

# The Constitution of the Innis College Choir

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#### Preamble

The Innis College Choir was founded in 2006 by Calvin Lo (Innis College Hon. BSc. 2007) and Brian Chang (Innis College Hon. BA. 2009). Built from the remnants of Innissings, a group which ended two years prior, the Choir was created to fill a musical void at Innis College. Recognizing the consistent need for an official vocal music organization at Innis College, and providing the opportunity for leadership and mentorship, this Constitution is the official governing rule of the Choir.

#### Part I: Definitions and Purposes

##### Definitions

“Choir” refers to the Innis College Choir.

“ICSS” refers to the Innis College Student Society.

“UofT” refers to the University of Toronto.

“SOP” refers to the University of Toronto Student Organization Portal.

To maintain ICSS funding, membership must consist of minimum 80% Innis student membership.

##### Name and Purpose

1. The name and purpose of this organization are as follows:
  - 1.1 The official name of this recognized student group is “Innis College Choir”.
  - 1.2. The official acronym of this group is “ICC”.
  - 1.3. The primary purpose of this group is to practice music weekly during the Fall and Winter semesters, and to perform said rehearsed music at the end of these semesters.
  - 1.4. This group aims to foster an inclusive, non-auditioned environment for singers of all

musical backgrounds.

1.5. This group aims to provide leadership and mentorship opportunities for vocal musicians and students.

1.6. This group aims to encourage community, confidence, and commitment in and through musicianship.

1.7 To welcome new members to participate in a collective group

## **Part II: History**

2. Every year this section shall be legally amended to include pertinent information as a standing record of the history of the Choir.

### **2006-2007**

**Conductors:** Brian Chang and Calvin Lo

**Final Concert:** Innis Residence Music Room

### **2007-2008**

**Conductor:** Brian Chang

**Christmas Concert:** Innis Talent Show

### **2008-2009**

**Conductors:** Brian Chang and Casey Scott-Songin

**Final Concert:** All For Me Grog, featuring Allegro Rocsaute, Hart House Music Room

### **2009-2010**

**Conductors:** Casey Scott-Songin and Nathaniel So

**Final Concert:** A Night Off Broadway, Hart House South Dining Room

### **2010-2011**

**Conductors:** Nathaniel So and Jennifer Li

**Final Concert:** Timeless, Innis Town Hall

### **2011-2012**

**Conductors:** Brian Chang and Nathaniel So

**Final Concert:** No Day But Today, Hart House Music Room

**Encore Concert:** One Day More, Innis Residence Events Room

### **2012-2013**

**Conductors:** Misan Lee and Alexandra Huntress-Reeve

**Final Concert:** Night Music, Hart House East Common Room

### **2013-2014**

**Conductors:** Misan Lee and Alexandra Huntress-Reeve

**Final Concert:** Magical Musical Tour, Hart House East Common Room

**2014-2015**

**Conductors:** Tian Nie and Jannie Chien

**Final Concert:** Spring Concert 2015, Hart House East Common Room

**2015-2016**

**Conductors:** Tian Nie and Jannie Chien

**Final Concert:** Around The World - Innis College Choir Year-End Concert, Innis College Residence Events Room

**2016-2017**

**Conductors:** Tian Nie and Victoria Hue

**Final Concert:** Spring Concert 2017, Hart House Debates Room

**2017-2018**

**Conductors:** Victoria Hue and Ethan Kim

**Final Concert:** Spring Concert 2018, Hart House Music Room

**2018-2019**

**Conductors:** Victoria Hue and Ethan Kim

**Final Concert:** Spring Concert 2019, Innis Town Hall

**2019-2020**

**Conductors:** Effie Fei Yun Liang and Shengye (Tony) Niu

**Final Concert:** Spring Concert 2020, Innis College Residence Piano Room

**2020-2021**

**Conductors:** Effie Fei Yun Liang and Shengye (Tony) Niu

**Final Concert:** Spring Concert 2021, Innis College Choir Zoom Meeting

**2021-2022**

**Co-Directors:** Qi (Kay) Sun and Rosa Mancuso

**Final Concert:** Spring Concert 2022 (Spring's Sweetness), Innis College Choir Zoom Meeting

**2022-2023**

**Co-Directors:** Rosa Mancuso and Matthew Edghill

**Final Concert:** Spring Concert 2023 (IN My Voice), Innis College Residence Events Room

**2023-2024**

**Co-Directors:** Juliana West and Matthew Edghill

**Final Concert:** Spring Concert 2024 (ISpring Forward), Innis Town hall

**Part III: Membership and Meetings****3. Rehearsals, Membership and Meetings****3.1. Rehearsals**

- 3.1.1. The Choir shall typically meet once a week to rehearse and learn together.
  - 3.1.1.1. Additional rehearsals may be scheduled as necessary.
  - 3.1.1.2. Rehearsal dates and times shall be flexible to accommodate Choir members
- 3.1.2. Rehearsals shall be run by the Co-Directors of the Choir or their designates.
- 3.1.3. Rehearsals shall take place in appropriate venues to fit the Choir and accompaniment.
- 3.1.4. Wherever possible the Choir shall endeavour to accommodate the needs of Commuter students/members.

### **3.2. Membership**

- 3.2.1. ICC's voting membership is open to all registered UofT students.
- 3.2.2. The voting membership is permitted to run, nominate, and vote in elections and constitutional amendments.
- 3.2.3. ICC's non-voting membership is open to University of Toronto staff, faculty and alumni.
- 3.2.4. Members must register with a designated executive by submitting their full name and a valid email address
- 3.2.5. Membership shall be determined by registration and regular participation at Choir rehearsals, events, and performances.
- 3.2.6. Membership and its privileges shall only be afforded to active participants in the Choir.
  - 3.2.6.1. Active is defined as regular participation at Choir rehearsals (attendance of at least 60% of rehearsals), events, and performances.
  - 3.2.6.2. Lack of adherence to this section shall be grounds for removal.
- 3.2.7. A Member may be removed under certain circumstances:
  - 3.2.7.1. If at any time a Member no longer meets the Membership criteria set out by the Constitution.
  - 3.2.7.2. The member has violated section 3.2.6.1.
    - 3.2.7.2.1. If a violation has occurred, the Co-Director shall notify the Member in question, and the Membership at the next rehearsal, that their behaviour has violated the Constitution and their Membership is revoked.
    - 3.2.7.2.2. The Member may appeal where a vote may be held to reinstate them and shall be deemed so with a simple majority (50%+1%) of members present
- 3.2.8. Members must inform a Co-Director of absences, and a legitimate reason (such as mid-term, illness, etc. forgetting not a legitimate reason) is needed to miss rehearsals.

### **3.3. Special Meetings**

- 3.3.1. Special meetings of the Choir may be called at any time for time sensitive budget issues; by-election; extraordinary circumstances, etc.
- 3.3.2. Special meetings may be called by at least three (3) members of the Innis Choir Committee.
- 3.3.3. Notice of a Special Meeting must be provided with as much notice as possible with a minimum of 24 hours.

### **3.4. Annual General Meeting (AGM)**

- 3.4.1. An AGM shall be held in March or April.
- 3.4.2. Notice for an AGM shall go out at least two weeks prior to the meeting.
- 3.4.3. The AGM shall address financial health, annual progress, plans for the next year, and any other relevant subject as prepared by the Co-Directors with input from the other committee members and the Choir membership.
- 3.4.4. Constitutional amendments shall usually be addressed at an AGM.

## **Part IV: Innis Choir Committee and their Duties**

### **4. Committee Members of the Choir and Duties**

#### **4.1. Co-Director of the Choir (2 positions), Position is appointed by previous Co-Directors**

- 4.1.1. This Committee Member may be divided amongst more than one person.
- 4.1.2. The Committee Member(s) shall oversee all aspects of the Choir and participate in the entire process of the Choir to bring about its effective administration and production.
- 4.1.3. They shall convene and conduct the annual general meeting.
- 4.1.4. They shall have signing rights for financial transactions concerning the Choir along with the Treasurer.
- 4.1.5. They shall endeavour to secure at least one performance a term for the Choir
  - 4.1.5.1. Seek out appropriate performance venues, and organize the concerts.
- 4.1.6. They shall oversee the internal administration of the Choir and logistical problems that may arise.
- 4.1.7. They shall maintain an up to date membership roster.
- 4.1.8. They shall be the primary contact for all questions relating to the Choir.
- 4.1.9. They shall be in charge of electronic communication with the Choir.
- 4.1.10. They shall maintain minutes of official meetings and maintain records of all important documents pertaining to the Choir.
- 4.1.11. They shall oversee the logistics of the Choir for rehearsals, record, and enforce attendance of the Choir and its Members.
- 4.1.12. They shall be the usual responsible authority for personnel problems amongst the Membership and/or the Executive.
- 4.1.13. They shall endeavour to meet and network with other like-minded organizations to expand the reputation of the Choir and to explore potential collaborations and partnerships with organizations like the Innis College Office of Student Life, Hart House, other Colleges, the ICSS, other Choirs, mentors, experts, etc.
- 4.1.14. They shall be the primary Conductor of the Choir.
- 4.1.15. They shall lead rehearsals.
- 4.1.16. They shall appoint future Co-Directors, and provide training.
- 4.1.17. They shall act as Chief Returning Officer.
- 4.1.18. At least (1) Co-Director(s) shall be present along with the Treasurer at the ICSS hard budget meetings to present a finalized budget.

#### **4.2. Assistant Director (1 position), Position is appointed by newly-appointed Co-Directors**

- 4.2.1. This Committee Member shall assist the Co-Directors in organizing and leading group rehearsals and performances should the Co-Director(s) require assistance.
- 4.2.2. Should the Co-Director(s) be unable to attend rehearsal, This Committee Member shall step in and assist the rehearsal.
- 4.2.3. They shall help organize concerts should the Co-Director(s) require assistance.
- 4.2.4. They shall help the Co-Director(s) distribute and collect sheet music.
- 4.2.5. They shall take attendance during each rehearsal.

#### **4.3. Treasurer (1 position):**

- 4.3.1. This Committee Member shall oversee the administration of funds for the Choir and application of these funds in a responsible manner. The Committee Member shall also do the best in their power to gather additional funds for the Choir wherever possible.
- 4.3.2. They shall create a realistic budget with the Co-Directors that is open to all Members.
- 4.3.3. They shall be responsible for presenting the finalized budget at the ICSS hard budget meeting.
- 4.3.4. They shall maintain detailed financial records of all expenditures, reimbursement requests, and receipts.
- 4.3.5. They shall keep communication with the Vice-President, Finance regarding reimbursement requests, they shall also submit reimbursement requests in a timely manner.
- 4.3.6. They shall ensure compliance of the budget with all external funders and keep diligent records.
- 4.3.7. They shall present financial statements at the beginning of every semester, and at the AGM.
- 4.3.8. All costs and purchases must be made aware of to the Treasurer and Co-Directors.
- 4.3.9. They shall have signing rights for financial transactions concerning the Choir along with the Co-Director(s).

#### **4.4. Social Director (2 positions):**

- 4.4.1. They shall plan and execute at least one social per semester.
  - 4.4.1.1. They shall collaborate with the OCT to ensure socials are within budget.
- 4.4.2. They shall promote social events.
- 4.4.3. They shall make efforts to socialize with choir members.
- 4.4.4. They shall plan and promote inclusive and equitable events for the choir and the community.

#### **4.5. Marketing Director (1 position):**

- 4.5.1. This Committee Member shall design and print posters and advertisements for the group.
- 4.5.2. They shall work with the Co-Director(s) to improve and develop publicity materials.
- 4.5.3. They shall be responsible for creating Facebook events to promote concerts.
- 4.5.4. They shall maintain the social media presence alongside the Co-Director(s).

#### **4.6. Conditions of Office**

- 4.6.1. A Committee Members must be registered UofT students

- 4.6.2. University of Toronto staff, faculty and alumni as a collective, may hold 1 position or 10% of positions in our executive body
- 4.6.3. No Committee Member shall work in any capacity to undermine the Choir and/or its purposes..
- 4.6.4. Committee Members, once elected to their positions, shall remain in those positions until the end of the school year they serve in (April 30<sup>th</sup> of every year).
- 4.6.5. If a Committee Member declines to continue serving their Office, then a by-election will be held when feasible.

#### **4.7. Removal from Office**

- 4.7.1. Committee Members may be removed from office through a vote of no confidence.
- 4.7.2. A vote of no confidence may only be called in regards to a violation of the Constitution or gross misconduct of a criminal nature.
- 4.7.3. A vote of no confidence shall be made at any time by a formal letter signed by 50% of the Membership and 50% of the Executive. This letter is to be submitted to a Co-Director. In the event that multiple Committee Members are named in a vote of no confidence, a non-named Committee Member shall be the administrator of the vote of no confidence.
  - 4.7.3.1. The 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.
  - 4.7.3.2. The Member(s) who brought forward the vote of no confidence shall be allowed to advance their position.
  - 4.7.3.3. A vote of no confidence shall be a simple majority (50%+ 1%) of members present.

#### **4.8. Regular Elections**

- 4.8.1. The Chief Returning Officer (CRO) will be one of the Co-Directors, and shall be approved by the Membership at a Special Meeting prior to the call for an election.
- 4.8.2. Elections must be announced at least a month in advance.
- 4.8.3. Elections for OCT shall be held in March or April of every year for a one year term.
  - 4.8.3.1. If no candidates come forward, by-elections will be held in the coming September.
- 4.8.4. Candidates must be announced at least one week in advance.
- 4.8.5. Voting shall be done by anonymous hand raising overseen by the CRO.
- 4.8.6. Voting shall take place on a day, where feasible, that precedes or follows a regularly scheduled rehearsal.
- 4.8.7. If elected in March or April, then newly elected Committee Member s will take their positions on May 1<sup>st</sup>.

#### **4.9. By-Elections**

- 4.9.1. When vacancies arise, the CRO shall put a call out for nominations as soon as possible
- 4.9.2. By-elections shall be held at a special meeting convened to fill the vacancy
- 4.9.3. Vacancies within the second term may be deferred indefinitely by simply majority (50% + 1%) at a Special Meeting.

## **Part V: Choral Library**

### **5. Repertoire**

- 5.1. Every year, when funds are available, the Choir shall purchase music to add to its library.
- 5.2. Repertoire may be purchased at any time throughout the year at the discretion of The Committee Members of the Choir.
- 5.3. Repertoire added to the Library shall become property of the Choir.
- 5.4. The Choir may borrow, share, or loan copies of its repertoire to external organizations at the discretion of The Committee Members.
- 5.5. The Choir may borrow, share, or loan copies of repertoire from external organizations at the discretion of the Committee members.
- 5.6. The Choir must maintain the organization of all physical and digital materials in its library, including but not limited to purchasing binders, plastic sheet protectors, containers, and/or renting storage space on campus.

## **Part VI: Constitutional Amendments**

### **6. Constitutional Amendments**

- 6.1. This Constitution shall be amended from time to time at the discretion of The Committee Members and the Membership.
- 6.2. Amendments shall usually take place at the AGM.
- 6.3. An announcement that amendments will be undertaken shall be made at a special meeting.
- 6.4. Amendments must be submitted to the membership at least two weeks in advance of the next special meeting after the initial announcement.
- 6.5. Amendments shall be legal by vote of a simple majority (50% + 1%).
- 6.6. All amendments must be compiled and updated on SOP in the renewal cycle of the year that the constitution is amended.