

Constitution of the University of Toronto Target Sports Student Association

Article I - Name of Organization

- i. The official name of the organization will be the University of Toronto Target Sports Student Association.
- ii. The abbreviation of the name of the organization will be UTTSSA.

Article II - Purpose of the Organization

- i. The purpose of UTTSSA is to provide the students of the University of Toronto with the following:
 - Education about firearms safety including, but not limited to, proper storage, handling, transportation, care, and usage
 - Education about Canadian firearms law
 - Education about Canadian firearms culture and competition
 - The opportunity to train and compete in inter-university sport shooting competitions
 - The opportunity to learn about and handle different types of firearms in a recreational setting
- ii. In carrying out this purpose, all UTTSSA members will abide by all applicable municipal, provincial, and federal laws and regulations, and by the policies of the University of Toronto. This includes the University's Statement on Bearing of Firearms, which prohibits anyone other than a peace officer or a member of the Canadian forces in the course of duty from having or using firearms on the premises of the University of Toronto.

Article III - Structure

- i. Members of UTTSSA will be divided into two categories: general members and the executive branch. Executive members will have all of the privileges of general members.
- ii. General members of UTTSSA with voting rights must be currently registered students of the University of Toronto. Non-voting membership may be extended to staff, faculty, and alumni of the University of Toronto.
- iii. To become a general member, the interested person must register with a designated executive by submitting their full name and e-mail address.
- iv. The executive branch will consist of general members who have been elected or assigned to their position.
- v. Executive members with voting privileges must be currently registered students of the University of Toronto. Staff, faculty, or alumni members may hold non-voting executive positions to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest.

Article IV - Membership and Fees

- i. Membership to UTTSSA will be open to both students currently enrolled at the University of Toronto and alumni of the University of Toronto.
- ii. All UTTSSA members shall expressly agree to, and uphold as a continuing requirement of membership, the UTTSSA Code of Conduct.
- iii. Members of UTTSSA are not required to hold a Canadian Possession and Acquisition License

- iv. Members may be required to pay per-event fees to UTTSSA or to the range hosting the event. The fees will be determined by the range and executive branch of UTTSSA and communicated to members attending the event.
- v. The UTTSSA shall possess general liability insurance through the Canadian University Shooting Federation (CUSF). All members are required to be enrolled in this policy to attend events including the use of firearms. Members may be required to pay an annual fee to UTTSSA for inclusion in the policy. The fee will be determined by the executive branch of UTTSSA and communicated to members prior to each event and the annual renewal of the policy.

Article V - Executive Branch

- i. The executive branch of UTTSSA shall be elected on a yearly basis at the Annual General Meeting (AGM). All voting positions on the Executive Committee shall be filled through an annual election and only registered U of T students can be voting members and sit on the Executive team
- ii. The executive branch shall consist of a President, Vice President, Director of Finances, Secretary General and Communications Chair.
- iii. One student may hold multiple positions simultaneously if there is an insufficient number of eligible students to fill all positions.
- iv. All executives shall uphold and maintain the structure of UTTSSA and its constitution. v. All executives shall provide leadership for UTTSSA in a positive direction of growth. vi. There is no term limit to executive positions.
- vii. The President shall:
 - Oversee the operations, management, and success of UTTSSA
 - Be the spokesperson for the group
 - Hold signing officer authority along with the Director of Finances for financial purposes
 - Preside over executive meetings and general meetings
 - Ensure continuity of the executive branch
 - Organize the AGM and election process
 - Assume or assign, to a member of UTTSSA, the duties of all unfilled executive positions
- viii. The Vice-President shall:
 - Assume the duties of the President in his/her absence
 - Ensure that all activities of the club meet the regulations and policies of the University of Toronto
 - Act as counsel to the President
- ix. The Director of Finance shall:
 - Record all financial transactions performed by UTTSSA
 - Hold signing officer authority along with the President for financial purposes
 - Maintain a budget of incomes and expenses, including receipts
 - Advise members on the financial position of the group
 - Prepare an annual budget for the group as well as budgets for specific events
 - Pursue sources of funding for UTTSSA and ensure the club has sufficient income to fulfill its mission
- x. The Secretary General shall:
 - Maintain records including, but not limited to, past and present members of UTTSSA, meeting minutes, club history, and competition results
 - Maintains and organizes member information into book records

- Record notes and motions for meetings
- Notify all members of meetings
- Handle internal correspondence of the organization

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xi. Communications Chair:

- Maintain the contact information of current UTTSSA members, including the official UTTSSA mailing list
- Maintain public-facing UTTSSA information including, but not limited to, the official UTTSSA Instagram and Facebook page
- Communicate with potential members in regards to general information and the application process via email on behalf of the executive team
- Manage the promotion of events to the public online and in-person via flyers, instagram posts
- Provide reports about engagement to the activating president and advise the president about concerns general members have

xi. Any member may act as an official spokesperson for UTTSSA if given explicit permission in writing by the sitting President. If granted, the permission may be revoked at any time at the discretion of the President.

Article VI - Meetings

- i. A general meeting is a meeting which all members of UTTSSA may attend. ii. UTTSSA shall hold at least one general meeting per year, designated the Annual General Meeting (AGM). The AGM shall take place before March 30th of each year.
- iii. All general meetings shall be announced at least two (2) weeks prior to the day of the meeting. Announcements of meetings will be distributed by the official UTTSSA email list. iv. Motions may be proposed by any member of UTTSSA, either prior to or during the meeting. v. Motions will be voted on by all attending members with voting rights, and will pass by a simple 2/3 majority.
- vi. Executive meetings are meetings which only members of UTTSSA's executive branch may attend.
- vii. Notices of executive meetings will be sent to members of the executive branch no less than one (1) week prior to the date of the meeting. Announcements of executive meetings will be distributed to the executive branch by email.
- viii. In the event a member of the executive branch cannot attend, that member may send another member of UTTSSA as their representative.
- ix. Meetings will occur in locations that are accessible to all students and where all students feel safe. General meetings will be held at the University of Toronto St. George campus. x. Meeting notes of general meetings will be distributed to general members within two (2) weeks of the general meeting. Notes will be distributed by Google Drive, with access being granted by the official UTTSSA email list.
- xi. Meeting notes of executive meetings may be distributed to general members at the discretion of the executive branch. They will be distributed to members of the executive branch within one (1) week of the executive meeting.
- xii. The executive branch shall meet at the discretion of the executive branch.

Article VII - Elections

- i. As per Article V, Section vii, the sitting President of UTTSSA shall organize an election for executive branch positions, to take place at the AGM. The President shall appoint one (1) Chief Election Officer (CEO) and two (2) Scrutineers from the executive branch to run the election. In the event that there are insufficient members in the executive branch to fill these positions, general members may be selected.

- ii. The CEO and Scrutineers shall disclose any and all conflicts of interest they may have in the election.
- iii. The CEO and Scrutineers shall be responsible for holding a fair and unbiased election. In doing so, they shall be required to disclose the results of the election to all members of UTTSSA.

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- iv. The CEO shall accept nominations for executive branch positions only from members who are also registered U of T members (i.e. staff, students, and alumni) before the beginning of March.
- v. All candidates for executive branch positions must be members of UTTSSA in good standing, who have been members of the organization for at least thirty (30) calendar days prior to their nomination.
- vi. A candidate may nominate themselves for an executive branch position.
- vii. At the AGM, the CEO and Scrutineers will provide each member possessing voting rights with a paper ballot and ask members to place their marked ballots in a closed box. viii. Members may only vote for one (1) candidate for each position. Ballots marked with multiple candidates for a single position will be considered as spoilt.
- ix. A member may abstain from voting by spoiling their ballot.
 - x. In preparation for a tie, the sitting president of UTTSSA shall cast their ballot and seal it in an envelope. The votes cast by all other members shall be tallied first, and in the event of a tie for any position the vote will be unsealed and used to break the tie. The president may not cast a vote in addition to the sealed one. The president shall not cast a spoilt ballot.
- xi. After all members have cast their votes the CEO and scrutineers shall tally the votes. Candidates shall be elected to their respective positions by winning the greatest number of votes for their position.
- xii. Voting members shall vote in person. Voting by proxy is not permitted. xiii. The term of executive branch positions shall be from May 1st to April 30th. xiv. If an executive branch position is vacated prior to the nomination period, a by-election will be called with at least two (2) weeks notice to fill the position. All candidates for such a by-election must meet the requirements outlined in section v. of this article. The sitting president may appoint an interim executive from the general membership of UTTSSA as they see fit, or fulfill the duties of the vacant seat themselves.
- xiii. Voting membership must open to all registered students of the University of Toronto

Article VIII - Impeachment

- i. Any member of the club who commits an act negatively affecting the interests of UTTSSA and its members may be served notice of removal by any member of the executive branch. ii.

Grounds for removal include, but are not limited to:

- Non-disclosure of a significant or continuing conflict of interest
 - Conviction of a criminal act
 - Significant safety infractions
 - Actions contrary to the UTTSSA Code of Conduct
 - Actions contrary to University of Toronto policies
 - Actively misrepresenting or undermining the values of the UTTSSA
- iii. Removal will be decided on a simple majority vote by the membership of UTTSSA, at a meeting held with at least two (2) weeks notice.
 - iv. A member being impeached shall have their right to attend UTTSSA events suspended until such a time that the motion for removal has been defeated at the requisite meeting. v. At the meeting, a member being considered for removal shall have the right to defend their actions before the general membership of UTTSSA.
 - vi. The notice of removal shall contain an explanation of the situation, as well as the signatures of

two or more members of UTTSSA.

- vii. In the event that the members of UTTSSA feel an executive members is not in fulfilment of their assigned duties, they may call a general meeting for the purpose of the impeachment of the offending executive by written request to the executive branch. Such a request shall be signed by at least five (5) members of UTTSSA. The executive branch shall honour all such requests. Such an impeachment will follow the structure outlined in sections iii-vi of article VIII.
- viii. When filing a request for the impeachment of an executive member, the filing members shall

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specify whether the executive shall be permitted to retain their general membership in the event of their impeachment.

Article IX - Amendments

- i. Amendments to this constitution require a general meeting, held with at least two (2) weeks prior notice.
- ii. Any registered U of T members of UTTSSA may propose and vote on amendments. iii. Constitutional amendments shall require a 2/3 majority to be passed at a general meeting by the registered members in attendance.
- iv. Once approved by the voting membership, the executive branch shall immediately adopt the new constitution and submit a copy to the appropriate University of Toronto offices (i.e. the Office of Student Life, the UTSU, etc.) within two (2) weeks of its approval.

Article X - Finances and Assets

- i. The director of finance shall keep records of all income and expenses, and present the group's financial health at the AGM.
- ii. Members of UTTSSA shall not engage in activities that are essential commercial in nature. This section does not preclude the collection of membership fees to cover UTTSSA's expenses, per-event fees, or to prohibit UTTSSA from engaging in legitimate fundraising.
- iii. UTTSSA shall not provide goods and services at a profit when that profit is used for purposes other than those of the organization.
- iv. UTTSSA shall not pay a salary to any member.
- v. UTTSSA shall not purchase, keep, or lend any club-owned firearms.