

MUSICBOX CHILDREN'S CHARITY – UNIVERSITY OF TORONTO CHAPTER CONSTITUTION

PREAMBLE

Established in 2002, the MusicBox Children's Charity is a youth-run, provincially and federally registered, not-for-profit organization.

This Constitution specifies the Names, Purpose, Membership and Regulations of the University of Toronto Chapter of the MusicBox Children's Charity and governs its operations.

I. NAME

The organization's full name shall be "MusicBox Children's Charity – University of Toronto Chapter" and henceforth shall be referred to as 'The Chapter'.

The Chapter may operate under the following list of shortened names or acronyms:

MusicBox - University of Toronto
MBCC – U of T
MBCC@UofT

or any combination thereof.

II. PURPOSE

The purpose of the MusicBox Children's Charity – University of Toronto Chapter is to provide volunteer and leadership opportunities within the University of Toronto campuses to fulfill the general objectives of the MusicBox Children's Charity, which are:

- a) Educating and promoting interest in the musical arts by providing classes, related workshops and performances of a musical nature to disadvantaged youth.
- b) Providing youth initiatives within the community through volunteer and leadership opportunities in order to establish and foster responsibility and social awareness.

III. MEMBERSHIP

1. Membership in The Chapter is exclusively open to currently registered University of Toronto students.

2. All members of The Chapter shall have full voting privileges after they have volunteered for a minimum of 15 hours with the organization.

3. Membership and/or executive position in The Chapter can be revoked following the procedure outlined below:

(a) The member-in-question (general or executive) is provided a verbal warning regarding their conduct,

(b) the member-in-question is provided a written warning regarding their conduct and future expectations,

(c) the member-in-question is asked to attend an Executive Committee meeting and provide a defence of their conduct wherein the executive vote to remove the member or member's position by a majority secret ballot with at least 3/4 of the Executive Committee present,

(d) the member-in-question may appeal the decision of the executive at the Annual General Meeting where the general membership may vote to overturn the Executive Committee's decision.

IV. EXECUTIVE

1. The executive positions shall collectively constitute the 'Executive Committee' and shall be responsible for the day-to-day operations of The Chapter.

2. The main function of the Executive Committee is to manage all activities related to the operation of MusicBox at the U of T Chapter.

3. The Executive Committee shall be comprised of the following positions with preferred experience/qualifications and responsibilities as outlined:

A. President/Co-Presidents

The President shall be selected from the General Members and should preferably have already served for at least one year on the Executive Committee. The President's responsibilities shall include:

1. The overall direction and development of the chapter
2. The development of new projects and ideas
3. The coordination of the chapter executive committee and chairing of regular meetings (at least biweekly, weekly when necessary)
4. Delegating tasks associated with volunteer recruitment events amongst Executive team and seeing them through to completion (ex. September Orientation Week Clubs Fairs- both UTSU and smaller college/faculty-specific, September Streetfest, and January Frost Week Clubs Fair)
 - a. Sign-up sheets for the Executives to work shifts at the booth
 - b. Booking rooms for information sessions
 - c. Storing recruitment materials (ie. banner, pens, buttons)
5. Oversee the Vice-President in organizing various social events including an educational music-based field trip involving all three program centres (February-March), and social

events for executives and volunteers (e.g board games, bowling, karaoke, end-of-year volunteer appreciation dinner).

6. Oversee Vice President in creating promotional material (e.g. social media accounts, banners, posters) for the chapter's recruitment process as well as for social events.
7. Prepare meeting agendas in advance
8. Signing authority over the chapter's bank account
9. Management of the musicbox.toronto@gmail.com email account
10. Primarily responsible for leading training sessions for new MusicBox volunteers
11. Preparing all training documents/presentations in collaboration with Vice-President
12. Preparing quarterly audits for the National Board meetings in collaboration with the Vice-President
13. Reviewing quarterly budgets prepared by the executive administrator (in preparation for National Board Meetings)
14. Attending National Board Meetings, alongside 1 other Executive Member

B. Vice-President

The Vice President shall be selected from the General Members and should preferably have already served for at least one year on the Executive Committee or Junior Executive. The Vice-President's responsibilities shall include:

1. Assisting the President in planning weekly executive committee meetings
2. Chairing executive meetings in the absence of the President
3. Working alongside the President and the rest of the Executive team to organize volunteer recruitment events, particularly the September Orientation Week Clubs Fair, Streetfest (September), and Frost Week Clubs Fair (January).
 - a. Research possibilities for smaller-scaled Clubs' Fairs (e.g. College-internal Club Fairs - especially at Trinity College, as it has been quite successful in the past!)
4. Primarily responsible for organizing social events, including an educational music-based field trip involving all three program centres (in February or March), and social events for executives and volunteers (e.g board games, bowling, karaoke, end-of-year volunteer appreciation dinner).
5. Primarily responsible for creating promotional material (e.g. social media accounts, banners, posters) for the chapter's recruitment process as well as for social events.
6. Signing authority over the chapter's bank account
7. Management of the musicbox.toronto@gmail.com email account
8. Assisting the President in running training sessions for new MusicBox volunteers, alongside the rest of the Executive team
9. Preparing all training documents/presentations alongside the President
10. Preparing quarterly audits for the National Board meetings in collaboration with the President
11. Attending the National Board Meetings (especially in absence of the President!)

C. Executive Administrator

The executive administrator shall be elected by the General Members and should preferably have already served for at least one year as a volunteer. Their responsibilities include:

1. Continually looking for new funding opportunities for MusicBox U of T, and also MusicBox National
2. Booking the booths for recruitment events (through UTSU for campus-wide clubs' fairs, through individual colleges/faculties for smaller events)
3. Paying for any fees to take part in campus events
4. Drafting and completing UTSU funding applications
5. Drafting of external applications for funding when required
6. Taking minutes during executive team meetings
7. Ensuring the chapter's financial records are continually updated
8. Primarily responsible for preparing quarterly budgets for National Board meetings (to be submitted by the President and Vice President)
9. Reimbursing volunteer and executive expenses (with signing authority over the chapter's bank account)
10. Maintaining updated lesson schedules from each of the center coordinators in the Chapter's Google Drive
11. Ensuring the Google Drive is organized, in order to facilitate transition to the new Executive
12. Ensuring meeting minutes are shared with National Board at all times
13. Attending all volunteer recruitment and training sessions

D. Centre Coordinators (1 per centre)

The Centre Coordinators shall be elected by the General Members and should preferably have already served for at least one year as a volunteer teacher. Responsibilities shall include:

1. Assisting the President/Co-President/Exec Admin with training sessions for new volunteers - you MUST be present for training sessions taking place for your center's prospective volunteers
2. Develop new lesson plans and/or refine existing plans for ongoing projects
 - a. We should try and revamp the DJ classes at one of the centers! We have all of the equipment in storage at YSM
3. Maintain a directory database of volunteers and contact information for the centre. It is your responsibility to share the phone numbers and email addresses between volunteers and your center staff member (YSM: Julie, YWCA: Ruby, RH: Letrice). This is important so that they can contact each other directly in case of a last-minute cancellation!
4. Ensuring all centre volunteers complete City of Toronto police record checks
 - a. Ensure all volunteers send electronic copies to our MusicBox Chapter as well as to the center where they are volunteering if they request it
5. Liaise on behalf of MusicBox with the community centre contacts
 - a. Maintain weekly email/phone exchanges between centre staff and volunteer coordinator

- b. At least 2 in-person visits with the staff coordinator at your center per semester
- 6. Drafting all communication to your volunteers on behalf of the Executive team
 - a. Keeping lesson reports and attendance sheets updated
 - b. Updating volunteers on status of lessons (e.g. cancelled, not cancelled)
 - c. Announcing field trips and recitals
- 7. Ensuring that there are adequate teaching materials at the centre (instruments, books, staff paper, etc) and actively asking volunteers what resources would aid their teaching
- 8. Maintaining inventory of materials. Instruments need to be accounted for at the start and end of each semester (especially at YSM as there many guitars, violins, take-home pianos, and the DJ equipment). It would be a good idea for each center to have an inventory list, and it may be useful to number instruments at YSM to ensure each student returns their borrowed instrument at the end of the year
 - a. Maintain sign-out sheet for all instrument and books at the centre
- 9. Coordination of volunteer schedule and supervision of volunteers especially in the case of volunteer/student absence
- 10. Organize an end-of-year concert
- 11. Attend all volunteer recruitment and training sessions

E. Junior Executive

The junior executive shall be elected by the General Members. A junior executive will be hired such that they may take a role such as President or Vice-President in the next academic year, especially in the event that the entire executive team is graduating. The junior executive's responsibilities include:

- 1. Attend exec team meetings to become familiar with the roles of each member, their tasks throughout the year and understand how to potentially run the club as President in the future.
- 2. Take brief notes during meetings for future reference.
- 3. Attend all volunteer recruitment and training sessions (unless they are a first year student that has not yet joined the club).
- 4. Attend social events so that they can develop a relationship with the current exec team for assistance in the future.
- 5. Take on a President/Vice-President or any other role on the executive team in the upcoming academic year (depending on whether or not the entire executive team is in their graduating year).

V. ELECTIONS

- 1. The Chapter shall elect members to fill the following positions for the next academic year at the final Annual General Meeting of the current academic year:
 - a) President/Co-Presidents

- b) Vice-President
- c) Executive Administrator
- d) Centre Coordinators (1 per centre)
- e) Junior Executive (1-2 at the discretion of President)

2. Notice of Chapter elections must be communicated by email, or some other comparable method, and posted to any currently active online bulletin boards or group sites at least two weeks in advance of the date of the elections.
3. Candidates for Executive Positions shall present themselves at the in-person elections (or send someone on their behalf), or if online elections are conducted, send in a position statement electronically
4. The President, or Chairperson, shall hold a public vote where each Chapter member shall have one vote. Electronic methods are preferred for improved accessibility (Google vote).
5. The President, or Chairperson, shall possess the right to break the vote in a tied situation.
6. The successful candidate for a given position is the candidate that received the most votes for that position.
7. Once a decision has been made, a list of those elected will be released to all Members of MBCC-U of T.
8. Mid-year vacancies shall be filled by conducting a by-election at a special meeting of the general membership. Such a by-election must also follow the above procedure outlined in points 2-7.

Only currently registered University of Toronto students may run for Executive positions.

VI. FINANCES

1. The Chapter may apply for and receive funding from The Charity. Requests for funds must be submitted to the Regional Chapter Coordinator. In the absence of the Regional Chapter Coordinator, the budget is to be submitted to the President of the Charity for review by the Board of Directors for approval.
2. The Chapter will submit a spring audit to the Charity, annually, in accordance with this policy. The audit consists of the proposed budget, along with an actual budget depicting actual expenditures and revenues, along with photocopies of cheque stubs for cheques written, receipts, invoices and bank statements, and any other documentation of The Chapter's expenditures. Completion of the audit is ultimately the responsibility of the President/Vice-President, and completion of the audit is the responsibility of the Executive Administrator.
3. Any donations, sponsorships, or other monies not requiring a tax receipt which are received through fundraising will be placed in The Chapter's bank account and indicated as revenue on any financial statement submitted to the Charity or the University. An example of such would be support from internal U of T organizations, such as UTSU funding.
4. Any donations, sponsorships, or other monies requiring an official tax receipt must be remitted to the Charity to be managed before a receipt can be issued.

VII. MEETINGS

1. The Chapter's Executive Committee will meet on a biweekly basis at minimum throughout the academic year, depending on the demands of ongoing projects.
2. The Chapter's General Membership will meet on an annual basis at minimum (the Annual General Meeting) with additional meetings possible if required.
3. Any Sub-Committee meetings will occur in between, and in addition to, the regularly scheduled meetings of The Chapter.
4. Notice of meetings must be provided by email, or some other comparable method, at least one week in advance of the meeting date.
5. The minutes from the previous meeting must be circulated by email or in hard copy at least two days before the next scheduled meeting.

VIII. PROJECTS

1. The Chapter will use "education" as the guiding principle in all its projects. The breadth of the definition of "education" should allow for variance in the types of projects The Chapter takes on.
2. Motion to select or amend a project may be presented as an addition to the minutes at the beginning of the meeting.
3. The selection of a project must be made by at least 2/3 of the committee membership.
4. For each ongoing project, the Executive Committee must appoint a project coordinator. The responsibilities of a project coordinator shall include:
 - a) Preparation of required materials for each session of the project.
 - b) A record of attendance of all teachers, teacher's assistants and participants.
 - c) Availability to all classes at the centre at all times.
 - d) Chief liaison between teacher, parents and The Chapter
 - e) Demonstrate respect for all students, school and MusicBox personnel and parents of your students
 - f) Maintain consistent standards of behaviour for all students
 - g) Keep an up-to-date record of every event, report to The Chapter executive
5. For each ongoing project a full end of year report must be submitted to the Executive Committee. This report should include:
 - a) A summary of activity for the project including major successes and any concerns or areas to be improved upon.
 - b) Copies of all participant consent forms.
 - c) Any other relevant information.

IX. CONSTITUTIONAL AMENDMENTS

Amendments to this Constitution proposed by a member of the Chapter Executive must be passed at two consecutive meetings of the Executive, held at least one week apart, by a two-thirds majority vote at each meeting.

Amendments to this Constitution proposed by the general membership must be passed by a two-thirds majority vote of the full membership at the Chapter's Annual General Meeting.

A Call for Quorum must be made and met prior to voting upon constitutional amendments.

Notice of a constitutional amendment, including the full text of the amendment, must be communicated by email, or some other comparable method, at least 10 business days in advance of the meeting on amendments to the Constitution.