

# Constitution for UTSC Improv

## **Article I: Name of Organization**

- 1.1 The official name of the organization will be UTSC Improv Student Group.
- 1.2 UTSC Improv Student Group may be referred to as UTSC Improv or UTSCI.

## **Article II: Purpose**

- 2.1 The purpose of UTSC Improv will be to build a community through the practice and presentation of Improv comedy and Theatre Sports.
- 2.2 UTSC Improv will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by providing an opportunity for students to develop confidence and performance skills applicable not only in theatre but in everyday life (thinking on your feet, flexibility, teamwork, etc.) as well as providing entertainment and social events to the broader community.
- 2.3 UTSC Improv fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.
- 2.4 UTSC Improv operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

## **Article III: Membership**

- 3.1 The process for becoming is member of UTSC Improv Student Group is as follows:
  - 3.1.1 Prospective members will be asked to complete a membership initiation form either digitally or in physical copy to confirm their membership. This form will require their name, school, and email address, in addition to requiring confirmation that they understand and will abide by the terms of the constitution.
- 3.2 Membership in UTSC Improv is open to all students, staff, faculty and alumni of the University of Toronto.
- 3.3 The term of membership for UTSC Improv will be annual.
- 3.4 Each member shall be afforded the following rights through membership in UTSC Improv:

3.4.1 The right to participate and vote in group elections and meetings;

3.4.2 The right to communicate and to discuss and explore all ideas;

3.4.3 The right to organize/engage in activities/events that are reasonable and lawful;

3.4.4 The right to freedom from, including but not limited to, discrimination on the basis of sex, race, religion, or sexual orientation;

3.4.5 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;

3.4.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

3.5 Each member shall possess the following responsibilities relative to participation in UTSC Improv:

3.5.1 Support the purpose of the organization;

3.5.2 Uphold the values of the organization;

3.5.3 Contribute constructively to the programs and activities offered by the organization;

3.5.4 Attend general meetings;

3.5.5 Abide by the constitution and subsequent official organizational documents;

3.5.6 Respect the rights of peers and fellow members;

3.5.7 Abide by University of Toronto policies, procedures, and guidelines;

3.5.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

3.6 UTSC Improv values and respects the personal information of its members. UTSC Improv secures its member's information at all times and will not supply names or other confidential information to third parties.

3.7 UTSC Improv will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

## Article IV: Executive

- 4.1 The executives of the organization shall include President, Vice-President, Secretary, Head of Production, Head of Finances, and Head of Marketing.
- 4.2 The broad responsibilities of each executive position are as follows:
  - 4.2.1 President is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies and is responsible for chairing meetings.
  - 4.2.2 Vice-President acts as a liaison between the organization and other student clubs, societies, organizations, and groups on and off campus, and fulfills President duties if the President is otherwise occupied.
  - 4.2.3 Head of Finances would oversee the organization's finances and budgeting, as well as organizing fundraising and managing other funding sources.
  - 4.2.4 Secretary will be in charge of writing agendas, maintaining an executive calendar for UTSC Improv, scheduling the meetings and taking the meeting minutes.
  - 4.2.5 Head of Production would organize the logistics of our shows, plan the events, oversee practices and sketches and maintain team deadlines.
  - 4.2.6 Head of Marketing would brainstorm marketing strategies, create marketing material such as graphics, and build our social media presence.
- 4.3 Only student members of the organization may run for executive positions.
- 4.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.5 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.6 This committee cannot make amendments to the constitution without a valid executive meeting.
- 4.7 The term of each executive will be bi-annual, lasting from May 1 following their election to April 30 of the 2nd year following their election.
- 4.8 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its

terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

4.9 Any vacancy of executives shall be filled by the President or designate of the organization until the committee appoints someone qualified without the need for an election.

4.10 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

4.11 Any vacancy of the President shall be filled by the Vice-President until such a time where an election is held.

## **Article V: Removal of Members and Executives**

5.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:

5.1.1 A member or executive has engaged in any unlawful or unethical 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 executive Committee.

5.2 The process for removing a member or executive may also be initiated when:

5.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

5.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are

an executive or be given an opportunity to explain themselves if they are a non-executive general member.

5.3 The removal of members and executives will be facilitated by a *three-tier* procedure which operates as follows:

5.3.1 First Tier:

- The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

5.3.2 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.
- The President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- The President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
- The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the President' written response to demonstrate progress or correction of behavior.

5.3.2 Third tier:

- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
- 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 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

## **Article VI: Finances**

6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the committee at a valid board meeting.

- 6.2 All Budgets shall be prepared by the Treasurer in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
- 6.3 The President shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.
- 6.4 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 6.5 The operating budget shall be approved by a majority vote of the committee members present and voting at a valid board meeting.
- 6.6 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the executive Committee may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the executive Committee may designate, direct or authorize from time to time and to the extent thereby provided.
- 6.7 All current members of the committee shall be the signing authorities of banking instruments for the organization.
- 6.8 UTSC Improv will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.9 UTSC Improv will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

## **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 a Chairperson, namely the President. The President shall be responsible for:
- 7.2.1 Ensuring and assisting the Secretary in formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
  - 7.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 7.2.3 Moderating the discussion at meetings according to the agenda;

7.2.4 Suspending members from participating in meetings for constitutional or procedural violations.

7.3 The procedure at meetings of members shall be governed in accordance with Robert's Rules.

7.4 There shall be a minimum of one (1) general meeting held each year. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.

7.5 General meetings may be called to order by the President, through a petition signed by three (3) executive members, or by a petition signed by six (6) non-executive general members.

7.6 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.

7.7 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed at least 50% of the number of executives present at all times.

7.8 All executives are expected to make brief progress reports on their activities at every general meeting.

7.9 Minutes of all general meetings must be recorded and maintained for reference purposes.

7.10 Members must contact the Secretary a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Secretary will then add the discussion item to the agenda.

7.11 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie. Voting is conducted by a show of pinkie fingers.

7.12 Any question at a valid general meeting shall be decided by a show of hands.

7.13 Whenever a vote by show of pinkies occurs, a declaration by the Chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

7.14 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

7.15 The Chairperson 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 President of the organization. The President shall be responsible for:

8.2.1 Formulating and distributing an agenda for each meeting;

8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

8.2.3 Moderating the discussion at meetings according to the agenda;

8.3 There shall be a minimum of one (1) executive meeting held monthly during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.

8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.

8.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.

8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.

8.8 Executives must notify the Secretary a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The Secretary will then add the discussion item to the agenda.

8.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

8.10 Any question at an executive Meeting shall be decided by a show of pinkie fingers.



8.11 Whenever a vote by show of pinkies occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

8.12 In case of an equality of votes at an executive meeting, the motion will be recorded as having failed.

8.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

#### **Article IX: Emergency Meetings**

9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

9.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

9.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

#### **Article X: Elections**

10.1 Executive elections will be held prior to March 31 each two years.

10.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.

10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election.

10.4 All screening of candidates will be conducted by a committee composed of a majority number of non-executive general members and minority number of executives who will assess each candidate's qualifications against pre-established criteria for holding the positions.

10.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.

10.6 All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the election will be held. The application

period must end a minimum of seven (7) days prior to the general meeting at which the election will be held.

10.7 Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.

10.8 Elections shall be conducted by secret ballot and overseen by an election oversight committee separate and unique from the candidate selection committee described in section 10.4.

10.9 This committee will consist of two (2) non-executive general members and one (1) executive.

10.10 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.

10.11 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.

10.12 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.

10.13 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

## **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:

11.2.1 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;

11.2.2 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.

11.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).

11.4 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 detailed 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 of every other year to assist with the transition between new executive teams.

#### **Article XIII: Emergency Powers**

13.1 In the case of extenuating circumstances, the executive committee shall be afforded the ability to act without direction from the organization's members.

13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

13.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

#### **Article XIV: Food Handling on Campus**

14.1 UTSC Improv 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 Scarborough campus.

#### **Article XV: Precedence of University Policies**

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

#### **Article XVI: Legal Liability**

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

#### **Article XVII: Banking**

17.1 UTSC Improv 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 Scarborough.