

Constitution of the University of Toronto Capture the Cleaning Cloth Club

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Capture the Cleaning Cloth Club”
- 1.2. The official acronym or abbreviation of the group is “UTCtCCC”
- 1.3. The purpose of the organization is to promote enjoyment and an active lifestyle through the game of Capture the Flag and its many variants, including with cleaning cloths.

2. Article Two – Membership

- 2.1. The group shall maintain a list of group members, which will be renewed every academic year.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. 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.
- 2.5. The membership fee will be \$0 per year.

3. Article Three – Rights and Expectations of Members and Participants

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.
- 3.8. The group commits to diversity and inclusion. All members and participants must never discriminate against anyone on the basis of race, age, gender, sexual orientation, etc..
- 3.9. Group members and participants must show good behavior and sportsmanship, respect the rules of the game, and respect enforcement decisions from the rules of the game.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of eight (8) 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 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.
- 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.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.
- 4.9. Rank shall be determined in the following order: President, Vice President, Director of Events, Director of Marketing and Outreach, Director of Finances and Administration, Assistant Director of Events, Assistant Director of Marketing and Outreach, Assistant Director of Finances and Administration.
 - 4.9.1. The Referee is a non-voting position and does not have a rank.
- 4.10. Each executive may only bear one voting right, regardless of the number of voting positions they hold.
 - 4.10.1. During extenuating circumstances where an executive holds multiple positions with voting rights, only the vote of their highest position will be counted. Rank shall be determined as per Article 4.9.
- 4.11. Every person may only hold the same voting position in the Executive Committee for a maximum of two consecutive terms, after which they must step down or seek office in another position.
- 4.12. Every person may only hold the same voting position in the Executive Committee for a total of three terms, after which they must step down or seek office in another position.

5. *Article Five - Executive Committee Composition and Duties*

5.1. The Referee shall:

- 5.1.1. Be ineligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Be ineligible to hold any other position within the group while in office,
- 5.1.3. Be held by last term's President, unless they are currently holding other positions or are unwilling to hold the position of Referee.
 - 5.1.3.1. If last term's President is unavailable for the Referee position, the next highest ranking executive from last term become the Referee. Rank shall be determined as per Article 4.9.
 - 5.1.3.2. If no executive is available for the Referee position after observance of Articles 5.1.3 and 5.1.3.1 by September 1 of the term, the position will be unfilled for the term; in such an event, the President shall assume the Referee's duties for the term.
- 5.1.4. Lead the election procedures for voting members as per Article Six (6),
- 5.1.5. Appoint elected members of the Executive Committee as per the procedures of Article Six (6),

- 5.1.6. Act as a judge or referee for internal disputes, such as within the group or in Capture the Flag games,
- 5.1.7. Ensure a smooth transition of office from one year to the next,
- 5.1.8. Execute their duties with impartiality.

5.2. The President shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Be responsible in a manner befitting their position as the highest representative of the group,
- 5.2.3. Oversee the operations, management, and success of the group,
- 5.2.4. Spearhead new ideas and initiatives for the group, and communicate with the Vice President for delegation to the Directors,
- 5.2.5. Serve as spokesperson for the group,
- 5.2.6. Hold signing authority,
- 5.2.7. Hold financial authority along with the Vice President and Director of Finances and Administration,
- 5.2.8. Hold authority to reimburse expenditures for members of the Executive Committee acting in the name of the club along with the Director of Finances and Administration,
- 5.2.9. Preside over meetings of the Executive Committee and/or members,
- 5.2.10. Lead the planning of seasonal social events such as back-to-school events along with the Director of Events,
- 5.2.11. Hold authority to confirm collaborations with external sponsorships along with the Director of Marketing and Outreach,
- 5.2.12. Train and oversee the Vice President.

5.3. The Vice President shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Support and facilitate the governance of the President,
- 5.3.3. Delegate tasks to the Directors based on the initiatives of the President,
- 5.3.4. Assist in the coordination between different Directors,
- 5.3.5. Assume the duties of other executives in the event of prolonged absences,
- 5.3.6. Serve as the primary contact between the group and the University of Toronto, which includes:
 - 5.3.6.1. Receiving and replying to correspondence from the University,
 - 5.3.6.2. Updating the group's information on the Student Organization Portal page in a timely manner,
 - 5.3.6.3. Posting and editing events or opportunities on the Student Organization Portal,
- 5.3.7. Ensure the activities of the club comply with policies of the University of Toronto,
- 5.3.8. Coordinate organizational recruitment efforts,
- 5.3.9. Hold financial authority along with the President and Director of Finances and Administration.

5.4. The Director of Events shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Lead the planning of weekly social events,

5.4.3. Lead the planning of seasonal social events at least three times per semester, such as back-to-school events, along with the President,

5.4.3.1. During the occurrence of seasonal social events, the weekly social event will be cancelled,

5.4.4. Be responsible for all event-related purchases,

5.4.5. Present all proposals for events at meetings of the Executive Committee,

5.4.6. Maintain regular communication with the Director of Marketing and Outreach regarding upcoming events,

5.4.7. Assume the duties of the Assistant Director of Events in the event the position is unfilled,

5.4.7.1. Actively seek for a replacement candidate for an unfilled position through a by-election with a vote of simple majority (50%+1) in the Executive Committee

5.4.8. Train and oversee the Assistant Director of Events.

5.5. The Assistant Director of Events shall:

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

5.5.2. Support and facilitate the governance of the Director of Events,

5.5.3. Review and suggest improvements for upcoming events,

5.5.4. Be responsible for all event-related venue bookings,

5.5.5. Assist in the planning of weekly social events,

5.5.6. Assist in the planning of seasonal social events.

5.6. The Director of Marketing and Outreach shall:

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

5.6.2. Promote all upcoming group events on social media,

5.6.3. Promote the group by designing and publishing posts for social media,

5.6.4. Maintain existing relationships with other student groups,

5.6.5. Maintain and manage the security of all social media accounts of the group, such as by:

5.6.5.1. Ensuring passwords are updated no less than every three (3) months,

5.6.5.2. Enabling and maintaining two-factor authentication (2FA) wherever possible,

5.6.5.3. Prohibiting others from accessing the group's social media accounts, with the exception of the President and Vice President,

5.6.6. Review external sponsor opportunities proposed by the Assistant Director of Marketing,

5.6.7. Present external sponsor proposals at meetings of the Executive Committee,

5.6.8. Maintain regular communication with the Director of Events regarding upcoming events,

5.6.9. Assume the duties of the Assistant Director of Marketing and Outreach in the event the position is unfilled,

5.6.9.1. Actively seek for a replacement candidate for an unfilled position through a by-election with a vote of simple majority (50%+1) in the Executive Committee,

5.6.10. Train and oversee the Assistant Director of Marketing and Outreach.

5.7. The Assistant Director of Marketing and Outreach shall:

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

- 5.7.2. Support and facilitate the governance of the Director of Marketing and Outreach,
- 5.7.3. Review and suggest improvements for social media promotions,
- 5.7.4. Actively seek out opportunities for external sponsors,
- 5.7.5. Actively seek out new collaboration opportunities with other student groups,
- 5.7.6. Actively seek out alternate possible marketing strategies and present the findings to the Director of Marketing and Outreach.

5.8. The Director of Finances and Administration shall:

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.8.2. Record all financial transactions of the group,
- 5.8.3. Hold financial authority along with the President and Vice President,
- 5.8.4. Maintain a budget of income and expenses,
- 5.8.5. Provide monthly balance sheets,
- 5.8.6. Advise members on the financial position of the group,
- 5.8.7. Prepare an annual budget for the group,
- 5.8.8. Hold authority to confirm collaborations with external sponsorships along with the President,
- 5.8.9. Hold authority to reimburse expenditures for members of the Executive Committee acting in the name of the club along with the President,
- 5.8.10. Maintain the group website,
- 5.8.11. Record notes and motions for meetings along with the Assistant Director of Finances and Administration,
- 5.8.12. Assume the duties of the Assistant Director of Finances and Administration in the event the position is unfilled,
 - 5.8.12.1. Actively seek for a replacement candidate for an unfilled position through a by-election with a vote of simple majority (50%+1) in the Executive Committee.
- 5.8.13. Train and oversee the Assistant Director of Finances and Administration.

5.9. The Assistant Director of Finances and Administration shall:

- 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.9.2. Support and facilitate the governance of the Director of Finance and Administration,
- 5.9.3. Cross-check the financial transactions of the group and raise any issues with the Director of Finances and Administration,
- 5.9.4. Record notes and motions for meetings along with the Director of Finances and Administration,
- 5.9.5. Maintain a list of group members and their information, including: full name; UofT student number; UofT email address; phone number; student enrolment status; campus/faculty/college; program of study; year of study,
- 5.9.6. Be accountable for the booking of appropriate venues for meetings,
- 5.9.7. Notify all members of general meetings.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election at the end of an academic year.

- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. If multiple candidates, each with no more than 50% of the vote, are elected to one position, the two candidates with the highest vote count will enter a second round of election. The candidate with a simple majority (50%+1) in the second round will fill the position. If no simple majority is reached after the second round, the candidate will be selected based on a coin toss.
- 6.9. The President and Vice President shall share the duties and responsibilities of any unfilled Director positions until someone can be found to fulfill the position(s) through a by-election as soon as is convenient with a vote of simple majority (50%+1).

7. *Article Seven – Finances*

- 7.1. The Director of Finances and Administration shall keep an active record of income and expenses.
- 7.2. The Director of Finances and Administration shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$50.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. *Article Eight – Meetings*

- 8.1. The Executive Committee shall meet weekly, except for during final exam periods. 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.

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. The Executive Committee may terminate the membership status of any member and/or blacklist any person from future participation in Capture the Flag games if their behavior is found to be in persistent and flagrant violation of Articles 3.8 or 3.9.
- 9.3. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.4. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.5. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.6. 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.
- 9.7. 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.
- 9.8. Executive Committee members are subject to the same termination of membership process as general members.

10. *Article Ten – 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.
- 10.4. 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.