

Constitution

TEDx

UofT Scarborough

August 29th 2023

This constitution has been crafted in accordance with the guidelines set forth by the University of Toronto and TED. For any additional inquiries or details, please feel free to reach out to us at tedxuoftscarborough@gmail.com.

Article I: Name of Organization

- 1.1 The official name of the organization will be “TEDxUofTScarborough-Student-led” (capitalized as seen)

Article II: Purpose

- 2.1 The purpose of TEDxUofTScarborough- (Student-led) shall be to foster engaging and thought-provoking events that promote the sharing of ideas, inspire discussions, and contribute to the intellectual and cultural growth of the University of Toronto Scarborough (UTSC) community.
- 2.2 The club shall enhance the educational, recreational, social, and cultural environment of the University of Toronto Scarborough by organizing and hosting TEDx events, conferences, workshops, and other activities that encourage open dialogue, innovation, and collaboration among its members and the broader UTSC community.
- 2.3 TEDxUofTScarborough- (Student-led) fundamentally serves a non-profit function within the University of Toronto Scarborough. It is committed to upholding its non-commercial status and shall not engage in activities that are primarily or essentially commercial in nature.
- 2.4 TEDxUofTScarborough- (Student-led) operates as an independent entity, working within the University of Toronto Scarborough community. The club is subject to the values, guidelines, and policies of the University, maintaining a collaborative and respectful relationship with the University while operating autonomously to achieve its mission and objectives.

Article III: Membership

- 3.1 Membership in TEDxUofTScarborough- (Student-led) is open to all students, staff, faculty, and alumni of the University of Toronto Scarborough.
- 3.2 In order to become a member, individuals must be elected or appointed for an active role within the organization, either within the executive body or as directors.
 - o 3.2.1 The term of membership for TEDxUofTScarborough- (Student-led) shall be from September 1 to July 31 of each year.
- 3.3 Each member shall be entitled to the following rights as part of their membership in TEDxUofTScarborough- (Student-led):
 - o 3.3.1 The right to participate and vote in group elections and meetings.
 - o 3.3.2 The right to engage in open communication, discussions, and exploration of ideas.
 - o 3.3.3 The right to organize and participate in reasonable and lawful activities and events.
 - o 3.3.4 The right to be free from discrimination based on sex, race, religion, or sexual orientation.

- 3.3.5 The right to be free from censorship, control, or interference by the University, except when activities infringe on the rights and freedoms stated above.
- 3.3.6 The right to distribute published material responsibly on campus, provided it is not unlawful.
- 3.4 Each member shall fulfill the following responsibilities in their participation with TEDxUofTScarborough- (Student-led):
 - 3.4.1 Support the organization's purpose.
 - 3.4.2 Uphold the organization's values.
 - 3.4.3 Contribute constructively to the organization's programs and activities.
 - 3.4.4 Attend general meetings.
 - 3.4.5 Adhere to the constitution and subsequent official organizational documents.
 - 3.4.6 Respect the rights of fellow members.
 - 3.4.7 Comply with University of Toronto policies, procedures, and guidelines.
 - 3.4.8 Abide by the Laws of the Land, including the Criminal Code of Canada.
- 3.5 TEDxUofTScarborough- (Student-led) values and respects the personal information of its members. The organization will ensure the security of member information and will not share names or confidential information with third parties.
- 3.6 The organization will safeguard the privacy of member information and utilize it solely for service delivery purposes, refraining from commercial use.

Article IV: Executive

- 4.1 In order to be recognized as a member of TEDxUofTScarborough- (Student-led) an individual must hold one of the titles
 - 4.1.1 Organizers
 - 4.1.2 Lead executives
 - 4.1.3 Directors
 - 4.1.4 Associates
- 4.2 The broad responsibilities of each executive position are as follows:
 - 4.2.1 Organizers - Responsible for overseeing the overall functioning of the organization, providing strategic direction, and ensuring effective collaboration among the executive team.
 - 4.2.2 Lead Finance - Responsible for managing the organization's finances, budgeting for events, and ensuring fiscal responsibility.
 - 4.2.3 Lead Creative - Responsible for conceptualizing and executing creative content, design, and visual elements for TEDxUofTScarborough- (Student-led): events and initiatives.
 - 4.2.4 Lead Marketing - Responsible for developing and implementing marketing strategies, promotions, and outreach efforts to engage the UTSC community.

- 4.2.5 Lead Relations - Responsible for establishing and maintaining partnerships, collaborations, and external connections to enhance the impact of TEDxUofTScarborough- (Student-led).
- 4.2.6 Lead Event Management - Responsible for planning, organizing, and executing successful TEDxUofTScarborough- (Student-led) events, ensuring seamless logistics and participant experiences.
- 4.3 Each executive team shall consist of:
 - 4.2.1 Directors - Individuals who work closely with the Lead Organizers and oversee specific areas under their jurisdiction. They collaborate with associates and contribute to the successful execution of TEDxUofTScarborough- (Student-led) objectives.
 - 4.2.2 Associates - Members who support the directors in their respective areas, actively contributing to event planning, marketing, creative content, relations, finance, and other key functions.
- 4.4 All executive positions shall be open to student members of TEDxUofTScarborough- (Student-led).
- 4.5 The executives collectively form a committee that acts as the primary leadership body, responsible for strategic decision-making, planning, and implementation of TEDxUofTScarborough- (Student-led) initiatives.
- 4.6 This committee shall collectively oversee day-to-day operations, including financial management, event planning, membership engagement, and adherence to university policies.
- 4.7 Amendments to the constitution by the executive committee require approval from the general membership at a valid general meeting.
- 4.8 The term of office for all executive positions shall be one academic year, commencing on May 1st and concluding on April 30th of the following year.
- 4.9 Executive positions may be vacated due to resignation or other reasons, with replacement appointed by the Lead Organizers until a by-election or permanent appointment process is conducted.
- 4.10 Executive transitions shall be conducted with the aim of ensuring a smooth transfer of responsibilities and knowledge to incoming members.
- 4.11 The executives commit to upholding the values, goals, and mission of TEDxUofTScarborough- (Student-led), working collaboratively to achieve its vision and create meaningful experiences for the UTSC community.

Article V: Removal of Members and Executives

- 5.1 The process for the removal of a member or executive may be initiated when a committee of the Lead Organizers, operating as the governing body of TEDxUofTScarborough- (Student-led), and 2 executive members are to investigate a complaint that determines the following:
 - 5.1.1 A member or executive has engaged in actions or activities that are deemed unlawful.
 - 5.1.2 A member or executive has violated the organization's constitution.

- 5.1.3 A member or executive has breached University of Toronto policies, procedures, or guidelines.
- 5.1.4 A member or executive has infringed upon the rights of a fellow member.
- 5.1.5 Other criteria deemed appropriate by the Executive Committee, in consultation with and approved by a majority of the general membership.
- 5.1.6 A member or executive has not fulfilled their organizational responsibilities
- 5.2 The removal process may also be initiated when:
 - 5.2.1 A petition, signed by a majority of the general membership, is submitted to any member of the executive, calling for a vote on the removal of a member or executive.
 - 5.2.2 A motion for a removal vote is initiated by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal shall be granted an opportunity to explain themselves if they are a non-executive general member.
- 5.3 The removal process shall adhere to the following tiers:

5.3.1 First Tier:

- The Lead Organizers, upon identifying concerns, will provide a verbal and written warning to the member or executive, indicating the behaviour that is deemed grounds for removal.

5.3.2 Second Tier:

- Initiated when a member or executive has been in continuation of violation after receiving a first-tier warning.
- The Lead Organizers shall facilitate communication with the member or executive to address the issues at hand.
- The member or executive accused of the violation will be given fourteen (14) calendar days from receiving the written response to demonstrate progress or correction of behavior.

5.3.3 Third Tier:

- Initiated when a member or executive has been in continuation of violation after receiving a second-tier warning.
- The removal vote shall take place during a valid general meeting. The Lead Organizers or their designated representative, supporting the motion, and the member or executive facing removal (or their designated representative) may each speak for up to five minutes.
- The removal of a member or executive requires a two-thirds majority vote of all members present at the valid general meeting, including executives. The member or executive facing removal is entitled to vote on the motion.

Article VI: Finances

- 6.1 The financial operations of the organization shall adhere to the approved operating budget, as ratified by the general membership during a valid general meeting.
- 6.2 Notwithstanding the provision in section 6.1, any unplanned expenditure exceeding \$100.00 must receive prior approval from organizers or lead finance.
- 6.3 The preparation of budgets shall be the responsibility of the designated Lead finance, aligning with the organization's priorities established by the executive committee in collaboration with general members during a valid general meeting.
- 6.4 The Lead finance shall present a proposed operating budget for the upcoming fiscal year to the general membership for review and consideration at the final general meeting.
- 6.5 The operating budget, serving as the primary financial framework for the fiscal year, shall encompass all anticipated expenses of the organization for the subsequent year.
- 6.6 The endorsement of the operating budget shall be subject to a majority vote of the general members present and participating in a valid general meeting.
- 6.7 The organization's financial transactions, or any part thereof, shall be conducted through the designated financial institution as determined by the Executive Committee. The execution of financial matters shall be carried out by one or more appointed Officers or individuals as directed by the Executive Committee.
- 6.8 Signing authorities for financial instruments of the organization shall be granted to the organizers, the Lead finance.
- 6.9 TEDxUofTScarborough shall ensure meticulous upkeep of accurate financial records, which shall be passed on to incoming executives subsequent to the conclusion of each annual election.
- 6.10 The organization shall maintain full financial and production responsibility for all events, initiatives, or projects it sponsors, organizes, or executes, upholding transparency and fiscal accountability in all endeavours.

Article VII: Executive Meetings

- 7.1 The purpose of executive meetings is to provide a platform for the organization's Organizers and other executives to deliberate and make decisions concerning day-to-day matters affecting the organization.
- 7.2 Executive meetings will be overseen by the Organizers of the organization, who shall assume the following responsibilities:
 - o 8.2.1 Developing and distributing an agenda for each meeting;
 - o 8.2.2 Ensuring proper conduct and leading the meeting efficiently and reasonably;
 - o 8.2.3 Guiding discussions during meetings in accordance with the agenda.
- 7.3 There shall be a minimum of one (1) executive meeting held biweekly from September 1 to April 30. The subsequent executive meeting dates will be confirmed

during the prior meeting and communicated to executives via email at least two (2) calendar days before the session.

- 7.4 The frequency of executive meetings between May 1st and April 30th shall be at the discretion of the executive committee.
- 7.5 Executive meetings may be initiated by the Lead Organizers or through a petition endorsed by three (3) executive members.
- 7.6 Attendance at executive meetings is exclusive to executive members. Quorum shall be established by the presence of a simple and clear majority of the total executives within the organization.
- 7.7 Comprehensive minutes of all executive meetings must be documented and maintained for future reference.
- 7.8 Executives must notify the Organizers at least six (6) hours prior to an executive meeting regarding any new business they intend to discuss. The Lead Organizers will subsequently include the discussion item in the agenda.
- 7.9 Each executive member of the organization shall possess one (1) voting privilege during a valid executive meeting.
- 7.10 Decisions during an Executive Meeting shall be determined through a show of hands.
- 7.11 Following a show of hands vote, the Lead Organizers shall declare the outcome, whether the motion was carried, the majority by which it was carried, or if it failed. These results shall be documented in the meeting minutes.
- 7.12 The Lead Organizers, in consultation with the majority of executives present, may decide to adjourn these meetings as deemed necessary.

Article VIII: Emergency Meetings

- 8.1 Emergency meetings may be convened in response to unforeseen or urgent circumstances that may arise from time to time.
- 8.2 These meetings shall follow the guidelines stipulated in Section VII, contingent on the nature of the meeting.
- 8.3 Notification for emergency meetings must be issued a minimum of 24 hours in advance through email or text.
- 8.4 In exceptional cases, at the discretion of the Organizers and with the agreement of a minimum of five (5) general members, less notice for emergency meetings may be provided.

Article IX: Elections

- 9.1 New organizer's elections shall begin March 31st of each year. The organizers will be selected or appointed by the previous academic year organizers.
- 9.2 Candidates for executive positions shall be selected through an application process, subject to meeting a predetermined set of minimum qualifications for the specific roles. These qualifications shall be established by the outgoing executive team annually before the application submission period commences.

- 9.3 Only student members meeting the minimum qualifications for executive positions shall be eligible to participate in elections and assume executive roles.
- 9.4 A screening committee comprised of organizers and lead executives shall evaluate each candidate's qualifications against the pre-established criteria for the positions.
- 9.5 Notification of the commencement of applications for executive positions shall be conveyed via email, text or social media platforms.
- 9.6 Successful candidates shall be determined based on the accumulation of the highest number of votes among the executive team.
- 9.7 The final election results shall be presented to the membership for ratification of the process, focusing solely on the process of tabulating the results and not questioning the outcomes themselves.

Article X: Amendments

- 10.1 The organization retains the authority to create, revise, or revoke sections of this constitution.
- 10.2 Notice for a meeting called to discuss such changes shall adhere to the following:
 - o 10.2.1 Members shall receive the complete text of the proposed constitutional amendment no less than fourteen (14) days prior to the meeting scheduled to deliberate on the modification.
 - o 10.2.2 Alongside the proposed amendment, a concise rationale shall be shared with each member at least fourteen (14) days ahead of the meeting slated for considering the change.
- 10.3 Amendments to the constitution mandate endorsement by a two-thirds majority of members present at a valid general meeting (a general meeting that has met quorum).
- 10.4 The ultimate decision regarding amendments to the constitution rests with the general membership.

Article XI: Transition

- 11.1 Outgoing executives shall ensure the seamless transfer of all resources pertinent to their roles over the preceding year to incoming executives upon vacating the position.
- 11.2 Outgoing executives shall furnish incoming executives with an elaborate report detailing the status of ongoing projects within their portfolio, coupled with evaluations of prior initiatives under their leadership.
- 11.3 A joint training session, involving outgoing and incoming executives, shall be held no later than the conclusion of May each year, facilitating a smooth transition between successive executive teams.

Article XII: Emergency Powers

- 12.1 In exceptional circumstances, the executive is granted authority to act independently, safeguarding the immediate operation of the organization.
- 12.2 Extenuating circumstances encompass instances that could jeopardize the organization's immediate functionality, including but not limited to executive vacancies, unforeseen cancellations, involuntary removals, or unresponsiveness from members.
- 12.3 Emergency powers are to be exercised solely for the duration necessary to address the specific extenuating circumstance.
- 12.4 Organizers have the right to revoke emergency powers if deemed appropriate

Article XIII: Food Handling on Campus

- 13.1 TEDxUofTScarborough will adhere to Provincial and Municipal Health Regulations when organizing events involving the sale and/or service of food products on the University of Toronto Scarborough campus.

Article XIV: Precedence of University Policies

- 14.1 TEDxUofTScarborough will uphold all pertinent University of Toronto policies, procedures, and guidelines. Should any conflict arise between the policies, procedures, and guidelines of and those of the University, the University's provisions shall take precedence.

Article XV: Legal Liability

- 15.1 The University of Toronto Scarborough neither endorses the philosophy nor assumes legal liability for the activities of the. This applies both on and off campus.

Article XVI: Banking

- 16.1 TEDxUofTScarborough undertakes to provide the Department of Student Life, University of Toronto Scarborough, with essential banking particulars, encompassing the bank's name, branch number and address, transit number, bank account number, and a list of authorized signing officers, for any bank accounts established in the organization's name.

Please visit our Instagram page ([@tedxuoftscaborough](https://www.instagram.com/tedxuoftscaborough)) or email us at tedxuoftscaborough@gmail.com for more information
