

UTFOLD CONSTITUTION

FLY WITH ORIGAMI, LEARN TO DREAM

The constitution was last revised and updated on May 10th, 2016. The constitution will be posted online for public view in PDF format.

MISSION AND VISION STATEMENTS

MISSION STATEMENT

To introduce and promote the entertainment values as well as the educational values of origami, thereby generating public interest in the creation of traditional paper artwork. To create a medium through which U of T students and UTFOLD members can enrich the lives of children, seniors, their families, and each other by providing ample learning opportunities on the making of origami, with emphasis on hands-on exploration and creative thinking.

VISION STATEMENT

Our vision is to shape a community in which origami is not a novelty but a part of local culture, where the lives of those within the community are enriched by origami-related activities.

GUIDING PRINCIPLES

UTFOLD will:

1. Reflect UTFOLD mission and vision statement in action.
2. Actively involve students and community members in various origami-related activities through events during both the regular and summer terms.
3. Establish strong cooperative relationships with students, community members, and various non-profit organizations that have similar visions.
4. Constantly learn and maximize UTFOLD's potential.

MEMBERSHIP

Membership is open to any member of the University of Toronto community (including students, staff, faculty, and alumni). An individual only becomes a member when they register as a member with UTFOLD prior to completing a UTFOLD activity. Eligibility for executive positions is limited to active members drawn from the University of Toronto community. All eligible members who show up at elections are eligible to vote.

During each event, the Secretary will take attendance to keep track of the number of active members and eligible members within the club. An active member within a year is a member that have attended at least 5 UTFOLD meetings or volunteering events over both academic semesters. The purpose of establishing active and eligible membership definition is to ensure that UTFOLD always has the most current list of members that are active within different levels of the club and to ensure their respective rights and privileges as a result.



UTFOLD membership is strictly free. However, a \$5.00 membership discount card is available for purchase by our members which will give them discount to various art vendors.

EXECUTIVE COMMITTEE POSITIONS AND RESPONSIBILITIES

ALL EXECUTIVES

As part of the UTFOLD executive committee, it is mandatory to ensure that one is able to complete the best of their ability while ensuring that UTFOLD succeeds as a whole. All executives must attend at least 50% of the events and 90% of the executive meetings as deemed necessary. The President is required to attend 90% of the group's events for the year. All executives must host a minimum of one origami workshop per year. Responsibilities are not strictly limited to the written role of each position. 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.

Upon a neglect of executive responsibilities/duties, an executive can be terminated from their executive position along with their membership to the group as according to the Termination of Executives or General Members procedure.

PRESIDENT

- i. shall organize and hold meetings for the committee
- ii. shall represent UTFOLD and act as primary liaison to external organizations
- iii. shall keep UTFOLD committee aware of all opportunities and events
- iv. shall work with the Treasurer to co-manage financial accounts for the committee
- v. shall work with the Secretary to co-manage the membership list
- vi. shall issue club official statements and letters when the need arises
- vii. shall take responsibility for booking event locations
- viii. shall oversee all coordinators who are non-elected leaders within the club

VICE PRESIDENT - EXTERNAL

- i. shall represent UTFOLD and act as liaison to external organizations, including, but not limited to, club sponsors, staff and faculty, other schools, hospitals and community centers
- ii. shall manage the event logistics and task distribution for all UTFOLD off-campus events
- iii. shall manage sponsorship activities and establish sponsorship relationships where feasible

VICE PRESIDENT - INTERNAL

- i. shall take charge of new member recruitment via club promotion and events
- ii. shall keep the UTFOLD executive committee up-to-date with all internal opportunities and events
- iii. shall manage the event logistics and task distribution for all UTFOLD on-campus events
- iv. shall manage fundraising activities with the Treasurer

DIRECTOR OF FINANCES/TREASURER

- i. shall prepare a year-end report
- ii. shall work with the President in creating all budgets and UTSU and Engsoc budget applications
- iii. shall manage expenses, purchases, reimbursements, and other financial matters
- iv. shall co-manage financial accounts with the President

SECRETARY



- i. shall keep the paperwork of the committee in order, including taking minutes at executive meetings and any administrative duties, such as filling out all club-related applications and documentations
- ii. shall manage the UTFOLD membership list and members' contact information with the President

DIRECTOR OF ART

- i. shall steer the creative direction of the group
- ii. shall work with the committee on promoting awareness of UTFOLD events (through creating advertisements such as banners, posters, flyers, etc.)
- iii. shall work in cooperation with the Webmaster to promote a positive club image through social media

DIRECTOR OF COMMUNICATIONS/WEBMASTER

- i. shall maintain and update the UTFOLD website, Flickr, Twitter, and Facebook group to facilitate effective communication between the executive committee and the general club members
- ii. shall manage the listserv and send out regular email communications to members
- iii. shall work closely with the Director of Art to increase club's online visibility and co-produce all online promotional related materials

DIRECTOR OF MEDIA

- i. shall be in charge of directing all media related content
- ii. shall work with coordinators to create video content on Youtube for supporting the club's instructional direction
- iii. shall maintain and promote UTFOLD's Youtube channel

1ST AND 2ND YEAR REPS

- i. shall promote the club among their peers
- ii. shall bring input from their peers to the executive committee
- iii. shall provide assistance as needed to the president and vice presidents

CLUB OPERATIONS AND REGULATIONS

COORDINATORS

Coordinators are members of UTFOLD who help out with the specific operations of the club. Their positions will be assigned by the President and the executive committee after an application process and interview. They do not hold executive decision making authority. Their tasks can include but is not limited to helping to facilitate workshops, create posters, and/or make Youtube videos as determined by the specific position that they are assigned.

FINANCE

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

MEETINGS

Monthly General Workshops will be organized by the president. Other workshops will be hosted by executives throughout the month. Notification for events will be announced via the LISTSERV, Facebook, Wordpress, and Twitter. Attendance will be recorded at each meeting to keep track of active members.



ELECTIONS

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and one (1) Scrutinizer 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 CRO Returning Officer shall accept nominations for executive positions from all active UTFOLD members currently within the University of Toronto community. Eligibility for presidency is not restricted to past/current UTFOLD executives, but 1 year prior experience (one full year of executive term is defined as one Fall Election to the next Fall Election or one Spring Election to the next Spring Election) as a UTFOLD executive on the day of the Spring Election is preferred.

The CRO shall select three (3) election dates before April 10th (Spring Election)/September 30th (Fall Election) 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 CRO and Scrutinizers 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 CRO 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, the Scrutinizer shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizer shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers 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. All active members who show up at elections are eligible to vote.

Term of executive positions shall be from April of one year to April of next year or September of one year to September of the next year.

AMENDMENTS

Proposal for constitutional amendment(s) can be made by any active club members to the Secretary. The Secretary will announce the proposed changes at the following monthly general meeting. All eligible members will be able to voice any objection(s) and vote on the proposed changes at the succeeding monthly general meeting when the official voting for the constitutional amendment(s) will be conducted. For any proposed changes to pass, a two-thirds majority is required from the voting members present at the time of the official voting.

TERMINATION OF EXECUTIVES OR GENERAL MEMBERS

Any member (including active and non-member, executives, coordinators, and other affiliated personnel) 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 or neglect of executive duties, may be given 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 a two-thirds majority vote of the current executives present in favour of removal is required. The member have the right to an appeal before the general membership, and the majority vote of the general membership will determine the result of the appeal.

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 will lose their executive position along with their membership to the group.

