

# Constitution of “Harmonix Music Club (HMC)”

last revised 2024-04-02\*

## 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 University of Toronto Mississauga Students’ Union (UTMSU) 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). Club members are required to affirm their membership annually (usually through a form of sorts). There is no membership fee.

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, but these members do not hold the aforementioned rights. The responsibilities of all members includes attending meetings, participating in events, and representing the club appropriately. All members reserve the right to attend or not attend group activities and events as they please or see fit.

Members must register with a designated executive by submitting their full name and a valid email address. At the start of every Fall-Winter semester, the existing mailing list should be informed about the requirement for and process of reaffirming membership prior to the creation of the new membership/ mailing list.

For recognition by the UTMSU, the group must maintain a minimum of 25 members, with 100% of the membership being UTMSU members. The group must also maintain recognition from the Centre for Student Engagement (CSE). 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 composed of eight (8) elected officers. These include President, Vice-President Internal, Vice-President External, VP of Finance/Treasurer, VP of Events (2), VP of Marketing and Publicity (2).

\*To check the logged changes to the document, access the original on the Harmonix Google Drive and select “see version history.” Members are permitted to request and view a copy of a past version history from an executive.

*The President shall:*

- Supervise the operations, management, various committees, and success of the group
- Be the spokesperson for the group
- Hold signing officer authority (see UTMSU Clubs Policy) along with the Treasurer for financial purposes
- Preside 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
- Notify all members of meetings

Additional responsibilities may include:

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*The Vice-President Internal shall:*

- Assume the duties of the President in his/her absence
- Make a list of all registered members and contacts
- Uphold the club's rules and guidelines for general members.
- Ensure the general wellbeing of the club's on-campus initiatives (e.g. office hours, events on campus, etc.)
- Direct a potential team of internal executives

Additional responsibilities may include:

- Record notes and motions for meetings

*The Vice-President External shall:*

- Coordinate organizational recruitment efforts
- Find, establish, and maintain relationships with club sponsors and collaborators.
- Plan initiatives to bring awareness to the club both within and outside of UTM.
- Regularly keep in touch with the President regarding outgoing initiatives.
- Direct a potential team of external executives

Additional responsibilities may include:

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*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:

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*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 in-person (or themselves if the event is remote) or through a proxy
- Handle collaborations with other clubs
- Closely work with the other executives to cover all ground in running events

Additional responsibilities may include:

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*The VP of Marketing and Publicity shall:*

- Control the club's public image
- Advertise the club and its events using various media (social media, websites, etc.)
- Direct a potential team of other marketing/publicity executives
- Handle official correspondence of the organization alongside the VP Internal
- Create (or commission) artwork for the purpose of club advertising and branding

Additional responsibilities may include:

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All executives are required to work closely and coordinate with one another in relation to their respective responsibilities.

The group may collectively, by any means, appoint Directors, Coordinators, and/or Associates for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

*The Logistics Director shall:*

- Organize and track club equipment.
- Ensure club equipment and rentals are accounted for in all club uses
- List and acquire equipment necessary for executing events.
- Setup, manage, and takedown equipment during the event.
- Appoint and manage a team to assist with and streamline their duties during events.

Additional responsibilities may include:

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*An Associate* can have a variety of responsibilities and opportunities to learn based on the executive they work under. Specific positions include but may not be limited to:

- Internal Associate: aids the VP Internal with managing the club's on-campus properties, such as the club office, membership list, email, and keeping notes
- External Associate: aids the VP External with their responsibilities relating to sponsorships, outreach, etc.
- Events Associate: assists the VP Events with the planning and execution of club events.
- Marketing Associate: works alongside the VP Marketing and Publicity to create or contribute designs and to assist with marketing the club.
- Logistics Associate: works with the Logistics Director to assist them with and gain an understanding of the sound tech used in events; follows specific instructions to set up events and

tackle issues that come during those events.

All executives are responsible for talking to the president about their responsibilities following their election and regularly keeping in touch with them. In the period between election and start of term, outgoing execs are required to train their successors and the President is required to brief every incoming executive.

The executive team must fully consist of UTM Students, but some exceptions may apply. According to the UTMSU Union Clubs' Policy, clubs are permitted a maximum of two (2) non-UTMSU members in leadership positions. Under CSE Student Group Recognition Policy, staff, faculty, or alumni members may hold non-voting executive positions. These non-voting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these non-voting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

It is strongly recommended that executives seek CCR Recognition by following the process determined annually by the CSE. The club email ([harmonix@utmsu.ca](mailto:harmonix@utmsu.ca)), the group's primary mode of correspondence, should be checked frequently to ensure all requirements and requests from the CSE and the UTMSU are being met.

The executive team **MUST** have at least one member who has read and understood the policies under section 11 of the constitution that have not been reiterated in this document. Failure to do so may result in unintended infringement of club policy.

The required duties of every executive include but may not be limited to the ones listed under their given or elected role. Executives are entitled to the duties entrusted upon them and are given their own choice to reject sharing their responsibilities with other executives. In the event of any internal disagreement that cannot be solved through discussion, a motion should be made and the results of the vote must be upheld for at least one (1) month before the motion can be brought up again.

### **Termination of Executives or General Members:**

Any member of the club who commits an act negatively affecting the interests of the club, its members, or its policies, 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 and, as determined by the vote, may lose their executive position along with their membership in the group.

As per Article VII under "Constitution" in the UTMSU Club Policy, Removal from office can occur after a member of the Clubs Committee, ex. VP Campus Life, has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be two-thirds of the executives in favour of removal.

In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter. The VP Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office. Alternatively, an executive member may be removed from office by the club itself for failing to perform their duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied: A request is submitted to the VP Campus Life which should:

- Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive membership
- Specify the alleged incidents of neglect of duty

Upon receipt of the request, the council shall be required to hold a referendum within twenty (20) days.

In case of a council member being removed from office, a by-election will be held if necessary, according to the election rules.

### **5. Elections**

Elections should follow the official procedure as outlined by the UTMSU following their yearly elections email. The process usually entails the club appointing a Chief Returning Officer (CRO) that will attend the relevant training sessions and inform the club about the proper election procedure.

The executive committee shall strike the Elections Committee and appoint CRO from amongst the general members to conduct and hold elections. All members of the Elections Committee shall be required to disclose any and all conflicts of interest in the election.

The CRO shall accept nominations only from eligible group members for the candidacy of

executive roles from the general membership. Candidates shall be required to have and maintain good standing within Harmonix (notable attendance at club events, regular participation, maintaining a positive environment regarding music). Any approved member of Harmonix who has held membership for 30 calendar days or more are eligible to vote.

The CRO shall follow the Campus Groups Elections Timeline set by the UTMSU. These dates will be announced in a minimum of two weeks prior to election dates and must fall on weekdays. After the election is over, the CRO shall count the ballots. The candidate with the most votes shall be elected to the respective role. The CRO shall submit a report of the results of the elections to the Executive Committee and general members. Voting may be done in person or online.

If the club is not UTMSU-recognized, the executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members of the committee to conduct and hold elections in March. All Elections Committee members shall be unbiased in the election results and required to disclose any conflicts of interest in the election.

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

In either case, registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

If a position is left or made vacant, the remaining executives have the right to collectively appoint a suitable candidate for that position. This candidate must be subsequently approved by the VP Campus Life.

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 for voting.

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

## **6. Finances**

The Treasurer shall keep records of all income and expenses, available by request to any member of the executive team. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting. Within the Executive Committee, there must be two active signing officers (President and VP Finance) that hold the authority to sign documents that pertain to financial dealings with the bank and the UTMSU. The President and Treasurer will have collective responsibility over the club bank account and methods of payment, along with the ability to decide which executives can share that responsibility.

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 group's expenses, 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.

## **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 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

### **B) Executive Meetings:**

The executive committee shall meet on 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. All executives are expected to meet or correspond with other executives at least once per month to discuss the status quo. Meeting notes must be recorded and provided to any executive who could not attend.

## **8. Amendments**

Any registered U of T member may propose and vote on amendments to this constitution. The Executive Committee can administer the process of having amendments discussed at any time in the semester and are required to do so during general meetings.

Constitutional amendments shall require a 2/3 majority to be passed by registered U of T members within a seven-day voting period.

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.

As per Article VIII under "Constitution" in the UTMSU Clubs Policy, all amendments must be approved by UTMSU before they are formalized.

## 9. Office Hours (if applicable)

All executives are expected to hold office hours at least 2 hours per week barring any extenuating circumstance. Associates may be permitted to as well.

The Rules and Regulations of the club office (to be posted onto the window alongside a schedule for office hours) are as follows:

- 1) *Respect all the equipment*
- 2) *Respect the stuff that belongs to other clubs*
- 3) *Respect the wishes of the executives, whatever they may be; ask permission before eating, using equipment, etc.*
- 4) *Refrain from using the room without consulting an exec first for accountability reasons.*
- 5) *The Office Hour schedule represents times when executives are guaranteed to be using the office (barring extenuating circumstances), but you're free to use the office at any time with the permission and presence of an executive. Executives may choose to run office hours outside of the designated times on certain days. The schedule itself may also be subject to change, updates will be posted to Discord and the clubroom window*

*Depending on the severity of the infraction, failure to abide by these rules may result in being removed from office hours, barred from office hours, and/or reported to the [UTMSU or other party who owns the physical space]. You're free to appeal to an executive if you think you were punished unfairly by another.*

The Vice-President Internal is required to check on the clubroom (themselves or through a proxy) at least once per week to ensure that the rules of the club and the building (see section 10) are being upheld.

As per the UTMSU Elections Procedure Code, candidates for UTMSU office are prohibited from campaigning or having posted campaign material within six (6) metres of the office during the voting period.

## 10. Official Club Correspondance (any inquiries related to technical issues or website policies should be directed to the respective hosting services)

Email: [harmonix@utmsu.ca](mailto:harmonix@utmsu.ca); Discord: <https://discord.com/invite/Vcv8y7JQJZ>; Instagram: @harmonixutm; Linktree to socials (and sign-up sheet): <https://linktr.ee/harmonixutm>.

## 11. University Guidelines, Policies, and other Important Resources

Below is a list of resources related to the administration of the club and its initiatives. Depending on the group's recognition status, all club members and staff are subject to the applicable policies below as well as the constitution. In the event of any legislative conflict between this document and the applicable policies, the latter must take priority. If the group is recognized by both the CSE and the UTMSU, then judgement passed by either organization will apply to the club as a whole (for example, if an executive is removed by the CSE then they cannot claim to be an executive owing to the UTMSU not having removed them, they are simply no longer an executive).

### Logistics

[HARMONIX STAGE SETUP MANUAL \(v.2\)](#) — This document is required reading for Logistics



Associates and is to be managed by the Logistics Director.

### **Recognition**

Any questions about either process should be directed towards the Centre for Student Engagement or the UTMSU Clubs Coordinator respectively.

[CSE:](#)

[STUDENT GROUPS, POLICY ON THE RECOGNITION OF \[JUNE 25, 2020\];  
SOP Recognition Process](#)

[UTMSU:](#)

[Club Recognition](#)

### **Promotion and Tabling**

[UTMSU TABLING RULES, REGULATIONS AND SAFETY GUIDELINES](#)

[UTMSU On Campus Advertising Guidelines](#)

[CSE UTM Posting Guidelines](#)

[CSE Table Booking](#)

[Room Booking and Office Spaces](#)

[Student Centre Policies and Procedures \(also Advertising\)](#)

[CCR Room Booking](#)

### **UTMSU and CSE Policy**

[UTMSU Clubs Policy Manual \(2018-11-30\)](#)

[UTMSU Policy Manual \(2021-08-27; UNION CLUBS POLICY; Harassment, Sexual Harassment and Discrimination\)](#)

[UTMSU Elections Procedure Code \(2021-03-21; Club and Academic Society Endorsements\)](#)

["UTMSU Policy"](#)

**If any of the links in this document break following the date of this constitution's revision, a new link (in the case of policies, a new link to the original policy as named or its updated version) must replace them as soon as possible.**