

Constitution of UTSC Cheer Student Group

Updated as of **August 19th, 2025**

Article I: Name and Purpose

1.1 The official name of the Campus Group will be **University of Toronto Scarborough Cheerleading Student Group**.

1.2 The campus group may be referred to by the acronym: **UTSC Cheer**

1.3 The purpose, objectives, mission and/or mandate of the organization is to encourage wholesome and enthusiastic school spirit, acting as representatives of the team and the University.

Article II: Membership

2.1 The group shall maintain a list of group members.

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 \$30 per year for members of the Performance Team and \$80 per year for members of the Competition Team.

Article III: Rights of Members

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.

The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article IV: 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 composed of 9 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.

Article V: Elections

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

5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.

5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

5.6 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.

5.7 The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

5.8 For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

Article VI: Termination of Membership

6.1 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.

6.2 The Executive Committee may revoke the membership of any member of the club who does not adhere to the obligations of membership outlined in Article VIII.

6.3 A vote to revoke membership must be held at a meeting of the Executive Committee.

6.4 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

- 6.5 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 6.6 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.
- 6.7 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.
- 6.8 Executive Committee members are subject to the same termination of membership process as general members.

Article VII: Amendments

- 7.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 7.2 All voting members may propose and vote on amendments to the constitution.
- 7.3 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.
- 7.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.
- 7.5 Membership in UTSC Cheer is divided into two teams; Competition and Performance. All students are eligible to try out for both teams; however, members will only be placed on one team. Placement is determined through the tryout process and is subject to capacity limits for each team, as set by the UTSC Cheer Captain(s) and/or Coach(es).
- 7.5.1 Performance Team members who wish to be promoted to the Competition Team must meet all required criteria as set by the Captain(s), Coach(es), and/or Choreographer(s).

Article VIII: Obligations of Membership

- 8.1 Each member must remain in good standing to maintain membership. Members who do not adhere to the following criteria will be placed on probation and their position on the team will be re-evaluated. Criteria for "good standing" will be as follows:
- 8.1.1 Attend all practices with the exception of 2 excused practices per semester.
- 8.1.1.1 Acceptable (excused) reasons include but are not limited to; Exam conflicts, illness, religious observances, bereavement, personal or family emergencies.
- 8.1.1.2 Unacceptable (unexcused) reasons include but are not limited to; work conflicts, birthdays, other extracurricular commitments, travel arrangements without sufficient notice, medical appointments without proper notice.

8.1.1.3 In the event of non-attendance, the absence will be deemed unexcused if failure to notify or delayed notification (within a 2-hour window preceding the practice) to the Vice President of Communications and count towards the total unexcused absences.

8.2 Competition members must attend all competitions at which the team intends to compete, as outlined by the coaches and/ or competition captain in the fall semester.

8.2.1 Competition Team members must accept that participation may require deferring classes, labs, or midterm exams if they conflict with a scheduled competition date

8.2.2 In the event a member absolutely cannot attend a competition for reasons related to funeral, emergency, illness, injury, or final exam, they must submit proof to the President(s) and/ or the Competition Captain to receive exemption.

8.3 Performance Team members must attend at least 80% of events including sporting events, bonding events, and tabling/ fundraising events.

8.4 Each member must arrange payment for membership fees or merchandise before the deadline set by the Vice President of Finance.

8.5 Each member must show respect to fellow members, captain(s) and/ or coach(es).

8.6 Members understand that all merchandise purchased through UTSC Cheer, including uniforms, practice shirts, windbreakers, and any other items, is strictly non-refundable.

8.6.1 All items which are requested by a member within a team order from a third party must be paid for in full to the team before it can be collected. The member is responsible for paying for the ordered item, even if they decide they no longer want the item.

8.6.2 Finances may be reduced or increased depending on the exchange rate OR available funding for the team and personal efforts to fundraise.

Article VIII: Executives

9.1 The executives of the organization shall include the President, Vice President of Operations (VP. Operations), Vice President of Communications (VP. Communications), Vice President of Finance (VP. Finance), Captain(s), Choreographer(s), Director of Events (Dir. Events), Director of Philanthropy and Fundraising (Dir. Philanthropy), Director of Membership Development (Dir. Mem Dev), and Director of Public Relations (Dir. PR).

9.1.1 Executives must be active members of the team during their term of office, unless officially excused by the President, by their discretion. However, the inactive executive is still expected to perform their duties as usual and maintain a decent level of commitment to the team or they risk forfeiting their position.

9.1.2 All the senior executives, excluding Captain(s), will have signing officer responsibilities.

9.1.2.1 Signing officers must be updated on the team bank account

prior to May 1st of every year.

- 9.1.3 “Senior Executives” are defined as such due to their executive responsibilities on the team and include, President, Vice Presidents and Captain(s).
- 9.2 Only student members of the organization may hold executive positions.
- 9.3 The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 9.4 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.
- 9.5 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
- 9.6 The term of each executive will last from May 1 following their election to April 30 of the following year.
- 9.7 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignations are, 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.
- 9.8 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.
- 9.9 If the President resigns, a notice of such resignation must be submitted in writing and delivered to the Vice President of Operations. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the Vice President of Operations, and no ratification by the organization shall be required to make the resignation official. Upon official resignation Vice President of Operations.
- 9.10 Any vacancy of the President shall be filled by the Vice President of Operations until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 9.11 Ensure all appropriate receipts are kept for reimbursement and documentation so they can be forwarded to the VP. Operations.
- 9.12 Responsible for managing and redeeming e-transfers and creating a member budget for every new season AND making sure all balance with external companies is cleared before the end of the season.
- 9.13 Can exercise external legal intervention in the case a member does not fulfill financial obligations summarized in Membership Obligation.
- 9.14. The broad responsibilities and requirements of each executive position are as follows in sections 9.15-9.24.

9.15 President

- 9.15.1 Attend all executive meetings unless excused by the VP Operations for a valid reason.
- 9.15.2 Promote all UTSC Cheer Student Group Team activities, clinics and conferences.
- 9.15.3 Shall be one of three signing officers for UTSC Cheer Student Group.
- 9.15.4 Will have signing authority for financial accounts and decisions.
- 9.15.5 Hold the position for three consecutive semesters.
- 9.15.6 Must have held an executive position for 1 year prior to assuming this role.
Priority is given to members who previously held a Vice President position.
- 9.15.7 Responsible for allocation of budget.
- 9.15.8 Responsible for holding and calling executive meetings;
 - 9.15.8.1 All communication should be done in a method that is suitable for all executives (to be decided upon first executive meeting);
 - 9.15.8.2 Weekly executive meeting dates and times are to be finalized at the beginning of the year, subject to change the following term.
- 9.15.9 Ensure all duties are being completed by the executive team, captains and coaches; ensuring two-way communication with and between the Vice Presidents.
- 9.15.10 Complete an annual succession plan by the end of the election period which includes their name, year of position, contact information, experiences in the position, any challenges they faced, goals for the upcoming year, and the revised constitution.

9.16 Vice President of Operations

- 9.16.1 Attend all executive meetings unless excused by the President for a valid reason. In the absence of the President, have all the duties and authority of the President;
- 9.16.2 Shall aid in all duties and responsibilities maintained by the President.
- 9.16.3 Shall be one of three signing officers for UTSC Cheer Student Group;
- 9.16.4 Will have signing authority on UTSC Cheer Student Group's financial account if needed.
- 9.16.5 Hold the position for three consecutive semesters.
- 9.16.6 Responsible for completing CCR Recognition duties and training for UTSC Cheer Student Group with DSL and/or SCSU.
- 9.16.7 Responsible for supervising and supporting coaching positions, their responsibilities, their hiring or appointing.
- 9.16.8 Responsible for arranging member recruitment (Tryouts, marketing, etc.)
- 9.16.9 Responsible for arranging annual elections in March for the executive council and releasing executive applications.

- 9.16.10 Responsible for ensuring the Dir. PR and Dir(s). Mem Dev are completing their duties.
- 9.16.11 Must register the competition team for all competitions selected by the Captain(s) and Coach(es).
- 9.16.12 Must complete an annual succession plan including their name, year of position, contact information, their experience in the position, challenges faced, and goals for the following year.
 - 9.16.12.1 Succession plan is to be completed and given to the President by the end of the election period.

9.17 Vice President of Communications

- 9.17.1 Attend all executive meetings unless excused by the President for a valid reason.
- 9.17.2 Hold the position for three consecutive semesters.
- 9.17.3 Must have held an executive position for 1 year prior to assuming this role.
- 9.17.4 Shall be the main contact to organize the Competition Team and Performance Team attendance for athletic competitions, events, or any type of performance, as well as organizing UTSC Cheer Student Group for clubs day(s);
- 9.17.5 Will professionally take attendance and document the minutes at executive meetings.
- 9.17.6 Will appropriate forms to be filled out and then approved by VP Finance and the President.
- 9.17.7 Check UTSC Cheer Student Group email every 24 hours and respond to all member and external inquiries within 48 hours
- 9.17.8 Keep track of weekly attendance in collaboration with Captain(s).
- 9.17.9 May hire or appoint associate if necessary;
 - 9.17.9.1 Before 9.17.9 is considered all other options must be exhausted such as assistance from other executives. In the event it is necessary to hire such an assistant, it must be voted upon by the executive team.
- 9.17.10 Responsible for ensuring the Dir. Events is completing all their duties.
- 9.17.11 Must complete an annual succession plan including their name, year of position, contact information, their experience in the position, challenges faced, and goals for the following year.
 - 9.17.11.1 Succession plan is to be completed and given to the President by the end of the election period.

9.18 Vice President of Finance

- 9.18.1 Attend all executive meetings unless excused by the President for a valid reason.
- 9.18.2 Shall be one of three signing officers for UTSC Cheer Student Group.
- 9.18.3 Must hold the position for three consecutive semesters.
- 9.18.4 Maintain appropriate documentation as requested by VP Operations and the President
- 9.18.5 Responsible for completion of SCSU/DSL/SCAA funding forms.
- 9.18.6 Responsible for collection and maintenance of receipts and invoices.
- 9.18.7 Responsible for reimbursements.
- 9.18.8 Responsible for any purchases UTSC Cheer Student Group requires;
 - 9.18.8.1 This includes the team's equipment such as uniforms, poms, and payments for gym use;
 - 9.18.8.2 Responsible for proper documentation of such purchases listed in 6.14.4.8.1, receipts and collection or distribution of payments.
- 9.18.9 Signing officer for UTSC Cheer Student Group banking account.
- 9.18.10 Responsible for any purchases made and/or reimbursed by UTSC Cheer Student Group.
- 9.18.11 Responsible for updating VP Operations and President with financial updates by the end of each semester or monthly if requested by another executive;
- 9.18.12. Responsible for having up-to-date professional documentation of finances if a request is made. Continuously not having updated reports, loss of receipts, failure to reimburse or maintain proper documentation is cause for dismissal from position upon majority executive vote. Dismissal or temporary removal of certain responsibilities will be decided upon by a majority executive vote.
- 9.18.13 Responsible for ensuring the Dir. Philanthropy is completing all their duties.
- 9.18.14 Must complete an annual succession plan before the end of the election period including their name, year of position, contact information, their experience in the position, challenges faced, and goals for the following year.
 - 9.18.14.1 Succession plan is to be completed and given to the President by the end of the election period.

9.19 Captain(s)

- 9.19.1 Attend all executive meetings unless excused by the President for a valid reason.
- 9.19.2 General management of UTSC Cheer Student Group Team Members and liaison with executive members.
- 9.19.3 Must hold the position for three consecutive semesters.
- 9.19.4 Are responsible for adhering to the Team's values and carrying forward the

objectives of the respective initiatives relating to team practices, performance events, and choreography. They are expected to act as model members of the team and provide examples for general members. Captains are advised to seek approval from the President, and/ or Coach prior to executing endeavours.

9.19.5 Attend all team practices and bonding events and encourage all members to attend;

9.19.6 In the absence of the Coach(s), Captain(s) should continue with choreography prep or follow an agenda as set out by the Coach prior to the practice.

9.19.7 Responsible for assisting with member recruitment (Tryouts, marketing, etc.) in liaison with the senior executives

9.19.8 Responsible for collaborating with the coach(s) to make decisions in the best interest of the team and team members.

6.19.9 Responsible for formulating routines for performances in liaison with the Choreographer(s) as necessary;

9.19.10 In the event of separate Competition Team and Performance Team captains, the following are applied to Performance Team Captain(s):

9.19.10.1 Mentor and leader the members of Performance Team during the scheduled practices for Performance Team members;

9.19.10.2 Will be responsible for attending every Performance Team practices and in the rare case they are unable to, they will arrange a qualified substitute to run the scheduled practice;

9.19.10.3 Will not participate in any stunts in any Halftime routines so as to better allocate their time during practices by helping general members learn their choreography;

9.19.10.4 Bring up any issues or requests from the Performance Team at either executive meetings or to the President(s);

9.19.10.5 Work with VP Communications to represent Performance Team members at monthly executive meetings.

9.19.11 In the event of separate Competition Team and Performance Team captains, the following are applied to Competition Team Captain(s):

9.19.11.1 Will be voted into power only by current competition team members;

9.19.11.2 Will be responsible for working with coach(es) in selecting all competitions for the year by the end of October;

9.19.11.3 Will be responsible for promoting team morale and a respectful attitude.

9.19.12 Responsible for ensuring the Choreographer(s), Dir. Events, Dir. PR and Dir. Mem Dev are completing all their duties.

9.19.13 Must complete an annual succession plan before the end of the election period including their name, year of position, contact information, their experience in the position, challenges faced, and goals for the following year.

9.19.13.1 Succession plan is to be completed and given to the President by the end of the election period.

9.20 Choreographer(s)

9.20.1 Shall be chosen through the election process or selected by the Captain(s). Potential choreographers must bring or be ready with an example of choreography that they have prepared to show to the rest of the voting members of the Performance Teams part of their campaign. Choreographers are responsible for adhering to the Team's values and carrying forward the objectives of the respective initiatives. Choreographers must seek approval from the President, Captain(s), Vice President of Operations, and/ or Coach(s) prior to executing endeavours.

9.20.2 General management of UTSC Cheer Student Group Team Members and liaison with executive members;

9.20.3 Must attend all executive meetings unless excused by the President for a valid reason.

9.20.4 Responsible for member recruitment (tryouts, marketing, etc.) in liaison with the Captain(s) and VP. Operations

9.20.5 Responsible for formulating routines for performances as necessary within a timely manner;

9.20.6 Should not participate in any routine choreographed during the Fall and Winter terms, unless as an alternate due to extenuating circumstances, so as to better allocate their time teaching choreography to the general members in a safe and effective manner.

9.20.7 Must complete an annual succession plan before the end of the election period including their name, year of position, contact information, their experience in the position, challenges faced, and goals for the following year.

9.20.7.1 Succession plan is to be completed and given to the President by the end of the election period.

9.21 Director of Events

9.21.1 Shall be chosen through the election process. The Director of Events is responsible for adhering to the Team's values and carrying forward the objectives of the respective initiatives. The Director of Events will execute endeavours following the approval of the Executive Team.

- 9.21.2 Actively seek out and enroll UTSC Cheer Student Group in related events in which they can present their skills and promote school spirit.
- 9.21.3 Work with UTSC, SCAA, The Pan Am Sports Center staff, and Athletics and Recreation to create a schedule for upcoming sports games which are relevant to the UTSC Cheer Student Group Team.
- 9.21.4 Maintain a previous and current record of attended events and their respective contacts in the team's Google Drive folders for future reference.
- 9.21.5 Organize and ensure the team attended to all committed events along with the following details: equipment availability, stage and its dimensions, performance music in the correct format, number of performers in committed attendance for each appearance/event, location and time of appearance/event, and the purpose of the appearance/event.
- 9.21.6 Attend each event unless a valid reason is given (whether this be to participate or overlook the team)
- 9.21.7 Must attend all executive meetings unless excused by the President for a valid reason.
- 9.21.8 Must complete an annual succession plan before the end of the election period including their name, year of position, contact information, their experience in the position, challenges faced, and goals for the following year.
 - 9.21.8.1 Succession plan is to be completed and given to the President by the end of the election period.

9.22 Director of Public Relations

- 9.22.1 Shall be chosen through the election process. Potential Directors of Public Relations must have examples of content they would post and/or posters they have designed for the team to the rest of the voting members of the Competition Teams part of their campaign. The Director of Public Relations is responsible for adhering to the Team's values and carrying forward the objectives of the respective initiatives. The Director of Public Relations will execute endeavours following the approval of the Executive Team
- 9.22.2 Responsible for possessing and maintaining the logins for the team's *Gmail*, *Facebook*, *Instagram*, *Twitter*, *Snapchat*, *YouTube*, and any additional social media logins in a discrete manner.
- 9.22.3 Managing all interactions and activity of all relevant UTSC Cheer Student Group social media pages promptly every 24 hours.

- 9.22.4 Post frequent, respectful, and relevant material on the social media pages as approved by the Executive Team.
- 9.22.5 Responsible for the designing of promotional materials for events, e.g. flyers, postcards; designs must be approved by the Executive Team.
- 9.22.6 Attend all scheduled events to take photos and videos to post on the social media pages and posting frequently during the event or providing live video coverage of the events.
 - 9.22.6.1 Responsible for accommodating and editing media material instances a member of the team or stranger does not want to be identified or present in the media material.
 - 9.22.6.2 Must delegate this task to another reliable executive if unable to attend the event after informing the Director of Events and the President of absence.
- 9.22.7 Handle any issues that arise with our social media platforms in a respectful and approving manner.
- 9.22.8 Obligated to attend all scheduled executive meetings
- 9.22.9 Must complete an annual succession plan before the end of the election period including their name, year of position, contact information, their experience in the position, challenges faced, and goals for the following year.
 - 9.22.9.1 Succession plan is to be completed and given to the President by the end of the election period.
- 9.22.10 Responsible for providing incoming executives taking on their role with all relevant information and material which they would need to ensure successful performance in their positions.

9.23 Director of Membership Development

- 9.23.1 Shall be chosen through the election process. The Director of Membership Development is responsible for adhering to the Team's values and carrying forward the objectives of the respective initiatives. Director of Membership Development will execute endeavours following the approval of the Captains, President and Coach(s).
- 9.23.2 In the event of having multiple Directors of Membership Development, communications between them are required. The Director of Membership Development is responsible for planning, organizing, and executing monthly Performance Team bonding activities and events which are accommodating to a majority of the team members.

9.23.2.1 Planned events and activities must be approved by the Captain(s), C Coach(es), and President.

9.23.2.2 All events and activities must be planned at least two weeks in advance and details of the events should be informed to all members at least one week in advance.

9.23.2.3 The Director(s) of Membership Development are required to attend 100% of planned membership bonding events and activities to ensure the event is conducted safely.

9.19.2.4 All planned events and activities must be inclusive and safe in nature and provide the membership with an opportunity to increase social relations within the team.

9.23.2.5 In the event of planning and organizing independent bonding events, the Director is taking full responsibility.

9.23.2.6 All Directors of Membership Development must cooperate for the planning of the End of the Year Team Dinner.

9.23.2.7 Clubbing, and/ or any events that are 19+ are not recommended as bonding events.

9.23.3 Obligated to attend all scheduled executive meetings.

9.23.4 Must complete an annual succession plan before the end of the election period including their name, year of position, contact information, their experience in the position, challenges faced, and goals for the following year.

9.22.9.1 Succession plan is to be completed and given to the President by the end of the election period.

9.24 Director of Philanthropy and Fundraising

9.24.1 Shall be chosen through the election process. The Director of Fundraising and Philanthropy is responsible for adhering to the Team's values and carrying forward the objectives of the respective initiatives. Director of Fundraising and Philanthropy will execute endeavours following the approval of the Vice President Finance, President and Coach(s).

9.24.2 Responsible for planning, organizing, and executing at least two fundraising events per semester, as approved by the President.

9.24.3 All philanthropy or fundraising events must be creative, inclusive of all team members, safe, and respectful.

9.24.4 The philanthropy event will raise funds for a team chosen charity.

9.24.5 The fundraising event will be planned in collaboration with the Vice President of Finance and all its incoming funds will be reserved for the team's bank account.

9.20.5.1 Ensure any money from the events goes into the team's official money box and is handed over to either the Vice President Finance or President.

9.24.6 The detailed plan should be outlined at least one week before the executive meeting and at least two weeks before the planned event.

9.24.7 Must communicate with the Vice President of Operations to ensure the venue and all additional required materials are in place.

9.24.8 Obligated to attend at least 80% of scheduled executive meetings.

9.24.9 Must complete an annual succession plan before the end of the election period including their name, year of position, contact information, their experience in the position, challenges faced, and goals for the following year.

9.24.9.1 Succession plan is to be completed and given to the President by the end of the election period.6.24.5