

University of Toronto Student A Cappella Coalition Constitution

1. Name

- 1.1. The Association shall be known as “University of Toronto Student A Cappella Coalition”, whose short form shall be “UTAC” and hereafter referred to as such.

2. Purpose and Objectives

- 2.1. UTAC is a student-run club that aims to bring together the different a cappella groups at the University of Toronto.
- 2.2. The goal of the club is to provide support for the existence, growth and development of the groups and the a cappella environment at the University of Toronto.
- 2.3. UTAC will provide opportunities for skill development for its members.
- 2.4. UTAC will promote the presence of University of Toronto’s a cappella groups outside of the university’s community.

3. Membership

- 3.1. Membership is open to all members of the University of Toronto (students, staff, faculty, and alumni) as well as non-members, and people can join at any point throughout the year.
- 3.2. New club members must register with a member of the Executive Committee using their full name and a valid email address upon joining so an up-to-date roster of all UTAC members can be maintained.
- 3.3. All general members are permitted to vote in elections and constitutional amendments. All general members are permitted to run in elections, but only a total of one executive position may be held by a non-student member (or 10% of executive positions, whichever is greater), and this position cannot be eligible to vote in club decisions.
 - 3.3.1. Non-members do not hold the aforementioned rights.
- 3.4. To help cover club expenses, members are expected to pay a \$5 annual membership fee.
 - 3.4.1. If a member is also part of a U of T a cappella club, the a cappella club may elect to pay the group \$15 to cover the annual membership fees of all mutual members.
 - 3.4.2. If the membership fee is a monetary barrier to joining the group, the member should talk to a UTAC exec to help find a solution that works for the member and the group.

4. Executive Members

- 4.1. The executive team shall be comprised of 5 people: The UTAC President, the Marketing Director, the Socials Committee Chair, the Acapalooza Committee Chair, and the Administrative Committee Chair.
- 4.2. The UTAC President's responsibilities are as follows:
 - 4.2.1. Arrange and lead executive team and general meetings on a regular basis.
 - 4.2.2. Ensuring other executive team members are staying on track.
 - 4.2.3. Have a general understanding of all UTAC and campus a cappella groups' activities planned and underway.
 - 4.2.4. Assist other executive team members in their responsibilities should they request help.
 - 4.2.5. Delegating tasks that are not clearly assigned to an executive member or committee.
 - 4.2.6. Breaking ties during voting.
 - 4.2.7. Act as the group's spokesperson.
 - 4.2.8. Help facilitate discussions between a cappella groups at the University of Toronto.
 - 4.2.9. Lead elections for the executive team.
- 4.3. The Marketing Director's responsibilities are as follows:
 - 4.3.1. Maintain and moderate UTAC's social media outlets.
 - 4.3.2. Post activities related to UTAC and campus a cappella groups on social media outlets.
 - 4.3.2.1. Collaborating with marketing director-equivalents with campus a cappella groups is highly recommended!
 - 4.3.3. Design and order club merchandise in collaboration with the Administrative Committee Chair in years where merch is desired.
 - 4.3.4. Creating programs for Acapalooza in collaboration with the Acapalooza Committee.
- 4.4. The Socials Committee Chair, the Acapalooza Committee Chair, and the Administrative Committee Chair responsibilities are as follows:
 - 4.4.1. Schedule and lead meetings for their committee as needed.
 - 4.4.2. Ensure that their committee performs all its tasks stipulated in Section 5 and tasks are completed in a timely manner.
 - 4.4.3. Act as liaison between the executive team and their committee.
 - 4.4.4. Work collaboratively and delegate out committee work so that work is spread roughly evenly among multiple committee members.
 - 4.4.5. Form or dissolve subcommittees under their committee to help execute committee responsibilities more effectively.

- 4.4.6. Manage the subcommittees under their committee or help manage subcommittees, should a chair be chosen for the subcommittee.
- 4.5. Should an executive team member not be able to complete a responsibility of their position, they must inform the executive team so the work can be redistributed as necessary.

5. **Committees**

- 5.1. All general members as described in Section 3 are permitted to join one or more committees. The purpose of these committees is to get more people involved, reduce individual workload, and allow people to collaborate.
- 5.2. The Socials Committee will:
 - 5.2.1. Plan and lead multiple social events throughout the year.
 - 5.2.2. Coordinate outreach events such as club fairs.
- 5.3. The Acapalooza Committee will coordinate and plan the annual 'Acapalooza' event, a joint concert between all interested groups affiliated with UTAC. Main tasks involved include:
 - 5.3.1. Booking a venue (collaboratively with the Administrative Committee if the venue is not free).
 - 5.3.2. Creating the set list.
 - 5.3.3. Creating programs in collaboration with the Marketing Director.
- 5.4. The Administrative Committee will:
 - 5.4.1. Apply for club recognition.
 - 5.4.2. Apply for grants and other funding streams.
 - 5.4.3. Manage club finances & assets.
 - 5.4.4. Book spaces on campus.
 - 5.4.5. Collaborate with the other committees when funding is necessary for their endeavours.
 - 5.4.6. Maintain an updated roster of all general members and committees they are involved in.
- 5.5. Each committee will have a chairperson, which is part of the executive team (see Section 4).
- 5.6. Each committee is allowed to form and disband subcommittees to help facilitate committee activities.

6. **General Members**

- 6.1. General members should try within their best abilities to attend and participate in all UTAC meetings and events as an active member of the group. General members are

expected to attend as many meetings as they can and voice their own and group's opinions on UTAC topics and events.

- 6.2. UTAC general members should attend meetings with the intention to provide some insight or opinion on UTAC's activities. At the same time, it is within the general members' best interest to understand and voice the opinions of the a capella group they may belong to in order to ensure the voice of the group as a whole is heard.
- 6.3. General members will have the opportunity to participate in UTAC elections for executive positions, as mentioned under Section 3.3.
- 6.4. General members will also have the opportunity to partake in any committees and subcommittees that UTAC creates to delegate tasks throughout the year, such as multiple subcommittees created to help plan and perform events like Acapalooza.

7. Finances

- 7.1. The group finances will be managed by the Administrative Committee chairperson and the UTAC president.
 - 7.1.1. If the UTAC president is not able to be the financial signing officer due to being a financial signing officer for another club or other extraneous circumstances, they must delegate this role to another executive member who is not already a financial signing officer for any club.
 - 7.1.2. If all executive members are financial signing officers of different clubs, then the administrative committee can nominate its own members and be approved by a majority vote of the executive committee.
- 7.2. UTAC 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 of its officers.

8. Meetings

- 8.1. The Executive Committee shall meet at least once monthly. Attendance of such meetings is mandatory for all executive members. In addition, General Members may be invited or can request to participate.
 - 8.1.1. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

- 8.1.2. If an executive member cannot make the meeting, they must notify the other executive members at least 48 hours before and provide a representative to make informed decisions on their behalf.
- 8.2. UTAC shall hold an Annual General Meeting at least once per academic semester for both General Members and Executives to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments, if any.
 - 8.2.1. The date of each Annual General Meeting will be announced at least two (2) weeks prior to the date of the meeting.
 - 8.2.2. Motions will require 2/3 of eligible voting members in attendance for a vote to be cast.
 - 8.2.3. At the beginning of the meetings mentioned above, an executive member shall be appointed to take meeting minutes.

9. Elections

- 9.1. All voting positions on the Executive Committee shall be filled through an annual election.
 - 9.1.1. Elections will be held between April 1 and May 31. A specific date will be decided upon by a majority vote of the executive committee.
 - 9.1.2. All voting members shall be eligible to seek nominations and cast a ballot for each voting position.
- 9.2. General Members must meet the following requirements to be eligible to seek nomination for a voting position, as per the Policy on the Recognition of Student Groups:
 - 9.2.1. Be a current student of the University of Toronto, with the exception of a maximum of 1 (or 10% of executive positions, whichever is greater) non-voting position given to an alumnus, staff, or faculty of the University of Toronto.
 - 9.2.2. Must NOT be a financial signing officer for any other student group if running for Administrative Committee Chairperson or UTAC President (exception for the latter is stipulated in Section 7.1).
 - 9.2.3. Be in good standing with UTAC (i.e. those who have not resigned or been removed from the group)
 - 9.2.4. All non-voting General Members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 9.3. General Members must meet the following requirements to be eligible to vote:
 - 9.3.1. Be a current student at the University of Toronto.
 - 9.3.2. Be in good standing with UTAC (i.e. those who have not resigned or been removed from the group)

- 9.3.3. Non-voting General Members shall not be eligible to cast a ballot for any elected position.
- 9.4. The UTAC Executive Committee elections process is as follows:
 - 9.4.1. Notice of elections and call for nominations must be announced to the entire group some time between March 1st and April 30th of each calendar year.
 - 9.4.2. Nominations are accepted up to 1 week before the vote takes place. The nomination period must last at least 2 weeks.
 - 9.4.2.1. Only members in good standing may make nominations.
 - 9.4.2.2. Members may nominate themselves for a position.
 - 9.4.3. The executive team members who are coordinating the election must ensure that each candidate knows all responsibilities required of them if elected.
 - 9.4.4. A quorum of 60% of all eligible General Members must be met in order for the vote to be valid.
 - 9.4.5. The voting may take place online or by any other widely accessible method, as long as a fair vote is being carried out. All voting shall be carried out anonymously.
 - 9.4.5.1. Members may not vote by proxy.
 - 9.4.6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
 - 9.4.6.1. In case of a tie, the UTAC President can break the tie if they are not one of the people running for the position, or a majority vote by executive team members not running for the position if the UTAC president is running.
 - 9.4.7. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
 - 9.4.8. In the event that one candidate is elected to two or more positions, that candidate shall assume the position of their choice, and the other position(s) will be fulfilled by their respective runner(s)-up. A candidate cannot fill more than one elected position.
 - 9.4.9. The UTAC President shall coordinate the election process without bias. Should there be a conflict of interest, they are to disclose this information and another unbiased executive member shall fulfill their duties in their stead.

- 9.5. In the event that a position remains unfilled after elections, the newly-elected executives may nominate a member for that position. With the nominee's approval, a vote must take place.
 - 9.5.1. Both Executive and General Members are eligible to vote on this nomination.
 - 9.5.2. Quorum of 60% of all eligible members must be met in order for the vote to be valid.
 - 9.5.3. The nominated member must receive approval from at least 50% of all the votes (assuming quorum) in order to hold the position.
- 9.6. Should an executive team position become open outside of the election cycle, a special election can be held following the same process outlined in Section 9.4 (adjusting specific dates to allow for an election to happen in a timely manner)
- 9.7. The existing executive team shall communicate to members the election results and any other necessary election information.

10. Impeachment

- 10.1. Executives and Committee Members may be removed from office through a vote of no confidence.
- 10.2. A vote of no confidence may only be called in regards to a violation of the Constitution or gross misconduct of a criminal nature.
- 10.3. A vote of no confidence shall be made at any time by a formal letter signed by at least 50% of the committee members and 50% of the executive team. This letter is to be submitted to the UTAC President. In the event that multiple Executives and/or Committee Members are named in a vote of no confidence, or in the event that the UTAC President is named, a non-named Executive or Committee Member shall be the administrator of the vote of no confidence.
- 10.4. The Executive(s) and/or Committee Member(s) to whom the vote of no confidence is directed shall be allowed to defend their position in front of the general membership at a meeting.
- 10.5. The Member(s) who brought forward the vote of no confidence shall be allowed to advance their position.
- 10.6. A vote of no confidence shall be a simple majority (50%+ 1%) of eligible voting members present.
- 10.7. A special election or appointment process shall be carried out to replace the named Member(s), as outlined in section 9.

11. Amendments

- 11.1. This Constitution shall be amended at the discretion of the executive team.

- 11.2. Amendments shall take place at the Annual General Meeting or at the discretion of the UTAC President.
- 11.3. An announcement that amendments will be undertaken shall be made at a regularly scheduled meeting.
- 11.4. Amendments must be submitted to the membership at least two weeks in advance of the next regularly scheduled meeting after the initial announcement.
- 11.5. Amendments shall be legal by vote of a simple majority of Executives (50% + 1%).
- 11.6. All amendments must be compiled and updated on SOP in the renewal cycle of the year that the Constitution is amended.