

Constitution of “Scarborough Table Tennis Society”

Article I: Name of Organization

- 1.1. The official name of the recognized student group is the Scarborough Table Tennis Society.
- 1.2. The organization may be referred to by the acronym STTS.

Article II: Purpose

- 2.1. The purpose of the organization is to foster a community of table tennis players at UTSC.
- 2.2. The STTS will enhance the competitive, recreational and social environment of the University of Toronto Scarborough by providing opportunities to those interested in demonstrating and/or enhancing their skills in table tennis.
- 2.3. The STTS fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.
- 2.4. The STTS operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article III: Membership

- 3.1. Membership in STTS is open to all students and alumni at the University of Toronto Scarborough.
- 3.2. The term of membership will be from September 1 – August 31 each year.
- 3.3. Each member shall be afforded the following rights through membership:
 - 3.3.1. The right to communicate and to discuss and explore all ideas;
 - 3.3.2. The right to engage in activities that are reasonable and lawful;
 - 3.3.3. The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
 - 3.3.4. 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 which are illegal, or which infringe on the rights and freedoms already mentioned above;
 - 3.3.5. The right to distribute on campus, in a responsible way, published material provided that it is not unlawful.
- 3.4. Each member shall possess the following responsibilities relative to participation:
 - 3.4.1. Support the purpose of the organization;
 - 3.4.2. Uphold the values of the organization;
 - 3.4.3. Contribute constructively to the programs and activities offered by the organization;
 - 3.4.4. Abide by the constitution and subsequent official organizational documents;
 - 3.4.5. Respect the rights of peers and fellow members;
 - 3.4.6. Abide by University of Toronto policies, procedures, and guidelines;
 - 3.4.7. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

- 3.5. The STTS executive committee will assess the need for a mandatory membership fee.
- 3.6. The values and respects the personal information of its members. The STTS secures its member's information at all times and will not supply names or other confidential information to third parties.
- 3.7. The STTS will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Executives

- 4.1. The executives of the organization shall include the President, Vice President of Operations, Vice President of Events, Vice President of Finance and Vice Presidents of Marketing.
- 4.2. The broad responsibilities of each executive position are as follows:
 - 4.2.1. **President** is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies. The President shall:
 - 4.2.1.1. Oversee the operations, management, and success of the group;
 - 4.2.1.2. Serve as spokesperson for the group;
 - 4.2.1.3. Hold signing and financial authority along with the Vice President of Finance;
 - 4.2.1.4. Preside over meetings of the Executive Committee and/or members;
 - 4.2.1.5. Be eligible to cast votes at meetings of the Executive Committee;
 - 4.2.1.6. Ensure a transition of the STTS from one year to the next.
 - 4.2.2. **Vice President of Operations** directs, coordinates, and oversees operations activities in the organization. The VP of Operations shall:
 - 4.2.2.1. Be eligible to cast votes at meetings of the Executive Committee;
 - 4.2.2.2. Ensure activities of the club comply with the policies of the University of Toronto;
 - 4.2.2.3. Maintain a list of group members,
 - 4.2.2.4. Coordinate organizational operation efforts;
 - 4.2.2.5. Record notes and motions for meetings;
 - 4.2.2.6. Notify all executives of meetings;
 - 4.2.2.7. Handle documentation work regarding the Co-Curricular Record (CCR).
 - 4.2.3. **Vice President of Events** deals with planning, coordinating and executing events for the benefit of members and the campus community. The VP of Events shall:
 - 4.2.3.1. Be eligible to cast votes at meetings of the Executive Committee;
 - 4.2.3.2. Plan and oversee tournaments and social events;
 - 4.2.3.3. Keep track of finance expenses and report to the VP of Finance;
 - 4.2.3.4. Maintain relationships with any stakeholders in events;
 - 4.2.3.5. Communicate with table tennis clubs' managers and school staff for table tennis court reservations.
 - 4.2.4. **Vice President of Finance** oversees the organization's finances and advises the president and other VPs on financial plan budgeting. The VP of Finance shall:
 - 4.2.4.1. Be eligible to cast votes at meetings of the Executive Committee;
 - 4.2.4.2. Record all financial transactions of the group;

- 4.2.4.3. Hold signing and monetary authority along with the President;
 - 4.2.4.4. Maintain a budget for income and expenses;
 - 4.2.4.5. Advise members on the financial position of the group;
 - 4.2.4.6. Prepare an annual budget for the group.
- 4.2.5. **Vice President(s) of Marketing** manages the marketing team, increases the STTS awareness and promotes table tennis within the campus. The VPs of Marketing shall:
- 4.2.5.1. Be eligible to cast votes at meetings of the Executive Committee;
 - 4.2.5.2. In charge of all marketing activities of the group;
 - 4.2.5.3. Monitor and represent STTS on all social media.
 - 4.2.5.4. Maintain the STTS website and LinkedIn;
 - 4.2.5.5. In charge of the STTS merchandise (if applicable).
- 4.3. Only student members of the organization may hold executive positions.
- 4.4. The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.5. 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.
- 4.6. This committee cannot make amendments to the constitution without the approval of the executive committee at a valid executive meeting.
- 4.7. The term of each executive will last from May 1 following their election to April 30 of the following year.
- 4.8. Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, 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.
- 4.9. 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.
- 4.10. If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to

- the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.11. Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Removal of Members and Executives

- 5.1. The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:
- 5.1.1. A member or executive has engaged in unlawful actions or activities;
 - 5.1.2. A member or executive has violated the constitution;
 - 5.1.3. A member or executive has violated the University of Toronto policies, procedures, or guidelines;
 - 5.1.4. A member or executive has violated the rights of a fellow member;
 - 5.1.5. A member or executive has not fulfilled their organizational responsibilities;
 - 5.1.6. Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 5.2. The process for removing a member or executive may also be initiated when:
- 5.2.1. 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.
 - 5.2.2. 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 a 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 non-executive general member.
- 5.3. The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:
- 5.3.1. First Tier:

The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
 - 5.3.2. Second Tier:

Initiated because the member or executive has violated section 5.1 after receiving a first-tier warning relative to a particular action or behavior.

 - 5.3.2.1. The Vice President of Operations will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
 - 5.3.2.2. The Vice President of Operations must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President of Operations' written response to demonstrate progress or correction of behavior.

5.3.3. Third tier:

Initiated because the member or executive has violated section 5.1 after receiving a second-tier warning relative to a particular action or behavior.

The removal vote must take place at an executive meeting. 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.

The removal of an executive or member requires a 2/3 majority vote of all of the members present at an executive meeting. The executive or member facing removal is entitled to vote on the motion.

Article VI: Finances

- 6.1. The funds of the organization shall be expended pursuant to the operating budget approved by the UTSC Athletics & Recreation Department.
- 6.2. Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the Executive Committee at an executive meeting.
- 6.3. All Budgets shall be prepared by the Vice President of Finance in accordance with the organization's priorities as determined by the Executive Committee.
- 6.4. The Vice President of Finance shall present a proposed operating budget for the next fiscal year to the President for its consideration at the final executive meeting.
- 6.5. The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 6.6. 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.
- 6.7. The President and the Vice President of Finance shall be the sole signing authorities of banking instruments for the organization.
- 6.8. 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.
- 6.9. STTS will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: Executive Meetings

- 7.1. 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.
- 7.2. Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:

- 7.2.1. Formulating and distributing an agenda for each meeting;
- 7.2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- 7.2.3. Moderating the discussion at meetings according to the agenda.
- 7.3. There shall be a minimum of one (1) executive meeting held every month during the period from September 1 to April 30. 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 (2) calendar days prior to the meeting.
- 7.4. The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 7.5. Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 7.6. 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.
- 7.7. Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 7.8. Executives must notify the President a minimum of six (6) 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.
- 7.9. Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 7.10. Any question at an Executive Meeting shall be decided by a show of hands.
- 7.11. 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.
- 7.12. In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 7.13. The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article VIII: Elections

- 8.1. Executive elections will be held prior to August 31 each year.
- 8.2. The President is elected by the outgoing executive team. In the event that no suitable candidates are available, open recruitment must be conducted before May 31. Candidates will undergo an interview with the outgoing executive team. The responsibility of choosing the new president(s) lies with the outgoing executive team.
- 8.3. Candidates for other 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 prior to the commencement of the application submission period.
- 8.4. Interviews are mandatory for every executive position. Candidates will undergo interviews conducted by the newly appointed President(s). It is the responsibility of the President(s) to select the new executive team.

Article IX: Amendments

- 9.1. The organization may make, amend or repeal the constitution or certain sections therein.
- 9.2. Amendments to the constitution require the approval of two-thirds of the executives present at a valid executive meeting.
- 9.3. The general membership must have the final say on amendments to the constitution.

Article X: Transition

- 10.1. All outgoing executives are required to transfer all organizational resources used relative to a particular role for the preceding year to new executives upon leaving the position.
- 10.2. All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- 10.3. All outgoing and incoming executives will participate in a joint training session occurring no later than the end of August each year to assist with the transition between new executive teams.

Article XI: Emergency Powers

- 11.1. In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 11.2. An extenuating circumstance is defined as any instance 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.
- 11.3. Emergency powers may only be used for such a period as is needed to address an extenuating circumstance.
- 11.4. General members have the ability to remove emergency powers where appropriate through the submission of a signed petition from at least 10% of the entire general membership.

Article XII: Food Handling on Campus

- 12.1. STTS 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.

Article XIII: Precedence of University Policies

- 13.1. STTS will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of , the University's policies, procedures, and guidelines will take precedent.

Article XIV: Legal Liability

- 14.1. The University of Toronto Scarborough does not endorse the STTS's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article XV: Banking

- 15.1. STTS 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.