

This updated constitution was passed on February 28, 2025 and submitted to the Division of Student Life at the University of Toronto for approval.

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 \$10 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 fifteen (15) 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.
- 4.9. Each executive should only bear one voting right maximum regardless of the number of positions they hold.
 - 4.9.1. In extenuating circumstances where an executive holds multiple positions with voting rights, they must forfeit the voting rights of one position. The forfeited vote will be determined based on the following order of priority: Secretary, Coordinator, Director, Vice President, President.

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 7,
- 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 and Vice 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 governance advice to the current President and 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 Finance Director,

- 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. Coordinate organizational recruitment efforts,
- 5.3.9. 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. Support and facilitate the governance of the President,
- 5.4.3. Ensure activities of the club comply with the policies of the University of Toronto,
- 5.4.4. Coordinate organizational recruitment efforts,
- 5.4.5. Maintain a list of group members and member contact list,
- 5.4.6. Hold financial authority along with the President and Finance Director.

5.5. The Finance Director shall:

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Record all financial transactions of the club,
- 5.5.3. Provide monthly balance sheets,
- 5.5.4. Advise members on the financial position of the club,
- 5.5.5. Ensure financial sustainability by conserving unnecessary expenses,
- 5.5.6. Hold financial authority along with the President and the Vice President.
- 5.5.7. Maintain a budget of income and expenses,
- 5.5.8. Prepare an annual budget for the club.

5.6. The Events Planning Director shall:

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Lead the planning process of monthly social events,
- 5.6.3. Report themes of events each month during Executive Committee meetings,
- 5.6.4. Accountable for booking registration and materials purchasing for every event,
- 5.6.5. Maintain communication with the Department of Marketing at each event,
- 5.6.6. Support and oversee the Coordinator of Event Planning in the event planning process.

5.7. The Events Planning Coordinator shall:

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Accomplish tasks assigned by Director of Event Planning and attend internal meetings on time,
- 5.7.3. Support the Events Planning Director in the event planning process.

5.8. The Academic Affairs Director shall:

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.8.2. Lead the planning process of debate workshops
- 5.8.3. Accountable for booking registration and materials purchasing for every debate workshop
- 5.8.4. *(Deleted)*

- 5.8.5. Maintain communication with the Department of Marketing at each debate workshop,
- 5.8.6. Oversee the Academic Affairs Coordinator for the preparation of debate workshop.

5.9. The Academic Affairs Coordinator shall:

- 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.9.2. Accomplish tasks assigned by Academic Affairs Director and attend internal meetings on time,
- 5.9.3. Support the Academic Affairs Director for the preparation of debate competitions.

5.10. The Public Relations and Social Outreach Director shall:

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

5.11. The Public Relations and Social Outreach Coordinator shall:

- 5.11.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.11.2. Accomplish tasks assigned by Public Relations and Social Outreach Director and attend internal meetings on time,
- 5.11.3. Report to the Public Relations and Social Outreach Director.

5.12. The Marketing Director shall:

- 5.12.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.12.2. Manage the social media accounts of the club,
- 5.12.3. Take charge of promotion on social media platforms for club events,
- 5.12.4. Design and publish posts on social media for the club,
- 5.12.5. Coordinate and be authorized to deploy executives to facilitate bi-weekly video productions,
- 5.12.6. Have the right to authorize and prohibit other executives except the president and vice president from logging in to the club's social media accounts,
- 5.12.7. Support, train and oversee the Marketing Coordinator.

5.13. The Marketing Coordinator shall:

- 5.13.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.13.2. Accomplish tasks assigned by Marketing Director and attend internal meetings on time,
- 5.13.3. Report to the Marketing Director.

5.14. The Secretary shall:

- 5.14.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.14.2. Record notes and motions for meetings,
- 5.14.3. Book a proper meeting room for meetings,
- 5.14.4. Notify general members on relevant events and debate recruitment,
- 5.14.5. *(Deleted)*

5.15. The Education Director shall:

- 5.15.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.15.2. Lead the planning process of Cantonese Tutorials
- 5.15.3. Reserved venues and ensured all equipment is in place for each Cantonese Tutorial
- 5.15.4. Accountable for booking registration and materials for every Cantonese Tutorial
- 5.15.5. Maintain communication with the Department of Marketing at each Cantonese Tutorial.

6. Article Six – Honorary Executives Succession Act

- 6.1. Honorary President shall be held by the most recent ongoing President unless the most recent ongoing President
 - 6.1.1. is holding other positions at UTCDC, or
 - 6.1.2. no longer a registered student at the University of Toronto, or
 - 6.1.3. refuse to hold this honorary position.
- 6.2. If the ongoing President cannot hold the Honorary President position per article 6.1, the following succession sequences will be followed
 - 6.2.1. The ongoing Honorary Observer
 - 6.2.2. The ongoing Vice President
 - 6.2.3. The ongoing Finance Director
 - 6.2.4. The ongoing Public Relations and Social Outreach Director
 - 6.2.5. The ongoing Marketing Director
 - 6.2.6. The ongoing Academic Affairs Director
 - 6.2.7. The ongoing Event Planning Director
 - 6.2.8. Executive with the longest club seniority
- 6.3. The Honorary President is not allowed to hold other positions at UTCDC.
- 6.4. The maximum term of office of Honorary President is one (1) year unless no position listed in Article 6.2 is available. The Honorary President who served more than 1 year must abdicate once the executive listed in Article 6.2 is available.
- 6.5. Honorary Observer shall be held by the most recent ongoing Vice President unless the most recent ongoing Vice President
 - 6.5.1. is holding other positions at UTCDC, or
 - 6.5.2. no longer a registered student at the University of Toronto, or
 - 6.5.3. refuse to hold this honorary position.
- 6.6. If the ongoing President cannot hold the Honorary President position per article 6.5, the following succession sequences will be followed
 - 6.6.1. The ongoing Finance Director
 - 6.6.2. The ongoing Public Relations and Social Outreach Director
 - 6.6.3. The ongoing Marketing Director

- 6.6.4. The ongoing Academic Affairs Director
- 6.6.5. The ongoing Event Planning Director
- 6.6.6. Executive with the longest club seniority
- 6.7. The Honorary Observer is not allowed to hold other positions at UTCDC.
- 6.8. The maximum term of office of Honorary Observer is one (1) year unless no position listed in Article 6.6 is available. The Honorary Observer who served more than 1 year must abdicate once the executive listed in Article 6.6 is available.

7. Article Seven – Elections

- 7.1. All voting positions on the Executive Committee shall be filled through an annual election at the end of the previous academic year.
- 7.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 7.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 7.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 7.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 7.6. On the condition that multiple candidates are to be elected for a single position and no candidate has received more than 50% of the vote, two candidates with the highest votes will enter the second round of election. The nominees winning the plurality of the votes cast shall be deemed the winners.
- 7.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 7.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the position (s) through a by-election in September of the following academic year and a vote of a simple majority.

8. Article Eight – Finances

- 8.1. The Finance Director shall submit a macro-fiscal policy to the Executive Committee by the end of June of each year.
- 8.2. The members of the Executive Committee may move to amend the macro-fiscal policy submitted by the Finance Director.
- 8.3. The members of Executive Committees shall approve the macro-fiscal policy through a majority vote.
- 8.4. The Finance Director shall prepare an annual budget in accordance with the macro-fiscal policy by the end of August and in mid-January.
- 8.5. The Finance Director shall keep an active record of incomes and expenses.
- 8.6. The Finance Director shall present the club's updates on the club's financial position at executive meetings monthly and annual general meetings.
- 8.7. The Reimbursement Audit Committee is formed by the President, Vice President and Finance Director.
- 8.8. All expenditures must be approved through a majority vote at a meeting of the Reimbursement Audit Committee.

- 8.9. 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.
- 8.10. The Finance Director shall maintain the Finance Department Guidelines to ensure it is up-to-date and minimises conflicts.
- 8.11. Members who participate in debate competitions outside of the City of Toronto have the right to receive 30% of the total transportation cost. "Total transportation cost" means the cost of travel from the University of Toronto (St. George Campus) to the venue of the competition and return from the venue of the competition to the University of Toronto (St. George Campus) by taking public transportation.
 - 8.11.1. All inter-city (including Quebec) tickets that require pre-purchase must be purchased at least two (2) weeks prior to the travel time.
 - 8.11.2. All inter-province and inter-state (including the United States of America) (except Quebec) tickets that require pre-purchase must be purchased at least three (3) weeks prior to the travel time.
 - 8.11.3. All international (except the United States of America) tickets that require pre-purchase must be purchased at least four (4) weeks prior to the travel time.
- 8.12. The club may not engage in activities that are essentially commercial in nature.
- 8.13. The club will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.14. The club will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 8.15. The club will not pay salaries to any of its officers.

9. Article Nine – Meetings

- 9.1. 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.
- 9.2. The group shall hold general meetings at least once per year (two only if the first one happens in early October, with the second one be in March or anytime in the late Winter term) to provide the general membership with an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 9.3. 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.

10. Article Ten - Termination of Membership and Executive Positions

- 10.1. 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.
- 10.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 10.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

- 10.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 10.5. 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.
- 10.6. 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.
- 10.7. Executive Committee members are subject to the same termination of membership process as general members.

11. Article Eleven – Amendments

- 11.1. All constitutional amendments shall require a two-thirds majority vote to be passed at a general meeting.
- 11.2. All voting members may propose and vote on amendments to the constitution.
- 11.3. 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.
- 11.4. 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.