



Constitution of UDesign Studio

Updated for the year 2025 – 2026

1. Name and Purpose

- 1.1. The official name of this recognized campus group: UDesign.
- 1.2. The purpose, objectives, mission and/or mandate of the organization is outlined here:

UDesign Studio is a student-run design organization at the University of Toronto. Our goal is to create an enriching environment for student designers to build their skills and professionalism through our events. Additionally, we want to foster a friendly community for students who are interested in and passionate about design to grow their network. UDesign thrives on the diversity of our team; fostering the growth and advancement of each member's work and skills to achieve creative solutions and amazing events. We are all keen to improve our design skills collectively through work experiences, research, and mentorship.

2. Membership and Membership Fee

- 2.1. For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a membership of 30 members, a total of 51% of the membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.
- 2.2. General Membership: General Membership is open to any student who is passionate about design and interested in participating in our workshop and events. To join, a student must be part of our Discord server.
- 2.3. Voting membership is open to all registered students of the University of Toronto. To gain the rights to run, we recommend a designer member attend at least 75% of meetings per academic year.
- 2.4. There will not be a membership fee to join UDesign. The membership fee will be \$0 per year.

3. Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in "3. Rights of Members" are not awarded to non-voting members as described in "2. Membership and Membership Fee".



4. Executive Committee

4.1. The Executive Committee shall comprise seven (7) elected positions. These include: 2 Co-Presidents, marketing team includes 1 Social Media Coordinator, 1 Visual Designer, and 1 UX/UI/Graphic Designer, and the events team includes 2 Event Coordinators.

4.2. All members of the Executive Committee must be currently registered students of the University of Toronto.

4.3 Registered students may be executive members on one or more Student Groups but may only serve as a financial signing officer on one Student Group at a time.

4.4. Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. These non-voting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest.

4.6 Persons holding these non-voting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

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. Term of executive positions shall be from May 1st of the current year to April 30th of the following year.



5. Executive Committee Composition and Duties

5.1. The Co-Presidents shall

1. Oversee Executive Committee, designers, project managers, and design projects.
2. Aid designers with creative direction.
3. Oversee recruitment of new clients and waiting lists.
4. Plan, organize, and facilitate workshops.
5. Ensure the workshops run smoothly and effectively.
6. The first person of contact from other positions.
7. Hold signing officer authority for the club bank account.
8. Organize meetings and aid in the planning of events including room bookings.
9. Deal with Ulife & UTSU renewal, and CCR procedures and paperwork.
10. Reach out to other clubs for possible joint events
11. Ensure the success of UDesign.

5.2. The Social Media Coordinator shall:

1. Plan and manage a monthly content calendar aligned with club events and marketing goals.
2. Define and evolve UDesign's brand voice, hashtags, and platform-specific copy styles.
3. Track performance metrics and adjust strategies based on engagement and reach.
4. Attend events to capture real-time content and promote community engagement.
5. Lead conversations, respond to interactions, and build a vibrant online presence.
6. Collaborate with the Visual Designer to ensure visual cohesion across all posts.
7. Coordinate with the Event Coordinator to align content timing with event milestones.
8. Own campaign execution for major events, ensuring social media drives interest and participation.

5.3. The Visual Designer shall:

1. Design digital and print materials for events and marketing (e.g., Instagram posts, posters, signage, and presentations)
2. Maintain brand consistency across all assets and platforms.
3. Develop and evolve reusable visual templates and scalable systems for content.
4. Stay informed of current design trends and apply them when appropriate.
5. Participate in events and help document the experience through photos.
6. Engage in Discord to support discussions and provide design input.
7. Collaborate closely with the Social Media Coordinator on campaign visuals.
8. Partner with the UX/UI/Graphic Designer on event materials and design alignment.
9. Work with the Event Coordinator to produce signage and on-site graphics.



5.4. The UX/UI/Graphic Designer shall:

1. Conduct pre- and post-event surveys using UX methodologies to gather feedback and identify areas for improvement.
2. Analyze insights and turn them into actionable design recommendations.
3. Support event setup and documentation; capture and organize photos into Playbook for archiving.
4. Co-develop visual systems and reusable templates to maintain consistency and speed up production.
5. Collaborate with the Visual Designer on promotional assets such as posters, slides, and social content.
6. Partner with the Event Coordinator to design signage, digital displays, and evaluate event experiences.
7. Maintain design quality across platforms while adapting to evolving campaign needs.

5.5. The Event Coordinator shall:

1. Coordinate logistics for events, including room bookings, equipment, physical setup, and signage.
2. Work closely with university contacts to streamline space access and event planning processes.
3. Collaborate with the Visual Designer and UX/UI/Graphic Designer on branded visuals and printed materials.
4. Align event timelines with the Marketing team to ensure promotional content and messaging are on schedule.
5. Capture photos and videos during events to support content creation and internal documentation.
6. Develop reusable checklists, templates, and SOPs for consistent and efficient event planning.
7. Manage venue logistics and on-site coordination for UDesignathon and other large-scale events.
8. Assist the Outreach Specialist in coordinating guest speakers, judges, and partner organizations.
9. Be physically present during events to support setup, transitions, and attendee experience.

5.6. Termination of Executives and Members:

5.6.1 Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a conflict of interest, will be given notice of removal by a Co-President. To be dismissed, the removal must be a unanimous decision between the Co-Presidents.

5.6.3 The member facing removal is able to make an appeal to the Executive Committee, not including the Co-Presidents. The Executive Committee can appeal the removal via unanimous decision to keep said member.

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

5.6.4. 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.

5.7. Termination of Inactive Executives:



5.7.1. A member is inactive if they attend less than 75% of UDesign weekly meetings and events without a valid reason for absence throughout the semester. Inactive members are automatically terminated at the end of the semester by the President. Members close to inactive status will be given notice by the President.

6. Elections: Becoming Executive

6.1. One election will be held at the end of every school year, during the first week of March. Applications for executive positions are open to all UofT students in good standing.

6.2. Each candidate is responsible for applying via a Google Form. Existing executives must also reapply for their positions each year during elections. All members with voting rights are allotted one ballot for each position.

6.3. In order to be officially elected to a position, candidates must receive at minimum three ballots more than their competitors.

6.4. In the case of a tie or no majority vote over 50%, elections for that specific position will take place again in one week's time.

6.5. Term of executive positions shall be from May 1st of the current year to April 30th of the following year.

6.6. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

6.7. All voting members must be currently registered students of the University of Toronto.

6.8. Non-voting group members shall not be eligible to cast a ballot for any elected position.

6.9. All non-voting group members shall be eligible to seek nomination for only non-voting positions on the Executive Committee.



7. Finances

7.1. The President and the Business Relations & Outreach Specialist will keep records of all income and expenses. The executive committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

7.2. Profits may only be used for purposes benefiting the organization.

8. Meetings

8.1. Weekly General Meetings:

The group shall hold general meetings once a week either in person or online.

These meetings will begin with general announcements for all members. The membership will then split off into each executive and their respective teams to work on team duties.

8.2. Monthly Reviews:

During the last general meeting of each month, the group will hold a brief monthly review. These meetings will summarize each team's achievements for the month and their goals for next month.

8.3. Monthly Executive Meetings:

The executive committee shall meet once a month. These meetings will go over the group's plans and activities, financial health, and propose or vote on amendments to the constitution.

8.4. Emergency Meetings:

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

Notice of these meetings must be provided a minimum of 24 hours in advance through email. Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

9. Amendments

9.1. A constitutional meeting will be held once a year, following the election of new executives into their positions.

9.2. All voting members may propose and vote on amendments to the constitution.

9.3. Constitutional amendments shall require a 2/3 majority to be passed.

9.4. 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.

9.5. 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.

10. Precedence of University Policies



10.1. UDesign will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of UDesign, the University's policies, procedures, and guidelines will take precedence.

11. Legal Liability

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

12. Banking

12.1. UDesign 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 St George.