

The Constitution of



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Version History

Revision	Date	Description
7	January 2023	<ul style="list-style-type: none"> - Addition of the following sections: 5.1 Music selection process - Edits were made throughout to abide by the Policy on the Recognition of Student Groups, specifically regarding membership and voting rights - Webmaster and Librarian were changed from "appointed" to "elected" positions - External Relations Director renamed to Communications Director and description updated - Assistant Managing Director changed from "elected" to "appointed" position -Version 6 can be accessed for comparison by contacting orchestra@skule.ca
6	August 2020	<ul style="list-style-type: none"> - Addition of the following sections: 2.4.1, 4.2, 4.3.2, 4.4.2, 4.4.7, 4.4.8, 4.6, 5, 6; 7 - The rest of the constitution incurred minor edits, was rephrased and reformatted with the same intent and meaning behind each original section. To list all changes would be too extensive for this table.
5	Sept 23 2019	<ul style="list-style-type: none"> - Addition mentioning auditions added to Section 3.2 Section 3.3 (Section Leaders) was added. - Description for Principals (Section 3.4) was amended to include term length as well as responsibilities regarding bow- ings, fingerings and technical advice. - Elections (Section 4.1) and Constitutional Amendments (Section 7) were altered to include electronic votes. - Financial Director (Section 4.2.2) was up- dated to include E-Transfer authorities, and Finances (Section 6 was altered to re- quire approval from the Financial Director for purchase. - Finances (Section 6) and Executive Com- mittee Meetings (Section 5.3) were up- dated to make the executive meetings as well as the budget public to orchestra members who request. - Social Director (Section 4.2.4) was al- tered to include management of social media accounts, to aid the webmaster with the website as needed and create connectivity within orchestra members. - External Relations Director (Section 4.2.3) was altered to include searching for sponsorship and funding opportunities.

4	Feb 4 2015		<ul style="list-style-type: none"> - Musical Director and Musical Director were combined into one position Description for Librarian (Section 4.3.4) was revised to explicitly include the fact that more than one person can hold the position. - Role of Secretary (Section 4.3.5) was added The Constitutional Amendments (Section 7) was amended to include a review of propositions by the executive committee - Revision History was added
3	July 2014*		- Description of roles for all members were better defined to reflect the growth of the club.
2	2010		(unknown)
1	2006		Original Publication

* These entries were filled in retroactively and may not reflect the exact date and changes made at the time.

Preamble

Skule™ Orchestra is a symphonic orchestra based out of the Faculty of Applied Science and Engineering at the University of Toronto. The orchestra is formed of members of the university community selected from an audition and performs at least once per semester. It provides an avenue for students who have learned an instrument previously, to continue playing recreationally with people of similar interests. It is hoped that the existence of this ensemble may help attract more top students to the Faculty of Engineering by offering an additional avenue for becoming involved in extracurricular activities.

1 Introduction

1.1 Name

The official name of the ensemble is Skule™ Orchestra. The ensemble may also be referred to as the University of Toronto Engineering Orchestra.

1.2 Mission Statement

We aim to be an orchestra in which talented musicians can have fun performing at an advanced level. We are especially committed towards giving a venue for people who would not normally have the opportunity to participate in orchestras or other musical performance activities. We are also committed to giving back to the University of Toronto and City of Toronto communities, providing an opportunity for students and the public with an interest in classical music to attend performances.

2 General Membership and Roles

2.1 Membership

Membership is open to any member of the University of Toronto community. Voting membership is granted only to current registered students of the University of Toronto. Non-voting membership is open to University of Toronto staff, faculty and alumni. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

The group shall maintain a list of the group members.

All voting members have a right to attend all general meetings, to cast votes at general meetings, to attend all executive meetings, to stand for elected positions unless otherwise stated in this document, to cast votes in all club elections and referenda and to propose and vote on amendments to this constitution.

2.2 Selection of Performing Members

An open rehearsal is held in the first weeks of the fall semester. The Musical Director and Managing Director will then hold auditions in the days following the open rehearsal, choosing playing members based on skill, musical commitment and commitment to the orchestra. One more member may be added to the audition panel to provide insight to the quality of performance of an auditionee. Any member of the university community may remain a non-performing member-at-large.

2.3 Principals

In any section with two or more instrumentalists, a principal shall be appointed by the Musical Director. The Musical Director may also opt to appoint co-principals for any section. They are called on for their duties described below until the next audition period.

The principal shall be responsible for ensuring that all messages are communicated to their section. They will also be responsible for aiding their section with difficult passages via fingerings and technical advice.

In the case of string players they are also responsible for identifying a bowing system and communicating it to their section.

2.4 Section Leaders

During auditions, the audition panel will select two Section Leaders for each major portion of the orchestra, one Section Leader and one Assistant Section Leader. These individuals are chosen based on their technical ability and musical experience.

Section Leaders are required to meet with the Musical Director once a month to review expectations for sectionals and rehearsals. Section Leaders are expected to attend all sectionals when possible. They are also expected to lead sectionals in case the Musical Director is unable to.

2.4.1 Concertmaster

The Concertmaster must be someone with at least one year of experience in the orchestra. They have similar duties to Section Leaders.

The Concertmaster is expected to lead tuning before rehearsals. Bow markings should also be sent to the Concertmaster for review before general distribution to the string sections.

2.5 Expectations of Performing Members

Performing members shall attend and be on time for all rehearsals, performances, and sectionals. They should also practice in addition to attending rehearsals.

Members who miss more than three rehearsals without reasonable explanation will receive a warning by the Managing Director or Musical Director. Members may be asked to sit out of any upcoming concerts if they miss more than five rehearsals after a discussion with the Managing Director or Musical Director.

2.6 Expectations of Non-Performing Members-at-large

Non-performing members shall be responsible for helping with the logistical coordination of orchestra events, and will be considered ambassadors for the orchestra.

3 Meetings

3.1 Rehearsals

Regular rehearsals shall be held weekly. Members shall attend and be on time for all rehearsals. Announcements and discussion appropriate for the entire orchestra are made during the rehearsal; votes are taken as necessary on major issues or amendments to the constitution.

3.2 Performances

At least one performance shall be held each semester. Both Performing and Non-performing members will be expected to participate in these performances as part of their commitment to the club.

3.3 General meetings

At least one general meeting shall be held per semester, in which all members of the orchestra are invited to discuss the past semester, and future plans of the orchestra.

3.4 Executive Committee Meetings

The quorum for executive committee meetings shall be 50%+1 of the voting members of the executive committee. Executive meetings are open to all members of the orchestra.

4 Executive Committee

The executive committee shall consist of both elected and appointed voting and non-voting members. All members of the Executive Committee have equal standing.

4.1 Elections

All members of the university community meeting the eligibility requirements are eligible to seek nomination for each elected position. All voting members can cast a ballot for each elected position. Non-voting members are eligible to seek nomination to a position on the Executive Committee, but shall not be eligible to cast a ballot for any elected position nor vote in Executive Committee meetings

The Managing Director shall advertise upcoming elections in the three weeks preceding the Winter semester reading week. Advertising is to be done to the general university community. Candidates must inform the current Managing Director of their intention to run prior to the last day of classes preceding the Winter semester reading week. A vote shall be held during the first rehearsal after the Winter semester reading week to select the leaders for the following year. Electronic votes are also a viable system for electing executive members.

Executive members shall be responsible for training their successors in the weeks following the election. See 5.2 Voting and Elections for detailed voting procedure.

4.2 Term Limits

Term limits for each executive member are a maximum of three years. In the condition that there are no applicants to replace the current executive, the term limit may be exceeded. If a term limit is exceeded, the executive may hold the position for another full year before the next election. For specific term limits of the Managing Director, Assistant Managing Director, Musical Director, and Assistant Musical Director, see 4.3.1 Managing Director, 4.4.3 Assistant Managing Director, 4.4.1 Musical Director and 4.4.2 Assistant Musical Director respectively.

4.3 Elected Positions within Executive Committee

Nominations for elected positions within the executive committee shall be open to any member of the community who is currently a student at the University of Toronto who meets the eligibility requirements, if applicable. All elected executive positions shall be eligible to cast votes at meetings of the Executive Committee.

4.3.1 Managing Director

Also referred to as the Manager, The Managing Director shall be responsible for performing administrative duties, coordinating meetings and events, and overseeing general operation of the orchestra. These include:

- Being the main point of contact between the orchestra and the university's administrative offices.
- Being a signing authority for the orchestra.
- Appointing the Musical Director, after consulting with the rest of the executive committee, and ratified by the general membership of the orchestra.
- Training and approving the Assistant Managing Director.
- Running executive and general meetings and taking meeting minutes.
- Organizing venues and planning logistics for Skule™ Orchestra concerts and events.

To be eligible for the role of Managing Director, the nominee must have been in the Assistant Managing Director position for a minimum of one calendar year. The Managing Director must also have at least one year of experience playing in the orchestra to be eligible.

The Managing Director has a term limit of three years, including the training period for the Assistant Managing Director. If no Assistant Managing Director is found within 1 year of the current Managing Director's term limit, a Managing Director may continue their term past the limit.

4.3.2 Financial Director

The Financial Director is the main point of contact between the orchestra and their financial institution. ~~They shall be a signing authority for the orchestra.~~ See 8 Finances for more instructions regarding the finances of the orchestra. The Financial Director is responsible for:

- Preparing budgets,
- Performing incoming and outgoing transactions,
- Handling cheque requisitions and reimbursements,
- Handling bank and E-Transfers to and from the orchestra funds.
- Being a signing authority for the orchestra.

4.3.3 Communications Director

The Communications Director is responsible for promoting and representing the orchestra to the university and wider communities and maintaining open communication channels within the club. They are responsible for making and maintaining contact with external parties that are interested in co-operative engagements with the orchestra. The Communications Director is responsible for:

- Sending weekly emails to the orchestra, informing of rehearsal repertoire and announcements
- Fielding communications from orchestra members
- Being the point of contact for collaborations with other clubs

4.3.4 Social Director

The Social Director is responsible for fostering a welcoming environment within the orchestra and leading promotion of club events to the orchestra and wider communities. The Social Director is responsible for:

- Updating social media on a timely and regular basis with orchestra events and activities,
- Working with the Graphics Director when graphics are required for updates,
- Connecting new orchestra members to the returning members,

- Providing refreshments at orchestra events as needed.

4.3.5 Webmaster

- Webmaster shall be responsible for maintaining the orchestra's website. The Social Director will aid in this task as detailed in 4.3.4 Social Director. This position may be held by up to three people.

4.3.6 Librarian

- The Librarian shall be responsible for maintaining an inventory of the orchestra's music library and ensuring that any music required for rehearsals is prepared. This position may be held by up to three people.

4.4 Appointed Positions within the Executive Committee

Appointed positions within the executive committee must fall under one of three classifications:

1. The position is deemed by the executive committee to require a particular skill,
2. The position is to be occupied by more than one person,
3. The position is considered a trial position; see 4.5 Creation of New Positions for further details

Appointed positions can be filled by anyone in the University of Toronto community. To be appointed, the nominee will undergo a selection process determined by majority vote within the executive committee. See 5.5 Appointed Positions and Selection Process for procedures surrounding appointment of executive members, excluding the Musical Director and Assistant Musical Director. Appointed executive position holders shall not be eligible to cast votes at meetings of the Executive Committee.

4.4.1 Musical Director

This position may be held by two people simultaneously. The Musical Director is responsible for:

- Selecting suitable concert repertoire to be approved by the Executive Committee
- Conducting rehearsals and performances,
- Appointing the Concertmaster and Principals,
- Appointing Section Leaders after ratification by the Managing Director,
- Suggest events to perform in which will then be further discussed by the executive committee and the rest of the orchestra,
- Training and approving the Assistant Musical Director,

Ideally, the incoming Musical Directors would be selected by the process detailed in 5.5.2 Appointment Process for the Assistant Musical Director or Musical Director and serve as Assistant Musical Directors for a minimum of 1 year (or 2 concerts).

Under normal circumstances, the Musical Director has a term limit of 3

years. This term includes the training period for the Assistant Musical Director. If no suitable candidates are found, then the directorship lasts until a suitable replacement can be selected by the process.

4.4.2 Assistant Musical Director

This is a transitional role, its purpose is to allow training for the Musical Director position. This role will only be filled if there is intent to transition the Assistant Musical Director to the Musical Director role within 1.5 years maximum. This position may also be held by two people simultaneously.

The responsibilities of the Assistant Musical Director are identical to those of the Musical Director, however, at various reduced capacities with regard to the transition plan and Musical Director's prerogative.

Using a transition plan, the current Musical Director will guide the Assistant Musical Director in the requirements and duties of the role. This transition plan must be made available to the full executive committee before the transition process begins and the committee must be updated if changes are made.

The Musical Director may choose to not transition the Assistant Musical Director under reasonable grounds. This choice must be approved by the executive committee and reinforced by evidence. Evidence includes written correspondence, recordings, and verbal communication witnessed by a minimum of two executive members other than the Assistant Musical Director and Musical Director.

See Section 5.5.2 Appointment Process for the Assistant Musical Director or Musical Director for procedure regarding the appointment of the Musical Director.

4.4.3 Assistant Managing Director

This is a transitional role. Its purpose is to allow training for the Managing Director position. This role will only be filled if there is intent to transition the Assistant Managing Director to the Managing Director role with 1.5 calendar years at maximum.

Using a transition plan, the current Managing Director will guide the Assistant Managing Director in the requirements and duties of the role. This transition plan must be made available to the full executive committee before the transition process begins and the committee must be updated if changes are made.

The Managing Director may choose to not transition the Assistant Managing Director under reasonable grounds. This choice must be approved by the executive committee and reinforced by evidence. Evidence includes written correspondence, recordings, and verbal communication witnessed by a

minimum of two executive members other than the Assistant Managing Director and Managing Director

4.4.4 Graphic Designer

The Graphic Designer is responsible for creating promotional material for orchestra events, for both print and online media. They are also responsible for maintaining the branding of the orchestra. This position may be held by up to three people. The Graphic Designer should follow the Skule™ Orchestra Style Guide. This position may be held by up to two people.

4.4.5 Committee Chair

For large events, the executive committee may appoint a Committee Chair to help organize the event. The organizing committee shall be comprised of all of the orchestra's executive committee as well as any volunteers from the orchestra's general membership.

4.5 Creation of New Positions

If the executive committee feels that it will benefit from the creation of a new position, it shall be discussed and voted upon at an executive meeting.

For the first term of the position, the executive committee may appoint someone to fill this position. After one academic semester, the executive committee shall evaluate and vote whether they feel it is necessary to make the position permanent, or to abolish the position. If the position is to be permanent, an amendment shall be made to the orchestra's Constitution, following the procedures listed in 9 Constitutional Amendments.

4.6 Balance of Power

To prevent overreaching powers of any individual, a single individual cannot occupy multiple directorial executive roles at once; the positions of Managing Director, Musical Director, Finance Director, Social Director, and External Relations Director are mutually exclusive. However, an individual training to be, or is an assistant to one of the directorial roles can still occupy these roles, provided the other is relinquished upon the transition into the full directorial role.

5 Procedures and Contingencies

5.1 Music Selection Process

5.1.1 Musical Director Proposal

Before the start of each season, the Musical Director shall propose a list of pieces for approval to the executive committee. The pieces should be evaluated for appropriate difficulty and instrumentation. Should the executive committee not have a sufficient range of instrumentalists, this list may also be shown to previous principal players or section leaders for approval.

5.1.2 Exemptions

While all members are expected to rehearse and perform all pieces, should a playing member feel strongly about not wanting to perform a piece, an exemption may be made. This exemption would involve permitting the playing member to sit out of rehearsal while the piece is being practiced, and to be excused while the piece is played during concerts.

5.2 Voting and Elections

5.2.1 Vote by Assembly

All actions which affect the entire orchestra can only be ratified after a majority vote by all voting members of the club. This includes, but is not limited to executive elections, constitution changes, significant time commitment changes, significant changes to executive committee structure, and all others when appropriate.

All votes by assembly will be held during rehearsals by a show of hands or by using an electronic ballot sent during the rehearsal period.

5.2.2 Vote by Committee

In circumstances when consensus is impossible, a vote will be done by the attending voting members of any executive committee meeting to resolve simple differences in opinion. These votes will represent the will of the committee, and under special circumstances, overrides the jurisdiction of elected and appointed members in their area of expertise.

Votes in committee will only be held when compromise has become impossible. All votes by committee will be an open vote with a one round majority to decide the outcome.

5.2.3 Assembly Voting Procedure

When a vote by assembly is deemed necessary, notification will be relayed to all current members of the orchestra two weeks before the vote. A final notification with details regarding the topic of the vote will be released to all orchestra members three days prior to the vote.

A show of hands will be called for or an electronic link will be sent to all members, each member will be given one vote. Once the voting period concludes, the results will be disclosed to the orchestra members.

If the vote is regarding an elected position, all candidates will be given three minutes to campaign. A simple majority after the first round of voting will decide the winner.

For non-elective votes, a message regarding the contents to be voted upon will be disclosed to all current members two weeks before the date of voting.

5.2.4 Executive Election Processes

If an executive member retires, will retire, or is being removed from their position before the end of the academic term, an election will be held at the next possible rehearsal. Advertisement is to be done to the general university community for positions open to non-playing members.

General executive elections are held annually, at the end of the winter term. All orchestra members and university community can apply for a position, including the executive committee members which previously held the position (provided they have not exceeded the maximum term length for their respective role).

5.2.5 Absentee Ballots

No system will be set up to accommodate absent members if they cannot attend the rehearsal when votes are held. Absent members can directly email or message the Managing Director regarding how they would like to vote prior to the vote if they cannot attend personally or cannot receive/respond to the electronic ballot during the rehearsal period.

5.3 Executive Removal/Retirement

5.3.1 General Procedure

If under any circumstance when a member of the executive committee must be retired in the middle of the appointed term or after an appointed term, an executive committee vote will be called by the Managing Director. After a vote is called during an executive meeting, the remaining members will vote by

simple majority to remove an appointed executive member, or two-thirds majority to remove an elected executive. If the Managing Director is absent, or subject to interim removal/retirement, another elected executive member will call the vote.

5.3.2 Removal in Absentia

Any executive member who has failed to attend meetings or is unable to communicate with the other executive committee members may be removed in absentia after 3 consecutive absences or after prolonged silence. Legitimate emergencies that cannot be mitigated will be exempt with adequate reason and notification.

5.3.3 Removal under Contention

Any executive member who refuses to relinquish their position, due to term limits, violations of the constitution, or general inadequacy can be removed under contention. A motion can be brought forth by any member of the executive committee, followed by a sponsor, followed by the 5.3.1 General Procedure.

5.4 Unfilled Interim Positions

5.4.1 Interim Elected Positions

Any position left unfilled at the beginning, during, or at the end of a rehearsal term will be filled by an appointed member of the executive committee until a suitable replacement is found. The interim position ends when a suitable replacement is found by election.

This appointment will, at first be up for voluntary commitment, otherwise, the task of the missing position would be appointed in joint agreement by a vote in committee.

5.4.2 Interim Appointed Positions

Any position left unfilled at the beginning, during, or at the end of a rehearsal term will be filled by an appointed member of the executive committee until a suitable replacement is found. The interim position ends when suitable replacement is found by processes specified in 5.5 Appointed Positions and Selection Process.

5.5 Appointed Positions and Selection Process

5.5.1 Appointment Process

Appointed positions are open to any current University of Toronto students or alumni. All appointments will be finalized by a vote from the existing executive committee. Since appointed officers are not elected by a general club election, they cannot cast votes during executive committee decisions.

Once appointed, the appointed member will serve until they choose to step down or until the end of the limited term.

As a proof of competence, any member who wishes to apply for an appointed position will be interviewed by their predecessor/s and the Managing Director. If interest exceeds possible total appointments, the existing executive committee will choose the individual best suited for the position via an approved trial process that is documented and agreed upon by the full executive committee before enactment.

5.5.2 Appointment Process for the Assistant Musical Director or Musical Director

The candidates must be available to fill the Musical Director position for at least 1 year, this is done to account for future contingencies and to make sure the Musical Director position is always filled by carefully selected individuals.

Should there be too many candidates, a team consisting of at least one of the current Musical Directors and (must include) the Managing Director, henceforth referred to as the selection team, can choose to hold a preliminary interview for the candidates to decide who will go on to the Musical Director trials.

All candidates must participate in at least one Musical Director trial (lasting no less than 15 minutes per candidate) where they conduct the orchestra with selections from the current repertoire determined by the selection team. The selection team has the discretion to hold any further trials as needed.

There shall be a feedback system in place for orchestra members to enter comments about the performance of the candidates at the trials. The selection team should take the members' feedback into account when selecting the future Musical Directors or Assistant Musical Directors.

5.5.3 Interim Appointments

Any unfilled positions in the middle of a rehearsal term will be filled by a chosen member of the executive committee if possible. If a similar skill set is not available in the existing committee, or if no member volunteers, an expedited process can be done during the following rehearsal to quickly select a replacement. This appointment will be temporary and a formal selection process will be undertaken at the end of the term, whereupon it is again open to all current members of the orchestra and University of Toronto community.

5.6 Transitions and Contingencies

5.6.1 Executive Transitions

Any incoming member of the executive committee has the right to communicate with their predecessors. A document containing any necessary information pertaining to the operation of the role, including accounts of procedure, position duties, and yearly outlines, will be provided. This transition document should be updated as the procedural and operational needs of the position and role changes.

5.6.2 Incomplete Executive Transitions

If any executive transition must be aborted or an assistant no longer wishes to obtain the role they originally trained for, the executive transition is marked as incomplete.

Depending on the remaining term limit of the position, a new assistant can be found and trained. If there is inadequate time, a direct replacement may be taken from the orchestra based on a combination of technical competency tests and interview process documented and approved by the executive committee. The tests and interview process will be done by the executive committee members.

If no adequate replacement is found, the executive committee can choose to extend the term limit for the unfilled role. This extension will last until a suitable replacement is found. Each term extension will only hold until the beginning of the next semester, where it must be renewed by a vote in committee.

5.6.3 Absentee Principals or Section Leaders

Any player section lacking a Principal will have the position fulfilled by the next available player by seating order. Section Leaders and the Concertmaster

position will be vacant until a new playing member is appointed by the executive committee.

6 Member Behaviour

General behaviour of all members should follow the University of Toronto Student Code of Conduct. Acceptable and Unacceptable behaviour in Skule™ Orchestra is outlined below. Refer to the Student Code of Conduct in case of confusion.

6.1 Acceptable Behaviour

All orchestra members shall:

- Manage performance and behaviour in an appropriate and fair manner,
- Work cooperatively with each other,
- Give and receive constructive feedback. Such feedback should be evidence-based and delivered in an appropriate manner,
- Consider other people's perspectives to help reach agreement,
- Establish good working relationships.

6.2 Unacceptable Behaviour

Unacceptable behaviour (including bullying, harassment, and victimisation) may involve actions, words or physical gestures that could reasonably be perceived to cause another person distress or discomfort. Bullying or harassment may be instigated by an individual against another individual or groups of people.

Unacceptable behaviour includes:

- Unprofessional conduct or actions of a socially unacceptable nature that is unwanted and unwarranted by the recipient;
- The conduct has the purpose or effect of violating the recipient's dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment;

- Having regard to all the circumstances, including the recipient's perception, it was reasonable for the behaviour to have that effect.

Unacceptable behaviour does not have to be face-to-face, and may take many forms such as written, telephone, e-mail communications or through social media.

A few examples of unacceptable behaviour include:

- Aggressive or abusive behaviour, such as shouting or personal insults,
- Spreading malicious rumours or gossip, or insulting someone,
- Unwanted physical contact,
- Stalking,
- Offensive comments/jokes or body language,
- Isolation, deliberate exclusion and/or non co-operation,
- Persistent and unreasonable criticism,
- Unreasonable demands and impossible targets,

Other unacceptable behaviours not directed to members include:

- The use of hard drugs or excessive alcohol consumption at an orchestra event or rehearsal
- The vandalism or damage of orchestra property
- The use of orchestra property without permission from the executive committee
- Using the name "Skule™ Orchestra" for advertising and associations not in line with the Skule™ Orchestra brand.

6.3 Drugs and Alcohol

The use of hard drugs and excessive alcohol consumption during orchestra functions is prohibited, and offending members will be asked to leave the premises. A member will also be asked to leave if they arrive at a function while clearly under the influence. The use, sale, transfer, or possession of any illegal substances is prohibited at all Skule™ Orchestra functions. The transfer of legal substances to minors is prohibited.

6.4 Relationships with Executive Committee Members

While Skule™ Orchestra does not reserve the right to restrict relationships between members, guidelines are provided for certain relationships in order to avoid conflict within the orchestra.

6.4.1 Assistant Managing and Musical Directors

Relationships between the Managing Director and Musical Director and their assistants must be pursued with caution as Managing and Musical Directors have direct influence over their assistants' futures within the executive committee. If an assistant feels that they are being subjected to any form of coercion from their Managing Director or Musical Director, they must inform a member of the executive committee.

6.4.2 Managing Director and Musical Director

Relationships between the Managing Director and Musical Director and all orchestra members must be pursued with caution. This is due to the position of power the Managing Director and Musical Director hold over orchestra members. If an orchestra member feels that they are being subjected to any form of coercion from their Managing Director or Musical Director, they must inform a member of the executive committee.

6.5 Harassment and Sexual Misconduct Policy

Skule™ Orchestra is committed to ensuring that all its members treat each other with proper respect and dignity. Orchestra members who harass other members, both inside and outside of orchestra functions, will not be tolerated. This includes all general members as well as members of the executive committee.

Harassment means engaging in a course of vexatious comment or conduct

against another in an unwelcome manner. Sexual harassment means:

1. Engaging in a course of vexatious comment or conduct against another because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or reasonably known to be unwelcome, or,
2. Making sexual solicitations or advances where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the victim and the person knows or may reasonably know that the solicitation or advance is unwelcome.

Reasonable action taken by the Skule™ Orchestra executive committee relating to the management and direction of orchestra members for orchestra-related functions is not considered harassment.

Orchestra members are encouraged to report any incidents of harassment and/or sexual harassment if they feel that they cannot address the issue alone. Incidents should be reported to a member of the executive committee.

The executive committee will investigate and act accordingly to all complaints or incidents of harassment and/or sexual harassment in a fair, respectful and timely manner (a maximum of two weeks). The procedure that the executive committee will follow to address complaints and incidents is outlined in 7 Conflict Management.

Orchestra members will not be penalized or disciplined for reporting an incident of harassment and/or sexual harassment against a member of the orchestra.

7 Conflict Management

7.1 Procedure for Conflict Resolution

In the event that a conflict occurs between executive committee members or orchestra members the following steps shall be taken:

1. The conflict must be raised to the executive committee. This must be done through a written complaint. It is not necessary for all of the parties involved in the conflict to be aware of the complaint initially. Unless the conflict is regarding the Managing Director, the complaint must be forwarded to them.
2. A meeting must be called to specifically address the complaint. The whole executive committee must be aware of the meeting and its subject a minimum of one week prior. Each party may present their side of the situation including evidence (this can be written or may be verbal correspondence provided that another member of the executive committee was a witness or it was recorded). There must be a recording and meeting notes taken during this meeting.
3. The executive committee will brainstorm possible solutions to the problem. These solutions must be documented in a written form available to all members of the executive committee. All of the executive committee members not involved in the dispute must approve the options before they can be considered valid. This brainstorming may continue for 6 days after the meeting.
4. The executive committee members will hold a vote, 1 week after the meeting, with discussion between members not involved in the dispute permitted during this time. Discussion between members involved in the dispute is permitted provided that the discussion is witnessed by another executive committee member. The vote will include all voting members of the executive committee and will determine which solution option will be taken moving forward. Executive committee members will have the option to abstain from voting for any option.
5. The executive committee will revisit the conflict within a maximum of 3 weeks from the time of the vote. This is to ensure that the steps

taken have resolved the conflict. In the case that the conflict is not resolved, Step 2 will be repeated with a minimum of one 3rd party member (preferably two) present. This can be a previous executive committee member, or another member of the community familiar with standard executive committee function. The 3rd party member must be impartial, not chosen by parties involved in the dispute.

6. The executive committee members will consult the 3rd party member/s regarding their view of the situation and more options will be devised with the same requirements as outlined in Step 3.
7. Repeat Step 4.
8. The executive committee will revisit the conflict a maximum of three weeks from the time of the vote. If the conflict is not yet resolved it may be necessary to pursue more radical methods.

7.2 Radical Methods

These methods of conflict resolution are only to be taken if the above procedure has proved insufficient. These methods can be used directly if there is tangible evidence that unacceptable behaviour has occurred. However it is preferable that the conflict resolution process is utilized prior.

7.2.1 Suspension of Members

Members who are suspended are not allowed to attend or participate in any orchestra activities as a member for the duration of their suspension. Suspensions can only be decided by the executive committee and can last up to three weeks.

The executive committee will consider suspension if an orchestra member has engaged in any of the behaviours detailed under 6.2 Unacceptable Behaviours or 6.3 Drugs and Alcohol.

Suspended members will be informed of their suspension via an email from the executive committee. The email will contain the following information:

- Reason for the suspension,

- Length of the suspension,
- Contact information of the executive committee,
- Information on how and when to appeal the suspension

A suspension can be appealed to the executive committee. An email detailing the reasoning for appeal must be sent to the executive committee within five days of receiving the initial suspension notice. In this scenario, the executive committee must respond to the appeal with their decision within five days of receiving the appeal notice.

7.2.2 Removal of Members

Orchestra members who continue to act in a way that goes against the code of conduct as outlined in this document during or after their suspension will be considered for complete removal from the orchestra. Orchestra members can also be removed from the orchestra without prior suspensions if the executive committee considers the member's actions to be too severe for a suspension.

If an orchestra member is seen engaging in the following activities, they will be immediately suspended, and the executive committee will formulate a decision for complete removal of the member. These activities include:

- Possessing an unlicensed weapon, including a firearm,
- Using a weapon to cause or threaten bodily harm to another person,
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner,
- Committing sexual assault,
- Trafficking in weapons or illegal drugs,
- Committing robbery,
- Bullying – if the member has previously been suspended for bullying and the student's presence in the school creates an unacceptable risk to the safety of another person,

- Any activity for which a member can be suspended, details under 7.2.1 Suspension of Members, that is motivated by bias, prejudice or hate.

Members who have been removed from the orchestra will be informed of their removal via an email from the executive committee. The email will contain the following information:

- Reason for the removal
- Contact information of the executive committee
- Information on how and when to appeal the removal

A removal can be appealed to the executive committee. An email detailing the reasoning for appeal must be sent to the executive committee within five days of receiving the initial suspension notice. In this scenario, the executive committee must respond to the appeal with their decision within five days of receiving the appeal notice.

7.2.3 Reporting the conflict to the Engineering Society

Reporting the incident to the Engineering Society through official complaint channels can result in:

- (a) Recall from position,
- (b) Mandate additional training,
- (c) Send official apology,
- (d) Given an official warning from overseeing body,
- (e) Escalate to campus police,
- (f) Escalate to law enforcement,
- (g) Escalate to the Office of the Dean.

The process for submitting a complaint to the Engineering Society can be found [here](#). 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 7.2.2 Removal of Members please contact the Engineering Society to report the conflict.

8 Finances

The Financial Director shall be responsible for overseeing the orchestra's finances. At the beginning of each term, the Financial Director and the Managing Director shall draft the orchestra's budget, after which, it will be discussed in full with the rest of the executive committee. This budget will be made available upon request to all members of the orchestra. Any purchases made on behalf of the orchestra are to be discussed with the executive committee in advance. The Financial Director shall dictate the amount available for any expense.

After any purchase is made, all reimbursements to the individual must be made from an executive with signing authority, after notifying the Financial Director.

9 Constitutional Amendments

Any person wishing to propose an amendment to this constitution shall inform the Managing Director, who will hold discussions with the executive committee to determine the rationality and fairness of the proposition. There will be a vote held following the procedure detailed in 5.2 Voting and Elections. At least three quarters of the orchestra must participate in the vote and a two-thirds vote is necessary and sufficient to pass the amendment. Constitutional amendment votes are able to be conducted electronically as detailed in 5.2 Voting and Elections.