

Constitution of “UTM Unscripted”

1. Name

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

The acronym or abbreviation of this group is: “Unscripted”

2. Purpose and Objectives

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

a) Mission:

UTM Unscripted aims to create an inclusive, accessible, and supportive environment where students can overcome barriers to self-expression, reduce performance anxiety, and build confidence through fun, low-pressure performance games and creative activities. Through collaborative play and shared experiences, the club seeks to help students develop comfort with public expression, connect with others, and build a welcoming campus community.

b) Vision:

UTM Unscripted envisions a campus where students feel empowered to step outside their comfort zones, participate without fear of judgment, and form meaningful connections through creativity, collaboration, and play. The club aims to make performance and social interaction more approachable for students of all backgrounds and experience levels.

c) Objectives:

- i. Provide accessible opportunities for students to participate in improvisational and creative performance games regardless of prior experience.
- ii. Create a supportive and inclusive community where students can meet new people, develop friendships, and feel a sense of belonging on campus.
- iii. Organize regular club sessions, workshops, social events, and performance opportunities centered around performance-based games.
- iv. Help students gradually build confidence in public speaking, performing, and interacting with others through engaging and supportive activities.
- v. Encourage creativity, teamwork, active listening, adaptability, and collaboration through interactive performance-based games.

d) Method of achieving objectives:

UTM Unscripted will achieve its objectives by organizing a variety of regular and special programming that provides students with accessible opportunities to develop confidence, creativity, communication, and social connections through interactive participation.

These activities may include but are not limited to:

- i. Weekly performance game sessions: The club's primary activity will be weekly two-hour performance games sessions designed to provide a welcoming, low-pressure environment for students to participate regardless of prior experience.
A typical session may include:

- i. Icebreaker activities, that encourage members to become comfortable participating, interacting with each other, and expressing themselves. Examples include collaborative improv-style games such as One Word At A Time, Pass The Invisible Object, Zip Zap Zop, and call-and-response activities.
 - ii. Interactive performance games, where members volunteer to participate in structured games inspired by improvisation, comedy, and gameshow-style challenges. These activities emphasize creativity, collaboration, and enjoyment rather than competition or performance ability.
 - iii. Social breaks and community-building activities, incorporating conversation prompts and informal discussion to encourage members to meet new people, build friendships, and foster an inclusive community.
 - iv. Closing activities, featuring additional collaborative games, storytelling exercises, audience participation games, or other creative performance activities to conclude each session.
- ii. Special Events:
The club may host larger events throughout the academic year, including:
 - i. Themed performance or roleplay events
 - ii. Interactive mystery or storytelling experiences
 - iii. PowerPoint presentation nights featuring humorous or creative presentations prepared by members
 - iv. Collaborative events with other student organizations
 - v. Faculty, alumni, or guest speaker events
 - vi. Other special community-building activities aligned with the club's mission
- iii. Workshops: The club may host educational workshops that help members develop practical communications and performance skills in a supportive environment.
Workshop topics may include:
 - i. Effective public speaking and presentation skills
 - ii. Creating engaging presentations
 - iii. Confidence in front of a camera
 - iv. Facilitating discussions and leading groups
 - v. Improvisation and communication techniques
 - vi. Other topics that support confidence-building and creative expression

Through these activities, UTM Unscripted aims to provide students with regular opportunities to practice self-expression, reduce performance anxiety in a supportive environment, strengthen interpersonal communication skills, and build lasting friendships within an inclusive campus community.

- e) The primary product of UTM Unscripted is a recurring student-led creative space where members can participate in performance games, build confidence, develop interpersonal skills, and form a supportive campus community through improvisation and play.

3. Membership

Membership to the group is open to all registered student members of the University of Toronto. Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University.

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 aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

There will be no membership fee. Membership is freely open to all U of T students, faculty, and staff.

4. Executive List and Duties

The executive committee shall be comprised of four (4) elected officers. These include a President, Vice-President, Operations & Logistics Coordinator, and Programming & Events Coordinator.

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Preside over executive meetings and general meetings
- Coordinate organizational recruitment efforts
- Ensure transition of office to the future executives
- Prepare an annual budget outlining projected income and expenses for the group
- Complete required paperwork with U of T, student unions, and campus organizations

Additional responsibilities may include:

- Facilitate club sessions or designate a qualified executive officer or a trained general member to facilitate them
- Complete the tasks and responsibilities involved with other roles as needed

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
- Hold signing officer authority along with the President for financial purposes
- Handle official correspondence of the organization with executive members
- Provide members with updates regarding the financial position of the club

Additional responsibilities may include:

- Record notes and motions for meetings
- Completing the tasks and responsibilities involved with other roles as needed

The Operations & Logistics Coordinator shall:

- Maintain a record of all registered members
- Maintain the member contact list
- Book rooms for executive meetings, executive training sessions, general meetings, and club programming
- Notify executive members of executive meetings and track attendance
- Handle official correspondence of the organization with general members
- Maintain accurate records of all financial transactions, including receipts and reimbursements, in coordination with the President and Vice-President

Additional responsibilities may include:

- Maintain and book club equipment
- Coordinate storage of club materials

The Programming & Events Coordinator shall:

- Develop and coordinate the club's programming and weekly activities
- Plan and maintain the schedule of weekly club sessions
- Plan and organize special events, workshops, collaborations with other campus organizations, and other club programming
- Develop new games, activities, and session formats to enhance member engagement
- Support the facilitation of club sessions and, when available, assist with or coordinate session activities.

Additional responsibilities may include:

- Submit proposed expenses to the President or Vice President for specific events

All executive officers shall work collaboratively to support the operations, governance, and success of the organization. Executive officers may assume additional responsibilities as required to support club activities and objectives.

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.

5. 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 30th 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.

6. Finances

The Operations & Logistics Coordinator shall keep records of all income and expenses. The President or Vice-President shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 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.

7. 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.

8. 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.