

Constitution of “The University of Toronto Mississauga Chess Club”

Article I: Campus Group Name

The official name of this recognized campus group is “The University of Toronto Mississauga Chess Club”. The acronym or abbreviation of this group is: UTMCC.

Article II: Purpose

The University of Toronto Mississauga Chess Club is a club for all individuals to come and intellectually challenge themselves by playing chess. The goal is to hold as many chess events as possible over the year and to create a network of chess loving individuals to come together, have fun, make new friends, and play chess. The club mandate is to provide an amazing time and to ensure a competitive yet respectful environment at all club affiliated events to help foster a community of caring individuals willing to push each other’s capabilities, facilitating growth.

Article III: Membership

Membership to the group is open to all the University of Toronto members including students, staff, faculty and alumni. U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. Alumni, who do not pay fees for campus groups, are offered associate memberships and may be involved in all aspects of the group with the exception of participation in elections. Similarly, staff and faculty may be associate members but also cannot participate in elections. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

All UTMSU students are eligible to be valid voting members in elections.

Article IV: Executives

The executive committee shall be composed of four (4) elected officers. These include a President, Vice President, Secretary, and VP of Finance.

President:

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the VP of Finance for financial purposes
- Presides over board meetings as well as general meetings
- Ensure transition of office to the future Executives

Vice President:

- Assume duties of the President in their absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Organizing volunteering events and regulating the sign-up process

Secretary:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization
- Interview possible candidates for executive positions
- Management of social media platforms and notifying members of emergencies

VP of Finance:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

Other non-Executive positions may be created throughout the year, if determined that extra help is needed (decided by a vote amongst club executives). If (a) position(s) are voted to be added, there will be a 14-day application period for individuals to cast applications, along with an interview process, and the availability of a new club executive will be advertised on all of our social media outlets.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

Termination of Executives or General Members:

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, may be given notice of removal. The member up for removal shall have the right to defend their actions. A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

Article V: Meetings

Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term. The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

Article VI: Elections

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.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- 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.
- Elections must open to all interested candidates that are UTMSU registered members of the group.

Election Timeline

- 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

- 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.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the election's rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups' membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies

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.

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.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. 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.

Article VII: Removal from office

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Example of removal procedure:

- Removal after 1 written warning issued to the individual
- Removal after missed 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

Article VIII: Amendments to the Constitution

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance. In addition, amendments have to be approved by the UTMSU prior to being formalized.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the University of Toronto Mississauga Students Union (UTMSU) within two (2) weeks of its approval by general members.