Constitution for International Development Conference (IDC)

University of Toronto Scarborough Campus

Article I: Name of Organization

1.1 The official name of the organization will be International Development Conference.

1.2 The acronym for the International Development Conference will be IDC.

Article II: Purpose

2.1 The purpose of the International Development Conference at the University of Toronto Scarborough (UTSC) is to provide an engaging forum for students, academics, and development professionals to engage in critical and meaningful discussions pertaining to the field of international development.

2.2 IDC operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article III: Organization of IDC

3.1 The International Development Conference is a democratic organization and general membership is open to all University of Toronto members (students, faculty, staff and alumni)

3.2 A hiring process will occur after the completion of each conference.

3.2.1 The outgoing Cochairs will conduct interviews, and hire new Cochairs.

3.2.2 The new Cochairs will then conduct interviews hiring the new Executive Team.

3.2.3 All interviews will be conducted in a fair and equitable manner as laid out in Article

V.

3.3 IDC Cochairs will hold their position from the date of hiring, which is May 1st, until they have handed over their outgoing feedback documents, on April 30th

3.4 Each Executive shall be afforded the following rights:

3.4.1 The right to participate and vote in Executive Meetings;

3.4.2 The right to communicate and to discuss and explore all ideas;

3.4.3 The right to organize/engage in activities/events that are reasonable and lawful;

3.4.4 The right to freedom from any type of discrimination on the basis of sex, race, religion, or sexual orientation;

3.4.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;

3.4.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

3.5 Each Executive shall possess the following responsibilities relative to participation in IDC:

3.5.1 Support the purpose of the organization;

3.5.2 Uphold the values of the organization;

3.5.3 Contribute constructively to the programs and activities offered by the organization;

3.5.4 Attend Executive meetings;

3.5.5 Abide by the constitution and subsequent official organizational documents;

3.5.6 Respect the rights of peers and fellow members;

3.5.7 Abide by University of Toronto policies, procedures, and guidelines;

3.5.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

3.6 There are no membership dues owed to the conference. However, a fee will be charged upon registration for the conference to be decided upon by that year's Executive Team. Subsequent discounts may be provided to members of organizations (e.g. IDSSA), IDC volunteers, and members of the press, etc., to be decided by the Executive Team.

3.7 IDC values and respects the personal information of its Executive Team and conference participants. IDC secures each member's information at all times and will not supply names or other confidential information to third parties, unless a waiver/form is signed by the individual.

3.8 IDC will protect the privacy of Executive and participant information and must use it only for the delivery of service and not for commercial gain.

Article IV: Organizational Bodies

4.1 The IDC executive team shall include the CoChairs (2), Programme Directors (2), External Outreach Director (1), External Outreach Associate (2), Program Associates (2), Marketing Director (1), Marketing Associates (1), Social Media Associate (1), Logistics Director (2), Logistics Associates (2), and Finance Director (2). The purpose of the IDC Executive Team is to work cohesively and in partnership to:

4.1.1 Create and organize an annual conference centered on international development, to take place at the University of Toronto.

4.1.2 Engage students on campus in discussions about international development.

4.1.3 Receive feedback from previous year's conference and improve on indicated areas.

4.1.4 Evaluate and provide feedback on conference for incoming Executive Team.

4.1.5 Support events organized by the Global Development Studies (GDS) or the International Development Studies Students' Association (IDSSA).

4.1.6 Outreach to high schools in the Greater Toronto Area (GTA), to invite them to the conference and encourage them to become involved/apply to the International Development Studies program at UTSC.

4.1.7 Outreach to external development organizations to become involved with IDC.

4.1.8 Outreach to University of Toronto St. George and Mississauga campuses, as well as other universities, colleges and student groups/organizations across the GTA and Canada to become involved with IDC.

4.1.9 Ensure a welcoming and inclusive environment at all IDC functions.

4.1.10 Ensure that when possible international development events on campus do not conflict in time or place.

4.1.11 Act as the communicative body between the conference and campus groups/ departments/organizations.

4.1.12 Prepare and manage the IDC budget.

4.1.13 Approve and ratify amendments to the IDC constitution

4.2 The broad responsibilities of each executive position are as follows:

4.2.1 The **Cochairs** will be responsible for the following:

1. Develop conference theme and vision based on knowledge of international development issues

2. Interview and hire executive committee

3. Research and form advisory board (faculty, staff, development professionals) and maintain communication with the Global Development Studies Department

4. Research and secure keynote speakers

5. Coordinate keynote speakers' accommodations and travel needs

6. Communicate and develop partnerships with internal partners (Dean, faculty, etc.) and external partners (funding organizations, sponsors, advisory members)

7. Work closely with Programme Coordinators to develop themes for panels, workshops, and interactive activities

8. Coordinate weekly team meetings and periodic subcommittee meetings

4.2.2 The **Programme Directors** will be responsible for the following:

1. Collaborate with Cochairs to develop conference theme and subthemes

2. Develop list of speakers, moderators and organizations for thematic discussions, workshops and participatory programming

3. Coordinate speakers' travel and accommodations

4. Update information package regarding programming content

5. Gather biographies and photos from speakers and ensure its publication on website and welcome package

6. Work with Logistics Coordinators to create conference agenda/schedule

7. Create and communicate guidelines for panel discussions

8. Guide the volunteer associates in supporting programming

4.2.3 The **External Outreach Director** will be responsible for the following:

1. Create and oversee registration platforms

3. Compile list of registered delegates and payments

4. Organize which delegates will be attending which panels and workshops

5. Create welcome package for delegates with the Marketing Team

6. Organize accommodation and travel arrangements for visiting delegates (if necessary)

7. Act as liaison with interested postsecondary students/student groups
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4.2.4 The **Program Associates** will be responsible for the following:

1. Support the Programme Directors

4.2.5 The **Marketing Director** will be responsible for the following:

1. Effectively and professionally convey the theme, programming, and purpose of IDC to various audiences

2. Design and update website

3. Work with UTSC communications to develop a comprehensive list of universities, colleges, NGOs, and other organizations to invite to participate in the conference

4. Develop a comprehensive list of clubs, student associations, and departments within the University of Toronto for internal promotions

5. Manage social media outlets (e.g. Facebook page, event and group, Twitter, etc.)

6. Develop a comprehensive marketing strategy for the year to be implemented by the executive team and volunteer associates

4.2.6 The **Marketing Associates** will be responsible for the following:

1. Assist the Marketing Director in tasks outlined in Article 4.2.5

4.2.7 The **Social Media Associate** will be responsible for the following:

1. Manage Twitter, Facebook and Instagram accounts to promote IDC events and maintain an active presence online

2. Support Marketing Team

4.2.8 The **Logistic Directors** will be responsible for the following:

1. Work with Cochairs, Department of Student Life, Conference Services, and others, to secure venue and organize logistics for thematic discussions, workshops, breaks, lunch, International Development Partners fair, participatory, and reception

2. Research and select catering aligned with IDC values

3. Coordinate invitations and logistics of the Partner's Fair

4. Coordinate photography and videography during event

5. Recruit and manage volunteer associates for conference preparation and execution

6. Oversee logistical execution of the day of the conference

4.2. The **Logistics Associate** will be responsible for:

1. Supporting the Logistics Directors

4.2.10 The **Finance Directors** will be responsible for:

1. Prepare a budget and manage all conference finances and expenses

2. Work with the Graphic Design Coordinators to develop sponsorship package

3. Research and approach internal and external funding institutions and departmental partners to secure financial and in kind sponsorship, as well as build partnerships.

4. Work with Co Chair and administration to ensure fiscal responsibility

5. Oversee bank account and manage all financial transactions

6. Organize and process reimbursements for all conference committee members

7. Negotiate and collaborate with external organizations to ensure mutual benefits and genuine collaboration

8. Work with Cochairs to decide on deadlines, ticket prices, terms and conditions

4.3 Only student members of the organization may hold executive positions.

4.4 All positions are unpaid and are voluntary. However, Executives are not required to pay the conference registration fee.

4.5 The executive positions are collectively responsible for the daytoday decision making of the organization, including but not limited to, monitoring finances, and the planning of the conference.

4.6 This committee cannot make amendments to the constitution without the approval of 51% of the IDC Executive Team.

4.7 The term of each executive will last from May 1 to April 30 of the following year.

4.8 Any vacancy of executives shall be filled by a hiring process conducted by the Cochairs.

4.9 The IDC Executive Team may appoint other Directors or Coordinators for specific projects or committees; however, such positions do not hold executive decision making authority.

Article V: Hiring Process

5.1 IDC will undergo a hiring process each year subject to specific conditions.

5.2 IDC will follow an equitable hiring process, applicants will be chosen based on best qualifications for the position, free from any form of discrimination (e.g. sex, gender, race, religious beliefs, ability, etc.).

5.3 The outgoing Cochairs will conduct the interviews for the incoming Cochairs.

5.4 The incoming Cochairs will conduct the interviews for the incoming Executive Team.

5.5 Not all applicants to IDC will receive an interview and this is based on the discretion of the Cochairs. However, this decision must only be based on quality of the resume and cover letter submitted, and the amount of relevant experience the candidate has provided the Cochairs with. This decision may not be based on discrimination against sex, gender, race, religious beliefs, ability, and more.

5.6 Candidates will be chosen based on the credentials and/or potential of the candidate after submission of a resume, cover letter, supplementary application if needed, and interview

5.7 Advertisements for the available Executive Team positions must be advertised for a minimum of 15 business days before the deadline.

5.8 If any of these processes are violated, applicants may demand to be reinterviewed according to these policies.

Article VI: Removal of Executives & General Members

6.1 The process for removing a member of executive or general member may be initiated when

a committee of no less than two (2) executives and (2) Cochair to investigate a complaint that determines that:

6.1.1 An executive has engaged in unlawful actions or activities;

6.1.2 An executive has violated the constitution;

6.1.3 An executive has violated University of Toronto policies, procedures, or guidelines;

6.1.4 An executive has violated the rights of a fellow member;

6.1.5 An executive has not fulfilled their organizational responsibilities;

6.1.6 Other criteria deemed to be appropriate by the Executive Committee.

6.2 The process for removing an executive or general member may also be initiated when:

6.2.1 A petition calling for a vote and bearing the signatures of a simple majority (50% plus 1) of the general membership of the group.

6.2.2 A twothirds majority vote of the current members present in favor of removal is required.

6.3 The removal of members and executives will be facilitated by three tier procedure which operates as follows:

6.3.1 First Tier:

· The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

6.3.2 Second Tier:

· Initiated because the executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.

· The CoChair(s) will be responsible for contacting the executive and facilitating training or suggesting best practices on how to correct the issues of concern.

· The CoChair(s) must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives within fourteen (14) calendar days.

· The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the CoChair(s')'s written response to

demonstrate progress or correction of behavior.

6.3.3 Third tier:

· Initiated because the executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.

The removal vote must take place at a valid executive meeting. A representative supporting the motion for removal and the executive facing removal (or an individual they designate), may speak for up to five minutes each.

· The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid Executive Meeting.

Article VII: Finances

7.1 IDC funds shall be expended pursuant to the operating budget approved by the Finance Coordinator and the Cochair(s).

7.1.1 Expenses exceeding the amount of $250.00, require the approval of one CoChair.

7.2 All budgets shall be prepared by the Internal Sponsorship Coordinator in accordance with the organization's priorities as determined by the executive committee.

7.3 The Finance Coordinator shall present a proposed operating budget for the conference, which will undergo changes as the conference planning progresses.

7.4 Executives wishing to purchase items for the conference of a significant monetary amount must submit a request form to the Finance Coordinator at least 14 days prior to purchasing expense. Last minute purchases may occur, but the Finance Coordinator must be contacted before purchase. If an Executive purchases an item of high value without consultation they may not be reimbursed in full, based on the discretion of the Finance Coordinator and CoChairs.

7.5 The operating budget shall be the major budget for the conference and include all pre, during, and post conference expenditures.

7.6 The CoChairs and Finance Coordinator shall be the sole signing authorities of banking instruments for the organization.

7.7 IDC will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's hiring process.

7.8 IDC will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

7.9 All team members are responsible for keeping and forwarding receipts to the Finance Coordinator. The Finance Coordinator will not be responsible for reimbursing purchases should no receipts be provided.

Article VIII: Banking

8.1 IDC 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 Scarborough.

Article IX: Executive Meetings

9.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on daytoday matters affecting the organization.

9.2 Executive meetings will be facilitated by one of the Cochairs (referred to as Chairperson).

The Chairperson shall be responsible for:

9.2.1. Formulating and distributing an agenda for each meeting;

9.2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

9.2.3. Moderating the discussion at meetings according to the agenda;

9.3 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.

9.4 Executive meetings are restricted to executive members only.

9.5 Minutes of all executive meetings must be recorded and maintained for reference purposes.

9.6 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

9.7 Any question at an Executive Meeting shall be decided by a show of hands.

9.8 Whenever a vote by show of hands occurs, a declaration by the Chairperson that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

9.9 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

9.10 The Cochair(s) may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article XI: Emergency Meetings

10.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

10.2 These meetings must abide the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

10.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

10.4 Less notice for emergency meetings may be provided at the discretion of the Cochairs in agreement with a minimum of five (5) general members.

Article XII: Emergency Powers

11.1 In the case of extenuating circumstances, the CoChairs shall be afforded the ability to act without direction from the Executive Team members.

11.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, or removal from position.

11.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

11.4 Executive Team members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire Executive Team.

Article XIII: Amendments

12.1 The organization may make, amend or repeal the constitution or certain sections therein.

12.2 Notice of a meeting called to consider such a resolution shall be given as follows:

12.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each Executive at least fourteen (14) days prior to the date of the meeting called to consider the change;

12.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to

consider the change.

12.3 Amendments to the constitution require the approval of twothirds of the members present at a valid general meeting (a general meeting that has achieved quorum).

12.4 The general membership must have the final say on amendments to the constitution.

Article XIV: Food Handling on Campus

13.1 IDC will conform to Provincial and Municipal Health Regulations when events, which include the sale and/or service of food products, are held on the University of Toronto Scarborough campus.

Article XV: Precedence of University Policies

14.1 IDC will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of Hillel, the University's policies, procedures, and guidelines will take precedent.

Article XVI: Legal Liability

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

Article XVII: Annual General Meeting (AGM):

16.1 The group shall hold an AGM once per year, following the hiring of the incoming Executive Team.

16.2 The Executive Committee will announce the date two (2) weeks prior to holding the meeting. The meeting is intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The meeting must be open to all applicable Executive Team members. Executive Team members must receive notice of the meeting in accordance with, the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by one of the CoChairs (referred to as Chairperson)

prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.

2. When possible, changes to the agenda should be done by acquiescence of all Executive Team members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes are prepared by either the External Sponsorship Coordinator or some other individuals appointed by the general membership to act as recording secretary. Any Executive Team member may suggest changes to the minutes before the Executive Team adopts them. The suggested changes should be set forth in the minutes for the record, and then the Executive Team should adopt or reject such changes.

2. Minutes should state precisely each motion considered by the Executive Team, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the Executive Team member desires to make his/her comments recorded.

3. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all Executive Team members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the Executive Team at this point of the agenda.

2. The full report should be presented and then Executive Team members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.

3. This time should also be used for any presentations to be made to the general membership.

V.Open Forum

1. It is the custom and practice of most organizations to allow Executive Team members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.

2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each Executive Team member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.

2. No Executive Team member may speak until recognized by the Chairperson. No Executive Team members may interrupt the speaker who has the floor.

3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly

imposed upon all of the Executive Team members. The speaker shall be given a oneminute warning before time runs out. By vote of a majority of the Executive Team, time limits may be extended.

4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.

5. No Executive Team member may speak to an issue for a second time until all Executive Team members have had the opportunity to speak to it for the first time. Likewise, no Executive Team member may speak to an issue for a third time until all other Executive Team members have had the opportunity to speak to it for a second time.

6. When it appears to the Chairperson that all Executive Team members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

VII. Voting

1. There are 3 basic motions for each item of business:
· A motion to adopt a specific action by the Executive Team.
· A motion to postpone the item to another meeting (including factfinding assignments to a person or committee).
· A motion to remove an item from consideration

2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.

3. After the Executive Team has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.

4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the

Executive Team.