

## **TBA. Tunes. Beats. Awesome. A Cappella: Group Constitution**

### **I. Name**

The official name of this recognized campus group is “TBA”, tagline “Tunes. Beats. Awesome.”

### **II. Mission, Purpose, and Objectives**

To provide an opportunity for singers interested in a cappella music to explore a variety of styles within a group setting, and to bring a cappella music into the U of T and Toronto communities.

### **III. Membership**

Membership to the group is open to all University of Toronto members (staff, students, faculty and alumni). Members are permitted to run, nominate and vote in elections and constitutional amendments. The group is also open to non-University of Toronto members; these members, however, do not hold the aforementioned rights.

Staff, faculty, or alumni members may not hold non-voting executive positions. These positions must be University of Toronto students. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. 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.

Membership is divided into two categories: performing members, and general members. Performing members are chosen each year by auditions to be held annually in September. General members are not required to audition, but must register with a designated executive by submitting their full name, valid email address, and student number where applicable.

#### IV. Meetings

Rehearsals will be held for approximately four hours each week. In the 2022-2023 season, rehearsals will take place on Thursday and Sunday nights. More frequent and/or longer rehearsals may be scheduled closer to performances. Executive members will meet monthly, or whenever required, to review the progress of the group, musical selections, performance opportunities, finances, and other important agenda. Non-executive members are invited to attend these meetings and contribute to discussions.

#### V. Executive Council

The executive council shall be comprised of the two Directors (Executive and Music), an Assistant Music Director, a Finance Chair, a Communications Chair, and a Concert Chair. These members will be voted in by the previous year's performing members after the directorial elections, and are subject to the requirements for nomination (section VI). These members are subject to report to the Directors at any given notice. Note that not all positions may be filled if no one chooses to run for them.

A non-voting secretary may also be elected.

The Directors shall:

- Oversee the operations, management and success of the group
- Hold signing officer authority along with the Finance Executive for financial purposes
- Preside over all meetings and rehearsals
- Ensure transition of office to future executives
- Select and/or arrange a majority of the musical repertoire
- Manage all publicity items for the group including:
  - Organizing and executing advertising campaigns
  - Maintaining social media accounts (e.g. Facebook, Twitter, Instagram, Soundcloud)
- Delegate any outstanding tasks to other members of the group
- Note that even though the director positions are prescribed by name, the co-directors can choose to divide responsibilities as they see fit!

The Executive Director shall:

- Preside over all executive meetings and manage all executive decisions made by the executive board
- Serve as the primary contact for external affairs and handle official correspondence of the group
- Book rehearsal spaces and coordinate all executive meetings

The Music Director shall:

- Preside over all rehearsals, along with the Assistant Musical Director
- Select the majority of the musical repertoire
- Aid in the learning and shaping of the musical repertoire
- Serve as a secondary contact for external affairs

The Assistant Music Director shall:

- Alongside the Directors, provide additional musical direction
- Help the Directors complete administrative and organizational tasks
- Help lead rehearsal alongside one Director in the absence of another

The Finance Chair shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the Directors for financial purposes
- Prepare and maintain an annual and monthly budget of income and expenses, along with receipts
- Work alongside the Concert Chair to prepare budgets for their respective events
- Work with the Directors to look into funding and sponsorship opportunities

The Communications Chair shall:

- Make posters and flyers to advertise TBA events
- Maintain TBA social media platforms to keep people engaged and aware of upcoming events
- Correspond with VUSAC to have things printed and posted on campus.
- Make programs for concerts

- Maintain website and keep displayed info up to date

The Concert Chair Shall:

- Plan concerts
- Book venues
- Work alongside the Executive Director and Communications Chair to advertise and promote TBA gigs and concerts
- Research performance opportunities around the city

If, for any reason whatsoever, elections are not held for any of the executive positions, the newly elected Directors have full authority to appoint whomever they desire for these positions, so long as they are returning members and meet the requirements for nomination for an executive member (see section VI below).

#### **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 vote will be held at an executive meeting, and a two-thirds majority vote of the current executives 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.

#### **VI. Elections**

### Directorship

Elections for directorship (as outlined in section V) will be held at the end of each season, to be overseen by the incumbent directors. Only nominations from group members that are also registered University of Toronto members will be accepted.

Candidates must:

- Run either individually or in teams of two
- Be performing members in good standing
- Have been a part of the group for at least one semester prior to the nomination period

If candidates choose to run individually, then the top two candidates with the highest number of votes shall be co-directors for the following year. If candidates choose to run in pairs, then the pairing with the highest number of votes shall be the elected co-directors for the following year.

### Executive Council

Executive members intending to stay for a consecutive term must be re-elected. These elections take place after directorship elections and are to be overseen by the newly elected Directors. Only nominations from group members that are also registered University of Toronto members (staff, faculty, students, and alumni) will be accepted. Candidates must:

- Be members in good standing - Note that Assistant Music Directors must be performing members
- Have been a part of the group for at least one month prior to the nomination period

The candidate with the highest number of votes in each position shall be the elected executive member for the following year.

In the event of a tie, the current Executive and Music directors may choose between a revote cast with only the candidates with the most votes, splitting the position, or the Executive Director and Music Director can make the final tie breaking decision.

## **VII. Audition Panel**

A panel comprised of the Executive, Music, and Assistant Music shall oversee

auditions. If there is not an Assistant Music Director, the Directors may choose another Executive to take their place. Additional panel members may be chosen at the Directors' discretion based on availability and interest.

### **VIII. Financial Management**

The Finance Executive will manage a bank account which is used to cover the cost of materials, spaces, and other necessary expenses. At the conclusion of each season, the incumbent Finance Executive will transfer the balance of the group finances to the directors elect.

Should the group cease to exist, the accumulated funds will be transferred to the University of Toronto A Cappella Coalition (UTAC) for distribution within the a cappella community at the University of Toronto.

### **IX. Amendments to the Constitution**

Changes to the constitution shall first be proposed at the executive Council. If the motion is approved by at least three fifths (60%) of the executive Council, it is then presented to the rest of the group during rehearsal. The performing members will be given at least a week's notice on any motions to change the constitution. Once presented, any amendments must be approved by at least three quarters (75%) of the U of T affiliated members present at that rehearsal.

Changes to the constitution during the offseason shall be proposed to the remaining performing members of the upcoming year. Any amendments must be approved by at least three fifths (60%) of the executive Council at that time.