

# UTFOLD CONSTITUTION



FLY WITH ORIGAMI, LEARN TO DREAM

The constitution was last revised on 09/21/2022. The constitution PDF will remain publicly visible on the UTFOLD website.

## MISSION AND VISION STATEMENTS

### MISSION STATEMENT

UTFOLD's mission is to promote the entertainment and educational values of origami, a traditional art form that encourages hands-on exploration and creative thinking. The various workshops and events will serve as a medium through which U of T students enrich the lives of children, seniors, their families and each other.

### VISION STATEMENT

Our vision is to shape a community in which origami is not a novelty but a part of local culture.

### GUIDING PRINCIPLES

UTFOLD will hold on-campus origami workshops on a near-weekly basis. It will establish strong cooperative relationships with students, community members, and various non-profit organizations that have similar visions. Through these partnerships, UTFOLD will send its coordinators and activate members to teach origami to interested persons of all ages, backgrounds, etc. UTFOLD will not stagnate; it will adapt to the ever-changing local culture without straying from its mission.

## MEMBERSHIP

Membership is free and open to all students, staff/faculty, and alumni of the University of Toronto community. In order to be considered a UTFOLD member, one must complete the registration form found on the club website. Non-U of T individuals are welcome to attend workshops, but only U of T community members are eligible for executive positions. Members also have the right to vote and nominate.

During each workshop, the Secretary will take attendance to keep track of the number of active, eligible members. Active members attend at least five UTFOLD meetings or volunteering events within the academic year. The purpose of distinguishing between active and eligible membership is to better gauge the club's state of being.

Should any member decide to financially support the club, UTFOLD offers art vendor discount cards for \$5.00.

## EXECUTIVE COMMITTEE POSITIONS AND RESPONSIBILITIES

### ALL EXECUTIVES

As a part of the UTFOLD executive committee, one must approach his or her duties with passion and dedication. Executives are expected to fulfill the responsibilities detailed below, and they should exceed the expectations for CCR. Executive meetings are infrequent, so attendance is mandatory lest the executive emails [ut.fold@gmail.com](mailto:ut.fold@gmail.com) in advance notice, requests a copy of the minutes no later than three hours after the meeting ends, and reports back with a summary of all the information related to his or her position in a timely fashion.

The first workshop is taught by UTFOLD executives of the academic year prior. These former executives should prepare a model of any difficulty. All executives are highly encouraged to host origami workshops throughout the year and may be asked but not outright required to assist in events, i.e. fundraising, Science Rendezvous. 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. Responsibilities are not strictly limited to the written role of each position. Upon neglect of executive responsibilities/duties, an executive's position and membership can be terminated in accordance to the Termination of Executives or General Members procedure.



## PRESIDENT

- i. Attends at least 90% of the group's events for the year
- ii. Organizes and holds meetings for the committee
- iii. Represents UTFOLD and acts as a primary liaison to external organizations
- iv. Regularly accepts collaborations via email and relays the important event details to the UTFOLD committee
- v. Works with the Treasurer to co-manage financial accounts for the committee
- vi. Works with the Secretary to co-manage the membership list
- vii. Issues club official statements and letters when the need arises
- viii. Oversees all coordinators who are non-elected leaders within the club
- ix. Acts as an instructor whenever no other UTFOLD member chooses to teach at workshops and events

## VICE PRESIDENT INTERNAL

- i. Takes charge of new member recruitment via club promotion and events
- ii. Keeps the UTFOLD executive committee up-to-date with all internal opportunities and events
- iii. Manages event logistics and task distribution for all UTFOLD on-campus events
- iv. Manages fundraising activities with the Treasurer and/or social events for the club members
- v. Hosts a minimum of two origami workshops per school year
- vi. Attends at least 75% of the group's workshops for the year
- vii. Attends at least two mandatory meetings for maintaining office space of Student Life/UTSU-recognized status

## VICE PRESIDENT EXTERNAL

- i. Represents UTFOLD and acts as liaison to external organizations, including, but not limited to, club sponsors, staff and faculty, other schools, hospitals and community centers by approaching these groups in person or communicating with them via email/telecommunications
- ii. Manages the event logistics and task distribution for all UTFOLD off-campus events
- iii. Contacts all sponsors from previous years to renew to origami paper discounts
- iv. Establishes new sponsorship relationships by approaching at least one new paper vendor in-person or via email
- v. Hosts a minimum of two origami workshops per school year
- vi. Attends at least 60% of the group's workshops for the year
- vii. Suggests various social events to the executive team to encourage camaraderie between all members of the club
- viii. Attends mandatory Student Life/UTSU meetings when the President and Vice President Internal are unable to go

## SECRETARY

- i. Manages UTFOLD membership list and members' contact information with the President
- ii. Folds at 50+% of the group's workshops for the year
- iii. Drops by each workshop to collect attendance
- iv. Exempt from iii. in the case of an important schedule conflict (e.g. exam); must send evidence to [ut.fold@gmail.com](mailto:ut.fold@gmail.com) or notify the executive team a week in advance
- v. Takes minutes at executive meetings
- vi. Contributes to the filling out of all club-related applications and documents that involve membership information
- vii. Reviews all important UTFOLD documents (e.g. Constitution) and proposes changes, if necessary
- viii. Hosts a minimum of one origami workshop per school year

## DIRECTOR OF FINANCES (TREASURER)

- i. Prepares a year-end report
- ii. Works with the President in creating all budgets as well as UTSU and EngSoc budget application



- iii. Manages expenses, purchases, reimbursements, and other financial matters
- iv. Co-manages financial accounts with the President
- v. Hosts a minimum of one origami workshop per school year
- vi. Attends at least 60% of the group's workshops for the year

#### DIRECTOR OF ART

- i. Steers creative direction of the group
- ii. Creates a banner for each workshop within two days of receiving the theme/model and relevant image
- iii. Hosts a minimum of one origami workshop for the year
- iv. Promotes UTFOLD by designing advertisements, posters, stickers, etc.
- v. Attends at least 50% of the group's workshops for the year

#### DIRECTOR OF MEDIA AND COMMUNICATIONS (WEBMASTER)

- i. Updates UTFOLD's website and Facebook page before each workshop
- ii. Manages the listserv and sends out regular email communications to members
- iii. Works closely with the Directors of Art and Photography to increase the club's online visibility and co-produce all online promotional materials
- iv. Identifies at least one other social media site UTFOLD members use (e.g. Instagram, Twitter, YouTube) and post the workshop content on a near-weekly basis
- v. Does not need to host an origami workshop, but must regularly attend workshops (50+%) to effectively represent active members at executive meetings
- vi. Assists the Vice President Internal with member recruitment

#### DIRECTOR OF PHOTOGRAPHY

- i. Folds at 60+% of the group's workshops for the year
- ii. Drops by each workshop to take high-quality photographs of the origami
- iii. Exempt from ii. in the case of an important schedule conflict (e.g. exam); must send evidence to [ut.fold@gmail.com](mailto:ut.fold@gmail.com) or notify the executive team a week in advance
- iv. Sends the photos to the Webmaster or Vice President Internal to promote positive club image through social media
- v. Hosts a minimum of one origami workshop per school year

#### DIRECTOR OF LOGISTICS

- i. Work with the President and the Vice President Internal to ensure the booking of rooms for workshops and events.
- ii. Work with the Vice President External to facilitate collaborations with third-party organizations.
- iii. Host a minimum of three origami workshops for the year
- iv. Work with the workshop host(s) to provide the necessary diagrams/instructions and a physical version of the model(if possible), sometime prior to the workshops
- v. Prepare sufficient supplies(e.g. origami paper, glue, markers, etc) for events/workshops and coordinate with executive team to procure more supplies as needed
- vi. Attend at least 60% of the group's workshops for the year
- vii. Participate in at least one formal or informal UTFOLD executive meeting to review workshop schedules, supply inventory, and/or other event logistics

### CLUB OPERATIONS AND REGULATIONS

#### COORDINATORS

Coordinators are UTFOLD members who help out with specific operations of the club. The 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 are not limited to facilitating workshops, creating posters, and/or teaching origami as a volunteer via UTFOLD's partnerships.



## FINANCE

Club expenses will be approved with 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.

UTFOLD will not engage in activities that are essentially commercial in nature. No member, executives and coordinators inclusive, may collect salaries, illegitimately fundraise, or provide origami services out of self-interest.

## WEEKLY FOLDS (GENERAL MEETINGS)

The near-weekly workshops can be taught by any active UTFOLD member. At least one week before the workshop begins, the member should send a copy of instructions to [ut.fold@gmail.com](mailto:ut.fold@gmail.com) along with an image of the model for the Director of Art to reference. The instructor will then accompany the President or Vice President Internal to choose suitable paper from UTFOLD's office space. If the workshop requires additional materials, then, with approval (see Finance), the instructor can make a purchase. As long as he or she keeps a copy of the receipt, UTFOLD will reimburse the instructor in a timely manner.

The President will encourage executives and coordinators to teach regularly. This is to ensure that workshops stay diverse. The President should still anticipate being a workshop instructor once a month. The Webmaster will announce event via listserv, Facebook, and WordPress. The Secretary will record attendance at each meeting to keep track of active members.

## ELECTIONS

UTFOLD will have a Spring Election in early April where all eligible members can run for office and vote. Unfilled executive positions will reopen during late September's Fall Election.

The executive committee will form a temporary elections committee, which consists of one Chief Returning Officer (CRO) and a Scrutinizer. These persons shall be non-biased in the results of the election and are required to disclose any and all conflicts of interest in the election.

Election details will be sent via email and posted publicly to the club website and Facebook. The CRO accepts 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 a full year of prior UTFOLD executive experience is preferred. The CRO determines the election dates and announces them at the first general meeting. Members will be given two weeks to fill out the UTFOLD Executive Form and prepare their speeches.

The election will run jointly with a simple origami workshop. The CRO or Scrutinizer will legibly write down the names of all candidates who filled out the Executive Form within the members' field of view. Each candidate then gives a speech that should last at least thirty seconds and no more than three minutes. The CRO and Scrutinizer will ask questions to ascertain that the candidate knows the roles of the office he or she is contesting for. Then, the floor is open for any member to ask questions.

The CRO and Scrutinizer will provide each UTFOLD member with a paper ballot. If there are two or more candidates running for an office, then the voters must choose one. The candidate receiving majority vote gets the position. If there is only one candidate, the voters can abstain. If less than half of the ballots are blank, the single candidate is elected. If more, or if there are uncontested executive positions any eligible member who did not fill out the Executive Form can now run.

The voters stay anonymous, and all ballots are placed inside an enclosed box. The Scrutinizer will discourage members from influencing each others' decisions past the questions phase. If there is a tie and all positions have been filled, the role can be shared between two or more persons. In the case of a close vote, the President should offer a related coordinator position to the candidate with fewer votes, such as Art Associate or Media Associate (see Degree of Deviation from the Constitution).

When the election cannot be held in-person due to environmental constraints, online election via



voting.utoronto.ca is preferred. The CRO registers through the Ulife portal and attends an information session prior to the election. Candidates will send election-related materials to the CRO via email, and the CRO will transfer the content to the online portal. Google Forms can be used as an alternative tool for online election.

The CRO and Scrutinizer report the election's results to the executive committee and general members. Majority vote always applies. Note that registered U of T members may not vote by proxy. All eligible members who show up at elections may choose to vote. An executive term lasts from April to April of next year or September to September of the next year.

## AMENDMENTS

Proposals for constitution amendments can be made by any active club member to the Secretary. The Secretary will announce the proposed changes at the following workshop. All present members will be able to voice any objections and vote on the proposed changes during the succeeding general meeting. For any proposed changes to pass, a two-thirds majority is required.

## DEGREE OF DEVIATION FROM THE CONSTITUTION

The constitution is an informative document written to uphold integrity within the club, create an environment that is welcoming to veterans and new members alike, and provide a framework for club operations. If there are circumstances unique to one year that do not warrant amending the constitution, then a majority vote from the general members will suffice. For example, members can currently run for two positions even though they can only hold one office per year. Co-presidency, complete disinterest in an executive position, coordinator roles, and many other details are excluded from the constitution to offer flexibility. All decisions should benefit U of T and the community.

## TERMINATION OF EXECUTIVES OF GENERAL MEMBERS

Any person who commits an act negatively affecting the interest 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 a 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 two-thirds of the executives present must vote in favor of removal. The member has the right to an appeal before the general membership, and the majority vote of the general membership will determine the result of the appeal. A terminated member loses all privileges associated with being a member of the club. Executive members will lose their executive position along with their membership to the group.