

TEDxUofT Constitution

Article I: Name of Organization

1. The official name of the organization will be TEDxUofT

Article II: Purpose

- 2.1 The purpose of TEDxUofT will be to promote free knowledge and inspiration from the world's most inspired thinkers, and also a community of curious souls to engage with ideas and each other.
- 2.2 TEDxUofT will enhance the educational, recreational, social, or cultural environment of the UofT by organizing TEDx events around at the University of Toronto St. George campus. These events will be held in accordance with guidelines posted by the official TED organization, as noted on their website at <http://www.ted.com/tedx>
- 2.3 TEDxUofT also exists to:
 - 2.3.1. Spread awareness and outreach to the UofT and its surrounding community
 - 2.3.2. Promote "Ideas worth spreading".
 - 2.3.3. Work with other organizations to strengthen and unite the UofT community.

Article III: Membership

- 3.1 Membership in TEDxUofT is open to all students, staff, faculty and alumni of the University of Toronto.
- 3.2 The term of membership for TEDxUofT will be from August 1 – July 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in TEDxUofT
 1. The right to participate and vote in group elections and meetings;
 2. The right to communicate and to discuss and explore all ideas;
 3. The right to organize/engage in activities/events that are reasonable and lawful;
 4. The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
 5. The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
 6. The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- 3.4 Each member shall possess the following responsibilities relative to participation in TEDxUofT.
 1. Support the purpose of the organization;
 2. Uphold the values of the organization;
 3. Contribute constructively to the programs and activities offered by the organization;
 4. Attend general meetings;

5. Abide by the constitution and subsequent official organizational documents;
 6. Respect the rights of peers and fellow members;
 7. Abide by University of Toronto policies, procedures, and guidelines;
 8. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 TEDxUofT will NOT collect any mandatory annual fees for membership.
 - 3.6 TEDxUofT values and respects the personal information of its members. TEDxUofT secures its member's information at all times and will not supply names or other confidential information to third parties unless subpoenaed.
 - 3.7 TEDxUofT will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain
 - 3.8 Only registered U of T students can be voting members and sit on the Executive team

Article IV: Executive

- 4.1 The executives of the organization shall be:

Chair, TEDx Curator (1 position)

Vice-Chair (1 position)

Marketing & Communications Team:

Director, PR (1 position)

PR Managers (With a Maximum of 7 positions)

Creative Team

Director, Creative (1 position)

Graphic Designers (With a Maximum of 5 positions)

Photographers and Videographers (With a Maximum of 4 positions)

Logistics Team:

Director, Logistics (1 position)

Logistics Managers (With a Maximum of 5 positions)

Speakers Team:

Director, Speaker Relations (1 position)

Speaker Relations (With a Maximum of 7 positions)

Partnerships Team:

Director, Partner Relations (1 position)

Partner Relations (With a Maximum of 5 positions)

Chief of Staff (1 position)

Contracted Web Designer (1 position)

- 4.2.1 The Chair is responsible for overall production. Acting as a liaison, they collaborate with TED and TEDxUofT to produce a vision for the event. The Chair provides guidance and support to each team lead as needed, ensuring teams are current with the latest information as needed to successfully perform their role. They are also responsible for upholding TEDx rules and regulations as well as providing mandatory pre- and post-show reports to TED. The Chair must also be the license curator, as recognized by TED, and are responsible for the annual renewal of such license. There will only be one position available for this title.
- 4.2.2 The Vice-Chair is responsible for supporting the team as needed, ensuring that teams are current with the latest information as needed to successfully perform their role. There will only be one position available for this title.
- 4.2.3 The Director of Partner Relations is responsible for maintaining the TEDxUofT TD account alongside the Chair; writing cheques for expenses, tracking expenses and collecting receipts, and ensuring that the event maintains a balanced budget and that all funds are received, processed, and accounted for. They are also responsible for sales, budget forecasting, and adhering to GAAP. Must adhere to all guidelines stipulated by TEDxUofT, TED, and the University of Toronto when interacting with third-party entities. Responsible for the completion of post-event reports to all sponsors. They also lead as the contact for all partners who provide funding and in-kind services for the Conference. Responsible for managing licensed brand integrations. Brings partnered value to the Conference. There will only be one position available for this title.
- 4.2.4 Partner Relations position is responsible for maintaining corporate correspondence and partner relations between TEDxUofT and any external entities, and will be overseen by the Director of Partner Relations. There will be up to 5 positions available for this position.
- 4.2.5 The PR Director is responsible for overseeing the roles of the PR manager.
- 4.2.6 The Creative Director is responsible for the design and creation of TEDxUofT email newsletters, signage, banners, posters, attendee nametags, t-shirts, gift bags, and other TEDxUofT marketing/communications collateral which includes but is not limited to maintaining TEDxUofT's online presence, building and executing pre-show advertising, arranging for a simulcast so other parties can host viewing parties as well as answering questions and concerns related to TED, TEDx and TEDxUofT. There will only be one position available for this title.
 - 1. Photographers and videographers are responsible for curating image depictions of the team as well as its events and are entitled to create projects that benefit TEDxUofT's image and branding as a whole. This title will be held by up to 4 people, but hiring discretion will fall onto the Chief of Staff, Vice-Chair and Chair.
- 4.2.7 The Contracted Web Developer is responsible for designing, building, maintaining, and updating the TEDxUofT website to ensure that the speaker profiles, video archives, and partner information are accurate and easily accessible, of whom which their position will be reviewed based on a yearly

contract with the organization. There will only be one position available for this title.

- 4.2.8 The PR manager is responsible for creating the social media strategy, and maintaining a constant social media presence on Twitter, Facebook, and Instagram. They are responsible for creating the promotion schedule for speakers, conferences, and the after-party. There will be up to 7 positions for this title.
- 4.2.9 Designer(s) is responsible for assisting the Creative Director in the design and creation of marketing materials as per the vision stipulated by the Creative Director(s). There will be up to 4 positions available for this title.
- 4.2.10 The Director of Speaker Relations is responsible for ensuring a positive speaker experience before, during, and after the event. This includes managing and coordinating all speakers and emcees, speaker travel, accommodations, arrival and departure, day of show arrival, preparation and post-talk experience. They are also responsible for managing the acquisition of speaker presentations prior to the event. All speakers/performers must be approved by a majority decision by the Co-Chairs and team before extending the formation invitation. There will only be one position available for this title.
- 4.2.11 The Speakers Relations position is responsible for creating the speaker's package outlining the preparation and commitment of speakers, as well as constant communication with speakers to coach their talks, and in arranging the speaker showcase. There will be up to 7 positions for this title.
- 4.2.12 The Logistics Director is responsible for acting as a liaison with the venue to coordinate TEDxUofT conference, as well as source and work with caterers for the conference. They are also responsible for managing traffic flow and ticketing for the conference. There will only be one position available for this title.
- 4.2.13 The Logistics Manager position is responsible for coordinating conference logistics, including catering, venue, ticketing, and financing, and will be overseen by the Logistics Director. There will be up to 5 positions for this title.
- 4.2.14 The Chief of Staff is responsible for acting as a liaison between all executive and non-executive members within the organization, acting as a resource of support for recruitment, equity concerns, internal dispute resolution, and volunteer management. There will only be one position available for this title.
- 4.2.15 All members of the University of Toronto may apply for an executive position, and can only be exclusively held by University of Toronto students.
- 4.2.16 Executive positions are to be filled by a combination of a written statement of intent and a brief speech to be delivered at a general meeting of the TEDx group. All members present at the meeting will be allowed to vote: absentee members may not vote.
- 4.2.17 Other positions that may entail for the year but will not be included within the executive team may be:
 1. Contracted individuals for specific purposes other than the website (Up to 2 position available)
 2. Volunteers (up to 30 positions available)
 3. Interns (up to 3 positions available for each working portfolio)
- 4.2.18 Positions mentioned in 4.2.17 can only be held by a University of Toronto

student.

- 4.2.19 Position availability will depend on the needs and discretion of the Chair and Vice-Chair and the organizations as a whole. As positions are hired, Chair and Vice-Chair may be allowed to initiate the amendments process if they see fit to adjust the number of positions allowed.

Article V: Removal of Members and Executives

- 5.1 The process for removing a member may be initiated by the members of the executive team in a majority decision, or the removal of an executive by a majority decision by the remaining executives.
- 5.1.1 A member or executive has engaged in unlawful actions or activities;
- 5.1.2 A member or executive has violated the constitution;
- 5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
- 5.1.4 A member or executive has violated the rights of a fellow member;
- 5.1.5 A member or executive has not fulfilled their organizational responsibilities;
- 5.1.6 Other criteria deemed to be appropriate by the Chairs in consultation with and approved by a majority of the general membership.
- 5.2 The process for removing a member or executive may also be initiated when:
- 5.2.1 A petition calling for an evaluation and bearing the signatures of a majority of the general membership is submitted to any member of the executive team.
- 5.2.2 A motion for impeachment is put forward by any member of the executive team and passed by a majority decision of the remaining members of the executive team.
- 5.2.3 Upon the executive approval of the Chair and Vice-Chair
- 5.3 The removal of members and executives will be facilitated by a *three-tier* procedure, which operates as follows:
1. First Tier:
 - The executive or member will be warned both verbally and in writing (electronically valid) that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
 2. Second Tier:
 - Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
 - A Chair will be responsible for contacting the executive or member and suggesting best practices on how to correct the issues of concern.
 - A Chair must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within thirty (30) calendar days.
 - The executive or member accused of violating section 5.1 will be given thirty (30) calendar days from receiving an executive member's written response to

- demonstrate progress or correction of behavior.
3. Third tier:
 - Initiated because the member or executive has violated section 5.1 after a First Tier warning, and has not taken appropriate steps to rectify the particular concern, as suggested by a Chair ala Second Tier.
 - The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
 - The removal of an executive or member requires a majority vote from the remaining volunteers and TEDx members, including other executive officers.

Article VI: Finances

- 6.1 As per the official guidelines of TEDx, only a nominal ticket fee will be charged. All funding will be devoted to the costs of putting on the event. These costs may include advertising, refreshments, token gifts for speakers and costs in renting/booking a venue for the event. A social event maybe be organized for the volunteers and group members for; any surplus funding may be used to defray the costs of this social. There may be an alternate social event organized specifically for the organizing team for the purposes of team building. A detailed accounting of all income and spending will be maintained by the Partnerships director and will be available to all executive members and any ULife auditors. The Partnerships director, Chair, and Vice-Chair will keep copies of all receipts and other financial documents.

Article VII: General Meetings

- 7.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
- 7.2 General meetings will be facilitated by the Chair. The Chair shall be responsible for:
 1. Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
 2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 3. Moderating the discussion at meetings according to the agenda;
 4. Suspending members from participating in meetings for constitutional or procedural violations.
2. The procedure at meetings will be structured around the agenda, and predominantly freeform in nature (open discussion).
3. Any group member may request an annual general meeting to be held. Otherwise

- an annual general meeting will be held at the end of the school year.
4. A rationale for a general meeting must be stated and must be supported by at least one other member.
 5. General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.
 6. For quorum to remain valid if three or more executive members are present, at least one being the Chair.
 7. Members must contact a Chair a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. A Co-Chair will then add the discussion item to the agenda.
 8. Each member of the organization shall be entitled to one (1) vote at a general meeting.
 9. The executive team presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article VIII: Executive Meetings

- 8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 8.2 Executive meetings will be facilitated by the Chair of the organization. The Chair will be responsible for:
 1. Formulating and distributing an agenda for each meeting;
 2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 3. Moderating the discussion at meetings according to the agenda;
2. There shall be a minimum of one (1) executive meeting held bimonthly during the period September 1 to May 1. The date of each subsequent executive meeting will be announced seven (7) days prior, and confirmed two (2) calendar days prior to the meeting.
3. The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the Chair.
4. Executive meetings may be called to order by a Chair or by any executive member.
5. Executive meetings are restricted to executive members and associates only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization, including at least one (1) Chair.
6. Executives must notify the Co-Chair a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The Chair will then add the discussion item to the agenda.
7. Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
8. Any question at a meeting shall be decided by a show of hands.
9. Whenever a vote by show of hands occurs, a declaration by the Co-Chair present that the vote has been carried, carried by a particular majority, or failed shall be

- recorded in the agenda notes.
10. In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
 11. The Co-Chair may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article IX: Emergency Meetings

1. Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
2. These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.
3. Notice of these meetings must be provided a minimum of 24 hours in advance through email.
4. Less notice for emergency meetings may be provided at the discretion of the Co-Chair in agreement with a minimum of five executive members.

Article X: Elections

- 10.1 Should executive elections be held at the discretion of the chair, they will be held prior to March 31 of said year.
- 10.2 A motion for executive elections may be raised during the last meeting of the working year as conducted by the chair. This motion may be raised by anyone present at the meeting and may be voted on.
- 10.3 Should executive elections be held, the procedure for elections shall be determined by the chair of the current executive team.
- 10.2 Should executive elections be held, candidates for executive positions shall be selected by vote. The majority of these positions will be filled by May 31; however, in order to ensure the involvement of the entire student body a 1st-year representative may be elected in September of the same year.
- 10.3 All candidates for executive positions must provide a statement of intent at least two weeks before the election date. This statement will be emailed to all members.
- 10.4 Elections shall be conducted by secret ballot, and overseen by the departing executive team. If an executive member is applying for a new position for the following year, they may not be involved in counting the ballots.
- 10.5 Successful candidates will be determined by the accrual of the most number of votes tallied from amongst the general membership.
- 10.6 Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question;

only the process through which these results were tabulated.

- 10.7 If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.
- 10.8 Candidates who run for a position unopposed must still receive a vote of confidence from the majority of members. If the candidate is not supported by the general majority then there must be a subsequent request for further candidates, who will undergo the election process at a later date. Until such time as a suitable candidate is found, the duties of the position must be split between other executive members.
- 10.9 In the case that an election is to be held, or any executive member wishes for an election to be held, they can set a motion to be discussed during meetings and executive members shall vote on the matter.
- 10.10 All voting positions on the Executive Committee shall be filled through an annual election
- 10.11 Only registered U of T students can be voting members.

Article XI: Amendments

- 11.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 11.2 Notice of a meeting called to consider such a resolution shall be given as follows:
 1. Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
 2. A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.
2. Amendments to the constitution require the approval of majority decision of the members present at a valid general meeting (a general meeting that has achieved quorum).
3. The general membership must have the final say on amendments to the constitution.

Article XII: Transition

- 12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 12.2 All outgoing executives are responsible for providing a report to incoming

executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

- 12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XIII: Food Handling on Campus

- 14.1 TEDxUofT will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto St.George campus.

Article XIV: Precedence of University Policies

- 15.1 TEDxUofT will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of TEDxUofT, the University's policies, procedures, and guidelines will take precedent.

Article XV: Legal Liability

- 16.1 The University of Toronto does not endorse TEDxUofT's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article XVI: Banking

- 17.1 TEDxUofT agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto, when, if ever, applicable

Notes: This group is further subject to the rules and regulations of the official TED organization and must receive approval for each event from this organization. A Chair will keep a copy of all correspondence with the TED organization at all times.

