

Constitution of “UTM Billiards Club”

Academic Year: 2025–2026

1. Name

The official name of this recognized campus group is “**UTM Billiards Club.**”

The acronym of this group is “**UTMBC.**”

2. Purpose and Objectives

The UTM Billiards Club exists to foster community, camaraderie, and friendly competition among students through the game of pool. Its objectives are to:

- Provide an inclusive social environment where students of all skill levels can learn and enjoy billiards.
- Promote recreation, sportsmanship, and teamwork through doubles tournaments and practice sessions.
- Develop members’ skills via coaching, workshops, and peer-mentoring.
- Host monthly practice sessions, two small-pot tournaments per semester, and semester-end championship events to cultivate a vibrant campus culture.
- Strengthen campus life by collaborating with university partners and local sponsors, and by respecting the Blind Duck Pub staff and facilities.

The club will achieve these goals through regular coaching sessions, bracket-style tournaments, workshops on rules/etiquette, social media outreach, and joint events with campus partners.

3. Membership

- **Eligibility:** Membership is open to all registered students of the University of Toronto. Non-voting membership may be extended to staff, faculty, alumni, or community members.
 - **Rights:** U of T student members may run, nominate, and vote in elections and constitutional amendments. Associate (non-student) members do not hold these rights.
 - **Registration:** Members register with the Secretary by providing full name and valid e-mail.
 - **Fee:** \$0 per academic year. (No refunds apply because no fee is collected.)
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4. Executive List and Duties

The Executive Committee shall consist of the following elected officers:

President

- Oversee operations, management, and success of the club
- Serve as spokesperson
- Hold signing authority with Financial Manager

- Chair meetings
- Ensure smooth officer transition

Vice-President

- Assume President's duties in their absence
- Coordinate executive workflow and recruitment
- Ensure compliance with University policies
- Oversee committees and special projects

Event Coordinator

- Plan all major tournaments/championships
- Manage logistics, brackets, and scheduling
- Liaise with venue and sponsors for events

League Coordinator

- Coordinating referees and volunteers for match supervision and reporting
- Handling League-related disputes, reports, and rule clarifications
- Working closely with the Executive Team to plan League improvements and end-of-semester awards

Practice Session Coordinator

- Organize monthly practice sessions and coaching
- Encourage member engagement between tournaments
- Assist Event Coordinator as needed

Financial Manager (Treasurer)

- Keep all financial records and receipts
- Hold signing authority with President
- Prepare annual and event budgets; present at AGM
- Submit required reports to University offices

Creative Director

- Oversee the club's visual identity and creative output across all mediums.
- Design promotional materials such as posters, banners, digital graphics, and event signage.
- Collaborate with the Creative Director, Photography & Videography Lead, and Website Manager to ensure all media aligns with the club's branding and visual identity.
- Contribute to the atmosphere and presentation of events through visuals, themes, and decorations.
- Ensure that all club materials reflect a consistent, professional, and engaging brand image.

Social Media Lead

- Maintain club social channels and digital communications
- Create promotional content

- Engage the student community and publicize events
- Collaborate with the Creative Director and Photography & Videography Lead to ensure all media aligns with the club's branding and visual identity.

Photography & Videography Lead

- Responsible for capturing high-quality photos and videos at all club events, including tournaments, practice sessions, and social gatherings.
- Edit and produce visual content such as highlight reels, promotional clips, and event recaps for use on the club's social media platforms.
- Collaborate with the Creative Director and Social Media Manager to ensure all media aligns with the club's branding and visual identity.
- Maintain an organized archive of media files and ensure timely delivery of content for marketing and documentation purposes.

Website Manager & Lead Developer (Secretary role extension)

- Design/maintain club website
- Manage membership list and e-mail notices
- Record minutes and handle correspondence

Termination of Executives or Members

Any member whose actions harm the club's interests may be removed following this swift-but-fair process:

1. One formal written warning.
2. If unresolved, a *Motion to Remove* may be tabled; must be seconded.
3. A two-thirds (2/3) vote of the remaining executives at a closed meeting removes the individual; the member may present a defense but may not vote.
4. The individual may appeal at the next general meeting; a 2/3 vote of members present is final.

A by-election will be held within two weeks to fill any vacancy.

5. Elections

- Elections are held each March.
- The Executive strikes an **Elections Committee** and appoints one Senior Election Officer (SEO) from the membership who is impartial.
- The SEO sets three weekday voting dates, announced at least two weeks in advance.
- Only U of T student members in good standing (30-day membership) may vote or run.
- Paper or secure electronic ballots are used; the candidate with the most votes wins.
- In a tie, a sealed tie-breaker ballot prepared by a neutral executive is opened by a Scrutineer.

- Term of office: **May 1 – April 30** of the following year.
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6. Finances

- The Financial Manager maintains all income/expense records and presents a financial report at each AGM.
 - Expenditures over **\$100** must be approved by majority vote of the Executive Committee.
 - The club's activities shall not be primarily commercial; fundraising is permitted only to support club objectives.
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7. Meetings

a) Annual General Meetings (AGMs):

Held at least once per term. Two weeks' notice required.

Quorum: those members present.

Motions (including constitutional amendments) require a 2/3 majority of votes cast.

b) Executive Meetings:

Held monthly.

Quorum is 50% + 1 of executives.

Minutes are recorded by the Secretary/Website Manager.

8. Amendments

- Any registered U of T member may propose an amendment.
- Amendments must be presented at an AGM and passed by a 2/3 vote of members present.
- The Executive Committee submits approved amendments to the appropriate University offices within two weeks of approval.