

# Constitution of “UTM Comedy Club”

## 1. Name

The official name of this recognized campus group is “UTM Comedy Club”

The acronym or abbreviation of this group is: UTMCC

## 2. Purpose and Objectives

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

- a. Purpose: UTM Comedy Club’s main purpose is to cultivate and sustain a society of people who want to laugh and make other people laugh. The community building gives an outlet to express themselves regardless of one’s background and to come together as one whole unit to not only entertain and spread positivity, but also make an impact and work for a cause.
- b. Objectives:
  - i) **Encourage Creativity and Self-Expression:** The club will allow students to explore and express their comedic talents, whether through stand-up, improv, sketch comedy, writing or performance.
  - ii) **Build Confidence and Public Speaking Skills:** Performing comedy helps students develop confidence in public speaking, quick thinking, and communication skills in a supportive environment.
  - iii) **Promote Social Interaction and Community Building:** Comedy clubs create a space for students to connect with others who share similar interests, helping them make friends and build a supportive network.
  - iv) **Provide Stress Relief and Entertainment:** University life can be stressful, and comedy offers a way for students to unwind, relax, and have fun while enjoying or participating in comedic performances.
  - v) **Develop Professional Skills:** For students interested in careers related to performance, writing, or entertainment, the club provides valuable experience and opportunities to develop their skills further.
  - vi) **To fight for a cause:** We want to make an impact and make it meaningful, hence we will also conduct fundraising events through performances and gigs, along with collaboration with other clubs at UTM to make it a holistic club.
- c. Mission:

Our mission is to establish an unconventional club, with a variety of events to make sure it’s a respectful and inclusive space for everyone to properly and meaningfully express themselves while being mindful of everyone’s diverse and culturally rich backgrounds. We aim to bring people who’re passionate for the art of making other people laugh through skills like performing, stand up and other social interactions along with fundraising.

*\*Note: The purpose for your club must include the overall mission, vision, goals, and the direction of your group. In addition to this, please elaborate further on how you are going to achieve the above. Will it be through seminars, workshops, outreach, advocacy, etc. It’s important to talk about the how, the medium, and the “product” of your group. (Delete this paragraph when submitting the final copy).*

### iii) Membership

- iv)** Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

**v) Executive List and Duties**

The executive committee shall be comprised of 6 elected officers. These include: President, Vice President, Treasurer, Secretary, Events Lead, and Outreach Manager.

*The President shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
- Play a key role in strategic planning, outlining long-term vision, and overseeing the club's effectiveness.
- Work closely with other executives to ensure a cohesive and collaborative team environment.
- Introduce innovative ideas and initiatives to enhance the club's impact and engagement.
- Foster a sense of community and engagement among club members. Provide oversight for major events, ensuring they align with the club's mission and goals.
- Contribute to the development of the club's long-term vision and sustainability.

*The Vice-President shall:*

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Assist the President in overseeing club operations and decision-making processes.
- Help organize events, shows, and workshops, ensuring smooth execution.
- Foster a positive environment, encouraging participation and creativity among members.
- Manage schedules, communicate with members, and keep track of club activities.
- Assist in managing the club's budget and financial planning with the treasurer.

*The Secretary shall:*

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization
- Make all the google forms, event ticket links
- Help the treasurer with funding

*The Treasurer shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events-
- Maintain accurate financial records, prepare reports, and update the executive team on the club's financial status.
- Plan and oversee fundraising efforts to secure additional funds for the club's initiatives.
- Get the approval of president and vice president and track all club-related expenses, ensuring adherence to the budget.
- Collect ticket fees or dues, if applicable, and manage the associated financial documentation.
- Communicate with the university's finance office or student union regarding financial matters, including reimbursements and funding requests in accordance with the secretary

*The events lead shall:*

- Design and organize comedy shows, open mics, and workshops
- Book venues and manage logistics for events
- Plan event budgets and discuss with president, vice-president, and treasurer to get approval and track expenses with the treasurer to stay within limits
- Collaborate with marketing to advertise events through social media and posters
- Recruit and schedule performers, including students and guest comedians
- Lead event volunteers and ensure smooth execution
- Create interactive elements like Q&A or audience participation games
- Oversee sound, lighting, and equipment needs for each event
- Gather attendee feedback for improving future events
- Handle any last-minute issues, from performer cancellations to technical glitches

*The Outreach Manager shall:*

- Build relationships with local businesses, students, and organizations to increase club visibility and participation.
- Develop and execute marketing strategies to promote shows, open mics, and workshops through social media, flyers, and word of mouth.
- Partner with other campus clubs for joint events and performances, expanding the club's reach and audience.
- Recruit and manage volunteers for events, ensuring smooth operations and audience engagement.

- Create initiatives to attract diverse audiences, including special promotions, ticket discounts, or themed nights.
- Connect with professional comedians, alumni, and industry professionals for guest performances or workshops.
- Gather feedback from audience members and club participants to improve events and club activities.
- Maintain the club's image and reputation through consistent messaging and positive public relations efforts.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

#### **Termination of Executives or General Members:**

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, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

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

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.

#### **vi) Elections**

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.

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.

The SEO shall select three (3) election dates before March 30<sup>th</sup> 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.

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.

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.

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.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

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.

Term of executive positions shall be from May 1st to April 30th.

#### **vii) Finances**

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$50.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

#### **viii) Meetings**

##### **A) Annual General Meetings (AGMs):**

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are 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.

##### **b) Executive Meetings:**

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

#### **ix) Amendments**

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.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

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.