

# Constitution of “Harmonix Music Club (HMC)”

## 1. Name

The official name of this recognized campus group is “Harmonix Music Club”

The acronym or abbreviation of this group is: Harmonix or HMC

## 2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of the organization is outlined here: Harmonix is to serve as an official organization for students interested in the pursuit of all recreational activities related particularly to music and, additionally, other forms of art.

We wish to create an inclusive community that can provide an immersive musical and artistic experience for the numerous students caught up in their busy day-to-day schedules. We hope to provide volunteer initiatives for those interested in assisting the club executives with logistics coordination and teaching fellow members how to play & produce music.

This club shall participate in school activities and events to better the community and work alongside other members and affiliates of the UTMSU (UTM Students’ Union) and the UTM administration. We hope to provide an environment where music, our universal language, can be a means of bringing students of all backgrounds together.

## 3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election period.

For recognition by the University of Toronto Mississauga Students’ Union (UTMSU), the group must maintain a minimum of 30 members, a total of 51% of the membership are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

## 4. Executive List and Duties

The executive committee shall be comprised of **five (5)** elected officers. These include President, Vice-President, VP of Finance/Treasurer, VP of Events, VP of Marketing and Publicity.

*The President shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure the transition of office to the future executives
- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto
- Oversee the various committees
- Notify all members of meetings

Additional responsibilities may include:

- Record notes and motions for meetings

*The Vice-President shall:*

- Assume the duties of the President in his/her absence
- Coordinate organizational recruitment efforts
- Make a list of all registered members and contacts

Additional responsibilities may include:

- Record notes and motions for meetings

*VP of Finance/Treasurer shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget for income and expenses along with receipts
- Advise members on the financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

Additional responsibilities may include:

- Record notes and motions for meetings

*The VP of Events shall:*

- Assist in the creation of events for the club
- Direct a potential team of other events executives
- Oversee the organization of events either themselves or through a proxy approved by the executive team
- Ensure club equipment and rentals are accounted for
- Handle collaborations with other clubs (either themselves or through VP Marketing/Publicity)

Additional responsibilities may include:

- Record notes and motions for meetings

*The VP of Marketing and Publicity shall:*

- Control the club's public image

- Advertise the club using various media (social media, websites, etc.)
- Direct a potential team of other marketing/publicity executives
- Handle official correspondence of the organization
- Create (or commission) artwork for the purpose of club advertising and branding

Additional responsibilities may include:

- Record notes and motions for meetings

The group may appoint Directors, Coordinators, or Executives for assistance or the creation of various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority unless agreed upon by majority (50% + 1) of the other executives. It is highly recommended that executives/directors/coordinators remain in correspondence with at least one other executive if not all of them.

### **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 his/her actions.

A two-thirds majority vote of the current members present in favour of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

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 in the group.

### **5. Elections**

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose all conflicts of interest in the election.

The SEO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the **beginning of March**. Candidates must be members in good standing and be part of the group for at least one month prior to the nomination period.

The SEO shall select **three (3) election dates before March 30<sup>th</sup> for the voting period**. These dates will be announced in a **minimum of two (2) weeks prior to election dates** and must fall on weekdays.

The SEO shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the SEO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible to vote.

Term of executive positions shall be from May 1st to April 30th.

## **6. Finances**

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$50 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, 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 some or all its officers.

## **7. Meetings**

A) 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 one (1) week 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 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

The meetings will be in-person unless some extenuating circumstance prevents that (e.g., bad weather, campus closure, inability to find adequate space or comfort for attendees).

b) Executive Meetings:

The executive committee shall meet on (at least) a monthly basis where date and times are to be set by one of the Presidents. The quorum of executive meetings shall be 50% + 1 of executives.

## **8. Amendments**

Any registered U of T 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., Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc.) within two (2) weeks of its approval by general members.