

## **Constitution of “Surround Sound A Cappella”**

### **1. Name**

The official name of this recognized campus group is “Surround Sound A Cappella”. The shortened form of the group name is “Surround Sound”.

### **2. Purpose and Objectives**

Surround Sound is a student-run purely vocal group that aims to bring together musicians in the University of Toronto community and beyond. Our goal is to enhance our members’ musical abilities in an informal setting through a shared love of music; such abilities include accuracy in pitch and rhythm and matching of blend, vowel shape, dynamics, and phrasing.

We achieve this goal by ensuring each member learns their part individually and meets to rehearse with the full group at least twice weekly for at least four hours a week. Occasionally, members may be asked to meet for longer rehearsals, extra rehearsals, or a weekly sectional.

The group will perform at two term-end concerts, one in November or December and one in March or April. The group also aims to compete at the International Championship of Collegiate A Cappella (ICCA), which will entail extra hours of rehearsal and learning choreography. In addition, Surround Sound may perform at other events hosted by other University of Toronto groups or elsewhere.

### **3. Membership**

Membership is open to all University of Toronto members (students, staff, faculty, and alumni) and non U of T members. There is no membership fee.

Membership is divided into two categories: performing members and general members. Performing members are chosen each year by auditions to be held annually in September. General members are not required to audition, but must register with a designated executive by submitting their full name, valid email address, and student number where applicable.

Surround Sound requires members to have adequate ear-training levels such that they are able to harmonize and blend with the group. Members are not required to have any previous performance experience, but previous choral experience is highly regarded.

All U of T students are permitted to vote in elections and constitutional amendments, and executive members must be registered U of T students in order to vote. All U of T students are permitted to run in elections. Non-U of T members, alumni, and staff do not hold the aforementioned rights. Members must register with one of the Directors using their full name and a valid email address.

### **4. Personnel Organizational Structure**

#### **4.1. Executive Membership**

The Executive Team shall comprise six (6) Primary Executive Members: a President, a Music Director, an ICCA Director, an External Affairs Director, an Internal Affairs Director, and a Marketing Director; and

three (3) Secondary Executive Members: a Newcomer Representative, a Secretary and an Assistant Music Director. Two (2) executive positions may be held by one (1) person in the event that a position is vacant during the summer semester. The roles of President, ICCA Director, and Music Director shall not be held by one (1) person. The Primary Executive Team is formed prior to the audition process by election, whereas the Secondary Executive Team is either elected by the Primary Executive Team, or, in the case of the Newcomer Representative, is chosen by the Newcomers during the first week of October. In the event that an Executive role cannot be filled, or an Executive Member cannot fulfill their responsibilities, the Executive Team will discuss and decide the redistribution of responsibilities or the re-election of the position at-issue. If a position is not filled by an oldie member a newcomer may run for said executive position.

#### **4.1.1. Primary Executive Members**

In general, Primary Executive Members are responsible for:

- Attending Executive meetings outside of rehearsals, when needed
- Offering insights into and voting upon various Executive decisions
- Collaborating with other Executive Members where responsibilities overlap while refraining from taking on responsibilities not outlined by their position

And, to the exclusion of the President, for:

- Delegating role responsibilities (outlined in section 4.3) amongst Members and ensuring completion of these responsibilities
- Facilitating productive discussions
- Making final decisions on all role-related material
- Communicating to the group information pertaining to their respective role

#### *President*

Independent—does not lead a Committee

The President shall:

- Have a list of all registered members
- Ensure all conduct is in line with ULife policies
- Act as a liaison between Executive Members
- Not bypass decisions made by Executive Members in their respective domains
- Be Surround Sound's spokesperson; respond to or redirect emails to Executive Members
- Hold signing officer authority along with the External Affairs Director for financial purposes
- Plan and facilitate rehearsals and lead or supervise vocal warm-ups with the Music Director during the fall and post-ICCA periods; provide support during ICCA period
- Keep the ensemble focused and on schedule in rehearsal, but shall not wholly run rehearsals
- Ensure effective communication across the group as a whole; notify members about meetings and information not specific to Committees
- Organize Executive meetings on a regular basis, including reflections after performances
- Accept all feedback about the running of the ensemble, leadership, music, etc.; provide feedback to members about their performance or general issues; schedule and initiate group discussions

when needed or requested

- Alongside Executive team, transition future Executive Members into office
- Complete election duties (outlined in section 5)

Responsibilities conducted prior to the start of the academic term include:

- Organizing and helping the Primary Executive Members once elected
- Planning auditions with the Executive Team, handling correspondence and booking with auditionees, and collaborating with the Marketing Coordinator to advertise auditions
- Quickly integrating Newcomers into any Committees of interest in the fall

### *Music Director*

Independent - does not lead a Committee

The Music Director shall:

- Plan rehearsals and lead or supervise vocal warm-ups with the President during the fall and post-ICCA periods, and with the ICCA Director during the ICCA period
- Run rehearsals and teach all arrangements to the ensemble, delegating any instruction if they deem appropriate
- Discuss arrangements with the arranger (if present) and/or ICCA Committee (for ICCA charts) in order to understand their musical vision for the piece and communicate it during ensemble instruction.
- Choose repertoire and organize assigned arrangements with arrangers, ensuring that the group has sufficient content to learn throughout the year
- Participate in the ICCA if the group is participating in that given year
- Fix and finalize all arrangements & recorded mixes
- Ensure that rehearsals are recorded regularly
- Be the primary assistant for members who are struggling musically
- Decide the setlist for performances

Responsibilities conducted prior to the start of the academic term include:

- Planning the structure of auditions and the audition panel in collaboration with the Executive Team
- Ensuring the arrangers create some charts (ICCA repertoire or otherwise) prior to auditions

### *ICCA Director*

The ICCA Director shall:

- Participate in ICCAs if the group is participating in that given year
- Organize ICCA discussions for the ICCA Committee
- Ensure arranger buy-in on selected songs and check in on arrangement progress as needed
- Record and submit the ICCA audition video
- Finalize a list of members who are competing
- Plan ICCA soloist audition procedure

- Communicate consistently with the ICCA Committee and delegate responsibilities as needed
- Coordinate with the External Affairs Director for budgeting ICCA materials, accommodations, fees, etc.
- Collaborate with the Marketing Director to promote ICCA performances and for ICCA outfits
- Brainstorm, create, and teach choreography with the ICCA Committee
- Organize day-of considerations, such as transportation, food, overnight stay, etc.
- Create an ICCA committee if they see fit needed

Responsibilities conducted prior to the start of the academic term include:

- Organize all ICCA planning discussions with the ICCA Committee (if needed)
- Making the final decision on the full ICCA set
- Setting deadlines for arranging and learning the ICCA setlist with the Music Director and ensuring the arrangers create some of this material prior to auditions

### *External Affairs Director*

Independent—does not lead a Committee

The External Affairs Director shall:

- Communicate and organize all external events, including events hosted by other collegiate organizations/ensembles, gigs, etc.
- Lead & coordinate with Internal Affairs Director to create manageable performance schedule including both external and internal events
- Keep Google Calendar or other chosen scheduling platform up to date with all event dates and details to make schedule accessible to all members
- Collaborate with the Marketing Director to promote performances
- Collect member availability for events
- Handle treasury, bank account, and other relevant financials, and manage budget, invoices, and receipts in organized, accessible manner
- Advise Executive Members on budgeting concerns
- Ensure the fee for ICCA in the next year is accounted for
- Hold signing officer authority along with the President
- Be the primary contact during external events
- Plan event logistics including location travel, gig pricing, performance equipment (e.g. lighting, sound, chairs), Master(s) of Ceremony, and videography for events
- Brainstorm performance opportunities, venues, and methods to gain revenue
- Take over or delegate responsibilities of Internal Affairs Director if position is unfilled

Responsibilities conducted prior to the start of the academic term include:

- Seeking funding approval from various faculties and grants
- Setting up the annual budget
- Coordinating any summer performances
- Work with previous External Affairs Director to learn budgeting process
- Transfer bank signatory authority to successor

### *Internal Affairs Director*

Independent—does not lead a Committee

The Internal Affairs Director shall:

- Collaborate with External Affairs Director to create manageable performance schedule including both external and internal events
- Keep Google Calendar or other chosen scheduling platform up to date with all concert dates and details to make schedule accessible to all members
- Book spaces for rehearsals through the Faculty of Music when possible
- Collaborate with the Marketing Director to promote performances
- Collect member availability for events
- Coordinate retreats, socials, etc. with the Newcomer Representative
- Be the primary contact during concerts
- Plan event logistics including locations & space bookings, admissions, pricing, performance equipment (e.g. lighting, sound, chairs), Master(s) of Ceremony, and videography for events
- Plan concert themes and timeline
- Coordinate/delegate roles for concert set-up and clean-up
- Take over or delegate responsibilities of External Affairs Director if position is unfilled
- Help the President and Newcomer Representative with elections if the need arises

Responsibilities conducted prior to the start of the academic term include:

- Booking rooms for auditions and rehearsals

### *Marketing Director*

Independent—does not lead a Committee

The Marketing Director shall:

- Monitor and regularly post on Surround Sound's social media accounts (Facebook, Instagram, TikTok, etc.), and create accounts for other platforms at their discretion
- Collaborate with the External Affairs, Internal Affairs and ICCA Directors to promote performances
- Manage videography, photography, graphic design, and wardrobe
- Seek out and organize recruitment and promotional opportunities

Responsibilities conducted prior to the start of the academic term include:

- Collaborating with the President to advertise auditions and any summer performances
- Booking orientation booths when possible
- Design Surround Sound merchandise production

#### **4.1.2. Secondary Executive Members**

Secondary Executive Members are not permitted to vote in Executive decisions. In general, Secondary

Executive Members are responsible for:

- Attending at least the Executive meetings that pertain to their responsibilities
- Collaborating with other Executive Members where responsibilities overlap
- Completing election duties (outlined in section 5)

With the exception of the Newbie Representative, Secondary Executive Members are appointed by a majority vote of the Primary Executive team.

#### *Newcomer Representative*

Independent—not designated to a Committee

The Newcomer Representative shall:

- Voice the concerns and input of the Newcomers during Executive meetings
- Learn about Executive operations and assist all Executive members when needed, especially the President as their right-hand
- Organize the selection of a Newcomer concert piece and inform the Music Director of their selection and preparation
- Plan and facilitate sectionals for the Newcomers to rehearse their selected chart
- Coordinate retreats, socials, etc. with the Internal Affairs Director

#### *Secretary*

Independent—not designated to a Committee

The secretary shall:

- Be responsible for taking attendance in rehearsal and notifying the Primary Executive team if a member has missed a substantial number of subsequent rehearsals
- Take minutes during Executive meetings
- Gather the contact information of all members

#### *Assistant Music Director*

Independent—not designated to a Committee

The assistant music director shall:

- Assist the music director with running rehearsals, including, but not limited to:
  - Giving starting pitches;
  - Listening to past recordings to determine excerpts of charts that need extra attention;
  - Alternating listening to the ensemble and singing their respective part during rehearsal with the music director.

## **4.2. Committees**

The Committees shall include one (1) governing body. All current members are eligible to join Committees without restriction. The President shall help form Committees after Executive elections. All

Committee Members must complete responsibilities delegated to them by their Committee Heads.

*ICCA Committee (at the discretion at the ICCA director)*

*Committee Head:* ICCA Director

The ICCA Committee shall:

- Be responsible for all ICCA content creation/instruction, including but not limited to:
  - Overall set vision/story
  - Setlist
  - Choreography
- Meet regularly, as organized and led by the ICCA Director

#### **4.3. General Members**

General Members shall participate in all rehearsals, sectionals, and performances as an active member of the group. Members are expected to memorize all songs and choreography, attend meetings on time, and communicate efficiently with the two directors and/or their assistants.

#### **4.4. 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. Such acts include being consistently unprepared for, late for, or absent from rehearsals, performances, and/or competitions, especially without first contacting either the President or Music Director.

The member up for removal shall have the right to defend their actions.

A two-thirds majority vote of the current members present in favor 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 to the group.

#### **5. Elections**

The term of executive positions shall be from May 1<sup>st</sup> to April 30<sup>th</sup>. The President, the Newcomer Representative, and the Internal Affairs Director 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.

The President, the Newcomer Representative, and the Internal Affairs Director shall decide by the middle of March the following three (3) Dates: the deadline for members to submit intents to run for executive

positions to the President, which must occur prior to the beginning of April; and the Start and End Dates for the first Election Period, which must occur prior to April 30<sup>th</sup>. The President shall announce these Dates a minimum of one (1) week prior to the deadline to submit intents to run and must ensure that each candidate knows all responsibilities required of them if elected.

Only those members who have been in good standing with the group, i.e. those who have not resigned or been removed from the group, since at least the beginning of second semester may run for candidacy.

The Newcomer Representative shall create an anonymous, secure, and untamperable online weighted ranking polling system, release it on the Start Date of the first Election Period, and close it on the End Date of the first Election Period. In the event of technical difficulties or accessibility concerns, the Newcomer Representative shall supply a paper ballot to any members who require it and have these members place their ballot in a sealed ballot box. The Internal Affairs Director and the President shall count the online votes and paper ballots. The procedure for determining the candidate elected to a position is as follows: if a candidate has already received a majority of the votes, they are elected to the position. If not, then the candidate with the least amount of votes is eliminated, breaking ties alphabetically by first name, and the voters who chose that candidate have their votes given to their second choice. This process continues until one candidate has a majority of the votes, who is then elected to the position. Although unlikely, in the event of a tie, the winner of the election shall be determined by a coin flip. These voting and counting procedures shall go unchanged for the second Election period, should it arise.

All U of T members who have been in good standing with the group for at least 30 days prior to the first day of voting are eligible to vote. Members may not vote by proxy or vote twice within an Election Period.

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. If there are no runner(s)-up, the President shall call for more intents to run and the Newcomer Representative shall open another vote during a second Election Period which must occur prior to April 30<sup>th</sup>.

A second Election Period is also reserved for all other extenuating circumstances, should they arise.

The President shall communicate to members the election results and any other necessary election information.

## **6. Finances**

The External Affairs Director shall keep records of all income and expenses. The External Affairs Director shall present the group's financial health at the annual general meetings. The Executive Team will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's Executive or General 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 of its officers.

## **7. Meetings**

### **7.1. Annual General Meetings (AGMs):**

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Team will announce these dates two (2) weeks 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.

### **7.2. Executive Meetings:**

The Executive Team shall meet regularly. Date and times will be set by an Executive Member. 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 Team will administer the process of having major amendments discussed at general meetings.

Major constitutional amendments (Adding or removing significant role responsibilities, adding or removing roles or committees, and other major process changes) shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

Minor constitutional amendments (clarification of existing roles, responsibilities, or processes) shall require a 2/3 majority to be passed among the Executive Team.

The Executive Team shall formally adopt the new constitution and submit the revised constitution to the respective University offices within two (2) weeks of its approval by general members.