

TALES OF HARMONIA CONSTITUTION

UPDATED APRIL 11th, 2018

1. **Tales of Harmonia**

Official Name: Tales of Harmonia

Acronym/Abbreviation: ToH

2. **Purpose and Objectives**

Mission: Celebrate music in an environment conducive to growth of musicianship, appreciation of differing musicality, and the sharing of music through performance to a general audience while maintaining a quirky uniqueness of our individual and collective members.

Vision: Become an approachable choir balancing both societal involvement and artistic development through volunteering events (ie. Make a Wish Foundation, UHN, Engineering, etc.), Valentine Song-o-grams, other small performances to promote Multifaith and acceptance, and end-of-term concerts (1 per term).

Goals: Become an all-inclusive choir welcoming of the counter-current, geeky, traditional, and any other style of music or personal idiosyncrasy; yet, still maintaining a high standard of musical aptitude and self-motivated growth.

Direction: Increased musicianship in individual musical ability as well as a cohesive whole.

3. **Membership**

Eligibility: All University of Toronto (UofT) students, staff, faculty, and alumni. Non-UofT applicant must submit their full name and a valid email address to a designated executive in order to register.

Rights: Members who are UofT students may run, nominate, and vote in elections and constitutional amendments. Members who are not UofT students may not.

Two types of members: General and Active

- I) General Members include anyone who has sung with us in the past and has declared intent to return. They are not required to pay membership fees during inactive semesters. General members can vote at AGMs when in attendance if they have declared intent to return. Can attend rehearsals at the discretion of the Conductor. Can attend social events but will not be subsidized.
- II) Active Members are those singing in the current academic year and will be named in funding applications. They are required to pay membership fees. Active members can attend MGMs and vote when attending AGMs.
 - i) If the accompanist comes to regular weekly rehearsals, they are considered a full member and pay full membership fees
 - ii) If the accompanist or instrumental member only need to come to required rehearsals, as determined by the conductor, they only need to pay \$10 deposit fee that they will get back after the concert.

- III) Past members who declare intent to return can attend AGMs but cannot vote. They cannot attend MGMs.

Membership Fee: \$10, with \$30 deposit refundable according to completion of the attendance policy. Total fee refundable within 1 month of becoming a member. No refunds after election period ends.

ATTENDANCE POLICY 2017-2018

1. The membership fee is \$40, of which \$20 is refundable.
2. Once in the choir, one must be able to come to rehearsals, mandatory events and voluntary events (in the case of voluntary events, only if one answered in the affirmative).
3. If you will be absent from rehearsal, please email talesofharmonia@gmail.com (or Facebook message the Secretary) 24 hours before the rehearsal, explaining the reason of absence.
 - Failure to send an explanatory email will count as an UNEXCUSED absence.
4. Absences are EXCUSED for the following reasons:
 - Serious illness, in instances where the member cannot attend class
 - Family emergency
 - Midterm/Test booked during rehearsal time
5. UNEXCUSED absences include those involving:
 - Assignments
 - Group projects
 - Other avoidable conflicts (e.g. You purchased tickets for a Wednesday night concert, You need to pick up a friend from the airport, ...)
6. 2 x (showing up to rehearsal late/leaving early) = 1 UNEXCUSED absence.
7. Absence from more than 2 rehearsals will result in the confiscation of the deposit amount given at the beginning of membership, UNLESS the reasons for absence are all excused.
 - Examples:
 - i. 3 excused absences = deposit returned to you
 - ii. 1 excused absence + 2 unexcused absences = lose deposit
 - iii. 2 excused absences + 1 unexcused absence = lose deposit

iv. 3 lates + 1 unexcused absence = lose deposit

8. Regardless of reason, **more than 2 absences** per semester will result in a music test with the Conductor, to ensure that you have spent time to catch up on the music you missed.
9. You **must attend** the **dress rehearsal and concert** to receive your refund. Failure to attend dress rehearsal or the failure to send an explanatory email 24 hours before the dress rehearsal will result in the member not being able to perform at the end-of-term concert.

4. Executive Roles

The executive committee is comprised of five elected positions and three appointed roles. All voting members of the Executive Committee must be currently registered students of the University of Toronto. All voting positions on the Executive Committee shall be filled through an annual election. Elected positions are: President, Vice President of Communications, Vice President of Finance, Vice President of Media, and Members Representative. Appointed roles are: Conductor, Assistant Conductor, and Accompanist.

Each executive officer is entitled to create a committee and serve as its chair to better focus and engage the wider group in their department. The Executive Officer who convened these committees may appoint a proxy to oversee them; however, such positions do not hold executive decision-making authority. No executive officer may dissolve the committee other than the progenitor of it. Each committee must provide a report to the general membership and executive committee, monthly, detailing their progress on their designated function.

Elected Positions:

President

- Term: 1 year (June 1st – May 30th). Up to two people may fill the role of president. In this case, division of responsibility will be determined by the executive committee.
- Rights: Access to ToH email information. Access to confidential group information. Hold signing officer authority in financial institution of choice with Treasurer. President may appointment a temporary proxy in their absence. If unable to do so, the proxy will be determined by majority vote of the executive team.
- Duties: Oversee the operations, management and success of the group through preparations of meeting agendas and other duties as needed. Act as spokesperson for ToH. Preside over board meetings as well as general meetings. President will respond as necessary with reasonable and appropriate action with majority vote. Oversee all committees and sub-committees formed. Ensure all activities of ToH meet regulations and policies of the University of Toronto. Coordinate organizational recruitment efforts. Oversee all communications with Third Parties, including U.T.S.U., EngSoc, Ulife, and University of Toronto. Handle any requests for community involvement, as well as help to design any events hosted by the group. Report any Third Party monetary offers to the Treasurer for record keeping. Attend all executive meetings.

Vice President of Communications

- Term: 1 year.
- Rights: Access to ToH email information. Access to confidential group information. Vice President of Communications may appointment a temporary proxy in their absence.
- Duties: Make a list of all registered members and take attendance at every mandatory ToH meeting and event. Maintain the member contact list. Record notes and motions for meetings and maintain tidiness and accessibility of all ToH records. Notify all members of weekly meetings and updates via email and Facebook. Attend all executive meetings.

Vice President of Finance

- Term: 1 year.
- Rights: Access to ToH email information. Access to confidential group information. Hold signing officer authority in financial institution of choice with President.
- Duties: Record all financial transactions of the group. Maintain a budget of income and expenses along with receipts. Advise members on financial position of the group. Prepare an annual budget for the group as well as budgets for specific events. Provide a monthly report on all expenses and income to the President(s) including current balance and projected income and expenses. Perform an audit of finances at the end of the year supervised by the President and incoming Vice President of Finance. Attend all executive meetings.

Vice President of Marketing and Media

- Term: 1 year.
- Rights: Access to ToH email information. Access to confidential group information.
- Duties: Maintain the online image of ToH by: Updating the choir's website, and manage the YouTube account, Facebook page, and Twitter account and more as required. Responsible for communication through these channels. Oversee the preparation of marketing materials for concerts and other performances. Attend all executive meetings.

Member's Representative

- Term: 1 year.
- Rights: Access to ToH email information. Access to confidential group information.
- Duties: Facilitate communication between executives and members. Organize social events for the choir, including one choir retreat per semester.

Appointed Roles:

Conductor

- Term: 1 year. Appointed by Executive team through an application process.
- Duties: Act as the musical coordinator and serve the choir as its leader in musical endeavours. The Conductor is responsible for finalizing music selection and overseeing the arrangement process.

Assistant Conductor

- Term: 1 year. Appointed by Executive team through an application process.
- Duties: Assist the conductor in all musical and preparatory endeavors involving rehearsals and concerts. Fill in for the Conductor in the case of absence and conduct rehearsals when deemed appropriate by the Conductor. Help in the arrangement of music and check all arrangements by the conductor. Work in conjunction with the Conductor to plan rehearsals.

Accompanist

- Term: 1 year. Elected by Executive team through an application process.
- Duties: Attend rehearsals and concerts and accompany the choir on piano as directed by the Conductor.

Termination of Executives or General Members

Rationale: 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.

Requirements: A two-thirds majority vote of the current members present in favor of removal is required. 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. They will lose their executive position along with their membership to the group.

5. Elections

Elections Committee: One Chief Returning Officer (CRO). Two Scrutinizers from the general members. Committee members will be appointed by the executive team. Committee members are charged to conduct and hold the elections in a fair and unbiased manner. All committee members are required to disclose any and all conflicts of interest before the election period.

Candidacy: **The CRO will only accept nominations from members registered with UofT.**

Candidates must be members in good standing and have been a part of ToH for at least 1 month prior to the election period.

Time: March. The CRO shall select three election dates before March 30th for the voting period. These dates must fall on weekdays. These dates should be announced a minimum of two weeks prior to elections.

Voting: **The CRO and Scrutinizers will provide paper ballots to all registered UofT members who have paid all applicable fees and are in good standing for a minimum of 30 days before the election period.** Registered UofT members may not vote by proxy. **Non-UofT members may not vote.** Ballots will be placed in an enclosed box after voting has concluded. Ballots will be counted by the CRO and the Scrutinizers. The candidate with the most votes will be elected to the position.

Tie: In preparation for the event of a tie, the CRO will select an executive from the executive committee to cast their ballot and seal it in an envelope. One of the Scrutinizers will break the seal and count the ballot to break the tie.

Conclusion: The CRO and Scrutinizers will submit a report of the results of the elections to

the Executive Committee and general members.

By-Elections

If someone on the exec team quits, we will ask choir members to submit an application (written or verbal) detailing their qualifications to the current members on the exec team, who will then vote in the vacant spot in the next MGM.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual and monthly general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting. The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

Annual General Meetings (AGMs): The group shall hold general meetings at least once per academic term. The Executive Committee will announce these dates two 2 weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

Executive Meetings: The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings. Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two 2 weeks of its approval by general members.

