The Design Hub Constitution (2026 - 2027)

Article I: Campus Group Name
The Design Hub

Article II: Purpose
Our club aims to connect all UTM students who are aspiring designers or interested in learning more about design. The club's goal is to provide a space for students to work on cases and build their portfolios. The club will create opportunities for aspiring designers to present their ideas, receive feedback, and conduct user tests with peers. There will be a design case competition once per semester where students submit a design relevant to the posted competition theme. The winner will have their designs published on the club's social media account and receive a small prize. During the case competitions, there will be a critique session where we invite design students, professors, and industry professionals to review participants' work and offer comments. There will also be smaller, monthly design challenges that follow the same format. The panel will decide on a winner for each challenge who will receive a small prize.

Article III: Membership

Full rights to run, nominate, and vote in elections and constitutional amendments should only be open to UTMSU members.

Members are defined as UTM students who subscribed to become a member of The Design Hub through a linktree. Members receive unique benefits such as competition sneak peeks and are allowed to help in voting the theme of the next competition.

Section 1. Any student enrolled at the University of Toronto shall be eligible to join The Design Hub.
Section 2. Community members and alumni are eligible to join The Design Hub as associated members.
Section 3. No membership fee is required to join The Design Hub, but some events may require attendance fees.

Article IV: Executives
Section 1: President* (2)

- Responsible for overseeing the group's practice and chief of decision-making; primary contact for the group.
- Chair and oversee all executive and general meetings.
- Develop and implement strategic plans for the association's overall growth and success.
- Represent the association in official functions and meetings with external parties.
- Ensure all executive members fulfill their roles and collaborate effectively.

- Mediate conflicts within the association and ensure a positive and inclusive environment.

*This position may be held by two people (co-presidents)

Section 2: VP Internal (1)

- Responsible for internal communications in the group; taking minutes; emails/social media; chief of human resources.
- Take detailed minutes during meetings and distribute them to members.
- Maintain accurate records of membership, meetings, and activities.
- Handle correspondence and communications on behalf of the association.
- Schedule meetings and notify members in advance.
- Organize and archive important documents and records.

Section 3: VP External* (1)

- Develop and maintain relationships with external organizations, sponsors, and industry professionals.
- Create networking opportunities for members with professionals in the design field.
- Coordinate and invite guest speakers for design sessions and events.
- Represent the association at external events and conferences.

*This position may be held by two people (co-VPs)

Section 4: VP Finance (1)

- Keep records of receipts, finances, and spending.
- Design budgets in collaboration with the President and other executives;
- Submit the bi-annual audit report to UTMSU.
- Develop and manage the association's financial resources, budget and cash flow.
- Identify and pursue funding opportunities, including sponsorships and grants.
- Approve and oversee expenditures to ensure they align with the budget.
- Organize fundraising activities and campaigns to support the association's initiatives.

Section 5: VP Marketing* (1)

- Develop and execute marketing strategies to promote the association's events and activities.
- Manage the association's social media accounts and online presence.
- Ensure consistent branding across all promotional materials and communications.
- Design and distribute flyers, posters, and other promotional materials.
- Increase member engagement and participation through effective communication and marketing campaigns.

*This position may be held by two people (co-VPs)

Section 6: VP Events* (2)

- Plan and organize design sessions, challenges, and other events.
- Handle logistics such as venue booking, equipment, and materials needed for events.

- Work with other executive members to ensure events run smoothly.
- Collect and analyze feedback from participants to improve future events.

*This position may be held by two people (co-VPs)

Section 7: Associates* (varies)
- Assist executive members with their responsibilities and tasks.
- Actively participate in meetings and provide input on association activities.
- Help implement and execute plans and projects developed by the executive team.
- Take on special projects or roles as needed, such as managing specific events or initiatives.
- Engage with general members and promote participation in association activities.

*The amount of people occupying this position varies depending on the workload of the team that the associates are a part of.

Article V: Meetings

Section 1: Executive meetings shall be held at least once a month to discuss the state of the club as well as to plan future events and initiatives.

Monthly reflection meeting: Executives discuss plans for the next challenge and reflect on the past one.

Section 2: General meetings shall be open to all members and shall be held once at the beginning of the semester to allow members to network and find partners for challenges. Another general meeting will be held at the end of the semester for members to reflect on their design journey and for The Design Hub to gain feedback for improvements.

Weekly design sessions: Challenge participants will have a space to meet up and work on their project every week. There will also potentially be drinks/snacks offered.

Monthly critique sessions: A panel of judges will be invited to provide feedback on participants' projects and determine a winner. Non-members are welcome to join.

Article VI: Elections
Section 1: The Design Hub's election period will be held once a year in March, and will follow all the election guidelines and rules set by the UTMSU.

Section 2: Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject

to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must be open to all interested candidates who are UTMSU registered members of the group.

- In the event of a tie, the top two candidates with the most votes will go through a final voting process. Members will vote for one or the other through a Google form. The candidate with the most votes will be selected.

- Exception: For the positions of President, VP Marketing, VP Events and VP External, if there is a tie, the top two candidates can decide if they wish to be Co-VP or Co-Presidents. If yes, there will not be a final voting process. If not, they will go through the final voting process. Members will vote for one or the other through a Google form. The candidate with the most votes will be selected.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

Article VII: Removal from office
Section 1: The Design Hub will follow the removal from office policies set by the UTMSU

Section 2: Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimation (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. The sanctions are:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Executive Removal:

Notice of Removal

1. The individual will receive a written warning if they fail to perform their duties as defined by the constitution.
2. A removal notice will be sent to the executive in question if they fail to perform their duties a second time, outlining the specific reasons for potential removal.
3. The notice will include a date for a meeting where the member will have an opportunity to respond to the allegations. This meeting must take place no sooner than 7 days from the notice date.

Voting Process

1. After the meeting, a vote will be held by a select group consisting of:
    - The president(s) of the club
    - The executive team
2. A two-thirds majority from the voting group is required for the removal to proceed.
3. The executive member in question may present their defense.

Appeal Process

1. If the executive wishes to appeal the decision, they must submit a written appeal to the executive team within 5 days of being informed of the removal vote.
2. An appeal meeting will be scheduled within 7 days of the appeal request. The member will present their case, and the president(s) and the executive team will review the appeal.
3. The president(s) will decide to uphold or overturn the appeal.

Final Vote Process

1. A final vote will be conducted by the President(s) and the relevant executive team.
2. A two-thirds majority is required in this final vote to confirm the removal.
3. The final decision will be communicated to the member within 24 hours, after which the UTMSU will be notified of the removal.

Appointment/By-Election

1. In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under “Elections Procedures”.

General Member Removal:

Notice of Removal

4. A written notice will be sent to the member in question, outlining the specific reasons for potential removal.
5. The notice will include a date for a meeting where the member will have an opportunity to respond to the allegations. This meeting must take place no sooner than 7 days from the notice date.

Voting Process

4. After the meeting, a vote will be held by a select group consisting of:
    - The president(s) of the club
    - The executive team
5. A two-thirds majority from the voting group is required for the removal to proceed.
6. The general member in question may present their defense.

Appeal Process

4. If the member wishes to appeal the decision, they must submit a written appeal to the executive team within 5 days of being informed of the removal vote.

5. An appeal meeting will be scheduled within 7 days of the appeal request. The member will present their case, and the president(s) and the executive team will review the appeal.

Final Vote Process

1. A final vote will be conducted by the President(s) and the relevant executive team.
2. A two-thirds majority is required in this final vote to confirm the removal.
3. The final decision will be communicated to the member within 24 hours, after which the UTMSU will be notified of the removal.

After a removal has been finalized, a notice will be sent to the UTMSU.

Article VIII: Amendments

- The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.
- All amendments must be approved by the group's membership via a 2/3rds majority vote in favour.
- All amendments must be approved by UTMSU before they are formalized.
- Only UTMSU members can propose and vote on amendments to the constitution.

IX: Compliance and Responsibilities