

NEW RESONANCE A CAPPELLA CHOIR

Welcome to New Resonance! We're excited to have you join our choir for the 2024-2025 session.

Included in this document are a few things:

- Your voice part
- Our choir constitution
- New Res contact information

All of these things are extremely important, and you shouldn't lose track of this booklet!

Here are some basics, as well:

New Res rehearses twice a week, on Mondays and Thursdays from 7PM-9PM. We'll be starting promptly at 7:10PM for these rehearsals, so please be mindful of that if you're going to be late.

If you're going to be late or have a conflict on any of these times, please tell us as soon as possible. Please attend as many rehearsals as you can; failure to come to rehearsals, alert us of your conflicts, and/or keep up with us (which you can do by practicing at home, if you are unable to attend) may result in the nullification of your membership.

We hold two concerts a year: one at the end of the Fall semester and one at the end of the Winter semester. Moreover, we are often invited to events to perform a song or two. We'll try our best to tell you as soon as possible when these events are, and we expect you to free up time to attend!

Please read through this booklet at least once. It'll be super helpful for you and would help the club run smoothly. Thank you all so much for joining, and we can't wait to make music with you!

New College Resonance Club Constitution

Revised on:
September 2, 2010
May 2, 2012
May 2, 2013
November 14, 2014
September 27, 2016
August 24, 2017
September 16, 2018
September 14, 2019
February 24, 2020
June 6, 2020
September 8, 2021
January 17, 2022
September 9, 2022
September 4, 2023
May 13, 2024
July 29, 2024
August 15, 2024

Preamble

The New College Resonance a cappella group seeks to bring students of the University of Toronto with vocal music interests together to sing in a (generally) non-instrumental setting.

Article I: Name of the Association

The Association shall be known as “New College Resonance”, whose short form shall be “New Resonance” and hereafter referred to as such.

Article II: Purpose of the Association

1. To bring people with musical interests together.
2. To promote a sense of community within the group and outside the group (i.e. with other New College students and other a cappella groups) through live performances.
3. To give students the opportunity to sing and harmonize with one another to produce beautiful music.

Article III: Affiliations of the Association

New Resonance is primarily a student-led group with affiliations with New College, Office of Student Life and Residence and New College Student Council.

Article IV: Membership

- 1) Membership is open to all current students of University of Toronto, recently-graduated New Resonance alumni, and members of the New College Residence community.
 - a) Recently-graduated Alumni are allowed membership up to 2 years after graduation.
 - b) Any alumni who have passed this threshold can be accepted if all exec members unanimously agree to do so.
 - c) People who are not members of University of Toronto may join if all execs unanimously vote to offer them an audition and unanimously agree to let them into the club.
- 2) Membership is divided into two categories: performing members and general members. Performing members are chosen each year via auditions held annually in September and optionally in January (see Article VII: Auditions). General members are not required to audition, but must register with a designated executive by submitting their full name, valid email address, and student number where applicable.
- 3) A refundable \$10 music deposit is required from each member. The deposit ensures that music will be returned to the choir at the end of the year. If the music is not returned, the \$10 deposit will be retained.
- 4) A member in good standing is defined as a New Resonance member who has less than 2 unexcused absences per semester and performed in at least 2 performances.

- a) However, if the individual misses rehearsal but continues to practice on their own time and does perform well, they may be allowed to miss rehearsals.
- b) Members who miss multiple rehearsals are expected to learn the music on their own time, and be able to present to section leaders if necessary.
- c) The 2 performance requirements to maintain good standing will be waived for members whose attendance record is more than 80% per semester.
- 5) Advance notice of absence (via the Absence Form) of at least 2 hours before the practice needs to be given to the Executives.
- 6) Attendance is expected for all performances, unless a member has a valid conflict.
- 7) If a member has more than 2 unexcused absences or if there are complaints about the certain individual:
 - a) A warning will be issued before discussing the nullification of membership. The member should have the opportunity to respond to this warning.
 - b) The Executives will discuss and anonymously vote in order to decide whether to nullify or to retain the membership of the individual.
- 8) The following system should be used when warning member(s) involved in conflicts.
 - a) Section leaders of the individual's responding sections should first initiate conversations to understand the matter and to try resolving the problem.
 - b) If the conflict continues to worsen, chief director(s) will conduct private meetings with the individual(s) and give out warnings and advice regarding the situation.
 - c) If the individual's actions have not improved and they continue to pose threats to the choir's well-being, the main executive team and section leader will meet up and vote on nullification for the individual(s).
 - d) Chief directors will be responsible for notifying the individual of the results in 8 (c), as well as issuing a final warning to the individual.
- 9) If the individual's membership is voted to be nullified, the process is as follows:
 - a) The executive team must notify all general members of the club about the nullification.
 - b) The Member must notify the executive team of their decision to appeal before going to the rest of the club. The executive team must notify all general members of this decision before the next rehearsal.
 - c) A vote by secret ballot will be held after the Member's defense.
 - d) Nullification withstands if 60% or more of the main executives vote in favour of nullification (assuming quorum is attained). If not, the member will receive another warning and will face a 7-day probation period, in which they will have another opportunity to respond to the warning.
 - e) Should the Member not respond appropriately to the warning, and 60% or more of the executive vote in favour of their nullification after the 7-day probation period, the Member will automatically be removed without an opportunity for defense.

Article V: Executive Positions

The main executive team consists of Chief Choir Director(s), Assistant Choir Director(s),

Manager(s) External and one Manager Finance. Overall, there can only be a maximum of five members in the main executive team except in the case where two members run jointly.

During the March elections (see Article X: Elections), the main executive team for the next school year is chosen. Executives must take into account how well they will be able to perform their duties over the summer as well as during the next school year.

It is imperative for main executive members to split up duties over the summer, as there will be fewer or no people on the general executive team (for example, making posters for open rehearsals and auditions will usually fall to someone on the main executive team, since there is often no Marketing Director over the summer). How roles and duties are split up is up to the current main executive team, but it should be discussed and confirmed at the beginning of summer (early May).

All executive team members, both main and general, should know when executive meetings will be happening and should have access to the meeting minutes. During executive meetings, members should express ideas for major plans before the entire executive team and/or consult them for advice, information, and help. For more information (see Article IX: Meetings).

A member may hold no more than two different executive positions at a time.

The roles are as such:

The Chief Choir Director (Or max 2 Co-Choir Directors) must:

1. Attend all executive meetings and at least 90% of all rehearsals;
2. Organize and preside over rehearsals;
3. Select songs for the group to sing with guidance from other executive members;
4. Help organize concerts should the Manager External require assistance;
5. Acquire and/or arrange/generate sheet music for the choir;
6. Photocopy, organize, distribute, collect and store sheet music;
7. Assemble music folders with appropriate music before the second rehearsal;
8. Ensure music is returned back to the group's storage files and organized by title from that year;
9. Attend UTAC meetings and act as the liaison between UTAC and New Resonance, if attendance is not possible, a suitable proxy must be found from New Resonance.
10. Get a group music card and book New College music rooms during the first week of each semester

The Assistant Choir Director(s) (max. two persons) must:

1. Attend all executive meetings and at least 90% of all rehearsals;
2. Assist Chief Director in organizing and leading group rehearsals and performances;
3. Should the Chief Director be unable to attend rehearsal, step in and lead the rehearsal;

4. Help organize concerts should the Manager External require assistance;
5. Help the Chief Director arrange/generate and distribute/collect sheet music;
6. Take attendance of members during the beginning of each rehearsal;

The Choir Manager(s) External (max. two persons) must:

1. Attend all executive meetings and at least 90% of all rehearsals;
2. Maintain and update list of New Resonance Contacts;
3. Maintain communication with New Resonance members;
4. Maintain communication with New College Student Council (NCSC) and New College Office of Residence and Student Life (ORSL);
5. Help organize concerts and contact venue managers;
6. Approve any materials developed by the New Resonance members with potential outreach or publicity value, including all news items, project descriptions, and group descriptions on New Resonance's online platforms, which should be done while considering input from the Executive Team;
7. Act as a liaison with other a cappella groups and groups on campus;

The Choir Manager Finance (One person) must:

1. Generate and sign bank authority letter with the previous year's executive team in transitioning the bank account to next year's executive team;
2. Generate a clear, detailed budget over the summer based on previous year's spending that's open to all New Resonance members;
3. Record and maintain a clear repository of bank statements that's open to all New Resonance members;
4. Maintain all financial records of all expenditures, reimbursement requests, receipts, and deposits.
5. Apply for grants and ensure the security of New Resonance funds;
6. Ensure all reimbursements required by New Resonance members are carried out in a timely manner;
7. Develop and implement sustainable financial strategies including organizing fundraisers and soliciting funds;
8. Report any unusual or suspicious activity related to New Resonance finances to the rest of the executive team.

The Marketing Director (max. two persons) must:

1. Attend all executive meetings they are invited to and any meetings that they have requested to be a part of;
2. Design and print posters and advertisements for the group;
3. Organize and coordinate members to put up posters and advertise for the group;
4. Work with other members of the Executive Team to improve and develop publicity materials;
5. Manage any advertisements, communications, and event-related activities that are done on social media;
6. Work in collaboration with Manager Finance to order T-shirts.

The Social Director (max. two persons) must:

1. Attend all executive meetings they are invited to and any meetings that they have requested to be a part of;
2. Plan and organize team building activities and social events in consultation with other executive members, as well as financial consultation with the Manager Finance.
3. Provide surveys to all members to decide on possible desired events;
4. In conjunction with Manager Finance and Marketing Director, plan fundraisers.

Any confusion about duties and roles should be discussed with the main executive team, and ideas of what should be done, and how and when it should proceed, may vary slightly from year to year.

Article VI: Leadership roles

Disclaimer: The following positions are for individuals interested in the positions in upcoming years or to learn; these positions are not eligible for CCR.

The Section leader (4) must:

1. Be volunteered, if not appointed; the following qualities (not listed according to importance) are preferred to be found in a section leader:
 - a. Have a good foundation in sight reading
 - b. Have patience and a willingness to teach others
 - c. Be able to teach according to different learning styles and needs
 - d. Able to guide and also allow an individual to learn independently at appropriate times
 - e. Remind members about general agenda of each practice
 - f. Assess each member's learning process

The Executive at large (1-2) must:

1. Shadow in meetings and general executive meetings
2. Assist executive positions, especially manager, treasurer, marketing, etc.

Article VII: Auditions

1. All incoming (new and returning) members must audition at the beginning of the academic year.
2. The audition must be closed.
3. Selection committee must comprise of the Chief Director(s) (See Article V: Executive Positions), Assistant Director(s), Manager(s) External, Manager Finance, and qualified people at the discretion of these four executives.
4. The selection committee should take into account the opinions of returning choir members present at the open rehearsals and auditions, as they may have a better understanding of those who audition.
5. A decision of the incoming members must be made and notified within 5 days of the audition.

6. There will be a “reassessment period” before the second semester. Executives should discuss if new members should be recruited for any reason in December. If additional members must be recruited, then those who auditioned and were rejected at the beginning of the year must be invited to audition again in January.
 - a. If none of those re-auditioning are valid candidates to join the choir or if no one wants to re-audition, the Executive Team has the right to recruit a new member outside of those who initially auditioned. That person must still undergo an audition process.
 - b. The recruited member must be approved by the Chief Director(s), Assistant Director(s) Manager(s) External and Manager Finance.
 - c. If the need for additional members is dire (e.g. a certain part is lacking in members), then the main executive team has the right to host a re-audition / recruitment process outside of the reassessment period.

Article VIII: Finances

1. The New Resonance’s Club account shall be maintained by the Chief Choir Director (or one of two Co-Choir Directors) and the Manager Finance as primary signee and secondary signee, respectively (see Article IX: Elections).
2. All money from fundraisers and Club Funding shall be put towards any club expenses and the final concert.

Article IX: Meetings

1. Main executive meetings shall be held at least once every two weeks or as needed. This is mandatory for main executives, including Chief Choir Director(s), Assistant Choir Director(s), and Manager(s) External and Manager Finance. In addition, other executive members may be invited or can request to participate.
2. A general non-mandatory meeting shall be held at least once a semester outside of rehearsal time, where all executive members and choir members are welcome to join.
3. At the beginning of the meetings mentioned above, an executive member shall be appointed to take meeting minutes.
4. Choir rehearsals shall be held twice a week throughout the entire academic year.
 - a. The only exception is during the FINAL exam periods, typically during December and April.
 - b. For rehearsal to proceed, at least 25% of the total number of members in good standing must be present.
 - c. Additional rehearsals may be scheduled by the Chief Director upon 2 weeks prior to a performance, as soon as the concert date is finalized. Advanced notice will be given but please notify an executive of potential conflicts.

Article X: Elections

1. The Chief Director(s), Assistant Director(s), Manager(s) External and Manager Finance must be elected or appointed in March.
2. The Marketing Director and Social Director(s) must be elected in September or early October.
3. The voting may take place online, by paper ballots, or by raising hands, as long as a fair vote is being carried out. All voting shall be carried out anonymously.
4. Quorum 60% of New Resonance members must vote.
5. Notice of elections and call for nominations must be announced by email, in person or other social media at least two rehearsals in advance of the meeting.
6. Nominations are accepted up until three days before the vote takes place.
 - a. Only members in good standing may make nominations.
 - b. Those interested in running for Director positions should preferably be nominated by the incumbent Chief Director, but this is not necessary.
7. Members must meet the following requirements to be eligible to vote:
 - a. Be a current student at the University of Toronto
 - b. Be in good standing with New Resonance
8. Members must meet the following requirements to be eligible for executive positions:
 - a. Be a current student at the University of Toronto if running for the main executive team
 - b. Be a current student, faculty, staff, or alumni of the University of Toronto if running for any other position
 - c. Must NOT be a financial signing officer for any other student group if running for Manager Finance
 - d. Be in good standing with New Resonance
9. Should a position remain unfilled after elections, the newly-elected executives may nominate a member for that position. With the nominee's approval, a vote must take place.
 - a. Both executive and general members are eligible to vote on this nomination.
 - b. Quorum of 60% of all members must be met in order for the vote to be valid.
 - c. The nominated member must receive approval from at least 50% of all the votes (assuming quorum) in order to hold the position.
 - d. The vote may be held at any time during the school year.

Article XI: Amendments

1. Any constitutional amendments shall be considered if petitioned for by 25% of the total membership who are in good standing.
2. The petitioners must submit a paper and electronic copy of the proposed amendment(s) to the executive team, who shall inform the membership that a vote on the proposed amendment(s) will take place at the following meeting.

3. At least 60% of members in good standing must vote. Amendment of the Constitution shall necessitate a 60% majority of the voting members in good standing.
4. The voting will take place online, by paper ballot, or in person by raising hands. Each member's vote will be anonymous and independent.

Article XII: Impeachment

1. An Executive member may be impeached if the member substantially fails to meet the duties required of them (as outlined in Article V: Executive Positions).
2. The Executive member considered for impeachment must first receive a warning from one or more executive members and have the opportunity to respond to this warning.
 - a. It is preferable, but not mandatory, for the warning to be given at a meeting of the Executive team.
3. The Executive member may be impeached if 60% or more of the executive team votes in favour of impeachment after 7 days of the warning having been issued. The Executive team must notify all general members of the club about the impeachment.
 - a. The Executive member may choose to appeal their impeachment to all members of the club at the next rehearsal following the date of impeachment.
 - b. The Executive member must provide prior notification to the Executive team of their decision to appeal. The executive team must notify all general members of this decision before the general meeting.
 - c. A vote by secret ballot will be held after the Executive member's defence.
 - d. Impeachment withstands if 60% or more of the attending members vote in favour of impeachment (assuming quorum is attained). If not, the Executive member will receive another warning and will face a 7-day probation period, in which they will have another opportunity to respond to the warning.
 - e. Should the Executive member not respond appropriately to the warning, and 60% or more of the Executive team votes in favour of their impeachment after the 7-day probation period, the Executive member will automatically be impeached without an opportunity for defence.
4. Once the Executive member is impeached, they can choose to stay in the choir as a general member.

tl;dr Constitution:

1. New Resonance is a student run group designed to promote mutual musical interests & togetherness (Article I, II, III)
2. Anyone is eligible, as long as the composition of the club is 60% New college students. Members must attend at least 3 performances and cannot exceed 2 absences/semester (IV)
3. There are up to 6 executive positions including: director(s), assistant director(s), manager(s) external, manager finance, marketing director & 1 (or 2) social director(s), all of whom must fulfill their respective duties (V)
4. Each year, closed auditions must be held by the senior execs to recruit both new and previous members, and re-auditions can be held as needed if members' harmonies aren't sufficient (VII)
5. All donations collected must be put towards club expenses & final concerts (VIII)
6. Choir rehearsals are held twice a week; executive meetings must be held as needed or biweekly; and general meetings must be held at least once a month (IX)
7. The choir director(s), assistant director(s), manager(s) external & manager finance must be elected or appointed in March & 60% of New Resonance members must elect the remaining positions in September/Early October via a fair vote (X)
8. 60% of New Resonance members may submit a petition for any constitutional amendments (XI)
9. If execs fail to fulfill duties, they may be impeached after 14 day warning if 60% of the executive vote favours said member's impeachment. Choir members must be notified of this impeachment. (XII)

New Resonance Contact Information

Are you struggling with choir? Do you have any suggestions that you're not exactly confident about sharing directly? Would you like to suggest specific songs without being judged on your music taste?

While we're a pretty chill choir composed of mostly chill people, we understand that sometimes, it isn't easy to bring up concerns, questions, suggestions, complaints, etc.

Understand that you can always come to one of the execs with your problems or suggestions, and we'll be all ears. Yet, if you're not comfortable with that, don't worry.

We've got a website (www.newresonanceacapella.wordpress.com) where you can contact us quickly and, if you wish, anonymously. Just go to Contact (at the top) and scroll down. None of the fields except for "What's Up?" is required for you to fill out. We'll receive your message, where all main executives can read it. We won't share it unless your message asks us to and we're okay with that (so long as it isn't vulgar or too personal, it should be fine).

In addition you can send compliments in! Feel free to do so. If it's to someone specific, we can send it along to them. If it's to everyone in general, we'll post it in the Facebook group. All we ask is that you keep these messages appropriate and as non-creepy as possible. There are other ways to contact us that might be easier for you:

Email: newcollegeresonance@gmail.com

Discord: <https://discord.gg/8MHe3Nba>

Facebook: <https://www.facebook.com/newresonance/>

Instagram: <https://www.instagram.com/newresonance/>

YouTube: <https://www.youtube.com/user/newcollegeresonance>

Twitter: <https://twitter.com/newresacappella>