

UNIVERSITY OF TORONTO TABLE TENNIS CLUB CONSTITUTION

Last Updated: July 2024 by Kevin Yang, Junyi Wang, Luna Li

ARTICLE 1: NAME

- 1.01 The official name of this group is the “University of Toronto Table Tennis Club”, hereinafter referred to as the “UTTTC”.
- 1.02 The acronym or abbreviation of this group is “UTTTC”.

ARTICLE 2: MISSION

- 2.01 The UTTTC aims to propagate and promote the sport of table tennis in the University by providing a place for both competitive and recreational players to convene, practice, and socialize.
- 2.02 The UTTTC will operate in compliance with all relevant policies, including but not limited to the respective University offices (i.e. The Office of Student Life and The University of Toronto Students’ Union), of the University of Toronto, hereinafter referred to as the “U of T”.

ARTICLE 3: MEMBERSHIP

- 3.01 A membership list shall be kept and renewed every academic year per UofT regulations.
- a) Voting membership is open to all registered students of the University of Toronto, and only open to all registered students of the University of Toronto.
 - b) Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 3.02 The Executive Council has the right to grant non-voting membership to anyone outside of the University of Toronto community who has an interest in table tennis. Such members, as per Article 3.01 b) do not have the right to run and vote in any elections of UTTTC.
- 3.03 Members must also not be discriminated against due to age, gender, sexual orientation, race etc.
- 3.04 All members of the University of Toronto are afforded the same rights and opportunities to participate in UTTTC-related events.
- 3.05 Membership expires annually after annual elections.
- 3.06 The membership fee shall be proposed, a specific amount to be determined with a majority of approval votes from the executive council.

The membership fee may be waived if a member is deemed by respective University offices as in great financial aid need. Any other waiver to the membership fee must be approved by the Executive Council following procedures as per Article 4.06.

3.07 Rights of Members:

a) Voting Members:

All voting members have a right to attend all general meetings of members.

All voting members have a right to cast votes at all general meetings of members.

All voting members have a right to stand for election unless otherwise stated in Article 4 and Article 5 on the eligibility regulations for individual positions.

All voting members have a right to cast votes in all group elections and referenda.

All voting members have a right to propose and vote on amendments to this constitution. Any such constitutional amendment shall only be passed when reaching the threshold stated in Article 7.04.

b) Non-voting Members:

All non-voting members shall not be granted voting privileges awarded to voting members that are stated in Article 3.07 a).

All members, both voting and non-voting ones, may apply for a full refund of their membership fee within one (1) month of becoming a member.

3.08 Termination of membership:

a) The Executive Council may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.

b) A vote to revoke membership must be held at a meeting of the Executive Council. A two-thirds majority of the Executive Council is required to approve any motion to revoke membership.

c) The member facing removal shall have the right to defend his/her actions in a public appeal before the General Membership.

At least two-thirds of the General Membership members must be in attendance for a valid appeal. A two-thirds majority vote of the General Membership members in favor of the appeal is required to reverse the removal decision.

Otherwise, the member facing removal shall be deprived of UTTTC membership and will lose any privileges associated with being a member of the group.

d) Executive Council members are subject to the same termination of the membership process as general members.

An Executive Council member shall be excluded from the aforementioned removal vote stated in Article 3.08 b) and the appeal vote stated in Article 3.08 c).

- 3.09 The amount of the membership fee shall be reviewed annually and any modification shall be recorded in this Constitution as a constitution amendment to Article 3.06, following the same adoption process as per Articles 7.03, 7.04, 7.05, and 7.06.

ARTICLE 4: EXECUTIVE COUNCIL

- 4.01 The UTTTC will be governed by members of the Executive Council, with each officer having specific duties and responsibilities. The Executive Council shall carry out their duties to the best of their ability and in the best interest of the UTTTC and its members.
- 4.02 The Executive Council shall be composed of the following officers of three (3) different categories with their respective duties: the Presidium members and the Council members who are voting members of the Executive Council and must be served by voting members of the UTTTC, and Non-Voting Council members who may present but cannot hold privileges in any Executive Council meetings.

Only registered U of T students can be voting members and sit on the Executive Council as voting members of the Executive Council.

- a) (Co-)President (1-2) as Presidium members
 - i) Act as a spokesperson for the group.
 - ii) Be responsible for the administration, organization, success, and continuity of the group.
 - iii) Delegate and redistribute duties from one executive member to another.
 - iv) Prepare an agenda for the current academic year.
 - v) Hold signing officer authority for all purposes.
- b) Vice-President (1) as a Presidium member
 - i) Assume the duties of the Co-President, in accordance with the wishes of the Co-President, until the Co-President returns to his/her duties or should the position become vacant
 - ii) Organize and oversee events with the aid of all other executive members, in accordance with the wishes of the Co-President
 - iii) Apply for club funding from the University of Toronto Student Union (UTSU)
- c) Treasurer (1) as a Council member
 - i) Be responsible for the financial well-being of the organization.
 - ii) Hold all funds and manage the organization's bank account.
 - iii) Hold co-signing officer authority for financial purposes, if the transaction is of value over two hundred (200) dollars.
- d) Competitive Team Captains (1-2) as Council members

- i) Organize competitive team tryouts at the beginning of each competitive season.
 - ii) Act as the liaison for all matters within the National College Table Tennis Association (NCTTA).
 - iii) Organize team practices, competitions, and any excursion details associated.
- e) Events Coordinator (1-5) as Council members
 - i) Organize and actively attend Athletic Centre and Hart House practices.
 - ii) Organize intramural tournaments in affiliation with the University of Toronto Intramurals and the Athletic Centre.
- f) Public Relations Officer (1-2) as Council members
 - i) Promote all UTTTC events to the University of Toronto community.
 - ii) Prepare sponsorship and communications deliverables, and any required promotional materials.
 - iii) Actively try to obtain external sponsorship and maintain contact with organizations inside and outside the University.
- g) Secretary (1-2) as a Council member
 - i) Maintain and update the UTTTC website as required.
 - ii) Oversee and manage membership through mailing lists and social media platforms.
 - iii) Assist the Presidium and the entire Executive Council on preparing administrative documents, financial documents, and promotional material.
- h) Competitive Team Managers (1) as a Council member
 - i) Report to the (Co-)President and Competitive Team Captains on the stock and purchase needs of the team uniforms, equipment, and other accessories at least once a month and whenever needed.
 - ii) Meet with the Competitive Team Captain to discuss team affairs and report competition results and records at least biweekly.
- i) Advisor (1) as a Non-Voting Council member
 - i) Serve as a counselor to the entire Executive Committee.
 - ii) Caretake for the club when necessary.

4.03 All voting positions on the Executive Committee shall be filled through an annual election.

The Presidium members of the Executive Council must be elected annually by a formal online or in-person election as per Article 5.07.

The Council members of the Executive Council must be elected annually by a formal online or in-person election as per Articles 5.07 and 5.08.

4.04 The Executive Council is responsible for the strategy, vision and sustainability of the organization and for ensuring transparency and accountability in all governance-related controls and actions.

4.05 The Executive Council shall appoint club members for specific tasks or events, under the purview of a designated member of the Executive Council, by formal decisions reached as per Article 4.06.

- a) Such appointee shall not be viewed as a member of the Executive Council, and therefore, shall not attend Executive Council meetings unless invited by the Co-President(s), and thus shall never hold voting privileges in Executive Council meetings.
- b) A non-voting club member appointee shall not be viewed as a voting club member upon such appointment, and therefore, shall not be granted voting privileges awarded to voting members that are stated in Article 3.07 a), as per Article 3.07 b).

4.06 The Executive Council shall pursue all reasonable means to reach unanimous decisions. However, in the failure of such consensus, decisions shall be made through a majority vote of Executive Council members.

In the event of a split vote, a second and final determining vote will be conducted between the Presidium members. The Co-President's choice will be the final decision of the Executive Council in case of a deadlock.

4.07 Minutes shall be taken at all official Executive Council meetings, and be available to all council members.

The Secretary is responsible for taking all minutes of all official Executive Council meetings. Any minutes shall not be official without approval from the Co-President(s).

4.08 The Executive Council shall meet at least once a month.

Any member of the Executive Council can call a meeting at any time. At least one (1) Co-President must be present at any given meeting.

4.09 Non-voting members may hold Non-voting executive positions without voting privileges stated in Article 4.02. Such non-voting executive position shall be limited to a maximum of one (1) or ten percent (10%) of the full executive body, whichever is greatest.

Non-voting members holding non-voting executive positions cannot serve as financial authorities, signing authorities, primary contact, or secondary contact.

Non-voting members holding non-voting executive positions cannot be viewed as a voting club member based on their executive position, and therefore, shall not be granted voting privileges awarded to voting members that are stated in Article 3.07 a), as per Article 3.07 b).

4.10 No person may serve as a financial authority or signing authority for UTTTC if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

ARTICLE 5: ELECTIONS

- 5.01 The UTTTC will host annual elections for the Executive Council positions at the end of each academic year.
- 5.02 Only voting members of the UTTTC are eligible to vote in the elections.
- 5.03 Candidates running for any Executive Council positions must be eligible UTTTC members in good standing for thirty (30) days prior to election dates.
- 5.04 The chosen method for elections, along with the corresponding date and the location or platform of the elections as per Articles 5.07 and 5.08, must be made known to the UTTTC and University of Toronto community at least fourteen (14) days prior to the occurrence of the elections.

Such period prior to the occurrence of the elections shall be designated as the Nomination Period. Any qualified member as per Articles 5.03 and 5.04 is eligible for self-nomination. A member shall gain a nomination if a petition of twenty (20) names and signatures of eligible voters as per Article 5.02 is submitted.

- 5.05 The outgoing Presidium shall validate all nominees' candidature as per Articles 5.03 and 5.04 and publish the list of qualified candidates and unqualified candidates, if any. Candidates may only be disqualified for being non-students or for not being a member for thirty (30) days prior to the election.
- 5.06 The outgoing Presidium (i.e. Co-Presidents and Vice-President) of the Executive Council shall strike the Election of Presidium and decide the Election of Presidium, which shall be conducted in one (1) of the following methods:

a) In-person Election Assembly:

The outgoing Presidium shall prepare, secure, and publish a place and a date for conducting the In-person Election Assembly as per Article 5.05. The outgoing Presidium shall validate all nominees' candidature as per Article 5.06.

Candidates shall be permitted to give a brief speech on the In-person Election Assembly, after which voting shall take place.

The outgoing Presidium shall provide each eligible and presenting member as per Article 5.02 with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

The candidate(s) with the most votes shall be elected into their respective positions. In case of an uncontested election, the candidate(s) shall acquire a majority of approval votes from presenting voters to be claimed as elected.

b) Online Election:

The outgoing Presidium shall prepare, secure, and publish a date and an online voting platform for conducting the Online Election as per Article 5.05, and validate all nominees' candidature as per Article 5.06.

The opening hours of the vote shall be no less than forty-eight (48) hours and no longer than seven (7) days. The opening hours of the vote shall be set and published prior to the beginning of the vote.

The vote shall not be adjourned, closed early, or extended, if no clear evidence of cheating or voter suppression is presented to and published by the outgoing Presidium or no less than twenty (20) eligible voters as per Article 5.02 with their signatures reporting such evidence.

The candidate(s) with the most votes shall be elected into their respective positions. In case of an uncontested election, the candidate(s) shall acquire a majority of approval votes from presenting voters to be claimed as elected.

The outgoing Presidium shall secure a fair voting process for the Online Election and avoid cheating in all possible technical means.

5.07 The newly elected Presidium shall strike the Election of Council members and decide the Election of Council members, which shall be conducted in one (1) of the following methods:

- a) In-person Election Assembly as per Article 5.05, 5.06 and 5.07 a).
- b) Online Election as per Article 5.05, 5.06 and 5.07 b).
- c) Nomination by the Presidium-elect with Voting Confirmation:

The Presidium-elect shall publish the decision of choosing this method and start the Nomination Period as per Article 5.05 and validate all nominees' candidature as per Article 5.06.

The Presidium-elect shall conduct interviews for all qualified candidates and announce their nomination for each Council position accordingly. The number of nominations must be greater or equal to the number of position holders as stated in Article 4.02.

The Presidium shall be invited to participate in all the proceedings and provide advice for the Presidium-elect.

All the nominees shall be announced within seven (7) days and be subject to a formal election process as per Articles 5.08 a) and 5.08 b) to be elected into their nominated positions.

5.08 In the event of a split vote in elections, a second and final determining vote will be conducted within the outgoing Executive Council as per Article 4.06.

5.09 All elected positions run on a one-year term, starting immediately after all the election is completed and the results are published, until the end of the following academic year.

ARTICLE 6: FINANCES

- 6.01 The fiscal year of the UTTTC shall run from May 1st to April 30th of the following year.
- 6.02 The Treasurer shall keep an active record of income and expenses.
- 6.03 UTTTC must not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 6.04 UTTTC shall not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 6.05 UTTTC shall not pay salaries to any of its officers.
- 6.06 A financial budget must be prepared annually by the Presidium, with approval from the Treasurer.
- The budget must outline all funds planned to be accumulated during the year, deposits and resources accumulated from previous years, and proposed expenses for the current year.
- 6.07 A final accounting must be prepared annually by the outgoing Presidium before annual elections, with approval from the outgoing Treasurer, and must be presented to the incoming Presidium and Treasurer.

ARTICLE 7: THE CONSTITUTION

- 7.01 The Constitution shall remain the governing law of all conduct and activity in the UTTTC. All actions conducted by the UTTTC hereinafter must follow the guidelines of this Constitution.
- 7.02 The Constitution must be kept on file and available to all UTTTC members for viewing, should they request.
- 7.03 The Constitution shall be reviewed annually by the Executive Council and amended at their discretion to ensure it accurately reflects the organization and governing laws of the UTTTC.
- 7.04 The Constitution may be amended by the general membership at large by referendum through two-thirds of the majority vote. All eligible UTTTC voting members may propose and vote on constitutional amendments as per Article 3.07 a).
- 7.05 The time and location of the amendment vote must be made known at least fourteen (14) days prior to the occurrence of the vote, and include full disclosure of the proposed changes in writing.
- 7.06 All amendments, once approved as per Article 7.03 or Articles 7.04 and 7.05, must be published by the UTTTC for public viewing and be submitted to the respective University offices for approval (i.e. The Office of Student Life and The University of Toronto Students' Union) within two (2) weeks of its adoption within the club community, otherwise the amendment shall be invalid.