

Constitution of UDesign Studio

Updated for the year 2023 - 2024

1. Name and Purpose

1.1. The official name of this recognized campus group: UDesign Studio.

1.2. The abbreviation of this group: UDesign.

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

UDesign Studio is a student-run design organization at the University of Toronto. We produce creative design work for internal clients (students and student groups at UofT) and external clients (organizations unaffiliated with the university), with the goal of effectively communicating the client's brand and messages to the public through quality work. We strive to create an enriching environment for student designers to build their skills and professionalism through a formalized design process. Additionally, we want to foster a friendly community for students who are interested in and passionate about design.

2. Membership and Membership Fee

2.1. For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a membership of 30 members, a total of 51% of the 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.

2.2. General Membership: General Membership is open to University of Toronto students who are passionate about design and interested in participating in our workshop and events. A student must provide a valid UofT email and student number, along with their full name. The group is open to non-UofT members on a case-by-case basis.

2.3. Design Membership: Designer Membership is open to General members who want to further develop their skills through client work participation and mentorship. To become a UDesign designer, one is required to go through a portfolio application along with an interview with the current executive members. Members must register with UDesign during the mandated registration period at the beginning of the fall and winter semester to become a UDesign designer. Designer Membership is open to non-UofT members on a case-by-case basis.

2.4. 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. To gain the rights to run, nominate, and vote in elections and constitutional amendments, a designer member must attend at least 75% of meetings per academic year.

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

2.6. There will not be a membership fee to join UDesign. The membership fee will be \$0 per year.

3. Rights of Members

3.1. All voting members have a right to attend all general meetings of members.

3.2. All voting members have a right to cast votes at all general meetings of members.

3.3. All voting members have a right to stand for election unless otherwise stated in this document.

3.4. All voting members have a right to cast votes in all group elections and referenda.

3.5. All voting members have a right to propose and vote on amendments to this constitution.

3.6. The rights prescribed in “3. Rights of Members” are not awarded to non-voting members as described in “2. Membership and Membership Fee”.

4. Executive Committee

4.1. The executive committee shall comprise eight (5) elected positions. These include: The President, The Vice President, 2 Marketing Directors, 3 Business Relations & Outreach Specialists, Website Developer.

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

4.3. Non-voting members may hold only non-voting positions on the Executive Committee.

4.4. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

4.5. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.6. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

4.7. Term of executive positions shall be from May 1st of the current year to April 30th of the following year.

5. Executive Committee Composition and Duties

5.1. The President shall:

1. Oversee executive team, designers, project managers, and design projects.
2. Aid designers with creative direction.
3. Oversee recruitment of new clients and waiting lists.
4. Plan, organize, and facilitate workshops.
5. Ensure the workshops run smoothly and effectively.
6. The vice-president shall act as the secondary signing officer.
7. The first person of contact from other positions.
8. Hold signing officer authority for the club bank account.
9. Organize meetings and aid in the planning of events including room bookings.
10. Deal with Ulife & UTSU renewal, and CCR procedures and paperwork.
11. Reach out to other clubs for possible joint events
12. Ensure the success of UDesign.

5.2. The Vice President shall:

13. Oversee executive team, designers, project managers, and design projects.
14. Aid designers with creative direction.
15. Oversee recruitment of new clients and waiting lists.
16. The vice-president shall act as the secondary signing officer.
17. The second person of contact from other positions.
18. Hold signing officer authority for the club bank account.
19. Organize meetings and aid in the planning of events including room bookings.
20. Reach out to other clubs for possible joint events
21. Ensure the success of UDesign.

5.3. The Marketing Directors shall:

1. Oversee what content is being posted on all platforms and how the club portrays itself.
2. Ensure the consistency of the UDesign brand and mission.
3. Implement marketing campaigns and oversee the production of related materials.
4. Manage UDesign social media accounts and direct messages.
5. Aid in the planning of events.

5.4. The Business Relations & Outreach Specialists shall:

1. Seeks potential project and collaboration opportunities with the U of T student body, clients, external organizations, and the greater community.
2. Represents and promotes the UDesign brand to other organization representatives.
3. First-line of contact for all inquiries from potential clients from email and social media platforms.
4. Mediates initial client meetings and negotiates on behalf of UDesign designers for commissions.
5. Manages client relations during ongoing client projects and mediates any concerns regarding payment and project delivery.
6. Ensure a steady flow of clients to meet the number of design teams available.
7. Collaborates with Marketing Director to expand the club's outreach and presence with prospective clients.
8. Aid in the planning of events.

5.5. The Website Developer shall:

1. Manage and maintain the udesignstudio.ca website
2. Create new content to be posted on the website

5.6. Termination of Executives or Designers:

5.6.1 Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a conflict of interest, will be given notice of removal by any member of the executive team.

5.6.2. The member up for removal shall have the right to defend their actions. A two-thirds majority vote of the executive team and designer team, in favour of removal, is required.

5.6.3. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

5.6.4. 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.

5.7. Termination of Inactive Executives or Designers:

5.7.1. A member is inactive if they attend less than 75% of UDesign weekly meetings and events without a valid reason for absence throughout the semester. Inactive members are automatically terminated at the end of the semester by the President. Members close to inactive status will be given notice by the President.

6. Elections: Becoming Executive / Executive trainee

- 6.1. Executive trainees are students who would like to become an executive member of the club. They will shadow under the current executive for 1 year. They will be recruited during the recruitment period at the beginning of fall or winter and need to go through an interview as well as an election from the club.
- 6.2. Executive trainee's performance will be reviewed and qualifications will only be given if half of the current executive members are approved. The executive trainee may choose to apply for other positions than they were trained for.
- 6.3. One election will be held at the end of every school year, during the first week of March. Applications for executive positions are open to all UDesign Studio members of U of T in good standing.
- 6.4. Each candidate is responsible for preparing and presenting a brief speech. Existing executives must also reapply for their positions each year during elections. All members with voting rights are allotted one ballot for each position.
- 6.5. In order to be officially elected to a position, candidates must receive at minimum three ballots more than their competitors.
- 6.6. In the case of a tie or no majority vote over 50%, elections for that specific position will take place again in one week's time.
- 6.7. Term of executive positions shall be from May 1st of the current year to April 30th of the following year.
- 6.8. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.9. All voting members must be currently registered students of the University of Toronto.
- 6.10. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.11. All non-voting group members shall be eligible to seek nomination for only non-voting positions on the Executive Committee.

7. Finances

- 7.1. The President and the Business Relations & Outreach Specialist will keep records of all income and expenses. The executive committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.
- 7.2. Profits may only be used for purposes benefiting the organization.

8. Meetings

8.1. Weekly General Meetings:

The group shall hold general meetings once a week either in person or online.

These meetings will begin with general announcements for all members. The membership will then split off into each executive and their respective teams to work on team duties.

8.2. Monthly Reviews:

During the last general meeting of each month, the group will hold a brief monthly review. These meetings will summarize each team's achievements for the month and their goals for next month.

8.3. Monthly Executive Meetings:

The executive committee shall meet once a month. These meetings will go over the group's plans and activities, financial health, and propose or vote on amendments to the constitution.

8.4. Emergency Meetings:

Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time. Notice of these meetings must be provided a minimum of 24 hours in advance through email. Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

9. Amendments

9.1. A constitutional meeting will be held once a year, following the election of new executives into their positions.

9.2. All voting members may propose and vote on amendments to the constitution.

9.3. Constitutional amendments shall require a 2/3 majority to be passed.

9.4. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.

9.5. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.

10. Precedence of University Policies

10.1. UDesign will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of UDesign, the University's policies, procedures, and guidelines will take precedence.

11. Legal Liability

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

12. Banking

12.1. UDesign 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 St George.