

## **Constitution of UTM Martial Arts**

### **1. Article One – Name and Purpose**

- 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
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to promote martial arts on campus to the UofT community

### **2. Article Two – Membership and Membership Fee**

- 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 \$0 per year.

### **3. Article Three – 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 referenda.
- 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 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 at least nine voting members.
  - 4.2.1. The number of Coaches may vary depending on the number of qualified applicants.
- 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. In the event that a qualified Coach cannot be found, a current Executive member may take on the coaching position.
  - 4.8.1. In this situation, this member's vote in Executive Committee meetings only counts for one position.

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

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

- 1.1.1. Demonstrate mutual respect amongst the team,
- 1.1.2. Collaborate well on various ongoing projects,
- 1.1.3. Keep an open stream of communication amongst all team members,
- 1.1.4. Attend executive committee meetings,
- 1.1.5. Ensure expectations are being met and communicating if such is not possible.

### **1.2. The President shall:**

- 1.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 1.2.2. Oversee the operations, management, and success of the group,
- 1.2.3. Serve as spokesperson for the group,
- 1.2.4. Hold signing and financial authority along with the Director of Finance,
- 1.2.5. Preside over meetings of the Executive Committee and/or members,
- 1.2.6. Ensure a transition of office from one year to the next.

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

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

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

- 1.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 1.4.2. Maintain a list of group members,
- 1.4.3. Maintain the group website and member contact list,
- 1.4.4. Record notes from executive and general meetings,
- 1.4.5. Notify all members of general meetings.
- 1.4.6. Responsible for keeping record of member sign-ups, session attendance, and signed consent waivers

### **1.5. The Director of Finance shall:**

- 1.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 1.5.2. Record all financial transactions of the group,
- 1.5.3. Hold signing and financial authority along with the President,
- 1.5.4. Maintain a budget of income and expenses,
- 1.5.5. Advise members on financial position of the group,

1.5.6. Prepare an annual budget for the group.

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

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

1.6.2. Oversee marketing and advertising efforts,

1.6.3. Schedule and plan for various outreach efforts and fundraisers

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

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

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

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

1.7.4. Design promotional materials for online and print advertising

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

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

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

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

1.8.4. Ensure all event logistics are taken care of.

**1.9. The Coaches Shall:**

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

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

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

1.9.4. Provide appropriate instruction and coaching to session attendees.

**6. Article Six – Elections**

6.1. The election must be held in the Winter Semester, following the timeline set by the UTMSU.

6.1.1. 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.

6.1.2. 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.

6.1.3. 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.

6.1.4. Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups' membership.

6.1.5. Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

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

6.3. The elections must be held in a non-biased manner. No individual who is seeking election may participate in planning or administering the election.

6.3.1. A Chief Returning Officer (CRO) must be appointed to supervise the elections.

6.3.2. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator.

- 6.3.3. The CRO must not be running for a position on the incoming executive team.
- 6.4. 51% of voting positions on the Executive Committee shall be filled through an annual election.
  - 6.4.1. The Coach positions shall be filled by an application and interview process.
  - 6.4.2. The President and Vice-President positions shall be determined by an internal vote within the existing Executive Committee during a designated committee meeting.
- 6.5. All voting group members shall be eligible to seek nomination and cast a ballot for each voting position.
  - 6.5.1. 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.
- 6.6. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.7. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 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.

## **7. Article Seven – Finances**

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

## **8. Article Eight – Meetings**

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

## **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.

- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the UTMSU.
- 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 Ten – Amendments**

- 1.7. All constitutional amendments shall require a 2/3 majority vote to be passed at a executive meeting.
- 1.8. All voting members may propose and vote on amendments to the constitution.
- 1.9. 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.
- 1.10. 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.