

# **Constitution of “The University of Toronto Allegro Student Choir”**

## **1. Name and Purpose**

- 1.1. The official name of the recognized student group is “The University of Toronto Allegro Student Choir”.
- 1.2. The official acronym or abbreviation of the group is “Allegro Choir”, hereafter called “The choir”.
- 1.3. The choir is a four-section choir, also known as an SATB choir.
- 1.4. The purpose, objectives, mission and/or mandate of the choir is to:
  - 1.4.1. Provide a Chinese-Canadian cross-cultural platform to the choir members.
  - 1.4.2. Learn and perform music to enjoy and share with others.
  - 1.4.3. Perform publicly for the purposes of entertainment and education.
  - 1.4.4. Perform at community events.
  - 1.4.5. Promote choral singing to the general public through concerts, street singing and other events.

## **2. Membership and Membership Fee**

- 2.1. The choir shall maintain a list of choir members.
- 2.2. All members are encouraged to attend a vocal audition before concerts.
- 2.3. The purpose of the audition is to determine the section (for example, Soprano), their musical knowledge, and past experiences of the member.
- 2.4. The audition does not exclude students or their voting eligibility.
- 2.5. The audition can be held in a hybrid format.
- 2.6. Voting membership is open to all registered students of the University of Toronto.
- 2.7. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.8. The membership fee will be \$25 per year.
  - 2.8.1. The membership fee shall be paid to the Vice-President of Finance (VP Finance) upon entry to the choir.
  - 2.8.2. The membership fee will cover the expenses throughout the year, with detailed transaction records available for all members.

## **3. Equality and Equity**

- 3.1. The choir shall be committed to equality in all its functioning, both internal and external.
- 3.2. The choir will actively seek to act and campaign against discrimination on the grounds of sex, sexual orientation or gender identity, age, race, nationality, ethnic heritage or cultural origin, disability, religion or belief or any other aspect of identity which can lead to discrimination.

3.3. The choir will actively seek membership from members of oppressed groups.

#### **4. Rights of Members**

- 4.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 4.2. All members have a right to attend all rehearsals, sectional workshops, and public performances.
- 4.3. All voting members have a right to attend all general meetings of members.
- 4.4. All voting members have a right to cast votes at all general meetings of members.
- 4.5. All voting members have a right to stand for election unless otherwise stated in this document.
- 4.6. All voting members have a right to cast votes in all choir elections and referenda.
- 4.7. All voting members have a right to propose and vote on amendments to this constitution.
- 4.8. All members have a right to be promoted to executives following nomination and voting. Other requirements for the executive team are stated in Article Five.
- 4.9. The rights prescribed for voting members in Article Four are not awarded to non-voting members as described in Article Three.

#### **5. Executive Committee**

- 5.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 5.2. The members of the Executive Committee are eligible for re-election in subsequent years.
- 5.3. The Executive Committee shall be comprised of three (3) voting members, including
  - One (1) President.
  - Two (2) Vice-Presidents including
    - One (1) Vice-President of Executives (VP Executives).
    - One (1) Vice-President of Finance (VP Finance).
- 5.4. All members of the Executive Committee must be currently registered students of the University of Toronto.
- 5.5. The Executive Committee may recruit members of the choir as directors in need, but the directors are not members of the Executive Committee.
- 5.6. No person may serve as a financial authority (i.e., VP Finance) or signing authority (i.e., President and VP Executives) for the choir if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

## **6. Executive Committee Composition and Duties**

### **6.1. The President (Co-presidents) shall:**

- 6.1.1. Be eligible to cast votes at meetings of the Executive Committee.
- 6.1.2. Oversee the operations, management, and success of the choir.
- 6.1.3. Serve as spokesperson for the choir.
- 6.1.4. Hold signing and financial authority along with the Vice-Presidents.
- 6.1.5. Preside over meetings of the Executive Committee and/or members.
- 6.1.6. Ensure a transition of the Executive Committee from one year to the next.
- 6.1.7. Ensure that the choir (including the Executive Committee) meets the standard for the University of Toronto Student Life and University of Toronto Students' Union recognition process.
- 6.1.8. Manage the Student Organization Portal webpage of the choir.

### **6.2. The VP Executives shall:**

- 6.2.1. Be eligible to cast votes at meetings of the Executive Committee.
- 6.2.2. Record notes and minutes for the meeting of the Executive Committee.
- 6.2.3. Assume the duties of the President in their absence.
- 6.2.4. Hold signing authority along with the President.
- 6.2.5. Ensure activities of the club comply with the policies of the University of Toronto.
- 6.2.6. Nominate sectional leaders during the first Executive Committee meeting of the year for voting at the first general meeting of the year.
- 6.2.7. Collect attendance from sectional leaders and evaluate termination of membership proposed by members and/or section leaders.
- 6.2.8. Perform any other administrative responsibility decided by the meetings of the Executive Committee.
- 6.2.9. Operate, manage, and maintain the websites and all social media accounts of the choir.
- 6.2.10. Design, publicize, and print all promotional materials for any event.
- 6.2.11. Forward promotional materials from collaborative clubs per their requests.

### **6.3. The VP Finance shall**

- 6.3.1. Hold financial authority along with the President.
- 6.3.2. Collect and record membership fee transactions.
- 6.3.3. Record and inspect any transactions that occurred throughout the year.
- 6.3.4. Publicize the transaction records and balance at the first and last general meetings.
- 6.3.5. Seek financial aid and sponsorships.
- 6.3.6. Provide sustainable financial and strategic suggestions and recommendations.

- 6.3.7. Make sound and accountable judgments when making financial decisions.
- 6.3.8. Seek for opportunities of collaborations and promotions in any form.

**6.4. Mutual Responsibilities**

- 6.4.1. Coordinate organizational recruitment efforts.
- 6.4.2. Seek for opportunities of performances.
- 6.4.3. Ensure the smooth progression of annual concerts.

**7. Elections**

- 7.1. All positions on the Executive Committee shall be filled through an annual election.
- 7.2. All voting choir members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 7.3. All non-voting choir members shall be eligible for members of the Election Committee.
- 7.4. The Election Committee shall be responsible for the election of the Executive Committee and Sectional Leaders.
- 7.5. Non-voting choir members shall not be eligible to cast a ballot for any elected position.
- 7.6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 7.7. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 7.8. The elections must be held in a nonbiased manner.
- 7.9. Voting members must not be a member of the Election Committee.

**8. Finances**

- 8.1. The VP Finance's role can be found in Article Seven Point Three (7.3).
- 8.2. The Executive Committee must approve all expenditures over \$200.00 through a majority vote at a meeting of the Executive Committee.
- 8.3. The choir may not engage in activities that are essentially commercial in nature.
- 8.4. The choir will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.5. The choir will not provide services and goods at a profit when that profit is used for purposes other than those of the choir.
- 8.6. The choir will not pay salaries to any of its Executive Committee members.

**9. Meetings**

- 9.1. **Beginning-of-Year meeting**

- 9.1.1. The beginning-of-year meeting shall be held before the first rehearsal of the year, decided by the Executive Committee meeting.
- 9.1.2. The Executive Committee must announce the date and time of the beginning-of-year meeting at least two (2) weeks prior to the date of the meeting.
- 9.1.3. The quorum for the beginning-of-year meeting shall be 50%+1 of the voting members.
- 9.1.4. The purpose of the beginning-of-year meeting shall be to:
  - 9.1.4.1. Elect Sectional Leaders.
  - 9.1.4.2. Receive the annual executive plan from the President.
  - 9.1.4.3. Receive the annual financial plan from the VP Finance.
  - 9.1.4.4. Announce the constitution of the choir.

## **9.2. General meetings**

- 9.2.1. General meetings shall be held before/after regular rehearsals, decided by the Executive Committee meetings.
- 9.2.2. The Executive Committee is required to announce the date and time for general meetings one (1) week prior to the meeting.
- 9.2.3. The purpose of the general meeting shall be to:
  - 9.2.3.1. Announce event opportunities.
  - 9.2.3.2. Announce decisions of terminations of membership.
  - 9.2.3.3. Discuss any other events happening between general meetings.

## **9.3. End-of-Year meeting**

- 9.3.1. The end-of-year meeting shall be held after the last rehearsal of the year, decided by the Executive Committee meeting.
- 9.3.2. The Executive Committee must announce the date and time of the end-of-year meeting at least two (2) weeks prior to the date of the meeting.
- 9.3.3. The quorum for end-of-year meeting shall be 50%+1 of the voting members.
- 9.3.4. The purpose of the end-of-year meeting shall be to:
  - 9.3.4.1. Elect successive Executive Committee.
  - 9.3.4.2. Receive the annual executive report from the President.
  - 9.3.4.3. Receive the annual financial report from the VP Finance.
  - 9.3.4.4. Receive proposals for constitutional amendments.
  - 9.3.4.5. Vote for constitutional amendments.
  - 9.3.4.6. Decide the membership subscription for the next year.

## **9.4. Executive Committee meetings**

- 9.4.1. The Executive Committee shall meet biweekly or as called by the President.
- 9.4.2. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

- 9.4.3. The purpose of Executive Committee meetings shall be to:
  - 9.4.3.1. Receive reports of progression from the respective Vice-Presidents.
  - 9.4.3.2. Discuss the programs of operation before the next Executive Committee meeting and the longer-term plan for collaborative events and the annual concert.
  - 9.4.3.3. Evaluate the termination of membership applications from members after one month of paying the membership fee.
  - 9.4.3.4. Evaluate the termination of membership applications from Sectional Leaders per the regulations in Article Ten (10).
  - 9.4.3.5. Discuss other affairs per President's request.

## **10. Termination of Membership**

- 10.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the choir and its members, including non-disclosure of a significant or continuing conflict of interest.
- 10.2. The Sectional Leaders may apply to revoke the membership of any member if they are absent for 3 rehearsals consecutively without informing, and/or absent for 5 rehearsals cumulatively without informing.
- 10.3. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 10.4. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 10.5. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 10.6. In the case of an appeal, a simple majority vote at a general meeting of the general membership shall be required to sustain the revocation of membership.
- 10.7. The decision to revoke membership shall be announced during the next general meeting.
- 10.8. All members can inform the VP Executives to terminate memberships.
- 10.9. Following termination of membership, the member will be removed from the club's membership and lose any privileges associated with being a club member.
- 10.10. Executive Committee members are subject to the same termination process as general members.
- 10.11. The subjective Executive Committee member will not have the right to vote in Executive Committee meetings after the revoke is proposed.

## **11. Termination of Executives**

- 11.1. All members of the choir can report any member of the Executive Committee who commits an act negatively affecting the interest of the choir and its members, including non-disclosure of a significant, continuing conflict of interest, or abuse of power.
- 11.2. Members of the Executive Committee other than the subjective member shall propose to revoke upon receiving reports from all members during the Executive Committee meetings.
- 11.3. A simple majority of the Executive Committee is required to approve any motion to revoke executives.
- 11.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 11.5. In the case of an appeal, a simple majority vote at a general meeting of the general membership shall be required to sustain the revocation of executives.
- 11.6. The decision to revoke executives shall be announced during the next general meeting.

## **12. Amendments**

- 12.1. All constitutional amendments shall require a 2/3 majority vote to be passed at the end-of-year meeting or the Executive committee meetings.
- 12.2. All voting members may propose and vote on amendments to the Constitution.
- 12.3. Per request by Student Life and/or the University of Toronto Student Union, amendments can be submitted by executive team members and voted through executive committee meetings.
- 12.4. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 12.5. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.