

UTFOLDS Constitution

Fly with Origami, Learn to Dream Students

The constitution was last revised on 09/22/24. The constitution PDF will remain publicly visible on the UTFOLDS website.

MISSION AND VISION STATEMENTS

MISSION STATEMENT

UTFOLDS' mission is to promote the entertainment and educational values of origami, a traditional art form that encourages hands-on exploration and creative thinking. The various workshops and events will serve as a medium through which U of T students enrich the lives of children, seniors, their families and each other.

VISION STATEMENT

Our vision is to shape a community in which origami is not a novelty but a part of local culture.

GUIDING PRINCIPLES

UTFOLDS will hold on-campus origami workshops on a near-weekly basis. It will establish strong cooperative relationships with students, community members, and various non-profit organizations that have similar visions. Through these partnerships, UTFOLDS will send its coordinators and active members to teach origami to interested persons of all ages, backgrounds, etc. UTFOLDS will not stagnate; it will adapt to the ever-changing local culture without straying from its mission.

MEMBERSHIP

Membership is free and open to all students, staff/faculty, and alumni of the University of Toronto community. In order to be considered a UTFOLDS member, one must complete the registration form found on the club website.

Individuals who are unaffiliated with U of T are welcome to attend workshops and other UTFOLDS events, but only currently registered U of T students can vote and run for executive positions. During each workshop, the Secretary will take attendance to keep track of the number of active, eligible members.

EXECUTIVE COMMITTEE POSITIONS AND RESPONSIBILITIES

ALL EXECUTIVES

Executives are expected to fulfill the responsibilities detailed below, and they should exceed the expectations for CCR. In addition to their written responsibilities, all executives are required to **host at least one workshop and attend 50%+ of the club activities** (e.g. workshops, special events) throughout the year unless otherwise specified. Executives may be asked to assist in events, e.g. fundraising, Science Rendezvous. Executives are also responsible for leading and managing any coordinators that are assigned to aid them. All executives are to be made aware of the content of the constitution when they are elected or whenever new amendments are made to the constitution.

Responsibilities are not strictly limited to the written role of each position. Upon neglect of executive responsibilities/duties, an executive's position and membership can be terminated in accordance with the Termination of Executives or General Members procedure.

PRESIDENT

- Attends a minimum of 90% of the group's events for the year
- Hosts a minimum of 3 workshops throughout the year

- Represents UTFOLDS and acts as a primary liaison to external organizations
- Regularly accepts collaborations via email and relays the important event details to the executive committee
- Manages event logistics and task distribution for all UTFOLDS on and off-campus events
- Works with the VPI to hold meetings for the executive committee
- Works with the Treasurer to co-manage financial accounts for the committee
- Works with the Secretary to co-manage the membership list
- Acts as an instructor whenever no other UTFOLDS member chooses to teach at workshops and events
- Oversees all coordinators within the club
- Issues club official statements and letters when the need arises

VICE PRESIDENT INTERNAL (VPI)

- Attends a minimum of 75% of the group's events for the year
- Hosts a minimum of 2 workshops throughout the year

- Ensures all materials are prepared before the weekly workshop (e.g. model testing, model list, diagrams, graphics, and announcements)
- Keeps the UTFOLDS executive committee up-to-date with all internal opportunities and events
- Attends mandatory meetings regarding ULife/UTSU updates
- Ensures club documentation is up to date (e.g. inventory, model testing, workshop hosts and topics)
- Takes charge of new member recruitment via club promotion and events
- Manages fundraising activities with the Treasurer
- Suggests various social events to the executive team to encourage camaraderie between all members of the club

VICE PRESIDENT EXTERNAL (VPE)

- Attends a minimum of 75% of the group's events for the year
- Hosts a minimum of 2 workshops throughout the year
- Represents UTFOLD and acts as liaison to external organizations, including, but not limited to, club sponsors, staff and faculty, other schools, hospitals and community centers by approaching these groups in person or communicating with them via email/telecommunications
- Contacts all sponsors from previous years to maintain connections
- Establishes new sponsorship relationships throughout the year
- Attends mandatory ULife/UTSU meetings when the President and Vice President Internal are unable to go
- Works closely with the VPI to update club documentation if necessary

DIRECTOR OF FINANCES (TREASURER)

- Prepares a year-end report summarizing all transactions and financial state
- Summarizes financial state and discusses plans with the President on a bi-monthly basis
- Works with the President in creating all budgets as well as completing UTSU and EngSoc funding applications
- Tracks all transactions and reimburses expenses outside of club accounts
- Co-manages financial accounts with the President

SECRETARY

- Drops by each workshop to collect attendance
- Manages UTFOLDS membership list and listserv mailing list
- Takes minutes at executive meetings

- Contributes to the completion of all club-related applications and documents that involve membership information
- Reviews all important UTFOLDS documents (e.g. Constitution) and proposes changes, if necessary

DIRECTOR OF MEDIA AND COMMUNICATIONS (DOMC)

- Creates and publishes posts to UTFOLD's website, Instagram, and Facebook page with regular updates
- Manages the club Discord server by sending weekly announcements and engaging with club members online
- Sends out regular email communications to members
- Works closely with the Directors of Art and Photography to increase the club's online visibility and co-produce all online promotional materials
- Assists the Vice President Internal with member recruitment

DIRECTOR OF ART (DOA)

- Creates a banner for each workshop upon receiving the theme/models and relevant images
- Creates promotional and/or club graphics for UTFOLD (banners, posters, stickers, logo, etc.)

DIRECTOR OF PHOTOGRAPHY

- Drops by each workshop to take high-quality photographs of origami models
 - For workshops they cannot attend, photographs models in advance
- Sends the photos to the DOMC to make event announcements and recaps

CLUB OPERATIONS AND REGULATIONS

COORDINATORS

Coordinators are UTFOLDS members who help out with specific operations of the club. The positions will be assigned by the President and the executive committee after an application process. They do not hold executive decision-making authority. Their tasks can include but are not limited to, facilitating workshops, creating posters, and/or teaching origami as a volunteer via UTFOLDS' partnerships.

CLUB FINANCES

UTFOLDS is a non-profit organization. UTFOLDS will not engage in activities that are essentially commercial in nature. All monetary assets from fundraisers and club

funding are required to go towards club events and materials. No member, executives, and coordinators inclusive, may collect salaries, illegitimately fundraise, or provide origami services out of self-interest.

Club expenses will be approved with the consensus of the executive committee and finalized by the President. Fiscal transfers will be performed in the presence of both the President and Treasurer.

ELECTIONS

While any member of the public is able to attend UTFOLDS workshops, only registered general members are eligible to apply for executive positions and vote in the election.

The UTFOLDS executive team undergoes two election periods: a fall election at the start of the school year and a spring election at the end of the school year. During the spring election, the team recruits the President(s), Vice President Internal, Vice President External, and Treasurer for the following school year. During the fall election, the team will recruit for the remaining and any outstanding positions. Elected executive members will carry out their roles for one calendar year. After their year-long term, executive members must reapply and be re-elected to maintain their positions.

Eligible club members who wish to apply to an open executive position can submit their application via a Google Form released by the current executive team. The form will be open for a set period of time, during which candidates can opt into an interview with the current President and/or Vice Presidents. The interview is completely optional, and does not directly impact the election poll; it is an opportunity for the current executive team to get to know the candidate, as well as provide the candidate a chance to ask any questions they may have.

Once the application submission and interview window has closed, all qualified candidates will be added to an election poll sent out via Google Forms. General members will have a short window to vote for their preferred candidates. Each available position will be assigned to the candidate with the most votes at the end of the election period.

AMENDMENTS

Proposals for constitutional amendments can be made by any active club member to the Secretary. The Secretary will announce the proposed changes at the following workshop. All present members will be able to voice any objections and vote on the

proposed changes during the succeeding general meeting. For any proposed changes to pass, a two-thirds majority is required.

DEGREE OF DEVIATION FROM THE CONSTITUTION

The constitution is an informative document written to uphold integrity within the club, create an environment that is welcoming to veterans and new members alike, and provide a framework for club operations. If there are circumstances unique to one year that do not warrant amending the constitution, then a majority vote from the general members will suffice. For example, members can currently run for two positions even though they can only hold one office per year. Co-presidency, complete disinterest in an executive position, coordinator roles, and many other details are excluded from the constitution to offer flexibility. All decisions should benefit U of T and the community.

TERMINATION OF EXECUTIVES OR GENERAL MEMBERS

Any person who commits an act negatively affecting the interest of the club and its members, including non-disclosure of a significant or continuing conflict of interest or neglect of executive duties, may be given a notice of removal. The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and two-thirds of the executives present must vote in favour of removal. The member has the right to an appeal before the general membership, and the majority vote of the general membership will determine the result of the appeal. A terminated member loses all privileges associated with being a member of the club. Executive members will lose their executive position along with their membership in the group.