

FOR APPROVAL

PUBLIC

OPEN SESSION

TO: University Affairs Board

SPONSOR: Micah Stickel, Acting Vice-Provost, Students
CONTACT INFO: Phone 416-978-3870 / Email vp.students@utoronto.ca

PRESENTER: See Sponsor
CONTACT INFO:

DATE: November 10, 2020 for November 24, 2020

AGENDA ITEM: 3

ITEM IDENTIFICATION:

Engineering Athletic Association – Constitutional Amendments

JURISDICTIONAL INFORMATION:

Section 5.3.2 of the University Affairs Board Terms of Reference states:

The Board is responsible for approving constitutions, articles of incorporation and corporate bylaws^[1] for University-wide student groups that represent students on the St. George, UTM and UTSC campuses, for multi-campus student societies, and for incorporated student societies and campus organizations for which the University collects fees.

GOVERNANCE PATH:

- 1. University Affairs Board [For Approval] (November 24, 2020)**

PREVIOUS ACTION TAKEN:

The Constitution for the Engineering Athletic Association was established in March 2010.

¹ Only those sections of by-laws of incorporated bodies that are "reserved" at the time of the initial approval require approval upon change.

HIGHLIGHTS:

Some older student societies have clauses in their constitutions and/or by-laws that require approval from the society’s membership and the University’s Governing Council (through its Boards, Campus Councils, and Committees). The Engineering Athletic Association (EAA) is one such society for which:

Any amendment, repeal, or re-enactment of Chapter 2 (Membership & Fees), Chapter 3 (General Meetings), Chapter 7 (Elections), or Chapter 8 (Amendments and Bylaws) shall be effective only upon the approval thereof by the Governing Council of the University of Toronto.

The attached amendments to *Bylaw 1: The Constitution of the University of Toronto Engineering Athletic Association* were approved by the society’s membership at the EAA Annual General Meeting, held on May 30, 2020.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

There are no direct financial implications for the University’s operating budget.

RECOMMENDATION:

Be it Resolved,

THAT the amendments to *Bylaw 1: The Constitution of the University of Toronto Engineering Athletic Association*, approved at the EAA Annual General Meeting held on May 30, 2020, be approved.

DOCUMENTATION PROVIDED:

Bylaw 1: The Constitution of the University of Toronto Engineering Athletic Association – Tracked Changes Version (Note: The sections shaded in grey reflect changes that are not within the Board’s purview and are provided for reference only.)

Bylaw 1: The Constitution of the University of Toronto Engineering Athletic Association – Revised Version

BYLAW 1 THE CONSTITUTION OF THE UNIVERSITY OF TORONTO ENGINEERING ATHLETIC ASSOCIATION

ADOPTED: 20 MARCH 2010

REVISED: ~~17 FEBRUARY 2013~~30

May 2020

CHAPTER 1 – GENERAL

1.0 General

1.0.1 The name of this Affiliate of the University of Toronto Engineering Society shall be the “University of Toronto Engineering Athletic Association”, hereafter called “the Association.”

1.0.2 The Head Office of the Association shall be in the City of Toronto, at such a place as the Council of the Society may from time to time fix.

1.1 Interpretation

~~1.1.1 In this document the masculine form shall be interpreted to include the feminine form.~~

1.1.12 In this document:

- a) “Councillors” shall mean members of Council, as specified in Chapter 4 and 5;
- b) “Faculty” shall mean the Faculty of Applied Science and Engineering of the University of Toronto;
- c) “Members” shall mean members of the Association, as specified in Chapter 2;
- d) “Officers” shall mean the President and all other Officers of the Association, as specified in Chapter 4; e) “Recall” shall mean a process by which a position-holder of the Society may be removed from ~~his~~their position without ~~his~~their consent;
- f) “Resolution” shall mean a motion approved by a majority vote at a council meeting;
- g) “Signing Officer” shall mean a person who has the right to authorize financial transactions on behalf of the Association; and
- h) “Special Resolution” shall mean a motion presented as such, and approved by a two-thirds vote of a meeting of Council.

1.1.23 All other words shall carry their common dictionary definitions.

1.2 Objectives

1.2.1 The following shall be objectives of the society:

- a) to increase participation in the intramural sports program at the University of Toronto, with a focus on the faculty;
- b) ~~to improve the skill level of all participating members~~ to foster sports as a developmental and recreational activity;
- c) to cooperate with the University of Toronto Department of Athletics and Recreation;
- d) to promote fair play at all times;
- e) ~~to promote the activities of the Engineering Society;~~
- f) to foster relationships with other engineering schools; and
- g) to promote any additional activities as mandated by its members.

CHAPTER 2 – MEMBERSHIP AND FEES

2.0 General

2.0.1 All students registered in the Faculty of Applied Science and Engineering shall be Full Members.

2.0.2 Part-time undergraduate and post-graduate students registered in the Faculty may become members upon payment of the appropriate fee.

~~2.0.3 Life members shall consist of past Presidents beginning in the year 2003-2004.~~

2.1 Qualifications for Membership

2.1.1 Full Members must be students registered in the Faculty, enrolled in:

- a) full time undergraduate studies; or
- b) the Professional Experience Year Program;

2.1.2 Full Members except PEY Members in the current academic year must have paid in full the Membership Fee described in Section 2.2.

2.2 Fees

2.2.1 ~~The Membership Fee shall be \$9.00 in the year 2012-2013.~~ The Membership Fee shall be that which is imposed by the Student Society for the current year.

2.2.2 The Membership fee shall be non-refundable.

2.2.3 Any fees or levies to be created, altered or removed must be done so by the Membership through a referendum.

2.3 Rights of Membership

2.3.1 All rights and responsibilities of Members described in this document shall pertain to all members.

CHAPTER 3 – GENERAL MEETINGS

3.0 General

3.0.1 The duties specified in this chapter are the responsibility of the Vice-President Administrator.

3.1 Calling a Meeting

3.1.1 An Annual General Meeting shall be called annually, in March or April.

3.1.2 A General Meeting shall be called upon:

- a) the request of the President, and a resolution of Council requesting such a meeting; or
- b) the receipt of a petition requesting such a meeting signed by one hundred (100) Members, and a resolution of Council requesting such a meeting.

3.1.3 Said resolution or petition must specify the purpose of the General Meeting.

3.2 Agenda

3.2.1 The agenda for each Annual General Meeting shall include motions to:

- a) ratify any amendments to Bylaw 1 made under Section 8.1.2b);
- b) elect ~~Officer(s)Councillors~~ for the next academic year ~~if they were not~~ no candidate was elected in the online spring elections as described under Section 7.1; and
- ~~etc~~) perform any other functions specified by the Corporations Act of Ontario and other relevant legislation.

3.2.2 Motions shall be added to the agenda of an Annual General Meeting upon receipt of notice in writing at any time earlier than twenty-four (24) hours previous to the meeting. Additional motions may be added after this time at the judgment of the President.

3.2.3 The agenda of any other General Meeting shall contain only those motions pertaining to matters specified under section 3.1.3.

3.3 Notice

3.3.1 Notice shall be given at least seven (7) days prior to any General Meeting;

3.3.2 Notice shall be given:

- ~~a)~~ electronically to the Membership;
- ~~b) through written notice posted in the Association office.~~

3.3.3 Without written notice as defined in Sections 3.3.1 and 3.3.2, no motions passed at a General Meeting shall have force.

3.4 Voting

3.4.1 At each General Meeting each Member of the Association holds one (1) vote.

3.4.2 A Member may proxy their vote at a General Meeting to another Member.

3.4.3 No Member may hold more than two (2) votes at a General Meeting.

3.5 Quorum

3.5.1 Quorum is twenty (20) Members present in person.

3.5.2 Proxy votes do not count for the purpose of quorum.

3.6 Order

3.6.1 The President of the Association shall preside over General Meetings.

3.6.2 All General Meetings shall be governed by Roberts Rules of Order where these rules of order do not conflict with the Bylaws of the Association.

CHAPTER 4 – OFFICERS

4.0 General

4.0.1 The Officers of the Association shall be the President, the Vice-President Finance, and the ~~Vice-President~~ Vice-President Administrator.

4.0.2 Each Officer shall be elected by the Membership, as defined in Chapter 7.

4.0.3 In case of infirmity, death, resignation, or other form of ineligibility of an Officer other than the President:

- a) the President shall assume said Officer's responsibilities;
- b) an Election for said Officer's position shall be held as early as possible, as described in Chapter 7; and
- c) all other Officers may be candidates to replace said Officer, however they must by resigning form from their Officer positions if elected.

4.0.4 Except in cases of Sections 4.0.3 and 4.1.4, no person may hold two Officer positions simultaneously.

4.0.5 The term of each officer shall begin at the end of the transition period outlined in 4.0.10 and end at the same time the following year

~~4.0.6 Each Officer shall oversee Directors, as specified in Chapter 5.~~

4.0.~~7~~6 Each Officer shall have such other duties as may be outlined in Bylaws or Policies.

4.0.~~8~~7 Officers shall be official representatives of the Association, in the following order of precedence:

- i) President; ii) Vice-President Finance; iii) Vice-President Administrator.

4.0.~~9~~8 Each Officer must be a Member in the September of his~~their~~ term of office and thereafter.

4.0.~~10~~9 The transition period will exist from the end of the annual general meeting until the 1st of July. During this period the outgoing officers shall instruct the incoming officers on the duties of their~~his~~ positions.

4.1 President

4.1.1 The President shall be the Chief Executive Officer of the Association.

4.1.2 The President must be at least eighteen (18) years of age.

4.1.3 The President must be registered full time in the third or fourth year of an undergraduate program in the Faculty, or in PEY, in the September of their~~his~~ term of office and thereafter and must have held a position in the council in previous years.

4.1.4 In case of infirmity, death, resignation, or other form of ineligibility of the President:

- a) the Vice-President Finance shall assume the President's responsibilities;
- b) an Election for President shall be held as early as possible, as described in Chapter 7; and
- c) all other Officers may be candidates to replace the President, however they must by resigning from their positions if elected.

4.1.5 The term of office for the President shall commence when they~~he~~ takes the Oath of Office and end when

he~~they~~ administers the Oath of Office to the Member elected to be the following year's President.

4.1.6 The President shall be the official representative of the Association to all external organizations, including the Engineering Society.

4.2 Vice-President Finance

4.2.1 The Vice-President Finance shall be the Chief Financial Officer of the Association.

4.2.2 The Vice-President Finance shall be responsible for the preparation of budgets for Council approval as specified in the Bylaws.

4.2.3 In accordance with the Corporations Act of Ontario, the Vice-President Finance shall be responsible for the keeping of all accounting records with respect to all financial and like transactions of the Association.

4.2.4 Without derogating from Section 4.2.3, the Vice-President Finance shall be responsible for the maintenance of records of:

- a) all sums of money received and disbursed by the Association and the matters with respect to which receipt and disbursement took place;
- b) all sales and purchases of the Association;
- c) the assets and liabilities of the Association;
- d) all other transactions affecting the financial position of the Association; and
- e) trademarks, copyrights, and other intellectual property.

4.2.5 The Vice-President Finance shall be responsible for the security of the financial records of the Association.

4.2.6 The Vice-President Finance shall be responsible for reporting the expenditures of the Association's funds in accordance with the budget approved by Council.

4.3 Vice-President Administrator

4.3.1 The Vice-President Administrator shall be responsible for the Seal of the Association.

4.3.2 In accordance with the provisions of the Corporations Act of Ontario, the Vice-President Administrator shall be responsible for the maintenance of:

- a) a copy of the letters patent and any supplementary letters patent issued to the Association;
- b) all Bylaws, Policies and Special Resolutions of the Association;
- ~~cb)~~ all minutes and associated documents.

4.3.3 The Vice-President Administrator shall endeavor to compile a list of all members active in intramural sports for statistical purposes. This shall include their team(s), name, and student number. ~~They He~~ shall also endeavor to acquire an estimate of participation in all tournaments or other activities organized by the association.

4.3.4 The Vice-President Administrator shall be responsible for all matters related to transparency and accountability. ~~They He~~ shall make available the full and correct version of any Association document including but not limited to:

- a. Bylaws
- b. Policies
- c. Special Resolutions of council

d. Meeting minutes

e. Financial Documents including Budgets and records

Within 10 Business days at the request of a member of the association. ~~They~~He shall also endeavor to make these documents available on the Association website.

4.3.5 The Vice-President Administrator shall handle or redirect all incoming mail to the office, and all email to all Association email accounts in a timely manner.

4.3.6 The Vice-President Administrator shall be responsible for the upkeep and maintenance of the constitution and bylaws

4.4 Signing Officers

4.4.1 The Signing Officers of the Association shall be the President, the Vice-President Finance, and the Vice-President Administrator.

4.4.2 Two (2) Signing Officers' signatures shall be required for any expenditures of Association funds.

4.4.3 Upon unanimous consent of the signing officers, or a two-thirds resolution of council, additional signing officers may be approved as necessary.

4.5 Recall

4.5.1 An Officer may only be recalled by a two-thirds vote at a General Meeting called for that purpose.

CHAPTER 5 – DIRECTORS

5.0 General

5.0.1 There shall be at least seven (7) Directors of the association, as outlined in this Chapter.

5.0.2 A Director must be a Member in the September of ~~their his~~ term of office and thereafter.

5.0.3 Directors shall be responsible for a specific and limited area of the Association's activities.

5.0.4 Directors must not be Officers.

~~5.0.5 Directors shall be elected, as defined in Chapter 7.~~

~~5.0.5 Directors shall be chosen by the three (3) Officers: the President, VP Administration and VP Finance through an application process agreed upon by the Officers. The applications must be made accessible to all Members.~~

~~5.0.6 Members may apply for up to two (2) director positions on the council. If a member applies to two director positions, the Officers will choose, of the two positions, which position the member will take.~~

~~5.0.7~~6 The term of office of each Director shall commence when ~~they he~~ takes the Oath of Office and end at the end of the Annual General Meeting.

~~5.0.8~~6 A Director may only be recalled upon a two-thirds vote by the Councillors present at a General Meeting called for such purpose.

~~5.0.9~~7 In case of infirmity, death, resignation, removal, or other form of ineligibility of a Director:

- a) the responsibilities of the Director shall be performed by ~~theirhis~~ supervising Officer; and
- b) the Director's position shall be filled by a majority vote of those Councillors present at the next meeting of Council.

5.1 Men's Director

5.1.1 There shall be a men's director, who shall be responsible for the following duties:

- a) the organization of all men's sports teams in the current academic year;
- b) participation in the Men's Intramural Sports Committee (MISC) in the current year;
- c) attendance at all men's entry meetings for which Skule^{tmTM} is entering a team; and
- d) attendance at all men's playoff meetings for which Skule^{tmTM} has a team.
- e) maintenance of all men's team rosters

~~5.1.2 The men's director shall be overseen by the President.~~

5.2 Women's Director

5.2.1 There shall be a women's director, who shall be responsible for the following duties:

- a) the organization of all women's sports teams in the current academic year;
- b) participation in the Women's Intramural Sports Committee (WISC) in the current year;

- c) attendance at all women's entry meetings for which Skule™™ is entering a team; and
- d) attendance at all women's playoff meetings for which Skule™™ has a team.
- e) maintenance of all women's team rosters

~~5.2.2 The women's director shall be overseen by the President.~~

5.3 Co-ed Director

5.3.1 There shall be a co-ed director, who shall be responsible for the following duties:

- a) the organization of all co-ed sports teams in the current academic year;
- b) participation in the Co-ed Intramural Sports Committee (CISC) in the current year;
- c) attendance at all co-ed entry meetings for which Skule™™ is entering a team; and
- d) attendance at all co-ed playoff meetings for which Skule™™ has a team.
- e) maintenance of all Co-ed team rosters

~~5.3.2 The co-ed director shall be overseen by the President.~~

5.4 Internal Director

5.4.1 There shall be an internal director, who shall be responsible for the following duties:

- a. All activities related to interdisciplinary leagues
- b. Organisation of all tournaments and extra EAA activities within Skule™™
- c. Maintaining a rough count of participation in tournaments and interdisciplinary leagues

5.4.2 The tournaments director shall be overseen by the President

5.5 Publicity Director

5.5.1 There shall be a publicity director, who shall be responsible for the following duties:

- a) the regular maintenance of the Association website;
- b) ~~posting weekly updates on the Association bulletin board;~~ posting monthly updates on the Association Facebook and Instagram accounts
- c) any social activities run by the Association, with the exception of the S-Dance; and
- d) any other special events ordered by Council.

~~5.5.2 The publicity director shall be overseen by the Vice-President Administrator.~~

5.6 External Director

5.6.1 There shall be an external director, who shall be responsible for organising all tournaments, games and socials external to Skule™™. These include but are not limited to:

- a. Tournaments and/or exhibition games involving other universities
- b. Participation in U of T organised tournaments
- c. Any other duties ordered by the council

~~5.6.2 The External director shall be overseen by the President~~

5.7 Equipment Manager

5.7.1 There shall be an equipment manager, who shall be responsible for maintaining a written inventory of all of the contents of the society office, including, but not limited to:

- a) all sporting equipment;
- b) all clothing including uniforms;
- c) all outstanding awards; and
- d) all office supplies. [5.6.2](#)

~~[5.7.2](#) The equipment manager shall be overseen by the Vice-President Finance.~~

5.8 Events Coordinator

5.7.1 There shall be an Events Coordinator, who shall be responsible for the timely production of the Engineering Athletics Awards night, as outlined in Chapter 6.

~~[5.7.2](#) The Events coordinator shall be overseen by the President.~~

CHAPTER 6 – S-DANCE

6.0 General

6.0.1 There shall be an annual event held in March or April, which shall be known as the S-Dance.

6.0.2 The responsibility for the production of said event shall ultimately fall to the President.

6.0.3 The S-Dance shall be hosted by the Events coordinator.

6.1 Awards

6.1.1 A portion of the evening shall be reserved for the presentation of awards.

6.1.2 Council may vote to change the number and description of each award only by a two-thirds majority.

6.1.3 The following awards shall be presented ~~in the 2003-2004 academic year and thereafter:~~

a) Athlete of the Year: awarded to one athlete as outlined in section 1.2 of Bylaw 2 (The S-Dance Bylaw) male and one female from each of the classes (1st, 2nd, 3rd, PEY, 4th).

b) Coach/captain of the Year: awarded to one coach for outstanding contribution to, and success with, one particular team throughout ~~their~~ SkuleTM years.

c) Commissioner/Director of the Year: awarded to one person for outstanding contribution to the organization of SkuleTM sports during the current year.

d) Julie Wilkinson Award: awarded to one graduating athlete for outstanding contribution to the society.

6.1.4 Additional criteria for each award may be specified in policies, or in Bylaw 2.

6.1.5 The awards shall be selected by a committee comprised of at least ~~threeseven~~ (37) members, including, but not limited to, the following persons:

a) President

b) VP Finance

~~a)c) VP Administration~~

~~d)a) Men's Director~~

~~e)b) Women's Director~~

~~f)e) Co-ed Director~~

~~d) Tournaments Director~~

g)e) 1st year committee athletic rep (if applicable)

h)f) 2nd year committee athletic rep (if applicable)

i)g) 3rd year committee athletic rep (if applicable)

j)h) 4th year committee athletic rep (if applicable)

~~Remaining positions shall be filled by a vote of council.~~

6.2 Host(s)

~~6.2.1 The S-Dance shall be hosted by at least two (2) members who are deemed funniest by council.~~

~~6.2.2 In the event of a tie for the second position, five (5) random students shall be polled to determine a winner.~~

~~6.2.3 In the event that such a poll is unsuccessful, the second host shall be determined by a rocks-paper-scissors match, standard elements only, best four (4) out of seven (7), showing signs on three (3).~~

~~6.2.4 If the chosen host(s) are deemed not funny during the course of their hosting, it is the responsibility of the remaining members of council to pants them immediately.~~

CHAPTER 7 – ELECTIONS

7.0 General

7.0.1 The outgoing president shall appoint an elections officer to conduct all elections and referenda.

7.0.2 The elections officer may be any member of the association, including the outgoing president, provided that they are not running for any Association position.

7.1 Officer Elections

7.1.1 Officers shall be elected online, through a secure voting service.

7.1.2 If online voting for any reason becomes impossible or impractical, the officers shall be elected ~~in the same manner as the directors~~ as described ~~below~~ in 7.2.

During the Annual General Meeting, a Member, who has previously held a position on the council, may nominate themselves as a candidate in the election occurring at the annual general meeting.

Each position shall be elected by secret ballot:

(1) The outgoing Officer, if present, shall be afforded the opportunity to make a one minute speech recommending their predecessor. All comments must be positive in nature.

(2) Votes for each candidate shall be counted.

(3) The candidate with the fewest votes shall be removed from consideration, and allowed to vote.

(4) Another vote shall be held, and the process shall continue until one candidate receives a majority.

(5) In all cases of ties, the outgoing Officer, if present, shall have the first opportunity to cast the deciding vote, followed by the outgoing President, followed by the incoming President.

7.1.3 Officer elections should be held during the Engineering Society online spring elections whenever possible ~~at the same time as engineering society officer elections whenever possible~~

7.1.4 Nominations for officer positions may be emailed to the elections officer as outlined in 7.0.1 no later than one week before the voting period begins. Nominations after this time may be accepted at the discretion of the elections officer.

7.1.5 Members may be nominated for more than one position. In the case of multiple victories for one candidate ~~they~~he shall become in order: President, VP~~p~~-Finance, and then VP~~p~~-Administration. The position left unfilled shall be assumed by the runner up.

7.2 Director ~~Applications~~Elections

~~7.2.1 Directors shall each be elected by a series of elections held at the Annual General Meeting. Directors shall be chosen by the President, VP Administration and VP Finance through an application process~~

~~7.2.2 Members may apply be nominated for up to two director positions on the council, more than one position.~~

~~7.2.3 If a Member wins an election for a position, he shall be removed from consideration for any others.~~

~~7.2.34 Each position shall be elected by secret ballot:~~

~~(1) Candidates shall be sent out of the room.~~

~~(2) The outgoing Officer or Director, if present, shall be afforded the opportunity to make a one minute speech recommending his predecessor. All comments must be positive in nature.~~

~~(3) Votes for each candidate shall be counted.~~

~~(4) The candidate with the fewest votes shall be removed from consideration, and allowed to vote.~~

~~(5) Another vote shall be held, and the process shall continue until one candidate receives a majority.~~

~~(6) In all cases of ties, the outgoing Officer or Director, if present, shall have the first opportunity to cast the deciding vote, followed by the outgoing President, followed by the incoming President.~~

7.23 The Oath of Office

7.23.1 The Outgoing President shall administer the Oath of Office (presidential), as outlined in Bylaw 3, to the incoming President.

7.23.2 The Incoming President shall administer the Oath of Office (non-presidential), as outlined in Bylaw 3, to all incoming Officers and Directors simultaneously upon completion of elections.

~~7.3.3 All members present shall engage in at least one verse of "The Gambler" by Kenny Rogers. The Incoming President is responsible for ensuring the song is done in the correct key. The LGMB is welcome to participate, if any of its members know the tune.~~

CHAPTER 8 – AMENDMENTS AND BYLAWS

8.0 General

8.0.1 There shall be two levels of documents specifying the organization of the Association;

- a) Bylaw 1; and
- b) Other Bylaws.

8.1 Bylaw 1 (The Constitution of the University of Toronto Engineering Athletic Association)

8.1.1 Bylaw 1 shall specify the fundamental organization of the Association.

8.1.2 Bylaw 1 may only be amended by:

- a) a two-thirds vote at a General Meeting; or
- b) a resolution of Council.

8.1.3 In the case of 8.1.2b), such amendment must be approved by a two-thirds vote at:

- a) a General Meeting called for that purpose; or
- b) the next Annual General Meeting.

8.1.4 If such approval has not occurred by the next Annual General Meeting, the amendment is struck down and neither it nor any substantially similar amendment may be proposed at a meeting of Council for one year following the date of the Annual General Meeting.

8.1.5 Any amendment, repeal, or re-enactment of Chapter 2 (Membership & Fees), Chapter 3 (General Meetings), Chapter 7 (Elections), or Chapter 8 (Amendments and Bylaws) shall be effective only upon the approval thereof by the Governing Council of the University of Toronto.

8.2 Other Bylaws

8.2.1 Other Bylaws shall:

- a) provide additional order to the organization specified in Bylaw 1; and/or
- b) specify the organization of other areas of the Association.

8.2.2 Other Bylaws may only be passed, repealed, or amended by a two-thirds vote of:

- a) a General Meeting; or
- b) a meeting of Council, for which at least one (1) officer and four (4) additional councillors are present.

**BYLAW 1 THE CONSTITUTION OF THE UNIVERSITY OF
TORONTO ENGINEERING ATHLETIC ASSOCIATION**

**ADOPTED: 20 MARCH 2010
REVISED: 30 May 2020**

CHAPTER 1 – GENERAL

1.0 General

1.0.1 The name of this Affiliate of the University of Toronto Engineering Society shall be the “University of Toronto Engineering Athletic Association”, hereafter called “the Association.”

1.0.2 The Head Office of the Association shall be in the City of Toronto, at such a place as the Council of the Society may from time to time fix.

1.1 Interpretation

1.1.1 In this document:

- a) “Councillors” shall mean members of Council, as specified in Chapter 4 and 5;
- b) “Faculty” shall mean the Faculty of Applied Science and Engineering of the University of Toronto;
- c) “Members” shall mean members of the Association, as specified in Chapter 2;
- d) “Officers” shall mean the President and all other Officers of the Association, as specified in Chapter 4;
- e) “Recall” shall mean a process by which a position-holder of the Society may be removed from their position without their consent;
- f) “Resolution” shall mean a motion approved by a majority vote at a council meeting;
- g) “Signing Officer” shall mean a person who has the right to authorize financial transactions on behalf of the Association; and
- h) “Special Resolution” shall mean a motion presented as such, and approved by a two-thirds vote of a meeting of Council.

1.1.2 All other words shall carry their common dictionary definitions.

1.2 Objectives

1.2.1 The following shall be objectives of the society:

- a) to increase participation in the intramural sports program at the University of Toronto, with a focus on the faculty;
- b) to foster sports as a developmental and recreational activity;
- c) to cooperate with the University of Toronto Department of Athletics and Recreation;
- d) to promote fair play at all times;
- e) to foster relationships with other engineering schools; and
- f) to promote any additional activities as mandated by its members.

CHAPTER 2 – MEMBERSHIP AND FEES

2.0 General

2.0.1 All students registered in the Faculty of Applied Science and Engineering shall be Full Members.

2.0.2 Part-time undergraduate and post-graduate students registered in the Faculty may become members upon payment of the appropriate fee.

2.1 Qualifications for Membership

2.1.1 Full Members must be students registered in the Faculty, enrolled in:

- a) full time undergraduate studies; or
- b) the Professional Experience Year Program;

2.1.2 Full Members except PEY Members in the current academic year must have paid in full the Membership Fee described in Section 2.2.

2.2 Fees

2.2.1 The Membership Fee shall be that which is imposed by the Student Society for the current year.

2.2.2 The Membership fee shall be non-refundable.

2.2.3 Any fees or levies to be created, altered or removed must be done so by the Membership through a referendum.

2.3 Rights of Membership

2.3.1 All rights and responsibilities of Members described in this document shall pertain to all members.

CHAPTER 3 – GENERAL MEETINGS

3.0 General

3.0.1 The duties specified in this chapter are the responsibility of the Vice-President Administrator.

3.1 Calling a Meeting

3.1.1 An Annual General Meeting shall be called annually, in March or April.

3.1.2 A General Meeting shall be called upon:

- a) the request of the President, and a resolution of Council requesting such a meeting; or
- b) the receipt of a petition requesting such a meeting signed by one hundred (100) Members, and a resolution of Council requesting such a meeting.

3.1.3 Said resolution or petition must specify the purpose of the General Meeting.

3.2 Agenda

3.2.1 The agenda for each Annual General Meeting shall include motions to:

- a) ratify any amendments to Bylaw 1 made under Section 8.1.2b);
- b) elect Officer(s) for the next academic year if no candidate was elected in the spring elections as described under Section 7.1; and
- c) perform any other functions specified by the Corporations Act of Ontario and other relevant legislation.

3.2.2 Motions shall be added to the agenda of an Annual General Meeting upon receipt of notice in writing at any time earlier than twenty-four (24) hours previous to the meeting. Additional motions may be added after this time at the judgment of the President.

3.2.3 The agenda of any other General Meeting shall contain only those motions pertaining to matters specified under section 3.1.3.

3.3 Notice

3.3.1 Notice shall be given at least seven (7) days prior to any General Meeting;

3.3.2 Notice shall be given electronically to the Membership;

3.3.3 Without written notice as defined in Sections 3.3.1 and 3.3.2, no motions passed at a General Meeting shall have force.

3.4 Voting

3.4.1 At each General Meeting each Member of the Association holds one (1) vote.

3.4.2 A Member may proxy their vote at a General Meeting to another Member.

3.4.3 No Member may hold more than two (2) votes at a General Meeting.

3.5 Quorum

3.5.1 Quorum is twenty (20) Members present in person.

3.5.2 Proxy votes do not count for the purpose of quorum.

3.6 Order

3.6.1 The President of the Association shall preside over General Meetings.

3.6.2 All General Meetings shall be governed by Roberts Rules of Order where these rules of order do not conflict with the Bylaws of the Association.

CHAPTER 4 – OFFICERS

4.0 General

4.0.1 The Officers of the Association shall be the President, the Vice-President Finance, and the Vice-President Administrator.

4.0.2 Each Officer shall be elected by the Membership, as defined in Chapter 7.

4.0.3 In case of infirmity, death, resignation, or other form of ineligibility of an Officer other than the President:

- a) the President shall assume said Officer's responsibilities;
- b) an Election for said Officer's position shall be held as early as possible, as described in Chapter 7; and
- c) all other Officers may be candidates to replace said Officer, however they must resign from their Officer positions if elected.

4.0.4 Except in cases of Sections 4.0.3 and 4.1.4, no person may hold two Officer positions simultaneously.

4.0.5 The term of each officer shall begin at the end of the transition period outlined in 4.0.10 and end at the same time the following year

4.0.6 Each Officer shall have such other duties as may be outlined in Bylaws or Policies.

4.0.7 Officers shall be official representatives of the Association, in the following order of precedence:

- i) President;
- ii) Vice-President Finance;
- iii) Vice-President Administrator.

4.0.8 Each Officer must be a Member in the September of their term of office and thereafter.

4.0.9 The transition period will exist from the end of the annual general meeting until the 1st of July. During this period the outgoing officers shall instruct the incoming officers on the duties of their positions.

4.1 President

4.1.1 The President shall be the Chief Executive Officer of the Association.

4.1.2 The President must be at least eighteen (18) years of age.

4.1.3 The President must be registered full time in the third or fourth year of an undergraduate program in the Faculty, or in PEY, in the September of their term of office and thereafter and must have held a position in the council in previous years.

4.1.4 In case of infirmity, death, resignation, or other form of ineligibility of the President:

- a) the Vice-President Finance shall assume the President's responsibilities;
- b) an Election for President shall be held as early as possible, as described in Chapter 7; and

c) all other Officers may be candidates to replace the President, however they must resign from their positions if elected.

4.1.5 The term of office for the President shall commence when they take the Oath of Office and end when they administer the Oath of Office to the Member elected to be the following year's President.

4.1.6 The President shall be the official representative of the Association to all external organizations, including the Engineering Society.

4.2 Vice-President Finance

4.2.1 The Vice-President Finance shall be the Chief Financial Officer of the Association.

4.2.2 The Vice-President Finance shall be responsible for the preparation of budgets for Council approval as specified in the Bylaws.

4.2.3 In accordance with the Corporations Act of Ontario, the Vice-President Finance shall be responsible for the keeping of all accounting records with respect to all financial and like transactions of the Association.

4.2.4 Without derogating from Section 4.2.3, the Vice-President Finance shall be responsible for the maintenance of records of:

- a) all sums of money received and disbursed by the Association and the matters with respect to which receipt and disbursement took place;
- b) all sales and purchases of the Association;
- c) the assets and liabilities of the Association;
- d) all other transactions affecting the financial position of the Association; and
- e) trademarks, copyrights, and other intellectual property.

4.2.5 The Vice-President Finance shall be responsible for the security of the financial records of the Association.

4.2.6 The Vice-President Finance shall be responsible for reporting the expenditures of the Association's funds in accordance with the budget approved by Council.

4.3 Vice-President Administrator

4.3.1 The Vice-President Administrator shall be responsible for the Seal of the Association.

4.3.2 In accordance with the provisions of the Corporations Act of Ontario, the Vice-President Administrator shall be responsible for the maintenance of:

- a) a copy of the letters patent and any supplementary letters patent issued to the Association;
- b) all Bylaws, Policies and Special Resolutions of the Association;
- c) all minutes and associated documents.

4.3.3 The Vice-President Administrator shall endeavor to compile a list of all members active in intramural sports for statistical purposes. This shall include their team(s), name, and student number. They shall also endeavor to acquire an estimate of participation in all tournaments or other activities organized by the association.

4.3.4 The Vice-President Administrator shall be responsible for all matters related to transparency and accountability. They shall make available the full and correct version of any Association document including but not limited to:

- a. Bylaws
- b. Policies
- c. Special Resolutions of council
- d. Meeting minutes
- e. Financial Documents including Budgets and records

within 10 Business days at the request of a member of the association. They shall also endeavor to make these documents available on the Association website.

4.3.5 The Vice-President Administrator shall handle or redirect all incoming mail to the office, and all email to all Association email accounts in a timely manner.

4.3.6 The Vice-President Administrator shall be responsible for the upkeep and maintenance of the constitution and bylaws

4.4 Signing Officers

4.4.1 The Signing Officers of the Association shall be the President, the Vice-President Finance, and the Vice- President Administrator.

4.4.2 Two (2) Signing Officers' signatures shall be required for any expenditures of Association funds.

4.4.3 Upon unanimous consent of the signing officers, or a two-thirds resolution of council, additional signing officers may be approved as necessary.

4.5 Recall

4.5.1 An Officer may only be recalled by a two-thirds vote at a General Meeting called for that purpose.

CHAPTER 5 – DIRECTORS

5.0 General

5.0.1 There shall be at least seven (7) Directors of the association, as outlined in this Chapter.

5.0.2 A Director must be a Member in the September of their term of office and thereafter.

5.0.3 Directors shall be responsible for a specific and limited area of the Association's activities.

5.0.4 Directors must not be Officers.

5.0.5 Directors shall be chosen by the Officers through an application process agreed upon by the Officers. The applications must be made accessible to all Members.

5.0.6 Members may apply for up to two (2) director positions on the council. If a member applies to two director positions, the Officers will choose, of the two positions, which position the member will take.

5.0.7 The term of office of each Director shall commence when they take the Oath of Office and end at the end of the Annual General Meeting.

5.0.8 A Director may only be recalled upon a two-thirds vote by the Councillors present at a General Meeting called for such purpose.

5.0.9 In case of infirmity, death, resignation, removal, or other form of ineligibility of a Director:

- a) the responsibilities of the Director shall be performed by their supervising Officer; and
- b) the Director's position shall be filled by a majority vote of those Councillors present at the next meeting of Council.

5.1 Men's Director

5.1.1 There shall be a men's director, who shall be responsible for the following duties:

- a) the organization of all men's sports teams in the current academic year;
- b) participation in the Men's Intramural Sports Committee (MISC) in the current year;
- c) attendance at all men's entry meetings for which Skule™ is entering a team; and
- d) attendance at all men's playoff meetings for which Skule™ has a team.
- e) maintenance of all men's team rosters

5.2 Women's Director

5.2.1 There shall be a women's director, who shall be responsible for the following duties:

- a) the organization of all women's sports teams in the current academic year;
- b) participation in the Women's Intramural Sports Committee (WISC) in the current year;
- c) attendance at all women's entry meetings for which Skule™ is entering a team; and
- d) attendance at all women's playoff meetings for which Skule™ has a team.
- e) maintenance of all women's team rosters

5.3 Co-ed Director

5.3.1 There shall be a co-ed director, who shall be responsible for the following duties:

- a) the organization of all co-ed sports teams in the current academic year;
- b) participation in the Co-ed Intramural Sports Committee (CISC) in the current year;
- c) attendance at all co-ed entry meetings for which Skule™ is entering a team; and
- d) attendance at all co-ed playoff meetings for which Skule™ has a team.
- e) maintenance of all Co-ed team rosters

5.4 Internal Director

5.4.1 There shall be an internal director, who shall be responsible for the following duties:

- a) All activities related to interdisciplinary leagues
- b) Organisation of all tournaments and extra EAA activities within Skule™
- c) Maintaining a rough count of participation in tournaments and interdisciplinary leagues

5.5 Publicity Director

5.5.1 There shall be a publicity director, who shall be responsible for the following duties:

- a) the regular maintenance of the Association website;
- b) posting monthly updates on the Association Facebook and Instagram accounts;
- c) any social activities run by the Association, with the exception of the S-Dance; and
- d) any other special events ordered by Council.

5.6 External Director

5.6.1 There shall be an external director, who shall be responsible for organising all tournaments, games and socials external to Skule™. These include but are not limited to:

- a) Tournaments and/or exhibition games involving other universities
- b) Participation in U of T organised tournaments
- c) Any other duties ordered by the council

5.7 Equipment Manager

5.7.1 There shall be an equipment manager, who shall be responsible for maintaining a written inventory of all of the contents of the society office, including, but not limited to:

- a) all sporting equipment;
- b) all clothing including uniforms;
- c) all outstanding awards; and
- d) all office supplies.

5.8 Events Coordinator

5.8.1 There shall be an Events Coordinator, who shall be responsible for the timely production of the Engineering Athletics Awards night, as outlined in Chapter 6.

CHAPTER 6 – S-DANCE

6.0 General

6.0.1 There shall be an annual event held in March or April, which shall be known as the S-Dance.

6.0.2 The responsibility for the production of said event shall ultimately fall to the President.

6.0.3 The S-Dance shall be hosted by the Events coordinator.

6.1 Awards

6.1.1 A portion of the evening shall be reserved for the presentation of awards.

6.1.2 Council may vote to change the number and description of each award only by a two-thirds majority.

6.1.3 The following awards shall be presented:

- a) Athlete of the Year: awarded to one male and one female from each of the classes (1st, 2nd, 3rd, PEY, 4th).
- b) Coach/captain of the Year: awarded to one coach for outstanding contribution to, and success with, one particular team throughout their Skule™ years.
- c) Commissioner/Director of the Year: awarded to one person for outstanding contribution to the organization of Skule™ sports during the current year.
- d) Julie Wilkinson Award: awarded to one graduating athlete for outstanding contribution to the society.

6.1.4 Additional criteria for each award may be specified in policies, or in Bylaw 2.

6.1.5 The awards shall be selected by a committee comprised of at least three (3) members, including, but not limited to, the following persons:

- a) President
- b) VP Finance
- c) VP Administration
- d) Men's Director
- e) Women's Director
- f) Co-ed Director
- g) 1st year committee athletic rep (if applicable)
- h) 2nd year committee athletic rep (if applicable)
- i) 3rd year committee athletic rep (if applicable)
- j) 4th year committee athletic rep (if applicable)

CHAPTER 7 – ELECTIONS

7.0 General

7.0.1 The outgoing president shall appoint an elections officer to conduct all elections and referenda.

7.0.2 The elections officer may be any member of the association, including the outgoing president, provided that they are not running for any Association position.

7.1 Officer Elections

7.1.1 Officers shall be elected online, through a secure voting service.

7.1.2 If online voting for any reason becomes impossible or impractical, the Officers shall be elected as described below:

During the Annual General Meeting, a Member, who has previously held a position on the council, may nominate themselves as a candidate in the election occurring at the annual general meeting.

Each position shall be elected by secret ballot:

- (1) The outgoing Officer, if present, shall be afforded the opportunity to make a one minute speech recommending their predecessor. All comments must be positive in nature.
- (2) Votes for each candidate shall be counted.
- (3) The candidate with the fewest votes shall be removed from consideration, and allowed to vote.
- (4) Another vote shall be held, and the process shall continue until one candidate receives a majority.
- (5) In all cases of ties, the outgoing Officer, if present, shall have the first opportunity to cast the deciding vote, followed by the outgoing President, followed by the incoming President.

7.1.3 Officer elections should be held during the Engineering Society online spring elections whenever possible

7.1.4 Nominations for officer positions may be emailed to the elections officer as outlined in 7.0.1 no later than one week before the voting period begins. Nominations after this time may be accepted at the discretion of the elections officer.

7.1.5 Members may be nominated for more than one position. In the case of multiple victories for one candidate they shall become in order: President, VP Finance, and then VP Administration. The position left unfilled shall be assumed by the runner up.

7.2 The Oath of Office

7.2.1 The Outgoing President shall administer the Oath of Office (presidential), as outlined in Bylaw 3, to the incoming President.

7.2.2 The Incoming President shall administer the Oath of Office (non-presidential), as outlined in Bylaw 3, to all incoming Officers and Directors simultaneously upon completion of elections.

CHAPTER 8 – AMENDMENTS AND BYLAWS

8.0 General

8.0.1 There shall be two levels of documents specifying the organization of the Association;

- a) Bylaw 1; and
- b) Other Bylaws.

8.1 Bylaw 1 (The Constitution of the University of Toronto Engineering Athletic Association)

8.1.1 Bylaw 1 shall specify the fundamental organization of the Association.

8.1.2 Bylaw 1 may only be amended by:

- a) a two-thirds vote at a General Meeting; or
- b) a resolution of Council.

8.1.3 In the case of 8.1.2b), such amendment must be approved by a two-thirds vote at:

- a) a General Meeting called for that purpose; or
- b) the next Annual General Meeting.

8.1.4 If such approval has not occurred by the next Annual General Meeting the amendment is struck down and neither it nor any substantially similar amendment may be proposed at a meeting of Council for one year following the date of the Annual General Meeting.

8.1.5 Any amendment, repeal, or re-enactment of Chapter 2 (Membership & Fees), Chapter 3 (General Meetings), Chapter 7 (Elections), or Chapter 8 (Amendments and Bylaws) shall be effective only upon the approval thereof by the Governing Council of the University of Toronto.

8.2 Other Bylaws

8.2.1 Other Bylaws shall:

- a) provide additional order to the organization specified in Bylaw 1; and/or
- b) specify the organization of other areas of the Association.

8.2.2 Other Bylaws may only be passed, repealed, or amended by a two-thirds vote of:

- a) a General Meeting; or
- b) a meeting of Council, for which at least one (1) officer and four (4) additional councillors are present.