

## **Constitution of “University of Toronto Cantonese Debate Club”**

### **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “University of Toronto Cantonese Debate Club”.
- 1.2. The official acronym or abbreviation of the group is “UTCDC”.
- 1.3. The purpose, objective, and mission of the organization is to promote the Cantonese language, as well as to provide students with a platform to express different opinions on primary issues in the world and arm them with critical thinking skills to stay as best informed as possible on contemporary topics. We aim to raise students’ consciousness and generate critical thinking through participating in debates and developing students’ communication and presentation skills. We hope to create a welcoming and inclusive environment where students can feel comfortable in discussing issues and expressing their opinions freely and effectively.

### **2. Article Two – Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. 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.
- 2.5. The membership fee will be \$5.35 per year.

### **3. Article Three – Rights of Members**

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referendums.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **4. Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of fourteen (14) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.

- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum number of non-voting positions on the Executive Committee shall be two (2) positions or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

## **5. Article Five - Executive Committee Composition and Duties**

### **5.1. The Honorary President shall:**

- 5.1.1. Served as a head and symbol of the club to inherit precious histories and values,
- 5.1.2. Appoint members of the Executive Committee elected under Article 6,
- 5.1.3. Complete Article 5.1.2 without intervention election process and result,
- 5.1.4. Be ineligible to cast votes at meetings of the Executive Committee,
- 5.1.5. Participate in major events to strengthen relations with other cooperating organizations,
- 5.1.6. Provide governance advice to the current President,
- 5.1.7. Not alter the decisions of other executives.

### **5.2. The Honorary Observer shall:**

- 5.2.1. Ensure the integrity and impartiality of members of the Executive Committee,
- 5.2.2. Be ineligible to cast votes at meetings of the Executive Committee,
- 5.2.3. Provide financial and administrative advice to the current Vice President,
- 5.2.4. Not alter the decisions of other executives.

### **5.3. The President shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Oversee the operations, management, and success of the group,
- 5.3.3. Serve as spokesperson for the group,
- 5.3.4. Hold signing authority,
- 5.3.5. Hold financial authority along with the Vice President and Director of Finance,
- 5.3.6. Preside over meetings of the Executive Committee and/or members,
- 5.3.7. Notify members of the Executive Committee meetings,
- 5.3.8. Ensure a transition of office from one year to the next.

### **5.4. The Vice President shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Ensure activities of the club comply with policies of the University of Toronto,
- 5.4.3. Coordinate organizational recruitment efforts,
- 5.4.4. Maintain a list of group members and member contact list,

- 5.4.5. Hold financial authority along with the President and Director of Finance,
- 5.4.6. Maintain a budget of income and expenses,
- 5.4.7. Prepare an annual budget for the club.

**5.5. The Director of Events Planning shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Lead the planning process of monthly social events,
- 5.5.3. Report themes of events each month during Executive Committee meetings,
- 5.5.4. Accountable for booking registration and materials purchasing for every event,
- 5.5.5. Maintain communication with the Department of Marketing at each event,
- 5.5.6. Support and oversee the Coordinator of Event Planning in the event planning process.

**5.6. The Coordinator of Events Planning shall:**

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Support the Director of Events Planning in the event planning process.

**5.7. The Director of Academics Affairs shall:**

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Facilitate the smooth progress of each debate competition,
- 5.7.3. Reserved venues and ensure all equipment are in place for each debate competition,
- 5.7.4. Communicate with venue owners in each debate competition,
- 5.7.5. Maintain communication with the Department of Marketing at each event,
- 5.7.6. Oversee the Coordinator of Academic Affairs for the preparation of debate competitions.

**5.8. The Coordinator of Academics Affairs shall:**

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.8.2. Support the Director of Academic Affairs for the preparation of debate competitions.

**5.9. The Public Relations and Social Outreach Director shall:**

- 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.9.2. Maintain relationships with previously cooperating groups and organizations,
- 5.9.3. Generate new collaboration opportunities with other students' associations,
- 5.9.4. Communicate with guests or schools for debate competitions and inter-school socials,
- 5.9.5. Communicate with the Director of Marketing to update the latest information on the UTCDC Instagram page regularly,
- 5.9.6. Liaise with shops for possibilities of sponsorship,
- 5.9.7. Support and oversee the Public Relations and Social Outreach Coordinator.

**5.10. The Public Relations and Social Outreach Coordinator shall:**

- 5.10.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.10.2. Report to the Public Relations and Social Outreach Director.

5.11. **The Director of Marketing shall:**

- 5.11.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.11.2. Manage the social media accounts of the club,
- 5.11.3. Take charge of promotion on social media platforms for club events,
- 5.11.4. Design and publish posts on social media for the club,
- 5.11.5. Handle official correspondence of the organization,
- 5.11.6. Support, train and oversee the Coordinator of Marketing.

5.12. **The Coordinator of Marketing shall:**

- 5.12.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.12.2. Report to the Director of Marketing.

5.13. **The Secretary shall:**

- 5.13.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.13.2. Record notes and motions for meetings,
- 5.13.3. Book a proper meeting room for meetings,
- 5.13.4. Notify general members on relevant events and debate recruitment,
- 5.13.5. Notify all members of general meetings.

5.14. **The Director of Finance shall:**

- 5.14.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.14.2. Record all financial transactions of the club,
- 5.14.3. Provide monthly balance sheets,
- 5.14.4. Advise members on the financial position of the club,
- 5.14.5. Ensure financial sustainability by conserving unnecessary expenses,
- 5.14.6. Hold financial authority along with the President and the Vice President.

6. **Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election at the end of the previous academic year.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election in September of the following academic year and vote of simple majority.

## **7. Article Seven – Finances**

- 7.1. The Vice President shall submit a macro-fiscal policy to the Executive Committee by the end of June of each year.
- 7.2. The members of Executive Committees may move to amend the macro-fiscal policy submitted by the Vice President.
- 7.3. The members of Executive Committees shall approve the macro-fiscal policy through a majority vote.
- 7.4. The Vice President shall prepare an annual budget in accordance with the macro-fiscal policy by the end of August and in mid-January.
- 7.5. The Director of Finance shall keep an active record of incomes and expenses.
- 7.6. The Director of Finance shall present the club's updates on the club's financial position at annual general meetings.
- 7.7. The Vice President has the right to spend up to \$100 in any seven-day period without approval, as long as it is compatible with the macro-fiscal policy.
- 7.8. The Executive Committee must approve all expenditures which are incompatible with the macro-fiscal policy through a majority vote at a meeting of the Executive Committee.
- 7.9. All expenditures beyond \$100 in any seven-day period must be approved by at least two of the following Executive Committee members: President, Vice President or the Director of Finance.
- 7.10. All expenditures beyond \$300 in any seven-day period must be approved by the President, the Vice President and the Director of Finance.
- 7.11. The President has the right to spend up to \$50 in any seven-day period without agreement with the Vice President and the Director of Finance, as long as it is compatible with the macro-fiscal policy.
- 7.12. The seven-day period limit set forth in 7.7, 7.9, 7.10 and 7.11 counts all activities held during that week, even if the expenditure was not incurred during that week.
- 7.13. The club may not engage in activities that are essentially commercial in nature.
- 7.14. The club will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.15. The club will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.16. The club will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet weekly except for final examination periods and university holidays. The quorum for Executive Committee meetings shall be 50% of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least once per year (two only if the first one happens in the early October, with the second one be in March or anytime in the late

- Winter term) to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **9. Article Nine - Termination of Membership**

- 9.1. The Executive Committee may revoke the membership of 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a two-thirds majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. 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.
- 10.4. 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.