

Constitution of “University of Toronto St. George Debate Club”

1. Name

The official name of this recognized campus group is “University of Toronto St. George Debate Club”

The acronym of abbreviation of this group is: UTSGDC

2. Purpose and Objectives

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

The aims of UTSGDC is to allow for the development of logical and strategic argumentative skills. UTSGDC looks to encourage thought-provoking debates. UTSGDC intends for members to debate and speak freely while simultaneously maintaining respect towards different ideas and Club members. UTSGDC will not allow for the forceful imposition of political or ideological beliefs on its members.

UTSGDC will work to target the above mentioned through member participation in as well as observation of debates. Pre and post-debate discussions will be held in order to incite recognition of strengths and weaknesses, encouraging the achievement of the aforementioned.

3. Membership

- Membership in the University of Toronto St. George Debate Club is open to all University of Toronto members: student, staff, faculty, and alumni.
- 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.
- Members of the University of Toronto can participate in social gatherings and to vote in general meetings of UTSGDC.
- 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.
- The University of Toronto St. George Debate Club will not discriminate against sex, race, religion, or sexual orientation.

4. Executive List and Duties

The executive committee shall be composed of 6 positions. These include; a President, Vice-President, Secretary, Treasurer, Social Media Coordinator and a Communications Director. These officers are elected once a year during annual elections. These officers then may appoint one or more individuals to each of the remaining non officer executive committee positions by a two-thirds majority vote. All positions, except the President and Vice-President positions, are not required to be filled.

All voting members of the Executive Committee must be currently registered students of the University of Toronto. Registered students may be executive members on one or more Student Groups but may only serve as a financial signing officer on one Student Group at a time.

Roles of Executive Committee Officers:

- The President shall:

- i. Oversee operations, management, and the success of the group.
- ii. Be the spokesperson for the group
- iii. Oversee the organisation of events in collaboration with the Vice-President.
- iv. To hold signing and financial authority along with the Treasurer and Vice-President for financial purposes.
- v. Collaborate with the Vice-President regarding disciplinary action
- vi. Preside over general and board meetings
- vii. Possesses signing and financial authority.

- The Vice-President shall:

- i. Assume the duties of the President in their absence
- ii. Oversee the organisation of events in collaboration with the President
- iii. To hold a signing officer position alongside the Treasurer and President for financial purposes.
- iv. Collaborate with the President regarding disciplinary action
- v. Coordinate recruitment efforts

- The Secretary shall:

- i. Make a list of all registered members
- ii. Maintain the website and member contact list
- iii. Make notes and record notions determined during general and executive meetings
- iv. Notify all members of upcoming meetings
- v. Handle official correspondence of the organisation
- vi. Provide detailed agenda to council and general members regarding upcoming meetings •

The Treasurer shall:

- i. Record all financial transactions of the group including income and expenses
- ii. Hold signing officer positions alongside the President and Vice-President for financial purposes
- iii. Maintain a budget of income and expenses along with receipts
- iv. Advise executive members of the financial position/status of the Club
- v. Create annual budgets and event-specific budgets

- The Communications Director shall:

- i. Maintain the website in its entirety
- ii. Maintain and update social media postings on Instagram, Facebook, and Twitter
- iii. Collaborate with all members of the executive team to promote membership of UTSGDC
- iv. Receive and address any inquiries regarding UTSGDC

Roles of Non-Officer Executive Committee:

- The Social Media Coordinator shall:

- i. Oversee various team-building activities
- ii. Oversee the planning of events, promotions and execution of all Club social events
- iii. Oversee the provision of refreshments for social events
- iv. Collaborate with the Treasurer and Communications Director for all budgetary needs

- The Events Coordinator shall:

- i. Help to formulate and facilitate Club events
- ii. Assist in putting the plans into actions; turn visions into realities in terms of event goals
- iii. Contribute ideas and thoughts toward creating new and engaging events
- iv. Reach out to other clubs and organisations in order to collaborate for events
- v. Be responsible for creating and keeping track of Google Forms/RSVP Forms for events

- The Internal Liaison shall:

- i. Be responsible for establishing and maintaining contacts
- ii. To act as a liaison with the University of Toronto and other Clubs that can be considered an asset to UTSGDC
- iii. Report any communications of interest to the executive committee

5. 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 favour 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.

6. Finances

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

The group's executives 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 organisation, will not provide services and goods at a profit when that profit is used for purposes other than those of the organisation, and will not pay salaries to some or all of its officers.

7. Meetings

- Executive Council Meetings:

- i. A minimum of two executive council meetings, including at least the President and/or Vice President, shall be held during each semester in the Academic year (Fall and Winter semesters). All other members of the executive council are expected, although not required unless requirement is specified, to attend. General members are welcome to attend but will not be allowed to vote.
 - Criteria for Executive council meetings
 1. All executive council members and general members must be informed of a meeting at least 72 hours prior. Meetings classified as “emergency” or “urgent” require no more than 42 hours’ notice prior to taking place.
 2. A detailed agenda must be made by the Secretary and sent out to all executive and general members 48 hours prior to a meeting. Meetings classified as “emergency” or “urgent” will require the agenda to be sent out 24 hours prior to the meeting.
 3. The meeting is to be chaired by the President or Vice-President
 4. Executive members who cannot attend are to inform all other executive members of their absence 24 hours prior to the meeting.
 5. Executive members are expected to stay for the entire duration of the meeting
 6. Motions are to be passed by a two-thirds majority vote
 7. Meetings are to be dismissed by the President or Vice-President
 8. Meetings are to be cancelled by the or with the permission of the President or Vice President

- General meetings

- i. A general meeting is to take place once a year near the end of the Academic year (winter session). This will be an opportunity for general members to gather in order to contribute any new ideas towards or bring to attention any outstanding issues regarding the Club. All members will have an opportunity to speak as well as vote on relevant issues.

- Criteria:
 1. All members of the University of Toronto St. George Debate Club must be notified on the whereabouts and time scheduling of a general meeting with at least 4 days’ notice.
 2. All executive members’ presence is required unless extenuating circumstances present themselves. In this case, a minimum of two-thirds of the executive council must be present.
 3. A detailed agenda must be made by the Secretary and sent out to all executive and general members at least 48 hours prior to the meeting.
 4. Executive members are expected to stay for the entire duration of the meeting
 5. Motions are to be passed by a two-thirds majority vote.
 6. The meeting is to be chaired by the President or Vice-President

7. Meetings are to be dismissed by the President or Vice-President
8. Meetings are to be Cancelled by the or with the permission of the President or Vice President

8. Annual Elections

i. The executive committee shall strike the Elections Committee and appoint one:

(1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

- ii. The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for the candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.
- iii. The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.
- iv. The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.
- v. In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.
- vi. After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.
- vii. Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.
- viii. Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.
- ix. The term for executive positions shall be from May 1st to April 30th.

9. 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 two-thirds majority to be passed at Annual General Meetings by registered U of T members in attendance.

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