

UTSmash

University of Toronto Super Smash Bros Ultimate Club

CONSTITUTION

Updated: November 28th, 2023

Mission Statement

UTSmash was formed to act as a central gathering point for Super Smash Bros. Ultimate (Smash Ultimate) players and enthusiasts at the University of Toronto. UTSmash aims to foster, promote, and expand our Smash Ultimate community. UTSmash holds weekly events to provide players with a space to interact and compete in our diverse community.

1. Article 1 - Name, Purpose, and Objective

- 1.1. The official name of the recognized student group is the “University of Toronto Super Smash Bros Ultimate Club”
- 1.2. The official, accepted acronyms or abbreviations of this are “UTSmash” and “UTSmash Ultimate”.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to act as a central gathering point for Super Smash Bros. Ultimate players and enthusiasts at the University of Toronto. UTSmash holds weekly events to provide players with a space to interact with and compete against the university and broader Ontario Smash community.
- 1.4. The club will achieve our objective by holding weekly events centered around Super Smash Bros. Ultimate that are open to all that wish to participate.

2. Article 2 - Membership

- 2.1. The group shall maintain a list of group members. Members shall refer to persons participating in, as well as attending, events and activities held by UTSmash.
- 2.2. Membership will be collected formally via form and grants members the ability to participate in any club activities.
- 2.3. Voting membership is open to all registered students of the University of Toronto.
- 2.4. Voting membership is open only to registered students of the University of Toronto.
- 2.5. 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.
- 2.6. There will be no membership fees.

3. Article 3 - Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referendums.

- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article 4 - Executive Committee

- 4.1. **The term for all positions on the Executive Committee shall be from May 1st to April 30th of the following year.**
- 4.2. The Executive Committee shall be composed of 5 or more voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum number 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.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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. Article 5 - Executive Committee Composition

- 5.1. The **President** shall:
 - 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.1.2. Oversee the operations, management, and success of the group, forming and maintaining relationships with other UTSG campus groups and the University of Toronto eSports organizations,
 - 5.1.3. Maintain active contact and affiliation with the UTSU and ULife,
 - 5.1.4. Serve as spokesperson for the group, accurately respecting and representing club interests,
 - 5.1.5. Hold signing and financial authority along with the Treasurer,

- 5.1.6. Preside over meetings of the Executive Committee and/or members,
 - 5.1.7. Maintain financial records, perform monetary and funding decisions, and review all actions undertaken involving the movement of funds for club use,
 - 5.1.8. Help organize campus community events, eSports program events, wider community events,
 - 5.1.9. Assists in tournament organization at UTSmash events, including bracket signups, seeding, and match calling,
 - 5.1.10. Provide leadership to other staff and executives and hold them accountable to their responsibilities,
 - 5.1.11. Ensure a transition of office from one year to the next.
- 5.2. The **Vice-President** shall:
- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.2.2. Assume duties of the President in their absence,
 - 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
 - 5.2.4. Maintain financial records, perform monetary and funding decisions, and review all actions undertaken involving the movement of funds for club use,
 - 5.2.5. Help organize campus community events, eSports program events, wider community events,
 - 5.2.6. Assists in tournament organization at UTSmash events, most notably in the President's absence, including bracket signups, seeding, and match calling,
 - 5.2.7. Assist in executive meetings, including taking meeting minutes and ensuring the meetings are organized,
 - 5.2.8. Coordinate organizational recruitment efforts.
- 5.3. The **Media Manager** shall:
- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.3.2. Prepare VOD recordings of tournament footage to be uploaded and distributed with appropriate consent,
 - 5.3.3. Oversee management and posts on club social media accounts and external communications through these channels.

- 5.4. The **Treasurer** shall:
 - 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.4.2. Record all financial transactions of the group,
 - 5.4.3. Hold signing and financial authority along with the President,
 - 5.4.4. Maintain a budget of income and expenses,
 - 5.4.5. Advise members on financial position of the group,
 - 5.4.6. Record and perform all actions including a movement of club funds, to be reviewed by others on the Executive Committee,
 - 5.4.7. Assist with fundraiser events and actively organize membership funds,
 - 5.4.8. Prepare an annual budget for the group.
- 5.5. The **Tournament Organizer** shall:
 - 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.5.2. Work alongside the President to find appropriate venues to hold tournaments,
 - 5.5.3. Run brackets by calling matches, reporting scores, or helping players find setups or necessary equipment,
 - 5.5.4. Assist in moving equipment to and from the venues.
- 5.6. The **Graphic Designer** shall:
 - 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.6.2. Prepare graphics for top 8 participants at each weekly event,
 - 5.6.3. Prepare the graphics for the Club's bi-annual power rankings.
- 5.7. The **Operations Manager** shall:
 - 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.7.2. Maintain a list of group members,
 - 5.7.3. Maintain the group website and member contact list,
 - 5.7.4. Record notes and motions for meetings,
 - 5.7.5. Notify all members of general meetings.
- 5.8. The **Stream Manager** shall:
 - 5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.8.2. Maintain the club's Twitch account and run streams on it during events,
 - 5.8.3. Promote and moderate the stream as necessary,
 - 5.8.4. Assist the Media Manager with creating stream VODs.

6. Article 6 - Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. Elections will take place in April of each school year, in accordance with the new executive terms starting in May.
- 6.3. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.4. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.5. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.6. All votes will be submitted in-person and will be anonymous.
- 6.7. Any person running for an executive position may ask for a recount as long as it is within the election period.
- 6.8. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.9. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.10. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article 7 - Finances and Financial Responsibility

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. Funding requests that occur retroactively shall be accompanied with a receipt that proves the purchase and explanation for the purchase made. The treasurer is responsible for documenting purchases on the Club Ledger.
- 7.4. The Club Ledger is under the UTSmash Google Drive and is accessible to all executive members. A public record of expenses related to tournaments will also be available to all club members, in accordance with the guidelines established for running tournaments of Nintendo games.

- 7.5. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.6. The group may not engage in activities that are essentially commercial in nature. All activities that generate revenue will be strictly for the purposes of supplying equipment and maintaining the club's finances to avoid losses.
- 7.7. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.8. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.9. The group will not pay salaries to any of its officers.

8. Article 8 - Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting. General meetings will be held in October and April.
- 8.4. Summer meetings will be scheduled at the discretion of the President.
- 8.5. Meeting minutes will be recorded by the and distributed to the Executives within twenty-four hours after the conclusion of that month's meeting.
- 8.6. Decisions regarding the ruleset, stage list, and Power Rankings will be made by the executives.

9. Article Nine - Termination of Membership

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

- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.3. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.4. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.5. 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.
- 9.6. Executive Committee members are subject to the same termination of membership process as general members.

10. Article 10 - Constitutional Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.