



Constitution of Skule™ Choir

1. Name

The official name of this recognized campus group is Skule™ Choir. The group has no official acronym or abbreviation.

2. Purpose and Objectives

Skule™ Choir is a SATB mixed chorus based out of the Faculty of Applied Science and Engineering at the University of Toronto. The Choir seeks to contribute to the community by promoting knowledge of, interest in, and enjoyment of choral music of various genres at U of T, especially among engineering students. During the academic year, members selected by audition will attend weekly rehearsals to prepare for public concerts, held at least once per semester. The choir will aim to be accessible to all students, regardless of musical background.

3. Membership

Membership to the group is open to all University of Toronto members (students, staff, faculty, and alumni). Auditions will be held as necessary to be a singing member of the Choir; however, anyone can join in a non-singing capacity. This includes instrumentalists for concerts and for those who wish to attend rehearsals but not perform at concerts and other performances. Voting membership is open only to all registered students of the University of Toronto. Non-voting membership is open to University of Toronto staff, faculty, alumni, and all non-U of T members. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members. Members must register with the Secretary by submitting their full name and valid email address. There will be no membership fees, though there is a music deposit refundable at the end of the year once the folder is returned in the same condition by a deadline established each year. The executives will collect and maintain a membership list. All members are expected to maintain behaviour in accordance with the Chorister Code of Conduct and policy outlined in Section 5.

4. Executive List and Duties

The executive committee shall comprise five (5) members, each with equal voting power: Manager; Secretary; Treasurer; Marketing and Communications Manager, head of the Marketing and Communications Committee; and Conductor, head of the Conducting Team. Members of the Marketing and Communications Committee and Conducting Team may represent and act on behalf of their respective heads. No individual may hold more than one executive position concurrently. Two (2) executives may represent the club as contact people on the Student Organization Portal (SOP). All executive positions are elected yearly for one year terms at a designated general meeting, and when a

position becomes vacant through resignation or removal. Though the expectation is that executives fully serve their one year term, they may resign at any time before the end of the term.

Non-voting members may hold only non-voting positions on the Executive Committee. Non-voting members holding positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

Resignation of a position is presumed by majority vote of present members if the holder of the position permanently loses the ability to communicate through all means despite reasonable attempts over a period of 30 days, deceased as confirmed by a death certificate, or abducted by extraterrestrials; retroactive reinstatement within 1 year, overriding any subsequent elections or appointments of a position, by majority vote of present members may be exercised should the rationale for the presumed resignation be proven incorrect. The term of positions shall be from May 1st to April 30th.

If the executive committee feels that the creation of an additional position will benefit the group, this shall be discussed and voted upon at an executive meeting. A simple majority is necessary for the position to be created, in which case it will be filled by election (if it is part of the executive committee) or appointment. After the end of the semester in which the position is created, the executive committee will vote whether to make the position permanent. If it is made permanent, a constitutional amendment should be made according to Section 10 of this constitution.

4.1. The Manager shall:

- 4.1.1. Oversee the operations, management, and success of the group;
- 4.1.2. Be the spokesperson for the group;
- 4.1.3. Hold signing officer authority along with the Treasurer for financial purposes;
- 4.1.4. Preside over board meetings as well as general meetings;
- 4.1.5. Ensure transition of office to the future executives;
- 4.1.6. Ensure that all the activities of the club meet regulations and policies of the University of Toronto; and
- 4.1.7. Take on responsibilities of any vacant executive positions.

4.2. The Treasurer shall:

- 4.2.1. Record all financial transactions of the group;
- 4.2.2. Hold signing officer authority along with the Manager for financial purposes;
- 4.2.3. Maintain a budget of income and expenses along with receipts;
- 4.2.4. Advise members on the financial position of the group; and
- 4.2.5. Prepare an annual budget for the group as well as budgets for specific instances.

4.3. The Secretary shall:

- 4.3.1. Make a list of all registered members;

- 4.3.2. Maintain the website and member contact list;
- 4.3.3. Record notes and motions for meetings;
- 4.3.4. Notify all members of meetings and rehearsals; and
- 4.3.5. Handle official correspondence of the organization.

4.4. Conducting Team

The Conducting Team shall comprise two (2) types of members: Conductor; and Assistant Conductor.

4.4.1. The Conductor shall:

- 4.4.1.1. Plan and run weekly rehearsals;
- 4.4.1.2. Conduct the choir during rehearsals and performances; and
- 4.4.1.3. Choose repertoire for the choir and present it at the executive meetings.

4.4.2. The Assistant Conductor shall:

- 4.4.2.1. Take on the responsibilities of Conductor (as outlined in section 4.3) should the Conductor is unable to complete their duties due to absence, illness, or other conditions;
- 4.4.2.2. Manage sheet music (storage, distribution, collection at end of year); and
- 4.4.2.3. Assist the Conductor in choosing repertoire.

4.5. Marketing and Communications Committee

The Marketing and Communications Committee shall comprise three (3) types of members: Marketing and Communications Manager; Webmaster; and Outreach Director. The Webmaster and Outreach Director are welcome to attend executive meetings but are not required to. They must report to the Marketing and Communications Manager. All non-executive positions are interviewed. The term of executive positions shall be from May 1st to April 30th.

4.5.1. The Marketing and Communications Committee shall:

- 4.5.1.1. Manage all marketing, outreach, and promotional materials, physical or digital;
- 4.5.1.2. Manage all social media platforms, including Instagram, Youtube, and Facebook;
- 4.5.1.3. Design materials for both physical and digital promotion: once a semester to design posters, concert adverts, annual submissions for Skulebook/Froshbook, and title/ending cards for videos as needed;
- 4.5.1.4. Reformat poster art for the program, format program notes and pictures, and print out in advance of concert day; and
- 4.5.1.5. Aid in the distribution of promotional materials by printing and putting up posters, sending materials to the ECF lab, and contacting donors;

- 4.5.2. The Marketing and Communications Manager shall:
 - 4.5.2.1. Manage the marketing and communications committee and report to the executive committee, acting as the bridge between each committee;
 - 4.5.2.2. Ensure all duties of the marketing and communications committee are being fulfilled; and
 - 4.5.2.3. Take on responsibilities of any vacant committee positions.

- 4.5.3. The Webmaster shall:
 - 4.5.3.1. Maintain the public access pages of the Skule™ Choir website by updating archives, keeping forms and audition information recent, and publishing upcoming events to the calendar; and
 - 4.5.3.2. Report to the Marketing and Communications Manager.

- 4.5.4. The Outreach Director shall:
 - 4.5.4.1. Maintain the social media platforms of Skule™ Choir by sharing posts accordingly, upkeep information, and replying to messages on behalf of Skule™ Choir;
 - 4.5.4.2. Assist in designing all promotional materials, both physical and digital; and
 - 4.5.4.3. Report to the Marketing and Communications Manager.

4.6. Transition Report

Upon the transition of an executive position from one individual to another, a transition report specific to the position must be created for the incoming executive member. This report is intended to ease the transition. The outgoing executive shall make reasonable efforts to produce this report and submit it to the incoming executive before the start of the new term date. Typically, the transition and report are done during the off-season so that the new executive will be ready for the upcoming academic term.

- 4.6.1. The Transition Report must:
 - 4.6.1.1. Cover all aspects of the executive duties and act as a reference for any future inquiries;
 - 4.6.1.2. Include an appropriate amount of detail for the executive position; and
 - 4.6.1.3. Adhere to the formatting of previous transition reports.

- 4.6.2. The Transition Report may:
 - 4.6.2.1. Include a personal letter from the previous executive or director to the new executive or director;
 - 4.6.2.2. Include references, personal or general advice, and other resources to aid the incoming executive;
 - 4.6.2.3. Include an overview and a timeline;
 - 4.6.2.4. Include a list of future target goals; and
 - 4.6.2.5. End with a closing note.

5. 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 their actions. A two-thirds majority vote of the current members present in favour 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 membership to the group in addition to their executive position.

5.1. Reporting the Conflict to Engineering Society

5.1.1. Reporting the incident to the Engineering Society through official complaint channels can result in any combination of the following:

- 5.1.1.1. Recall from position;
- 5.1.1.2. Mandate additional training;
- 5.1.1.3. Send official apology;
- 5.1.1.4. Given an official warning from overseeing body;
- 5.1.1.5. Escalate to campus police;
- 5.1.1.6. Escalate to law enforcement; or
- 5.1.1.7. Escalate to the Office of the Dean.

The process for submitting a complaint to the Engineering Society can be found on the former party's website. When in doubt, feel free to contact the ombudsperson at ombudsman@skule.ca for advice or assistance regarding the matter. If you believe that someone is a legitimate threat for any of the reasons listed in this section, please contact the Engineering Society to report the conflict.

6. Elections

The elections will be held in March or April during one of the weekly rehearsals for all elected positions. Nominations will be accepted from any voting member. Members may nominate themselves and current executives may run for either the same or a different position. Each candidate in each position will have an opportunity to justify why they're qualified (i.e. describe their qualifications) for the position they're running for. Non-voting members may be nominated for and hold **non-voting executive positions** to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greater. The election date will be announced at least 14 days in advance. Elections will require a 2/3 majority of registered members in attendance. Only voting members are eligible to vote. Voting will be done by anonymous ballot. In the case of only one specific position of a specific title, the candidate with the most votes shall be elected to the position. In the case of multiple positions of a specific title, the candidates with the most votes shall be elected to the positions. In preparation for a tie, the Manager shall select another executive from the executive committee to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, the Manager shall break the seal and count the ballot in order to break the tie. Otherwise, none of the members of the executive committee vote. If one or more positions are not filled, subsequent elections may be conducted.

7. Finances

The Treasurer shall draft a budget in consultation with the other executives at the beginning of each academic term, keep records of all income and expenses, and present the group's financial health at each general meeting. Reimbursements will also be made by the Treasurer. The Executive Committee will vote on all purchases by majority vote at executive meetings. The group will not pay salaries to any of its officers.

7.1. Prohibition of Commercial Activity

- 7.1.1. The Choir may not engage in activities that are essentially commercial in nature.
- 7.1.2. The Choir will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.1.3. The Choir will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

8. Meetings

8.1. General Meetings:

The Choir will hold general meetings at least twice per year, i.e. once per academic term. The Executive Committee will announce these dates 14 days prior to holding the meetings. These meetings are to go over the group's annual activity plan, financial health, and propose or vote on constitutional amendments, if any. Motions will require a 2/3 majority of registered members in attendance for a vote to be cast. They will require a simple majority to pass, and in the case of conflicting motions, the motion with the highest number of votes in favour will be passed.

8.2. Executive Meetings:

The executive committee shall meet as needed, but at least once per academic term. The meeting is considered official when at least half of the executive committee is present.

8.3. Rehearsals:

Rehearsals shall generally be held weekly and regular attendance is expected of members. Announcements may be made and constitutional amendments may be voted upon as necessary.

8.4. Performances:

Performances shall be held at least once each academic semester.

9. Reconciliation Code of Conduct

It is the explicit policy of Skule™ Choir to ensure that our presence at the University of Toronto does not demonstrate regressive behaviours or acts towards any community. While not collectively exhaustive, the following must be the minimum guiding principles of which the executive operates under, in good faith that this Code of Conduct will be amended to reflect the best interests of the parties it serves to represent going forward:

9.1. Land Acknowledgements:

Land acknowledgements must be provided before all public engagements hosted by Skule™ Choir, including concerts, workshops, and seminars, both physical and virtual.

9.2. Concert Programming:

The programming of repertoire rooted in oppressive traditions, derogatory histories, and/or exploitation of marginalized communities is to be avoided. If the repertoire in question must be performed, a note printed in the program and read by the emcee for the concert must be provided to give context to the history of the music and the choice surrounding the programming of the song. Any chorister is welcome to excuse themselves from performing that selection.

9.3. Engagement in Reconciliatory Acts:

Whenever possible, the authentic representation of musical traditions is encouraged through community partnerships, researched repertoire selections, and guest performances.

10. Amendments

Any voting member may propose and vote on amendments to this constitution. The executive committee will administer the process of having amendments discussed and voted upon.

Constitutional amendments shall be passed by a simple majority of voting 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.