



Constitution of uOttawa Esports

Last modified: March 17, 2022

Effective date: April 4, 2022

Table of Contents

Article 1: Name and Abbreviations	2
Article 2: Purpose/Objective of the Club	2
Article 3: Executives	2
Article 4: Members	7
Article 5: Meetings	8
Article 6: Events	8
Article 7: Elections	9
Article 8: Executive Transition	12
Article 9: Amendments	12
Article 10: Impeachment	12
Article 11: Agency Clause	14

Article 1: Name and Abbreviations

- 1.1** The club's official name is "uOttawa Esports".
 - 1.1.1** Alternative names that can be used to reference the club are "uO Esports" and "UO Esports".
 - 1.1.2** No other name shall be used in the advertisement or representation of the club.

Article 2: Purpose/Objective of the Club

- 2.1** Promoting esports and gaming in the University of Ottawa community.
- 2.2** Providing a safe and inclusive space for students and community members to share, discuss, and engage in esports and/or gaming.
- 2.3** Representing the University of Ottawa in esports and gaming.
- 2.4** Providing a resource of information for members that share common interests.

Article 3: Executives

- 3.1** The executive committee shall execute their duties in the best interest of the club and its members.
- 3.2** All executive members of the club are required to be registered University of Ottawa students.
- 3.3** The length of the mandate of each executive member is from May 1st to April 30th of the following year.
- 3.4** The executive committee shall consist of the following roles and shall carry out their corresponding responsibilities:
 - 3.4.1** President/Co-President(s)
 - 3.4.1.1** Oversee the executive committee in the fulfillment of their responsibilities;
 - 3.4.1.2** Officiate meetings of the executive committee;
 - 3.4.1.3** Sign cheques and approve of any use of club funds along with the Vice President of Finance;

- 3.4.1.4** Manage relationships with sponsors and other external organizations;
- 3.4.1.5** Maintain records of all internal communications;
- 3.4.1.6** Review newsletters, social media, and other communications that involve the club before publication; and
- 3.4.1.7** Prepare documents and materials necessary to ensure the success of the club in future years.

3.4.2 Vice President of Finance

- 3.4.2.1** Be responsible for all club finances including keeping complete and accurate records of all club finances;
- 3.4.2.2** Create realistic estimates and projections of revenue for events and fundraising;
- 3.4.2.3** Co-sign cheques and approve of any use of club funds, with the President; and
- 3.4.2.4** Handle membership and registration at events.

3.4.3 Vice President of Internal Affairs

- 3.4.3.1** Maintain the club's official website;
- 3.4.3.2** Assist in taking accurate notes for all meetings held to maintain records of what was discussed;
- 3.4.3.3** Be responsible for leading projects for the continuous improvement of club infrastructure such as promotional videos; and
- 3.4.3.4** Manage club resources.

3.4.4 Vice President of Bilingualism

- 3.4.4.1** Ensure compliance with bilingualism requirements of Campus Vibe uOttawa (CVUO) and uOttawa;
- 3.4.4.2** Responsible for translating promotional material and club wide announcements between both languages; and

3.4.4.3 Actively seek opportunities to engage with the uOttawa Francophone community in a digital capacity.

3.4.5 Vice President of External Affairs

3.4.5.1 Be responsible for outreach to all types of businesses for sponsorship partners and/or positive relations with foreign entities;

3.4.5.2 Be responsible for communications with student regulating bodies outside of the president's capacity; and

3.4.5.3 Be responsible for leading projects relating to club fundraising or other non-game specific events.

3.4.6 Vice President of Competitive Affairs

3.4.6.1 Assist Game Heads in the organization and execution of competitive team tryouts;

3.4.6.2 Ensure competitive integrity and sportsmanlike conduct is present across all teams; and

3.4.6.3 Serve as an additional contact between competitive teams and league officials and any other regulating body.

3.4.7 Vice President of Events

3.4.7.1 Plan activities for members on and/or off campus in the name of the club, including the production of an itinerary for events;

3.4.7.2 Manage all event logistics including securing room bookings or other venues; and

3.4.7.3 Delegate tasks for events to the relevant executive committee and/or volunteers.

3.4.8 Vice President of Social Affairs

3.4.8.1 Work closely with the executive committee to promote events and content;

3.4.8.2 Be responsible for maintaining and updating club social media accounts and any other online presence; and

3.4.8.3 Be responsible for all club promotions including the creation of posters, newsletters, and organization of club week tables.

3.4.9 Game Head(s)

3.4.9.1 Plan and execute events relevant to their particular game/esport alongside the Vice President of Events; and

3.4.9.2 Be responsible for managing competitive teams for their game/esport, if applicable.

3.5 All executive members shall carry out the following additional responsibilities:

3.5.1 Manage the list of event attendees;

3.5.2 Record meetings;

3.5.3 Post important announcements for the club;

3.5.4 At least one (1) executive member shall be on hand for the entirety of all club run events including both on and off campus events; and

3.5.5 Individual position responsibilities may be shared among the executive committee such that responsibilities are fulfilled satisfactorily.

3.6 Additional Game Head positions may be created by a majority vote of the executive committee. Game Head positions shall be assigned to a qualified member by a majority vote of the executive committee for the first term, followed by normal elections thereafter.

3.6.1 A majority vote consists of fifty percent plus one (50% + 1) (rounded down) of the entire Executive in agreement.

3.7 Game Head positions may be removed from future election ballots by a unanimous vote of the entire executive committee. Recreation of this position within one (1) academic year of removal shall require a unanimous vote of the entire executive committee. Recreation of this position after one (1) academic year shall be governed by Article 3.6.

- 3.8** Signing officers of the club are designated in the order of the executive positions listed under Article 3.4.
- 3.9** The club carries the following non-executive support roles which carry out the corresponding responsibilities:
- 3.9.1** Moderator(s)
- 3.9.1.1** Moderate club activity and ensure a safe and welcoming environment; and
- 3.9.1.2** Assist in the implementation of club tools and services and may have a more involved role when helping to run club events.
- 3.9.1.3** All outgoing executives after an election are automatically offered the position of Moderator. Additional moderators may be appointed or removed throughout the year if the executive committee deems it necessary.
- 3.9.2** Game Representative(s)
- 3.9.2.1** Moderate the in-club community of the game that they are a representative for with increased involvement and specialization; and
- 3.9.2.2** Support their Game Head in performing their duties within the club.
- 3.9.2.3** Share the responsibilities as moderators, as described in Article 3.9.1.
- 3.9.3** Senior Advisor(s)
- 3.9.3.1** A non-voting advisory role which exists to support and provide advice and insight to the new executive committee.
- 3.9.3.2** The candidates shall be voted on by the outgoing executive committee. An outgoing executive member with the intent to apply for an executive position may not be a Senior Advisor.

3.9.3.3 A maximum of three (3) Senior Advisors may be appointed, and the maximum term length is one (1) academic year. No re-appointment as Senior Advisor is allowed.

3.9.3.4 An outgoing executive member who would be an Alumni during the term is eligible to be Senior Advisor.

3.10 The executive committee may, at its own discretion, appoint non-executive support roles, as described in Article 3.9, to assist in the day-to-day functions of the club.

3.11 Non-executive support roles do not have voting rights within the club and are not considered to be executive members in any functional capacity.

Article 4: Members

4.1 Membership shall be open to all students at the University of Ottawa, at both the undergraduate and graduate levels.

4.2 The executive committee shall consider setting a membership fee annually before the start of the fall term.

4.2.1 If a membership fee is enacted, the following refund policy shall take effect:

4.2.1.1 Any member requesting a refund to their membership for the current trimester shall do so within two (2) weeks of their membership being issued.

4.2.1.2 The member requesting a refund shall be reimbursed for seventy-five percent (75%) of the value of the current trimester, plus the full amount of the next trimester, if required.

4.3 Members participating in competitive teams with the club shall additionally abide by the rules and policies written in the [uOttawa Esports Behavioural Guidelines](#).

Article 5: Meetings

- 5.1** At least three (3) general meetings shall be held during the school year including the annual general meeting, a meeting to discuss the club constitution, and an election meeting.
- 5.2** Members shall be informed of each meeting at least seven (7) days in advance. The announcements for these meetings shall be frequent to ensure visibility and attendance.
- 5.3** The first meeting is open to all students at the University of Ottawa.
- 5.4** Meetings shall be considered to have met the quorum if fifty percent plus one (50% + 1) (rounded down) members of the executive committee are in attendance.
- 5.5** Meetings require the attendance of at least one (1) President/Co-President.
- 5.6** Unless otherwise specified, a majority vote is defined as a fifty percent plus one (50% + 1) (rounded down) majority agreement between the attending members of the Executive. Meetings which have not made the quorum may not hold any votes.
- 5.7** Executive members are required to give notice to the President/Co-Presidents with a valid reason if they cannot attend a meeting, subject to the discretion of the President/Co-Presidents. Failure to provide a valid reason shall result in the accumulation of strikes, resulting in the following sanctions:
- 5.7.1** The first strike shall result in a formal warning to the executive member.
- 5.7.2** The second strike shall result in funds allocated to the individual executive member's budget being frozen until they demonstrate competence in their duties (subject to the discretion of the President/Co-Presidents).
- 5.7.3** The third strike results in the automatic start of the impeachment process, ignoring the necessity of a petition.
- 5.8** Strikes do not carry over beyond the current academic year.

Article 6: Events

- 6.1** The executive committee shall assist the Vice President of Events with planning events that are in the best interest of the club and its members.

- 6.2** Events that are held consistently include:
 - 6.2.1** An annual general meeting;
 - 6.2.2** Clubs week;
 - 6.2.3** In-houses;
 - 6.2.4** Tournaments;
 - 6.2.5** Contests;
 - 6.2.6** Viewing parties; and
 - 6.2.7** An annual competitive awards show.

- 6.3** Funding of Events
 - 6.3.1** Event funding must be approved by the Vice President of Finance before funds may be used.
 - 6.3.2** Event funding must abide by the CVUO rules regarding funding used by clubs.
 - 6.3.3** Teams of exclusively non-uOttawa students may not receive any prizes acquired through funding by the CVUO at any events.
 - 6.3.3.1** An exception to this rule is applied for events with individuals instead of teams, provided they satisfy Article 6.3.2.

Article 7: Elections

- 7.1** Elections for the executive shall be held in April of each year.
- 7.2** The executive positions shall be open to members of the club who are students at the University of Ottawa.
- 7.3** Elections shall take place during a meeting on a date determined by the executive. This date shall be set and conveyed to club members no less than two (2) weeks in advance along with a call for members to submit their candidacy for the available executive positions.
- 7.4** Candidates for executive positions shall convey their interest in a particular position to the current executive no less than one (1) week before the voting date.
- 7.5** Candidates have the opportunity to submit a platform for their position, which shall be circulated to club members prior to the vote.

- 7.6** In the event that there is nobody contesting any one (1) of the executive positions in advance of the vote, interested persons may indicate their interest in the position at the election meeting.
- 7.7** With the exception of the President/Co-President and Vice President of Bilingualism positions, no executive positions shall have prerequisite criteria which may disqualify applicants.
- 7.8** The President/Co-President prerequisite criteria is as follows:
- 7.8.1** Requires a minimum of six (6) months of experience on the uOttawa Esports executive committee; and
 - 7.8.2** Shall not have a formally completed impeachment from the uOttawa Esports executive committee against them.
 - 7.8.3** An individual who does not meet this minimum experience criteria may still apply, however they may be disqualified if sufficient qualified applications are received.
 - 7.8.4** The election process for a President/Co-President is dependant on the number of qualified applicants:
 - 7.8.4.1** Zero (0) Qualified Applicants: In the scenario of zero (0) qualified applicants, a majority vote is done among the pool of remaining applicants to determine the two members who shall fill the positions.
 - 7.8.4.2** One (1) Qualified Applicant: In the scenario of one (1) qualified applicant, a vote of no-confidence is done for the individual qualified applicant, and a majority vote is done among the pool of remaining applicants to determine the member who shall fill the remaining position.
 - 7.8.4.3** Two (2) Qualified Applicants: In the scenario of two (2) qualified applicants, a vote of no-confidence is done for each individual qualified applicant. Remaining members are disqualified on the basis of lack of qualification.
 - 7.8.4.4** Three (3) or more Qualified Applicants: In the scenario of three (3) or more qualified applicants, a majority vote is done among the pool of

qualified applicants to determine the two (2) members who shall fill the positions.

- 7.9** The Vice President of Bilingualism prerequisite criteria is as follows:
- 7.9.1** Strict requirement for bilingual fluency in English and French, with priority placed on written fluency. Individuals who do not meet this criteria are automatically disqualified.
- 7.10** During the election, each club member (save the President/Co-Presidents) shall have one (1) vote for each executive position. This vote shall be secret.
- 7.11** The President/Co-Presidents of the club may only vote in the event of a tie.
- 7.12** The winner for each position shall be the candidate with the greatest number of votes. In the case of a tie, the President/Co-Presidents shall cast the deciding vote.
- 7.13** In the scenario where an executive member decides to resign from their role, the following steps are to be taken:
- 7.13.1** The executive member who is resigning must notify the President/Co-Presidents immediately regarding their withdrawal.
- 7.13.2** The resigning executive member may nominate an individual to be an interim executive member, subject to a majority vote from the executive committee. Otherwise, duties of the resigning executive member shall be shared amongst the remaining executive members.
- 7.13.3.1** An executive member who resigns while an active impeachment case has been filed against them, and has not been resolved, shall not be extended the privilege to nominate an interim executive member as stipulated under Article 7.13.3.
- 7.13.3** The executive committee shall immediately release a public application for the position, which shall remain open for no less than seven (7) days, and no more than fourteen (14) days.
- 7.13.4** The executive committee shall hold a meeting for the vote of the new executive member within forty-eight (48) hours of closing the application, and a majority vote is required. If the quorum is not met, a Google form with a twenty-four (24) hour deadline shall be used for voting, which

requires a majority vote of the entire executive committee. The newly appointed executive shall immediately assume their new role.

Article 8: Executive Transition

- 8.1** Each executive member shall create a transition report at the end of their term to facilitate the executive transition.
- 8.2** The incoming and outgoing President/Co-Presidents shall hold an exclusive meeting to facilitate the executive transition.
- 8.3** An executive meeting shall be held following each election to commence the onboarding process.
 - 8.3.1** Following the executive meeting, the owner of the Discord server shall change the roles of every involved member accordingly.

Article 9: Amendments

- 9.1** Amendments to the constitution shall be completed with a majority vote of the executive committee.
- 9.2** An amendment to the constitution shall be approved by the CVUO Clubs Committee, which shall be presented with a typed copy of the proposed amendment as well as typed minutes from the meeting when the amendment was passed in order to prove that the amendment was passed.

Article 10: Impeachment

- 10.1** If there are any members of the club who are not impressed with the actions of an executive member, that member may request a vote of non-confidence.
 - 10.1.1** The member shall collect a petition containing five (5) or more signatures from club members (not including their own) and submit it to an executive member.
- 10.2** One (1) of the signing officers shall arrange a meeting and book a room for the impeachment process. The meeting shall be conducted within fourteen (14) days of an executive member receiving a petition.

- 10.2.1** If the signing officers of the club are the named members of the impeachment, the order of executives listed under Article 3.4 is used to determine the next unnamed executive who shall take over this duty.
- 10.3** During the meeting, the offending executive member is given a fair chance at defence but is required to provide their own evidence and materials to contest the charges.
- 10.3.1** The offending executive member may opt to decline this chance at a defense.
- 10.3.2** The offending executive member is assumed to have declined the chance at a defence if they do not respond to communications or refuse to comply in determining a meeting date.
- 10.4** After the defence is accepted, sixty percent (60%) of the entire executive committee shall vote yes to non-confidence at the meeting for impeachment to occur. If this fails to happen, the executive member retains their position.
- 10.5** If an executive member is impeached, it is the responsibility of the remaining executive members to manage their responsibilities. The following steps must then be taken to replace the impeached executive member:
- 10.5.1** A public application for the newly vacated position is to be released immediately and must remain open for no less than seven (7) days, and no more than fourteen (14) days.
- 10.5.2** The executive committee shall hold a meeting for the vote of the new executive member within forty-eight (48) hours of closing the application, and a majority vote is required. If the quorum is not met, a Google form with a twenty-four (24) hour deadline shall be used for voting, which would require a majority vote of the entire executive committee. The newly appointed executive shall immediately assume their new role.
- 10.6** Impeached executive members are prohibited from holding any executive position for the current academic year and for the following two (2) academic years.
- 10.7** The President/Co-Presidents shall inform the CVUO of any changes to the club executive.

Article 11: Agency Clause

- 11.1** uOttawa Esports is not an agent of the University of Ottawa, and its views and actions do not represent those of the University of Ottawa.
- 11.2** uOttawa Esports is not an agent of the University of Ottawa Students' Union (UOSU), and its views and actions do not represent those of the UOSU.