banking account.

6.2.4.11 Responsible for any purchases made and/or reimbursed by UTSC Cheer Student Group.

6.2.4.12 Responsible for updating VP Operations and President with financial updates by the end of each semester or monthly if requested by another executive;

6.2.4.12.1 Responsible for having up-to-date professional documentation of finances if a request is made. Continuously not having updated reports, loss of receipts, failure to reimburse or maintain proper documentation is cause for dismissal from position upon majority executive vote. Dismissal or temporary removal of certain responsibilities will be decided upon by a majority executive vote.

6.2.4.13 Responsible for ensuring the Dir. Philanthropy is completing all their duties.

6.2.4.14 Must complete an annual succession plan including:

6.2.4.14.1 Name, year of position, e-mail address;

6.2.4.14.2 Professional documentation of finances to be completed in full by the end of every semester (fall, winter, and spring). Documentation will be separated by month including date, description, revenue, expenses (including reimbursement which will include a signed signature from the recipient), event sales, event cost and sponsorships. With each documented month a copy of appropriate receipts, and/or invoices will be included. Filing should be based on Year>Semester>Month;

6.2.4.14.3 Operating budget for next fiscal year.

6.2.4.14.4 Revised constitution and previous years constitution;

6.2.4.14.5 Documentation of changes made in the constitution;

6.2.4.14.6 Succession plan is to be completed and given to the

president by the end of the election period.

6.3 Only student members of the organization may hold executive positions.

6.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.

6.5 This committee is collectively responsible for the day-to-day decision-making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

6.6 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

6.7 The term of each executive will last from May 1 following their election to April 30 of the following year.

6.8 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignations are, by its terms effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

6.9 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

6.10 If the President resigns, a notice of such resignation must be submitted in writing and delivered to the Vice President of Operations. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the Vice President of Operations, and no ratification by the organization shall be required to make the resignation official. Upon official resignation Vice President of Operations.

6.11 Any vacancy of the President shall be filled by the Vice President of Operations until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

6.12 Ensure all appropriate receipts are kept for reimbursement and documentation so they can be forwarded to the VP. Operations.

6.13 Responsible for managing and redeeming e-transfers and creating a member budget for every new season AND making sure all balance with external companies is cleared before the end of the season.

6.14 Can exercise external legal intervention in the case a member does not fulfill financial obligations summarized in Membership Obligation.

6.15 Captain(s)

6.15.1 Attend all executive meetings unless excused by the President for a valid reason.

6.15.2 General management of UTSC Cheer Student Group Team Members and liaison with executive members.

6.15.3 Must hold the position for six consecutive semesters.

6.15.4 Are responsible for adhering to the Team's values and carrying forward the objectives of the respective initiatives relating to team practices, performance events, and choreography. They are expected to act as model members of the team and provide examples for general members. Captains are advised to seek approval from the President, and/ or Coach prior to executing endeavours.

6.15.5 Attend all team practices and bonding events and encourage all members to attend;

6.15.6 In the absence of the Coach(s), Captain(s) should continue with choreography prep or follow an agenda as set out by the Coach prior to the practice.

6.15.7 Responsible for assisting with member recruitment (Tryouts, marketing, etc.) in liaison with the senior executives

6.15.8 Responsible for collaborating with the coach(s) to make decisions in the best interest of the team and team members.

6.15.9 Responsible for formulating routines for performances in liaison with the Choreographer(s) as necessary;

6.15.10 In the event of separate Competition Team and Performance Team captains, the following are applied to Performance Team captain(s):

6.15.10.1 Mentor and leader the members of Performance Team during the scheduled practices for Performance Team members.

6.15.10.2 Will be responsible for attending every Performance Team practices

and in the rare case they are unable to, they will arrange a qualified substitute to run the scheduled practice.

6.15.10.3 Meet with the Captain(s) and Coach(s) monthly to plan Performance Team practices and provide updates regarding their progress.

6.15.10.4 Bring up any issues or requests from the Performance Team at either executive meetings or to the Captain(s).

6.15.10.5 Work with VP Communications to represent Performance Team members at monthly executive meetings.

6.15.11 Responsible for ensuring the Choreographer(s), Dir. Events, Dir. PR and Dir. Mem Dev are completing all their duties.

6.15.12 Completed annual succession plan must include:

6.15.12.1 Personal Information:

Name, year of position, email address, previous experience;

Challenges experienced:

Any challenges faced by the captain(s) professionally documented with dates and a resolution to the problem.

- Difficulties with events, planning, contacts or performances should also be professionally documented with dates;
- 6.15.12.2 Goal for the following year:
A commitment to be carried out, within reason, by the successor for the team. For example, "In 2017-2018 UTSC Cheer Student Group's dance and performance team's main priority is working towards being more equitable by including males.";
- 6.15.12.3 Succession plan is to be completed and given to the President by the end of the election period.

6.16 **Choreographer(s)**

6.16.1 Shall be chosen through the election process or selected by the Captain(s). Potential choreographers must bring or be ready with an example of choreography that they have prepared to show to the rest of the voting members of the Competition Teams part of their campaign. Choreographers are responsible for adhering to the Team's values and carrying forward the objectives of the respective initiatives. Choreographers must seek approval from the President, Captain(s), Vice President of Operations, and/ or Coach(s) prior to executing endeavours.

- 6.16.2 General management of UTSC Cheer Student Group Team Members and liaison with executive members;
- 6.16.3 Must attend all executive meetings unless excused by the President for a valid reason.
- 6.16.4 Responsible for member recruitment (Tryouts, marketing, etc.) in liaison with the Captain(s) and VP. Operations
- 6.16.5 Responsible for formulating a routines for performances as necessary within a timely manner;
- 6.16.6 Completed annual succession plan must include:
- 6.16.6.1 Personal Information:
Name, year of position, email address, previous experience;
- 6.16.6.2 Challenges experienced:
Any challenges faced by the captain(s) professionally documented with dates and a resolution to the problem. Difficulties with events, planning, contacts or performances should also be professionally documented with dates;
- 6.16.6.3 Goal for the following year:
A commitment to be carried out, within reason, by the successor for the team. For example, "In 2017-2018 UTSC Cheer Student Group's dance and performance team's main priority is working towards being more equitable by including males.";
- 6.13.6.4 Succession plan is to be completed and given to the President by the end of the election period.

6.17 **Director of Events**

- 6.17.1 Shall be chosen through the election process. The Director of Events is responsible for adhering to the Team's values and carrying forward the objectives of the respective initiatives. The Director of Events will execute endeavours following the approval of the Executive Team.
- 6.17.2 Actively seek out and enroll UTSC Cheer Student Group in related events in which they can present their skills, support the community, and promote school spirit.
- 6.17.3 Work with UTSC, SCAA, The Pan Am Sports Center staff, and Athletics and Recreation to create a schedule for upcoming sports games which are relevant to the UTSC Cheer Student Group Team.
- 6.17.4 Maintain a previous and current record of attended events and their respective contacts in the team's Google Drive folders for future reference.
- 6.17.5 Organize and ensure the team attended to all committed events along with the following details:
 - 6.17.5.1 Equipment availability.
 - 6.17.5.2 Stage and its dimensions.
 - 6.17.5.3 Performance Music in the correct format.
 - 6.17.5.4 Number of performers in committed attendance for each appearance/event.
 - 6.17.5.5 Location and time of appearance/event.
 - 6.17.5.6 Purpose of appearance/event.
- 6.17.6 Attend each event unless a valid reason is given (whether this be to participate or overlook the team)
- 6.17.7 Must attend all executive meetings unless excused by the President for a valid reason.
- 6.17.8 Succession Plan for this role is to be completed by the end of the election period which includes but is not limited to:
 - 6.17.8.1 Name, year of positions, e-mail address;
 - 6.17.8.2 Contacts
 - 6.17.8.3 Experiences in positions
 - 6.17.8.4 Any difficulties/ challenges faced
 - 6.17.8.5 Goals for the following year
- 6.17.9 Responsible for providing incoming executives taking on their role with all relevant information and material which they would need to ensure successful performance in their positions.
 - 6.17.9.1 The previous executive must meet with the incoming executive in a one-hour meeting to provide this relevant information and material to help with this transition.

6.18 **Director of Public Relations**

- 6.18.1 Shall be chosen through the election process. Potential Directors of Public Relations must have examples of content they would post and/or posters they have designed for the team to the rest of the voting members of the

Competition Teams part of their campaign. The Director of Public Relations is responsible for adhering to the Team's values and carrying forward the objectives of the respective initiatives. The Director of Public Relations will execute endeavours following the approval of the Executive Team

- 6.18.2 Responsible for possessing and maintaining the logins for the team's *Gmail, Facebook, Instagram, Twitter, Snapchat, YouTube*, and any additional social media logins in a discrete manner.
 - 6.18.3 Managing all interactions and activity of all relevant UTSC Cheer Student Group social media pages promptly every 24 hours.
 - 6.18.4 Post frequent, respectful, and relevant material on the social media pages as approved by the Executive Team.
 - 6.18.5 Responsible for the designing of promotional materials for events, e.g. flyers, postcards; designs must be approved by the Executive Team.
 - 6.18.6 Attend all scheduled events to take photos and videos to post on the social media pages and posting frequently during the event or providing live video coverage of the events.
 - 6.18.5.1 Responsible for accommodating and editing media material instances a member of the team or stranger does not want to be identified or present in the media material.
 - 6.18.5.2 Must delegate this task to another reliable executive if unable to attend the event after informing the Director of Events and the President of absence.
 - 6.18.7 Handle any issues that arise with our social media platforms in a respectful and approving manner.
 - 6.18.8 Obligated to attend all scheduled executive meetings
 - 6.18.9 Succession Plan for this role is to be completed by the end of the second week of March which includes but is not limited to:
 - 6.18.9.1 Name, year of positions, e-mail address;
 - 6.18.9.2 Contacts
 - 6.18.9.3 Experiences in positions
 - 6.18.9.4 Any difficulties/ challenges faced
 - 6.18.9.5 Goals for the following year
 - 6.18.10 Responsible for providing incoming executives taking on their role with all relevant information and material which they would need to ensure successful performance in their positions.
 - 6.18.10.1 The previous executive must meet with the incoming executive in a one-hour meeting to provide this relevant information and material to help with this transition.
- 6.19 **Director of Membership Development**
- 6.19.1 Shall be chosen through the election process. The Director of Membership Development is responsible for adhering to the Team's values and carrying forward the objectives of the respective initiatives. Director of

- Membership Development will execute endeavours following the approval of the Captains, President and Coach(s).
- 6.19.2 In the event of having multiple Directors of Membership Development, communications between them are required. The Director of Membership Development is responsible for planning, organizing, and executing monthly Performance Team bonding activities and events which are accommodating to a majority of the team members.
- 6.19.2.1 Planned events and activities must be approved by the Captain(s), Coach(s), and President.
- 6.19.2.2 All events and activities must be planned at least two weeks in advance and details of the events should be informed to all members at least one week in advance.
- 6.19.2.3 The Director(s) of Membership Development are required to attend all 100% of planned membership bonding events and activities to ensure the event is conducted safely first-tier.
- 6.19.2.4 All planned events and activities must be inclusive and safe in nature and provide the membership with an opportunity to increase social relations within the team.
- 6.19.2.5 In the event of planning and organizing independent bonding events, the Director is taking full responsibility.
- 6.19.2.6 All Directors of Membership Development must cooperate for the planning of the End of the Year Team Dinner.
- 6.19.2.7 Clubbing, and/ or any events that are 19+ are not recommended as bonding events.
- 6.19.3 Obligated to attend all scheduled executive meetings.
- 6.19.4 Succession Plan for this role is to be completed by the end of the second week of March which includes but is not limited to:
- 6.19.4.1 Name, year of positions, e-mail address;
- 6.19.4.2 Contacts
- 6.19.4.3 Experiences in positions
- 6.19.4.4 Any difficulties/ challenges faced
- 6.19.4.5 Goals for the following year
- 6.19.5 Responsible for providing incoming executives taking on their role with all relevant information and material which they would need to ensure successful performance in their positions.
- 6.19.5.1 The previous executive must meet with the incoming executive in a one-hour meeting to provide this relevant information and material to help with this transition.
- 6.20 Director of Philanthropy and Fundraising**
- 6.20.1 Shall be chosen through the election process. The Director of Fundraising and Philanthropy is responsible for adhering to the Team's values and carrying forward the objectives of the respective initiatives. Director of Fundraising and Philanthropy will execute endeavours following the approval of the Vice President Finance, President and Coach(s).

- 6.20.2 Responsible for planning, organizing, and executing at least two fundraising events per semester, as approved by the President.
 - 6.20.2.1 All philanthropy or fundraising events must be creative, inclusive of all team members, safe, and respectful.
- 6.20.2.2 The philanthropy event will raise funds for a team chosen charity.
 - 6.20.2.3 The fundraising event will be planned in collaboration with the Vice President of Finance and all its incoming funds will be reserved for the team's bank account.
 - 6.20.2.3.1 Ensure any money from the events goes into the team's official money box, and is handed over to either the Vice President Finance or President.
 - 6.20.2.4 The detailed plan should be outlined at least one week before the executive meeting and at least two weeks before the planned event.
 - 6.20.2.5 All relevant details in regards to the event should be informed to the Competition Teamt least one week in advance.
 - 6.20.2.6 Must communicate with the Vice President of Operations to ensure the venue and all additional required materials are in place.
 - 6.20.2.7 Must communicate with the Vice President of Finance to ensure the budget for the event is approved.
- 6.20.3 Obligated to attend at least 80% of scheduled executive meetings.
- 6.20.4 Succession Plan for this role is to be completed by the end of the second week of March which includes but is not limited to:
 - 6.20.4.1 Name, year of positions, e-mail address;
 - 6.20.4.2 Contacts
 - 6.20.4.3 Experiences in positions
 - 6.20.4.4 Any difficulties/ challenges faced
 - 6.20.4.5 Goals for the following year
- 6.20.5 Responsible for providing incoming executives taking on their role with all relevant information and material which they would need to ensure successful performance in their positions.
 - 6.20.5.1 The previous executive must meet with the incoming executive in a one-hour meeting to provide this relevant information and material to help with this transition.

Article 7: Dismissal of Members and Executives

- 7.1 The Competition Team is meant for students who have shown superior skill and dedication towards their position on the team and have completed a try-out session to the criteria outlined by Captain(s) and Coach(s). Performance Team, though does not perform at their level of cheer abilities as Competition Team, is expected to show the same commitment and follow the same outlined rules of the constitution. Due to the limited space members must adhere to strict rules. The breach of the following rules is grounds for probation and/ or removal from the team:

- 7.1.1 A member has more than one (2) unexcused absence
- 7.1.2 A member has more than two (2) unexcused lates
- 7.1.3 A member has missed a performance they were supposed to attend.
- 7.1.4A Performance member has not been able to make any performances during the first semester and has not provided valid reasoning.
- 7.1.5 A Performance member failed to learn the choreographies taught might result in probation.
- 7.1.6 A Performance member must learn all choreography.
- 7.1.7 A Performance member has violated the constitution (also includes the official document, Obligations of Membership, signed by each executive, captain, Performance team members and Prep team members)
- 7.1.8 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the Prep team membership.
- 7.2 The process for removing a member from the performance team will be initiated using the three-tier procedure as stated below in section 7.3.
- 7.3 The process for removing a member or executive may be initiated when a committee of no less than three (3) executive members appointed by the general membership and three general members to investigate a complaint, breach of the Member Obligations stated in the Constitution, or unacceptable behaviour, determines that:
 - 7.3.1 A member or executive has engaged in unlawful actions or activities;
 - 7.3.2 A member or executive has violated the constitution (also includes the official document, Obligations of Membership, signed by each executive, captain, performance team members and prep team members);
 - 7.3.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
 - 7.3.4 A member or executive has violated the rights of a fellow member;
 - 7.3.5 A member or executive has not fulfilled their organizational responsibilities;
 - 7.3.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 7.4 The process for removing a member or executive may also be initiated when:
 - 7.4.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive;
 - 7.4.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a general member.
- 7.5 The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:
 - 7.5.1 First Tier:
The executive or member will be warned both verbally and in writing that their behaviour constitutes grounds for removal from the organization and that it should cease effective immediately. Grounds for removal or discipline found

throughout the constitution (based on position) will be highlighted and sent to the member for clarification.

7.5.2 Second Tier:

Initiated because the member or executive has violated section 7.1, or other unacceptable behaviour labelled as grounds for discipline, removal of certain responsibilities or dismissal labelled in Constitution after receiving a first tier warning relative to a particular action or behaviour;

7.5.2.1 President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern. President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within 72 hours, as well as an e-mail from the captain and/or president of the team highlighting the member's violation if it concerns a member on the performance team;

7.5.2.2 The executive or member accused of violating section 7.1, or other unacceptable behaviour labelled as grounds for discipline, removal of certain responsibilities or dismissal labelled in constitution and will be given fourteen calendar days from receiving the President's written response to demonstrate progress or correction of behaviour.

7.5.3 Third tier:

Initiated when the member or executive has violated section 7.1 after receiving a second-tier warning relative to a particular action or behaviour. The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each;

7.5.3.1 The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

7.5.3.2 If an executive or member (including the performance team) violates the constitution or the official Obligations of Membership document, discipline (i.e. removal of certain privileges or responsibilities, given extra tasks or whatever is agreed upon by majority vote of executives) or dismissal of the member. In an instance where dismissal the executive team thinks dismissal is appropriate, they should have first facilitated a three tier procedure, and if it reaches the third tier, a 5 minute case will be made for the individuals

dismissal at a general meeting. The individual at risk of losing membership can present a case in their defence. Members and executives will then vote to keep the member in UTSC Cheer Student Group or their membership.

remove

7.5.3.3 If a member of UTSC Cheer Student Group does not attend

heard from the new member via email regarding their absence of membership within fourteen days, the member will be removed from the team and not be refunded their membership, uniform or coach fee.

the first 3 practices, or no response is

Article 8: Finances

8.1 The funds of the organization shall be expended according to the operating budget approved by the general members based on a majority vote.

8.2 Notwithstanding section 8.1, the Executive Committee may not approve any unbudgeted expenditure of the organization's funds above \$50.00 without the approval of the general members at a valid meeting.

8.3 All budgets shall be prepared by the Finance Executive in accordance with the organization's priorities as determined by the executive committee.

8.4 The Finance Executive shall present a proposed operating budget for the next fiscal year to the general members for its consideration at the final general meeting. This will be included in the executive's succession plan;

8.4.1 The operating budget shall be the major budget for the fiscal year, provided it is approved by the President and the majority of general members.

This documentation provides for all expenditures of the organization for the subsequent year.

8.5 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided;

8.5.1 The President, the Finance Executive, and only in special circumstances the President shall be the sole signing authorities of banking instruments for the organization.

8.6 UTSC Cheer Student Group and the Vice President of Finance will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections;

8.6.1 UTSC Cheer Student Group will provide full financial and production responsibility for all activities it sponsors, plans, or executes if provided

within the team budget.

Article 9: Weekly Practice and General Meetings

9.1 The purpose of Weekly Practices is to provide a space for members to rehearse any cheers or choreography, stunt and tumble in a safe, supervised manner and get the appropriate amount of exercise necessary for being an active member of the team.

9.2 Weekly practice will be facilitated by the Coach(es) for the Competition Team and the Captain(s) and Choreographer(s) for the Performance Team. The Coach(es), Captain(s) and/or Choreographer(s) shall be responsible for:

- 9.2.1 Formulating and distributing an agenda for each practice no later than twenty-four hours before the practice;
 - 9.2.2 Ensuring appropriate conduct and leading the practice in an efficient, reasonable manner;
 - 9.2.43 Suspending members from participating in meetings for constitutional or procedural violations.
- 9.3 The procedure at weekly practice shall be governed per the process outlined in 9.2.
- 9.4 There shall be a minimum of one general meeting held each semester, or as needed by request of majority of general members. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email and/ or Facebook a minimum of two calendar days before the meeting.
- 9.5 General meetings may be called to order by the President as seen fit.
- 9.6 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives;
- 9.6.1 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 9.7 All executives are expected to make brief progress reports on their activities at every general meeting which will be documented in meeting minutes.
- 9.8 Minutes of all general meetings must be recorded and maintained for reference purposes by VP Communications.
- 9.9 Members must contact the Chairperson a minimum of 24 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.
- 9.10 Each member of the organization shall be entitled to one vote at a general meeting except for the Chairperson who shall only vote in the event of a tie;
- 9.10.1 If a member does not attend the meeting their vote cannot be counted at a later date.
- 9.11 Any question at a valid general meeting shall be decided by a show of hands.
- 9.12 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 9.13 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.
- 9.14 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article 10: Executive Meetings

- 10.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 10.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
- 10.2.1 Formulating and distributing an agenda for each meeting;
 - 10.2.2 Ensuring appropriate conduct and leading the meeting in an

- efficient, reasonable manner;
- 10.2.3 Moderating the discussion at meetings according to the agenda;
- 10.2.4 Deciding upon a monthly meeting of executives.
VP Operations is required to arrange a meeting place for executive meetings and general meetings as well as distributing agendas to executives, or in case of general meetings, to team members as well, 24 hours prior to meetings.
- 10.3 There shall be a minimum of one executive meeting held once a month throughout the three consecutive semesters a year. The date of each subsequent executive meeting will be confirmed at the preceding meeting, and will be reiterated to executives via email a minimum of two calendar days prior to the meeting;
 - 10.3.2 Executive meetings may be called to order by the President or through a petition signed by three executive members;
 - 10.3.3 Executive meetings are restricted to executive members only.
Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 10.4 Minutes of all executive meetings must be recorded and maintained for reference purposes by VP Communications and e-mailed to the executives.
- 10.5 Executives must notify the President a minimum of six hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.
- 10.6 Each executive member of the organization shall be entitled to one vote at a valid executive meeting.
- 10.7 Any question at an Executive Meeting shall be decided by a show of hands;
 - 10.7.1 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting;
 - 10.7.2 The President will present the motion to the three executives, and if the vote is split then the President presents the motion to the general members or have the deciding vote. This decision will be made in the best interest of the team.
- 10.8 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.
- 10.9 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time;
 - 10.9.1 These meetings must abide by the respective rules outlined above;
 - 10.9.2 Notice of these meetings and the reason for the emergency meeting will be provided 24 hours in advance through email or phone call;
 - 10.9.3 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five general members.

Article 11: Elections

11.1 Executive elections will be held before March 31 each year and organized by VP Operations;

11.1.1 Appropriate applications, dates, and meetings for elections will be coordinated by VP Operations and President;

11.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year before the commencement of the application submission period;

11.2.1 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions;

11.2.2 All screening of candidates will be conducted by the president and current executive team;

11.2.2.1 In the case a current executive is running to be re-elected, then a general member selected by the President will take the place of the current executive and their vote

11.3 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one calendar days prior to the selection process.

11.4 Applicants will be given an ability assessment task determined by the current executive in the position the applicants are running for, which is then reviewed by the current executive team. If the applicant fails the ability assessment they will not be permitted to run for elections.

11.5 Applicants are permitted to give a short speech --- that has previously been reviewed by the current executive team --- at the weekly practice where the election process is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the VP of Operations;

11.5 Final applicants will be voted upon by the Executives and General Members.

11.6 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid executive meeting.

Article 12: Amendments

12.1 The organization may make, amend or repeal the Constitution or certain sections therein;

12.2 Notice of a meeting called to consider such a resolution shall be given as follows:

12.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member fourteen days before the date of the meeting called to consider the change;

12.2.2 Changes being proposed must be voted for by the majority of executives at an executive meeting;

12.2.3 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen days before the date of the meeting called to consider the change;

12.2.4 An agenda will be e-mailed to executives 48 hours prior to the general meeting concerning the constitution change;

12.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid executive meeting (an executive meeting that has achieved quorum);

Article 13: Transition

13.1 All outgoing executives are required to transfer all organizational resources (succession plan) used relative to a particular role as listed in their executive description.

13.1 Over the course of the year it is expected executives will maintain the documentation of their succession plan.

13.2 The documentation of each executive's succession plan is a crucial aspect of the transition period for new executives.

13.2 All outgoing executives are responsible for providing a detailed report to the President by the second week of March. This will then be passed on from the President to new executives to be overviewed during their training period in April and as a resource for the following year.

13.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article 14: Emergency Powers

14.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.

14.1.1 Executives understand that should they act without direction they are liable for the consequences that would come of their actions.

14.1.2 An extenuating circumstance is defined as any instances that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members

14.1.3 Should the consequence of their actions, or lack of actions (even if it is not an emergency) be a depletion in the team's bank account the individual is responsible for repaying the team.

14.1.3.1 If the member makes a case to argue against the charges it will brought to a general meeting where the other executives and general members will vote on whether they think it is appropriate for the executive to repay the team. Should the team decide the executive needs to repay the team for their error in judgment, the executive has signed a Obligations of Membership document and understands they are responsible for their actions and any resulting consequences and is therefore obligated to repay the team.

14.1.3.2 If the executive has not repaid the team for the error within 30 days the issue will be brought to the Department of Student Life and will be grounds for dismissal.

14.1.4 Emergency powers may only be used for such a period as is needed to address an

extenuating circumstance.

14.2 General members can remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership or, a documented majority vote from members and executives that is signed by witnessing executives (at least two).

Article 15: Food Handling on Campus

15.1 UTSC Cheer Student Group will conform to Provincial and Municipal Health Regulations when

events which include the sale and/or service of food products are held on the University of Toronto Scarborough Campus.

15.1.1 Proper documentation required for such events will be provided by the VP of Events in coordination with VP Operations.

Article 16: Precedence of University Policies

16.1 UTSC Cheer Student Group will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of UTSC Cheer Student Group, the University's policies, procedures and guidelines will take precedent.

Article 17: Legal Liability

17.1 The University of Toronto Scarborough does not endorse UTSC Cheer Student Group's beliefs

or philosophy nor does it assume legal liability for the group's activities on or off-campus.

Article 18: Banking

18.1 UTSC Cheer Student Group agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Article 19: General Guidelines and Rules for Meeting Order

(executive or general meeting reference 1-8)

1. Call to Order (General Member Meetings):

- i) The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
- ii) The meeting must be open to all applicable general members. General members must receive notice of the meeting per the constitution.

2. Review of the Agenda:

i) The first draft of the agenda is prepared by the chairperson before the meeting per the VP of Operations who has previously discussed the meeting topic with the executive team. Agenda items should ordinarily appear in the order outlined in these rules of order.

a) The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.

b) At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.

c) When possible, changes to the agenda should be done by acquiescence of all general members.

d) Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

ii) Once an agenda has been finalized it should be emailed to all general members and executives seven days prior to the general meeting. After the meeting an overview of the meeting minutes including discussion topics, information presented and decisions made with documented votes will be emailed to general members and executives 72 hours after the general meeting. This 72 hour procedure includes that the general member meeting minutes are professionally documented by the general member Chairperson at the meeting and is then forwarded to the VP Operations to approve and only then are they emailed to general members.

3. Approval of Previous Minutes:

i) The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.

ii) The minutes are prepared by the general meeting chairperson. Any general member may suggest changes to the minutes before the general membership adopts them but in accordance with "Review of Agenda" listed above. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.

iii) Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes will not reflect the comments made except in those instances when the member desires to make his/her comments recorded.

iv) When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

4. Executive Reports in General and Executive Meetings

i) Executives may report their findings or recommendations to the general membership at this point of the agenda.

ii) The full report should be presented and then general members, in turn, may ask questions or

comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.

iii) This time should also be used for any presentations to be made to the general membership.

5. Open Forum:

i) It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.

ii) Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point. Time limitations will also be given to Executives when reporting their findings.

iii) Executives and members will approach VP Operations and Chairperson regarding their concern so they can arrange a time for their case to be made in the General Meeting Agenda.

6. Old and New Business

i) All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.

ii) The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.

iii) Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership. Members must decide on an action plan for old business including a time frame for completion.

iv) All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

7. Motions and Deliberations

i) When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.

ii) No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.

iii) The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended. Otherwise time limitations will have been decided upon by VP Operations and Chairperson prior to the general meeting. In order to maintain efficient and on-topic meetings, it

is crucial these rules are followed. If an issue arises without enough time for an executive or member this concern will be brought to light if there is remaining time in a meeting, otherwise it will be scheduled to be discussed at the next general meeting. Depending on the urgency, the issue may need to be dealt with right away in an executive meeting or an emergency general meeting will be arranged with the VP Operations and Chairperson.

iv) The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.

v) No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.

vi) When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote. This vote will be documented by the Chairperson in meeting minutes.

8. Voting

i) There are 3 basic motions for each item of business:

- 1) A motion to adopt a specific action by the board
- 2) A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee)
- 3) A motion to remove an item from consideration

ii) The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.

iii) After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.

iv) The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.

Article 20: Safety Guidelines & Liability

20.1 UTSC Cheer Student Group will be placed under the direction of a qualified and knowledgeable Coach.

20.2 All practices should be supervised by the coach and held in a location suitable for

the activities of the athletes (e.g., use of appropriate matting, away from distractions, etc.).

20.2.1 In the absence of the Coach from practice, the Captains running the practice should not encourage any stunting or tumbling unless the skill has been mastered and approved previously under the Coach's supervision and that all participating members of the stunt feel safe and comfortable to perform the skill.

20.3 Every member has the right to refuse to participate in stunts, jumps, and activities which they do not deem personally safe.

20.4 All paying members are entitled to receive proper and safe training from a qualified coach.

20.4.1 However, agreeing to participate in the training and signing the Membership Obligation document as well as any of the Coach's waivers, the athlete is recognizing that they are participating in the activities at their own risk and that UTSC Cheer Student Group will not be held liable for any injury.

20.5 Appropriate stretching and flexibility exercises will precede and follow all practice sessions, pre-game activities, sports events, performances, pep rallies, etc.

20.5.1 In the event that a member is late to practice, they are immediately responsible for their own warm-up and stretching, and any injury caused by the neglect of this policy is not the responsibility of UTSC Cheer Student Group.

Article 21: The Official Obligations of Membership Document

UTSC Cheer Student Group Obligations of Membership 20[]-20[]

As a member of this team, you are accountable for I) Behaviour, and II) Finances. Accountability means being responsible for your actions, behaviours and choices as well as any relative consequences as a result. By signing the line at the bottom you agree to the following:

Behaviour:

1. Practice:

- i) From the weeks of [date of first practice- date of last practice] you attend all practices, unless excused for a valid reason by the appropriate executive member. Any more than 2 excused practice absences will subject you to forfeiting your right to perform, this decision is at the discretion of your Captains) and Choreographer(s). If you attend less than 80% of practices this is cause for removal of membership. Material covered in practice will not be re-taught. The less time missed the better.
 - In the event of non-attendance, the absence will be deemed unexcused if failure to notify or delayed notification (within a 2-hour window preceding the promotional event) to the Vice President of Communications and count towards the total unexcused absences
 - Failure to provide prior notification to the Vice President of Communications of any lateness exceeding 15 minutes to practice shall be deemed an unexcused absence and count towards the total unexcused absences

***If you are unable to attend or will arrive late to practice, you must let us know before 4 PM on the day of the practice or 4 hours in advance (whichever comes sooner in the day) by contacting the VP of Communications and/or the Director of Events with your name, date, and valid reason. Such reasons for missing practice may be conflicting exams, illness, special events, or an emergency. Work, appointments, course work, and hanging out with friends are not acceptable reasons for missing practice. You will have a practice schedule and are accountable for attending these practices and additional events. Any conflicts deemed unacceptable (as listed above) will have to be scheduled outside of your time committed to practice.

- ii) You come to each practice with proper attire. This includes hair tied, practice uniform, and your purchased cheer shoes unless suggested otherwise. Filled water bottles are recommended.
- iii) You are mentally and physically prepared for every practice. This means you are cooperative, attentive, and enthusiastic. Please eat before practice and maintain a proper nutritional intake throughout our season. If you are injured in practice you will be dismissed by your coaches without penalty.

- iv) You will be on time for practice, which means arriving at least 10 minutes before the start of practice. Late penalties will be applied to those who arrive after practice time. When you arrive at practice it is expected you will already be in proper practice attire as listed in ii) and you are prepared as listed in iii).

*** Frequent late arrivals to practices due to academic or personal commitments must be approved by the executive officers of the team to be deemed valid. Late arrival to practices without a valid and/or approved reason will be counted as a missed practice.

- v) You are responsible for your assigned cheer choreography and its completion at the required time.
- vi) If you are not coming to practices or responding to the official team emails you have a 14-day frame in which you will explain your absence which is otherwise grounds for dismissal.

2. Summer Practice:

- i) The expectations for practices in the summer are the same as they would be during the fall and winter semesters. You are expected to attend all scheduled practices, unless excused for a valid reason by the appropriate executive member.
- ii) If a team member cannot attend any scheduled summer practices due to summer vacation, it is expected they will inform the official team email one month prior to their departure date with their valid reason. The member must also understand that from missing Summer practices, they will lose the opportunity to build on new skills and performing at the SCSU Orientation event, which other members who do attend summer practices will have the advantage of.

3. Additional Cheerleading Programs (Fall & Winter):

- i) The same behaviour applies to additional cheerleading programs hosted by UTSC Cheer Student Groupleading as our own practices.
- ii) These additional cheerleading programs must always be attended and only in the event of an emergency is it excusable that practice is missed. To understand an excusable emergency please reference acceptable reasons to miss practice.

4. Sporting Events: Athletic Competitions

- i) At games you are to follow your coach(s) and/or captain(s) instructions and pay attention to what is happening in the game. This is to ensure no one gets injured and that the team is in unison. You are accountable for the same things at games as you are at practices.

- ii) Attendance: Your attendance at games will first be based upon the availability of the team members and second if necessary depending on the coach's choice.
- iii) Behaviour at games: It is expected that from the specified time of arrival to completion of the competition that you abide by the etiquette outlined below:
 - a) as a team member you will remain with your team
 - b) as a team member you will keep in uniform- complete with all accessories (poms, bow, shoes, skirt and top) and required make-up guidelines at all times. This means inside and outside of practices and games. This means you do not lend any of these objects to anyone under any circumstances. You are accountable for these items. Having them is a privilege, not a right- therefore, they stay with you and only you from the time you receive them. For example, if you see your friends at a game or they come over to your house they are not allowed to wear any team shirts or use any of your accessories.
 - c) as a team member you will respectfully smile throughout performance times.
 - d) as a team member you will keep a positive attitude throughout your performance and act in accordance with UTSC Cheer Student Group's membership behavioural expectations.

5. Fundraisers, Philanthropic Events, Promotional Events and Performance Team Bonding:

- i) As a member of UTSC Cheer Student Group, members are expected to attend and contribute to 80% of events per semester, which include:
 - Fundraisers
 - Philanthropy Events
 - Promotional Events
 - Bonding Events

*** Attendance is recorded for all of the above and failing to attend these events can affect your membership on the team and *will* affect your ability to run for the Executive Team.

6. Additional Obligations for Competitive Division Members:

- i) Members must complete a Workout form for excused practice absences prior to the following practice and submit it to the Captain(s) electronically or physically.
 - In the event of non-attendance, the absence will be deemed unexcused if failure to notify or delayed notification (within a 2-hour window preceding the event) to the Vice President of Communications and count towards the total unexcused absences.

7. Communication:

- i) UTSC Cheer Student Group has a specified official email address:
utsc.cheerleading@gmail.com
It is expected you read the email from start to finish within 48 hours of its sending time. These emails will occasionally have information or instructions such as the invite link to the official Discord server. It is your personal responsibility to be aware of the expectations communicated through this medium. Should you have any questions or concerns about the material in the email or additional concerns you will also receive a response within 48 hours.
- ii) Similarly, UTSC Cheer Student Group has an official Discord server where most information will be communicated. It is expected you read a server notification from start to finish within 48 hours of its sending time. It is your personal responsibility to be aware of the expectations communicated through this medium. Should you have any questions or concerns about the material in the notification or additional concerns you will also receive a response within 48 hours.
- iii) Practice Agendas will be updated on Discord at a minimum of 7 days prior to the meeting. These include the date, time and location of the meeting.

8. Injury:

- i) If you experience an injury during or outside of practice, you must let your captain(s) know immediately in person OR through the official cheer email AND personal contacts of the captain(s). You must update your captain(s) about the healing progress of your injury throughout and provide a written doctor's note approving your return to the team before you can participate as a member again.
- ii) If you experience injury during practice or a game, we are not liable. We do not guarantee that you will not experience an injury at any point you are participating with the team.

Finances:

- i) By signing this document, the member understands that they are responsible for meeting their required team fees and will provide these fees within the requested time. Additional charges can be made by the team for late payments of these fees.

***In the event that a member cannot pay any fee in full upfront, a payment plan will be put into

place. The terms of the plan will be made by the VP of Finance and the member. Both must agree to the terms set in place. If more than one of these payments is late or the member has stopped paying altogether, the member may face consequences to performing/competing or may be removed from the team altogether

- ii) Members understand that ALL paid fees are non-refundable.
- iii) All items which are requested by a member within a team order from a third party must be paid for in full to the team before it can be collected. The member is responsible for paying for the ordered item, even if they decide they no longer want the item.
- iv) Finances may be reduced or increased depending on the exchange rate OR available funding for the team and personal efforts to fundraise.