

Constitution of “University of Toronto Public Speaking Club”

1. Name

The official name of this recognized campus group is “University of Toronto Public Speaking Club” The acronym or abbreviation of this group is: UTPS

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

The objectives of UTPS are:

- i. To help alleviate the fear of public speaking by providing an inclusive and safe environment for all its members to practice, regardless of skill
- ii. To develop individual passions for public speaking by inviting guest speakers, and hosting varied events and workshops
- iii. To improve one’s skill in public speaking via regular meetings where its members participate in various exercises centered on building confidence and competence.

3. Membership

Voting membership is open to all registered students of the University of Toronto.

Voting membership is open only to registered students of the University of Toronto.

Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

U of T voting members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be comprised of eight (8) elected officers. These include a President, Vice President, Secretary, Finance Director, Creative Director, Promotional Director, Public Relations, Event Coordinator. The signing officers of UTPS shall be the President and the Vice President.

All voting members of the Executive Committee must be currently registered students of the University of Toronto.

Duties of President:

- i. Overseeing the operations, management, and success of UTPS.
- ii. Being the spokesperson of UTPS
- iii. Calling for and presiding over executive and general meetings.
- iv. Coordinating and managing all UTPS programs.
- v. Ensuring transition of office for future UTPS executives.

Requirements: One year exec experience

Duties of Vice President:

- i. Assuming the duties of the President in his/her absence.
- ii. Assisting the President in club administrative duties.
- iii. Ensuring that all club activities meet the Regulations and Policies of University of Toronto
- iv. Ensure CCR validation and Ulife requirements are met

Requirements: One year exec experience

Duties of Secretary:

- i. Taking executive meeting minutes
- ii. Notifying/reminding all general members of upcoming meetings.
- iii. Handle club email (reply to club emails, manage mailing list)

iv. Ensuring overall maintenance, cohesion, and organization for the club. v. Manage Club Office Hours and Banner Schedule

Requirements: Organized, able to respond to inquiries and emails in a timely manner, skilled in time management, able to work in a team environment. Previous experience is preferred (but not required).

Duties of Finance Director

- i. Recording all Financial transactions of UTPS and managing reimbursements
- ii. Creating and applying for funding applications (>2)
- iii. Maintaining a budget of income and expenses along with collecting receipts.
- iv. Notifying executive members on the financial position of the club during executive meetings.
- v. Preparing an annual budget for the group as well as budgets for specific events.

Requirements: Organized, eye for detail, meets deadlines**, have an orderly mind and methodical way of thinking, time management

Duties of Creative Director:

- i. Design Weekly and Event Posters
- ii. Print and keep track of credits

Requirements: Creative**, Confident using designing software (e.g. Photoshop, Canva, Procreate...etc.), able to create captivating content, organized. Previous experience is preferred.

Duties of Promotional Director:

- i. Take Photos during General Meetings and Events
- ii. In charge of Group and individual Exec photos

iii. Advertising UTPS programs and events (social media postings and poster runs) & managing the club interactions via social media
iv. Book and Coordinate Advertising Booth

Requirements: Social media savvy, able to post regularly on multiple accounts, work in a team environment, communicative

Duties of Public Relations

- i. Reaching out to organizations to improve club presence.
- ii. Collaborating with other organizations (3 in Fall, 2 in Winter)
- iii. Acting as point of contact for external inquiries.
- iv. Find Event sponsors (min. 1)

Requirements: Interpersonal & communicative skills are an asset, able to network effectively, able to work in a team environment

Duties of Event Coordinator:

- i. Plan and execute socials throughout the year (min 2 per semester)
- ii. Organize Fundraiser (will work alongside Promotional Director and Public Relations)
- iii. Assist in advertising UTPS events along with Marketing/Outreach executives.
- iv. Plan and execute at least 1 main event in Winter Semester

Requirements: Organized, Creative and with an eye for detail, Interpersonal skills & Communication, able to work well in a team environment

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. The member up for removal shall have the right to defend their actions. A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group. An executive member may call for the impeachment of an executive member, providing he/she has sufficient reasons.

5. Elections

All voting positions on the Executive Committee shall be filled through an annual election.

All candidates must submit their intent to run during the nomination period, which shall be announced before the election. Election shall be by separate ballots for each office. The office term shall begin in May.

A simple majority vote is required to elect a candidate to an executive position. In case of a tie, two exec members from the executive committee will seal their ballot in an envelope. If a tie occurs, one of the scrutinizers shall break the seal and count the ballots to break the tie. The candidate with the most votes will be elected for the position.

Term of executive positions shall be from May 1st to April 30th.

6. Finances

The Finance Director shall keep records of all income and expenses. The Finance Director shall present the group's financial standing at its executive meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees

to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

a. General Meetings:

UTPS will hold weekly General Meetings lead by an executive member or special Guest to focus on a specific aspect of Public Speaking. Each week will have a different theme and will be conducted to improve and allow General Members to practice their Public Speaking skills in a variety of settings.

b. Executive Meetings:

The President and the Secretary shall call for executive meetings. Executive meetings shall be held weekly, and the quorum for all executive meetings shall be four executive members. This meeting is indented to go over the groups status, feedback on previous workshop, plan for the next workshop, update and planning for events, financial health, propose or vote on constitutional amendments (if any), or other inquires. Annual election meetings shall be held in March/April and the quorum shall be 50% plus 1 of the general membership.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.

