

TEDxUofManitoba
Student Club Constitution

Last revision: January 8, 2020

Introduction:

This constitution has been written to formulate the guidelines and framework for the club. The constitution sets basic rules. Which is a combination of obligations by TED (TED.com) as well as a tailored set of rules to serve the vision and mission of the club. To establish a sustainable environment of members development and ever evolving learning process.

Constitution Articles:

Article 1: Name

The name of the student group shall be the TEDxUofManitoba, also known as TEDxUofManitoba, the name should be used in abbreviated form, and should be used as required by TED organization.

Article 2: Purpose of Club:

TEDxUofManitoba, the vision and mission behind the club is to create an annual event along with side event throughout the year. To empower the university community. To represent the latest advancements and achievement by our local university community of students and professors in a form of short talks (Speakers) in our annual event. Not only the events are the aim of our club, but also providing a forum of discussion, for constructive learning and development trainings and workshops that aim for the enhancement of every member thereby our community.

Article 3: Membership

Membership is open to any undergraduate or graduate student of the University of Manitoba. Memberships for the club last for a full academic year, February to January.

Article 4: Compliance with UMSU and UMSU Clubs Policies and Procedures

TEDxUofManitoba, will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) especially those found in the UMSU Student Clubs Policies and Procedures document.

Article 5: Executive Officers and Duties

The following are the Executive Officers of TEDxUofManitoba, along with their duties:

- 1) President
 - a) Attend all executive meetings of TEDxUofManitoba
 - b) Act as a signing authority for TEDxUofManitoba
 - c) Maintain adequate financial records of TEDxUofManitoba
 - d) Act as spokesperson for TEDxUofManitoba to the public
 - e) Be the formal contact person for TEDxUofManitoba and with TED Organization
 - f) Conduct interviews, review resumes, and keep records of members
- 2) Executive Vice President (EVP)
 - a. Attend all meetings of TEDxUofManitoba
 - b. Act as a signing authority
 - c. Organize meetings & write meeting minutes
 - d. Arrange trainings with professionals from outside
 - e. The point of continuous communication between president and team Heads
- 3) Public Relations Head:
 - a. Attend all meetings of TEDxUofManitoba
 - b. Handle TEDxUofManitoba's on-campus publicity
 - c. Select TED speakers and ensure a smooth process and continuous communication with every confirmed speaker.
 - d. Manage communications with invited attendees
 - e. Ensure adequate media coverage for TEDxUofManitoba.
- 4) Logistics and Production Head:
 - a. Attend all meetings of TEDxUofManitoba
 - b. Manage the event's production details from set design to light and audio systems.
 - c. Create the program for the day of the event and ensure a smooth transition between the sessions
 - d. Provide catering for the attendees and ensure all permissions and reservations are available for TEDxUofManitoba.
 - e. Be responsible for booking equipment from UMSU
- 5) Graphic Design Head:
 - a. Attend all meetings of TEDxUofManitoba
 - b. Handle the creative design for all publications such as banners, posters, flyers, roll ups, event invitations, name tags and more to help publicize TEDxUofManitoba in an effective way.
- 6) Social Officer:
 - a. Attend all meetings of TEDxUofManitoba.
 - b. Create the social media accounts for TEDxUofManitoba and frequently update it.
 - c. Manage social media accounts for TEDxUofManitoba.
 - d. Manage the event's live broadcast.

Article 7: Transition of the Executive

- A. During the period from the end of the second week of April until the first day of May, when the new Executive team will assume office, it is the responsibility of the departing Executives to orient the newly elected Executive Officers to their jobs. This includes teaching the incoming Executives about student club and UMSU policies and procedures, transitioning club records and materials (including office, locker combinations, all passwords to all student club social media accounts, and the club's bank account), and preparing the new Executives to be effective in their roles for the next year's work.
- B. It is the responsibility of the departing President to ensure that all student requirements to UMSU, including submission of a complete Executive Transition Form and the removal of all student club records and materials from the club office and locker, have been fulfilled before the incoming Executives assume office.
- C. It is the responsibility of the departing President and Vice- President to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing President and Vice-President Finance must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming President's and Vice- President Finance's names. These tasks are to be completed and their credentials delivered to the new Executives no later than the last day of April.
- D. It is the responsibility of the incoming Executives to assume custody of all student club records and materials and accountability for all financial activities of TEDxUofManitoba (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.

Article 8: Amendments to the Constitution

Any changes (amendments) to this constitution must be approved by a formal vote of the entire student club membership at a publicized meeting of the club.

The proposed changes must be made available to all members of the club at least two weeks before the meeting, and require the support of at least two-thirds (2/3) of the members present and voting at the meeting.

A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting via the UMSU portal.