

## **Constitution of UTM Martial Arts**

### **1. Article One – Name**

- 1.1. The official name of the recognized student group is UTM Martial Arts
- 1.2. The official acronym or abbreviation of the group is UTMMA

### **2. Article Two – Purpose**

- 2.1. UTM Martial Arts is dedicated to fostering a supportive community where members can develop their martial arts skills while promoting health and wellness. Our club provides students with an inclusive and safe space on campus for individuals of all skill levels to learn and grow alongside their peers through facilitated and supervised martial arts trainings and various events held on campus.

### **3. Article Three – Membership and Membership Fee**

- 3.1. The group shall maintain a list of group members.
- 3.2. Voting membership is open only to registered students of the University of Toronto Mississauga Student Union (UTMSU).
- 3.3. 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.
- 3.4. All members must sign the club's risk and consent waiver before participating in any club activities.
- 3.5. The membership fee will be \$0 per year.

### **4. Article Four – Rights of Members**

- 4.1. All voting members have a right to attend all general meetings of members.
- 4.2. All voting members have a right to cast votes at all general meetings of members.
- 4.3. All voting members of the UTMSU have a right to stand for election unless otherwise stated in this document.
- 4.4. All voting members of the UTMSU have a right to cast votes in all group elections and referenda.
- 4.5. All voting members of the UTMSU have a right to propose and vote on amendments to this constitution.
- 4.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **5. Article Five – Executive Committee**

- 5.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.

- 5.2. The Executive Committee shall be comprised of at least nine voting members.
  - 5.2.1. The number of Coaches may vary depending on the number of qualified applicants.
- 5.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 5.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 5.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 5.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 5.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 5.8. In the event that a qualified Coach cannot be found, a current Executive member may take on the coaching position.
  - 5.8.1. In this situation, this member's vote in Executive Committee meetings only counts for one position.

## **6. Article Six – Executive Committee Composition and Duties**

### **6.1. The entire Executive Committee shall:**

- 6.1.1. Demonstrate mutual respect amongst the team,
- 6.1.2. Collaborate well on various ongoing projects,
- 6.1.3. Keep an open stream of communication amongst all team members,
- 6.1.4. Attend executive committee meetings,
- 6.1.5. Ensure expectations are being met and communicating if such is not possible.

### **6.2. The President shall:**

- 6.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 6.2.2. Oversee the operations, management, and success of the group,
- 6.2.3. Serve as spokesperson for the group,
- 6.2.4. Hold signing and financial authority along with the Director of Finance,
- 6.2.5. Preside over meetings of the Executive Committee and/or members,
- 6.2.6. Ensure a transition of office from one year to the next.

### **6.3. The Vice-President shall:**

- 6.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 6.3.2. Assume duties of the President in their absence,
- 6.3.3. Ensure activities of the club comply with policies of the University of Toronto,
- 6.3.4. Receive and address reports/complaints from members during and after sessions,
- 6.3.5. Coordinate organizational recruitment efforts.

### **6.4. The Director of Communications shall:**

- 6.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 6.4.2. Maintain a list of group members,
- 6.4.3. Maintain the group website and member contact list,
- 6.4.4. Record notes from executive and general meetings,
- 6.4.5. Notify all members of general meetings.

6.4.6. Responsible for keeping record of member sign-ups, session attendance, and signed consent waivers

**6.5. The Director of Finance shall:**

6.5.1. Be eligible to cast votes at meetings of the Executive Committee,

6.5.2. Record all financial transactions of the group,

6.5.3. Hold signing and financial authority along with the President,

6.5.4. Maintain a budget of income and expenses,

6.5.5. Advise members on financial position of the group,

6.5.6. Submit bi-annual audit to the UTMSU,

6.5.7. Prepare an annual budget for the group.

**6.6. The Director of Marketing shall:**

6.6.1. Be eligible to cast votes at meetings of the Executive Committee,

6.6.2. Oversee marketing and advertising efforts,

6.6.3. Schedule and plan for various outreach efforts and fundraisers

**6.7. The Directors of Media and Design (2) shall:**

6.7.1. Be eligible to cast votes at meetings of the Executive Committee,

6.7.2. Coordinate with the Director of Marketing to create specific promotional materials,

6.7.3. Film and edit content for the club's social media accounts,

6.7.4. Design promotional materials for online and print advertising

**6.8. The Event Coordinators (2) shall:**

6.8.1. Be eligible to cast votes at meetings of the Executive Committee,

6.8.2. Serve as a point of contact for external groups,

6.8.3. Coordinate events and sessions being organized by the club,

6.8.4. Ensure all event logistics are taken care of.

**6.9. The Coaches Shall:**

6.9.1. Be eligible to cast votes at meetings of the Executive Committee,

6.9.2. Organize a training session plan and oversee the sessions,

6.9.3. Be responsible for adhering to safety guidelines and enforcing safe practices,

6.9.4. Provide appropriate instruction and coaching to session attendees.

**7. Article Seven – Elections**

7.1. Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

**7.2. Election Procedures:**

7.2.1. All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU

7.2.2. A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.

- 7.2.3.** Elections must open to all interested candidates who are UTMSU registered members of the group.
- 7.2.4.** The Coach positions shall be filled by an application and interview process.
- 7.2.5.** The President and Vice-President positions shall be determined by an internal vote within the existing Executive Committee during a designated committee meeting.
  - 7.2.5.1.** The President and Vice-President positions shall only be available for nomination to voting members with at least one (1) year of experience on the Executive Committee.

### **7.3. Election Timeline**

- 7.3.1.** Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- 7.3.2.** Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- 7.3.3.** All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- 7.3.4.** Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups' membership.
- 7.3.5.** Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

### **7.4. Election Policies**

- 7.4.1.** Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.
  - 7.4.2.** If a member wants to appeal the election results, they can submit an appeal to the CRO or the Campus Groups Coordinator in a written format within 48 hours of the release of election results.
  - 7.4.3.** The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.
  - 7.4.4.** Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.
  - 7.4.5.** Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.
- 7.5.** On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 7.6.** In the event of a tie, the winner(s) are decided in a run-off election held three (3) days after the release of the ratified results

## **8. Article Eight – Finances**

- 8.1.** The Director of Finance shall keep an active record of income and expenses.
- 8.2.** The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 8.3.** The group may not engage in activities that are essentially commercial in nature.
- 8.4.** The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.5.** The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 8.6.** The group will not pay salaries to any of its officers.

## **9. Article Nine – Meetings**

- 9.1.** The Executive Committee shall meet bi-weekly. The quorum for Executive Committee meetings shall be 50% of the voting members of the Executive Committee.

## **10. Article Ten – Termination of Membership**

- 10.1.** The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
- 10.2.** General Member Removal
  - 10.2.1.** A vote to revoke membership must be held at a meeting of the Executive Committee.
  - 10.2.2.** A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
  - 10.2.3.** A notice of removal must be issued to the member in question and valid reasons must be outlined for their removal.
  - 10.2.4.** Any member facing removal shall have the right to appeal the decision of the Executive Committee to the UTMSU.
  - 10.2.5.** Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 10.3.** Executive Member Removal
  - 10.3.1.** A vote to revoke membership must be held at a meeting of the Executive Committee.
  - 10.3.2.** A two-thirds majority of the Executive Committee, not including the member(s) in question, is required to approve any motion to revoke membership.
  - 10.3.3.** A notice of removal must be issued to the member in question and valid reasons must be outlined for their removal.
  - 10.3.4.** Any member facing removal shall have the right to appeal the decision of the Executive Committee to the UTMSU.

- 10.3.5.** Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 10.3.6.** The newly vacant executive position will then be filled by an application and interview process.
- 10.4.** After the removal is finalized, the UTMSU must be informed of the decision.

## **11. Article Eleven – Amendments**

- 11.1.** All constitutional amendments can only be made by UTMSU members and shall require a 2/3 majority vote to be passed at an executive meeting.
- 11.2.** All voting members may propose and vote on amendments to the constitution.
- 11.3.** The Executive Committee shall submit the revised constitution to staff in the Centre for Student Engagement at the University of Toronto and the UTMSU within two (2) weeks.
- 11.4.** Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Centre for Student Engagement at the University of Toronto and the UTMSU.