

TEDxUofTMississauga Constitution

Article I: Name

- 1.1 The official name of the organization shall be “**TEDxUofTMississauga**”. The acronym of the group shall be “**TEDxUTM**”, and this name will be used to refer to the organization hereafter in the constitution. This name can be used in any promotional material authorized by the executive team.

Article II: Purpose and Objectives

- 2.1 TEDxUofTMississauga is an annual event that aims to bring together the most brilliant individuals within the University of Toronto Mississauga community, fostering engaging discussions and meaningful connections. We hold a deep conviction in the transformative potential of ideas to shape perspectives, transform lives, and ultimately make a positive impact on the world.
- 2.2 Our objective is to construct a platform that offers free knowledge and entertainment, featuring the insightful musings of some of the most inspired thinkers worldwide. Moreover, we strive to cultivate a community of inquisitive individuals who actively participate in exchanging ideas and forging connections, both virtually and during our annual conference.
- 2.3 TEDxUofTMississauga is affiliated to TEDx (global) and works to carry out its objectives.

Article III: Membership

- 3.1 Membership is open to all regularly enrolled students of University of Toronto are interested in having a positive impact on the country of Canada, and the world in general.
- 3.2 TEDxUTM does not discriminate membership based on race, religion, sex, country of origin, the program or year of study.
- 3.3 There is no membership fee to be a part of the organization.
- 3.4 U of T members are permitted to run, nominate, and vote in elections and constitutional amendments.
- 3.5 The group is open to non-U of T members. However, these members do not hold the rights mentioned in 3.5.
- 3.6 All the members must register with a designated executive by providing the following information:
 - First and last name;
 - A valid email address (preferably UofT email);
 - A valid phone number (home, work, or mobile).

3.7 All active voting members must attend at least 50% of the regularly scheduled functions/activities and volunteer for at least one event.

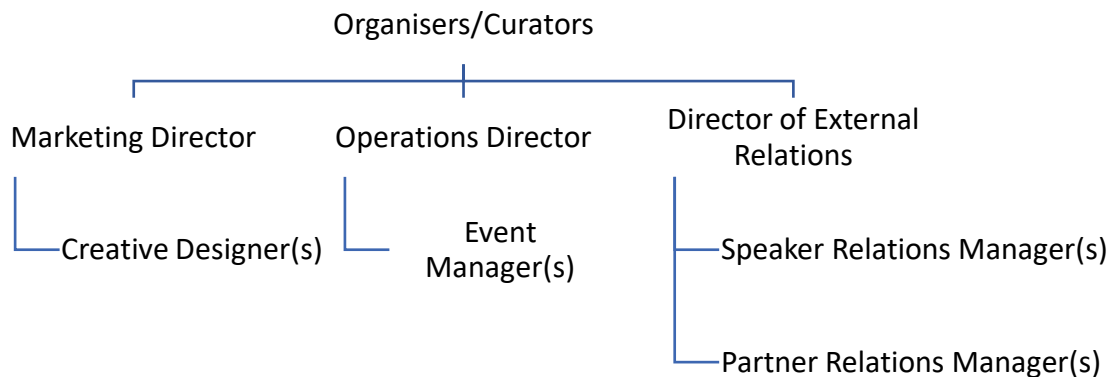
3.8 Failing to meet the 50% attendance requirement can result in the following consequences:

- Members who do not regularly participate in 50% of the functions/activities for a two-month period and volunteer for at least one event will be placed on a probationary status;
- To be removed from probationary status, the member must attend 75% of the function/activities for a two-month period and/or volunteer for an event;
- If the probationary requirements are not fulfilled at the end of the two-month period, the probationary member will be dropped to a non-voting member;
- To be reinstated to voting member, the non-voting member must attend 100% of the functions/activities and/or volunteer for one event for a consecutive period of two months.
- All the executive members are automatically voting members until the end of their term or impeachment, whichever is earlier.

Article IV: Executive Members

4.1 This article contains the organizational hierarchy and responsibilities of each role.

4.2 The organizational hierarchy is as follows:



4.3 The Senior Executives shall consist of:

- Organisers/Curators
- Marketing Director
- Operations Director
- Director of External Relations

4.4 The General Members shall consist of:

- Creative Designer
- Event Manager
- Speaker Relations Manager
- Partner Relations Manager

4.5 Responsibilities for **Organizers/Curators** include:

- Responsible for overall production;
- Acting as a liaison between TED and TEDxUTM to produce a vision for the event;
- Upholding TEDx rules and regulations as well as providing mandatory pre- and post-show reports to TED;
- License curator, as recognized by TED, and are responsible for the annual renewal of such license.

4.6 Responsibilities for **Marketing Director** include:

- Overseeing the duties of the Web Developer, Creative Designer, and the Social Media Manager;
- Providing them with assistance in managing social media platforms and creating marketing collateral.
- Designing, building, maintaining, and updating the TEDxUTM website;
- Ensure that the speaker profiles, video archives, and partner information are accurate and easily accessible.

4.7 Responsibilities for **Creative Designer** include:

- Designing and creation of TEDxUTM email newsletters, signage, banners, posters, attendee name tags, t-shirts, gift bags, and other TEDxUTM marketing and communications.
- Assisting the Marketing Director in the design and creation of marketing materials as per the vision stipulated by the Marketing Director and Organisers.
- Maintaining TEDxUTM online presence, building and executing pre-show advertising.
- Creating the social media strategy, and maintaining a constant social media presence on LinkedIn, Facebook, and Instagram.
- Creating the promotion schedule for speakers, conferences, and the after-party.

4.8 Responsibilities for **Operations Director** include:

- Overseeing the duties of the Event Manager; providing them with assistance and overlooking all their duties.
- Providing them with assistance on event logistics and stage management.

4.9 Responsibilities for **Event Manager** include:

- Liaison with the venue to coordinate the TEDxUTM conference;
- Liaison with caterers for the conference;
- Managing traffic flow and ticketing for the conference;

- Coordinating conference logistics, including catering, venue, ticketing, and financing;
- Responsible for stage management along with the decorations and stage setup;
- Scheduling the flow of the event.

4.10 Responsibilities for **Director of External Relations** include:

- Overseeing the duties of the Partner Relations Manager, Speaker Relations Manager, and the Finance Manager;
- Providing them with assistance and overlooking all their duties.
- Manages all finances of the team such as revenue, expenses, internal audits, and financial controls;
- Tracking expenses and collecting receipts, and ensuring that the event maintains a balanced budget and that all funds are received, processed, and accounted for;
- Creates cost analysis of projects and their budget;
- Handles TEDxUTM bank accounts;

4.11 Responsibilities for **Speaker Relations Manager** include:

- Ensuring a positive speaker experience before, during, and after the event.
- Managing and coordinating all speakers and emcees, speaker travel, accommodations, arrival and departure, day of show arrival, preparation, and post-talk experience.
- Managing the acquisition of speaker presentations prior to the event.
- Creating the speaker's package outlining the preparation and commitment of speakers, as well as constant communication with speakers to coach their talks, and in arranging the speaker showcase.

4.12 Responsibilities for **Partner Relations Manager** include:

- Responsible for the completion of post-event reports to all sponsors;
- Lead contact for all partners who provide funding and in-kind services for the Conference;
- Managing licensed brand integrations that would bring partnered value to the Conference;
- Maintaining corporate correspondence and partner relations between TEDxUTM and any external entities and will be overseen by the Director of External Relations.

Termination of Executives or General Members:

4.17 An executive member may be impeached from office by a request signed by at least 50% of the voting members or at least two-thirds of the executive members submitted to the Faculty Advisor(s) if, and only if the following conditions are satisfied:

- The said executive member missed three or more executive/senior executive (whichever applicable) meetings without a valid reason (conflict with a class or examination, poor health, work conflict, or family emergency);
- The said executive disclosed sensitive team information to people outside the executive team without authorized permission from the Organizer(s)/Faculty Advisor;
- The said executive failed to perform his/her responsibilities (as mentioned in Clause 4) to the best of his/her abilities;

- 4.18 This process can be carried out only after the executive has received at least two verbal warnings by the Organizer(s).
- 4.19 If the Organizer(s) is the said executive, he/she needs to have received at least two verbal warnings by the Primary Faculty Advisor.
- 4.20 In case of impeachment of an executive, the proper electoral process shall be followed in hiring the replacement.

Article V: Faculty Advisor

- 5.1 The role of a Faculty Advisor is to oversee, coach and guide the TEDxUTM team, ensuring that the team meets the TEDx guidelines.
- 5.2 Eligibility for Faculty Advisor are as follows:
 - For one to qualify as a Faculty Advisor, the candidate must be employed by UTM. No restrictions exist as to the specific nature of the advisor's role at UTM;
 - There is no limit on the number of advisors. In case of multiple advisors, one of the advisors must accept the title of Primary Faculty Advisor.
- 5.3 Responsibilities for Faculty Advisor include:
 - Provide mentorship and guidance to team members;
 - Ensure the team develops an event meeting the TEDx Production Guidelines;
 - Serve as an advocate for TEDx on and off campus, with special emphasis on building and maintaining support for TEDx within UTM;
 - Inform and excite UTM administration on TEDx objectives and programs;
 - Help students prepare for the event;
 - Regularly attend meetings and provide input and support where required;
 - Assist with the team's recruitment efforts and act as the CRO;
 - Share best practices with other Faculty Advisors in the TEDx network when applicable;

Article VI: Elections

- 6.1 The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.
- 6.2 The SEO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for 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.

- 6.3 The SEO 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.
- 6.4 The SEO 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.
- 6.5 In preparation for a tie, the SEO 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.
- 6.6 After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.
- 6.7 Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.
- 6.8 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.
- 6.9 Term of executive positions shall be from May 1st to April 30th.

Article VII: Finances

- 7.1 As per the official guidelines of TEDx, only a nominal ticket fee will be charged.
- 7.2 All funding will be devoted to the costs of putting on the event. These costs may include:
 - Advertising;
 - Refreshments;
 - Token gifts for speakers
 - Renting/booking a venue for the event.
- 7.3 A social event may be organized for the volunteers and group members; any surplus funding may be used to defray the costs of this social.
- 7.4 There may be an alternate social event organized specifically for the organizing team for the purposes of team building.
- 7.5 The Director of External Relations along with Finance Manager shall keep records of all income and expenses.
- 7.6 The Finance Manager shall present the group's financial health at the annual general meetings.
- 7.7 The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

Article VIII: Meetings

8.1 There will be 2 types of meetings held throughout the year: General Meetings and Executive Meetings

General Meetings

8.2 The purpose of General Meetings is to provide a forum for executives to:

- Overview the activities of the organization;
- Solicit feedback from members;
- Engage in policymaking;
- Propose amendments to the constitution;
- Report on the financial status of the organization.

8.3 General meetings will be facilitated by the Organizer(s).

8.4 The Organizer(s) shall be responsible for:

- Formulating and distributing an agenda for each meeting no later than 2 days before the meeting;
- Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- Moderating the discussion at meetings according to the agenda;
- Suspending members from participating in meetings for constitutional or procedural violations;
- The procedure at meetings will be structured around the agenda, and predominantly freeform in nature (open discussion);
- Any group member may request an annual general meeting to be held. Otherwise, an annual general meeting will be held at the end of the academic year;
- A rationale for a general meeting must be stated and must be supported by at least one other member;
- 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;
- For quorum to remain valid, three or more executive members must be present, at least one being the Organizer;
- Members must contact an Organizer a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. An Organizer will then add the discussion item to the agenda;
- Each member of the organization shall be entitled to 1 vote at a general meeting;
- The executive team presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time;

Executive Meetings

8.5 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.

8.6 Executive meetings will be facilitated by the Organizer(s). The Organizer(s) will be responsible for:

- Formulating and distributing an agenda for each meeting;
- Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- Moderating the discussion at meetings according to the agenda.

- 8.7 There shall be a minimum of 1 executive meeting held bimonthly during the period September 1 to May 1. The date of each subsequent executive meeting will be announced 7 days prior and confirmed 2 calendar days prior to the meeting.
- 8.8 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the Organizer(s).
- 8.9 Executive meetings may be called to order by an Organizer or by any executive member.
- 8.10 Executive meetings are restricted to executive members and associates only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization, including at least 1 Organizer.
- 8.11 Executives must notify the Organizer(s) a minimum of 6 hours before an executive meeting to inform them of new business they wish to discuss. The Organizer will then add the discussion item to the agenda.
- 8.12 Each executive member of the organization shall be entitled to 1 vote at a valid executive meeting.
- 8.13 Any question at a meeting shall be decided by a show of hands.
- 8.14 Whenever a vote by show of hands occurs, a declaration by the Organizer(s) present will show that the vote has been carried, carried by a particular majority, or failed shall be recorded in the agenda notes.
- 8.15 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 8.16 The Organizer(s) may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article IX: Amendments

- 9.1 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.
- 9.2 Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.
- 9.3 The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, etc) within two (2) weeks of its approval by general members.