

## **Constitution of “Musical Minds Community Outreach”**

### **1. Name**

The official name of this recognized campus group is “Musical Minds Community Outreach”. The abbreviation of the group is MMCO.

### **2. Purpose and Objectives**

- Make music education more accessible to children who may not otherwise have the opportunity to learn music.
- Partner talented youth musicians with children from lower-income backgrounds for weekly lessons and mentorship
- Fundraise to subsidize instrument rentals and music book purchases
- Organize performance opportunities for students at recitals and community events

### **3. Philosophy**

Musical Minds Community Outreach is a student-driven volunteer organization at the University of Toronto. We strive to make music education more accessible to children and youth who may not otherwise have the means or opportunity to learn music. We know how much fun it can be to learn an instrument! Our enthusiasm stems from the understanding that skills fostered through lessons can extend outside our studio. We partner with families in the community to empower lasting confidence and to foster a love of learning in kids and youth.

### **4. Membership**

Voting membership is open to all registered students of the University of Toronto. Members are permitted to apply to serve on the Executive and can vote on constitutional amendments. Non-voting membership is open to University of Toronto staff, faculty, alumni and persons from outside the University. However, these members do not hold the aforementioned voting rights. Members must register with a designated executive by submitting their full name and a valid email address.

There is no membership fee.

All voting members of the Executive Committee must be currently registered students of the University of Toronto. Non-voting members may hold non-voting positions on the Executive Committee. However, the maximum number of non-voting positions on the Executive Committee is one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greatest. Registered students may be Executive members of one or more Student Groups, but may only serve as a financial signing officer on one Student Group at a time.

## 5. Executive List and Duties

The executive committee shall be comprised of the following members:

### *Director(s)*

The responsibilities of the Director(s) are to:

- Be ultimately responsible for all actions of the club
- Be responsible for the overall direction of the club
- Oversee the operations, management and success of the group
- Be the liaison with the University of Toronto Students' Union, U of T Office of Student Life, and the Arts and Science Students' Union
- Hold signing officer authority for financial purposes
- Attend all required Council Meetings of the Arts and Science Students' Union;
- Calling executive meetings, preparing and distributing the agenda prior to executive meetings
- Ensure transition of office to the future Executives
- Keeping database of students and instructors, partnering students with instructors
- Identify and apply for external and internal funding opportunities
- Maintain accurate financial records of all club-related transactions, including receipts
- Develop the yearly budget in consultation with other executive members
- Oversee and make final decisions regarding the recruitment of executives, instructors, and students
- Administer parent, student, and instructor forms and keep records of them

### *Procurement and Sourcing Director(s)*

The responsibilities of the Procurement and Sourcing Director(s) are to:

- Coordinate the transportation and storage of MMCO's rental instruments
- Collect deposits from families participating in the rental program
- Maintain an up-to-date inventory database
- Solicit instrument donations from local music stores and community partners
- Monitor second-hand marketplaces (e.g., Facebook Marketplace, Kijiji) and notify the Directors when affordable instruments become available for purchase

### *Internal Relations Director*

The responsibilities of the Internal Relations Director are to:

- Maintain email lists of instructors and families of students
- Send weekly lesson attendance confirmation emails and track responses
- Monitor the club email inbox for notices of planned absences and last-minute cancellations
- Record and archive meeting minutes for executive and all-instructor meetings

### *External Relations Director(s)*

The responsibilities of the External Relations Director(s) are to:

- Develop relations with sponsors including corporate sponsors
- Develop relationships with partners such as orchestras, musicians groups, community outreach groups, churches, schools, community centers to promote MMCO

- Coordinate in-person events with community partners
- Notify directors when new funding opportunities for the club arise

*Communications Director(s)*

The responsibilities of the Communications Director(s) are to:

- Maintain MMCO's presence on social media platforms
- Update the MMCO website with new member profiles, new community partnerships, upcoming events, and other relevant information
- Initiate and coordinate collaborative opportunities with other U of T clubs, including joint social events and fundraisers

*Executive Members at Large*

The shared responsibilities of all Executive Members are to:

- Attend biweekly executive meetings
- Recruit new instructors at Colleges and during Frosh Week
- Contribute to the planning and execution of social events and fundraisers
- Support other Executive Members with their responsibilities as needed
- Supervise instructors during their weekly lessons

## **6. Termination and Appeal Process of Executives or General Members:**

*Termination*

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 two-thirds majority vote of the executive committee 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, may lose their executive position along with their membership to the group.

*Appeal Process*

A member who has been removed from their position or whose membership has been terminated by decision of the executive committee may appeal the decision. A successful appeal requires a two-thirds majority vote in favor of reinstatement by the general membership, *excluding* members of the executive committee. If the appeal is successful, the member shall be reinstated with all rights and privileges previously held.

## **7. Elections**

The executive committee makes a call for applications for executive positions from the general membership a minimum of three weeks prior to selections. The applications will require candidates to outline their interest in MMCO, their organizational experiences, and what they will bring to the MMCO executive. The current members of MMCO will vote on the basis of the strength of the application. These appointments will also be ratified by a majority vote of the general membership of MMCO in order to be a true representation of the goals of the entire member population of MMCO. A two-thirds majority vote of the current members present in favor of the appointment is required.

Terms of executive positions shall be from May 1st to April 30th. Executive members at large may be appointed in September after calls for applications are made following a general meeting and will serve until April 30th.

## **8. Finances**

The Directors shall keep records of all income and expenses. The Directors shall present the group's financial health at the annual 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 will not engage in activities that are essentially commercial in nature. The group 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 any of their executive members or officers.

The group will declare its banking information to the university.

## **9. Meetings**

### *Annual General Meetings (AGMs)*

The group shall hold general meetings at least twice per year, i.e. 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 a two-thirds 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 biweekly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives. Motions will require quorum for a vote to be cast. The motion with the most votes will be passed.

## **10. Amendments**

Any registered UofT 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.