

Constitution of Silhouettes Dance Company

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Silhouettes Dance Company”
- 1.2. The official acronym or abbreviation of the group is “Silhouettes”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to encourage student involvement in dance for both new and seasoned dancers, to create a fun and challenging environment in which its members may continue to obtain rigorous training while pursuing their education, to develop low-cost programs that allow students of all socioeconomic backgrounds to participate in the art of dance, to provide a positive atmosphere through which members may develop a wide variety of dance styles and methods, learning from one another and growing together as artists and family, and to increase awareness of dance as art through on and off-campus performances.

2. Article Two – Membership and Membership Fee

- 2.1. Membership is open to all registered students of the University of Toronto.
- 2.2. Members who wish to take part in weekly rehearsals and be part of the year-end show must audition. Auditions take place at the beginning of the school year. Auditions are open to the entire U of T community including students, staff, faculty and alumni. Once you are a member of Silhouettes Dance Company participating in the year-end show and weekly rehearsals, there is no need to re-audition the following year.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership may be extended to staff, faculty, alumni, and persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. The membership fee will be \$20.00 per year for members registered in graduate/undergraduate studies and who take part in the weekly rehearsals and year-end show. The membership fee will be \$25.00 per year for alumni of the University of Toronto or other Post Secondary Institutions and who take part in the weekly rehearsals and year-end show. There will be no membership fee for members who are not part of the weekly rehearsals and year-end show group.
- 2.6. Any member of the club may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 2.7. The deadline to apply for a refund of a membership fee shall be thirty (30) days after the end of the election period.
- 2.8. Auditions
 - 2.8.1. There are usually two auditions days, held on the first week of classes. Auditions have seen up to 50 participants per day, and are usually held at the Athletic Centre Dance Studio.
 - 2.8.2. As stated above, members participating in the year-end show and weekly rehearsals do not need to audition if they are returning. However, this means that there must be a confirmation of return prior to the audition process in order to gauge the number of new members that the company is able to accept.

2.9. Advertising

- 2.9.1. Auditions are usually advertised to members through a mass company email so that members are aware and can pass on the information. The dates, times and locations of auditions are also posted on Silhouettes' various social media accounts in order to spread the word. Auditions may also be advertised by putting posters up on campus.
- 2.9.2. Auditions are open to the entire University of Toronto community, including students, staff, faculty and alumni. Sometimes people from outside of the U of T community will show up to audition. This is not encouraged through advertising, but if it should happen they are allowed to audition.
- 2.9.3. Orientation Week activities, such as Clubs Day, are an excellent means for attracting new members. An email to those who have shown interest in auditions throughout the year via the Silhouettes gmail account is also used to notify people.

2.10. Choreography

- 2.10.1. The general areas of dance styles should be covered in the audition. These would include jazz, ballet, lyrical, contemporary, and hip-hop. A warm-up should be prepared for the opening of the audition and specific combinations or exercises be created for each style of dance.

2.11. Administration

- 2.11.1. Those who participate in auditions are required to sign-up prior to the audition period. Auditionees fill out a form, either on paper or on a company member's laptop, stating their name, email, phone number, program (if applicable), year of study (if applicable), and dance experience
- 2.11.2. Numbers should be assigned to dancers so that it is easy to identify them. Headshots are also taken of the auditionees with their number on.
- 2.11.3. It is recommended that members of the executive be in charge of sign-in so that they can remain there after auditions have commenced. It is also recommended that company volunteers run the various audition sections so that all members of the exec may observe and take notes.

2.12. Selection

- 2.12.1. New members should be selected based on various criteria: It must be determined how many members can join based on the amount of returning members to keep the company at a manageable number, determined by the year's exec, and new members should be selected based on technique, presence, and commitment to the company.
- 2.12.2. An interview should be held with all potential new members to determine their love of dance, commitment and personality. Those who obtained an interview should be notified by email to arrange a time, while those who did not should obtain

an email thanking them for their participation.

2.12.3. After the new members are selected, emails should be made to let those who were interviewed know either way.

2.13. Members

2.13.1. Silhouettes members who are registered students at U of T will be able to vote on all matters pertaining to the group, run or vote in executive elections, run or vote in committee elections, and propose constitutional amendments. Should the group welcome members from communities outside of U of T, those members may not run or vote in elections. Members that are not current U of T students will have to pay for the ability to use the facilities at Hart House, the Athletic Centre, and Goldring Centre for High Performance for rehearsals.

3. Article Three – Rights of Members

- 3.1. All members have a right to receive a refund of their membership fee in accordance with Article Two.
- 3.2. All members have a right to attend general meetings of members.
- 3.3. All members have a right to cast votes at general meetings of members.
- 3.4. All members have a right to stand for election unless otherwise stated.
- 3.5. All members have a right to cast votes in elections and referenda.
- 3.6. All members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The executive team shall be comprised of seven (7) elected officers. These include: TWO Artistic Directors, ONE Producer, ONE Media Coordinator, ONE Financial Administrator, ONE Events Coordinator, and ONE Company Administrator.
- 4.2. All positions on the Executive Committee will be filled through an election in which all voting members are eligible to cast a ballot.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members such as staff, faculty, or alumni members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority if they are serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

5. Article Five - Executive Committee Composition and Duties

5.1. Position: Artistic Director

Artistic Director is the only position to which TWO members are elected, the rest are held by one individual.

The Artistic Directors shall:

- Represent Silhouettes as a RESPECTABLE, ACCEPTING, DIVERSE and TIGHTLY- KNIT community of dancers.
- Act as a role model for company members in terms of technique and professionalism.
- Maintain a good relationship with Hart House, Athletic Centre, and Goldring Centre for High Performance staff, UTSU, Ulife, and other companies and clubs on campus
- Ensure that all directions/requests/speeches/emails are given by BOTH AD's.
- Ensure that important dates are known at THE FIRST MEETING and stressing the importance of attendance on those dates.
- Make sure that everything runs smoothly because everything comes back to YOU
- Correspond with any public interest in Silhouettes
- Conduct auditions and interviews
- Schedule weekly rehearsal space on-campus and off-campus when necessary
- Arrange a date for all dances to be done
- Arrange a "Welcome to Silhouettes" outing for after the first meeting in September
- Arrange and conduct general meetings and exec meetings
- Ensure that all members sign liability forms (recommended at September meeting)
- Arrange the booth for UTSU clubs day
- Maintain recognition by UTSU and Ulife
- Maintain/apply for office space
- Create a Calendar of Events where the following is outlined: Deadlines for completion of posters, postcards, programs, tech sheets, newsletters, and dates for general meetings, exec meetings, screening days, showcase days, run-throughs, pub-nights, etc.
- Monitor duties of executives
- Attend all necessary meetings for UTSU loan requests, fight for funding, pick-up funds/cheques
- Collaborate with Company Administrator in creating the rehearsal schedule and show order
- Collaborate with Financial Administrator in making the annual budget
- Handle all queries of fellow members
- Manage the Silhouettes email account
- Handle all random Silhouettes shows/gigs
- Plan show after-party
- Choreograph three company pieces – One per AD, one joint piece
- Provide technical help to any dancers that need it

- Provide choreographic help to choreographers that need it

5.2. Position: Producer

The Producer shall:

- Arrange for an initial meeting with theatre contact to establish relationship and maintain contact
- Ensure poster and/or designer for show poster
- Hire a videographer for the show and maintain contact with videographer until final draft of show tape has been made
- Hire a photographer for the show and maintain contact with photographer until the photos have been edited and sent to us
- Create the program for the show
- Maintain contact with the stage manager and lighting designer and arrange for the lighting designer and stage manager to be present at tech days and dress rehearsal (show week)
- Organize front of house volunteers and ushers
- Deal with U of T Tix or any other Box Office provider if applicable
- Arrange the printing process for programs, tickets, postcards and/or posters
- Create tech sheets and program sheets, and make sure the stage manager and lighting designer have access to them
- Look after the theatre contract and voice any concerns to the theatre contact
- Deal with all logistical aspects of the show in relation to the theatre
- Organize company photoshoots, including venue and photographer bookings
- Design and handle company clothing and exec clothing

5.3 Position: Media Coordinator

The Media Coordinator shall:

- Cut music for choreographers
- Maintain/update the website and various social media outlets on a regular basis
- Create promotional materials to be published on Silhouettes social media
- Ensure music for all dances is compiled into a CD, USB, or playlist before showcases, screenings, run-throughs, pub-nights, year-end show, other shows
- Take headshots of company and various other photos and videos for website and other social media platforms
- Record demo day choreography and share it online for Silhouettes members to have a better idea of which pieces they choose to be in
- Record screening days, dress rehearsal, and run throughs and share it online for Silhouettes members to view and review their pieces

5.4. Financial Administrator

The Financial Administrator shall:

- Maintain the Silhouettes bank account
- Give updates to the executive of account activity

- Record account transactions, keeping receipts, issuing cheques
- Accompany ADs at UTSU meetings that deal with requesting loans
- Collaborate with Artistic Directors in making the annual budget
- Collaborate with Artistic Directors in applying for funding, including but not limited to the UTSU funding application
- Conduct annual costume funding allocations, and email choreographers to inform them of the amount they received for their costume funding allocation, pending decision approval of the AD's
- Record and monitor ticket sales for annual year-end show
- Record and monitor membership fee payments, pub-night ticket payments, and any other fundraising activity payments
- Bookkeep and create a yearly audit, including expense and income summaries
- Monitor the budget (making sure costumes fit the budget, whether we are on track with projected revenue, etc.)
- Secure a set amount of sponsorship revenue (amount will be determined while creating the year's budget)
- Take minutes at exec meetings and post them online for the exec to view promptly afterwards

5.5. Position: Events Coordinator

The Events Coordinator shall:

- Arrange two pub nights - one in October/November, one in January/February
- Pick each pub night's theme
- Choreograph a finale dance if needed for each pub night, pertaining to its theme
- Create schedule and list of dancers for each pub night performance
- Arrange space and time to rehearse prior to show
- Ensure that pub nights are inclusive to ALL MEMBERS of legal drinking age
- Hire DJ and photographer for pub nights, if necessary
- Create ticket and poster design for pub nights
- Distribute tickets to company members who have purchased them with the ADs
- Assist in promoting pub nights - Create the Facebook event in collaboration with the Media Coordinator, arrange mass postering days, etc.
- Assist AD's in any other fundraising event(s) conducted throughout the year, including but not limited to: club nights, bake sales, orientation event, show after party, etc.

5.6 Position: Company Administrator

The Company Administrator shall:

- Maintain CCR recognition, including tracking CCR applicant progress and attending facilitator meetings
- Maintain Silhouettes Costume Closet by running the Costume Closet website, keeping its physical space organized, and keeping track of all costumes from the Costume Closet that are being worn in the annual year end showcase
- Assist AD's in maintaining office space at the 21 Sussex Clubhouse by attending

- Clubhouse meetings, tracking occupancy goals, and tracking group Ulead points
- Email previous company members over the summer to confirm whether they will be continuing on with the company in the upcoming year
- Compile a list of important dates for company members to possess
- Compile a list of everyone's schedules AS SOON AS the company members have been confirmed in September (suggested to be done at First General Meeting)
- Compile a contact list AS SOON AS the company members have been confirmed in September (suggested to be done at First General Meeting)
- Create a schedule for demo day as well as sign-ups for each dance that include their designated rehearsal location and time
- Compile dancer lists for each piece and share these lists with the piece's choreographer(s)
- Arrange at least 50 minutes PER WEEK for each group dance to be rehearsed, using the compiled schedules made in collaboration with the AD's
- Create the show order with assistance from the AD's
- Create tech day schedules (lighting and blocking), making sure that there are no overlaps for any dancers/choreographers

6. Article Six - Termination of Membership

- 6.1. 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.
- 6.2. The member up for removal shall have the right to defend their actions.
- 6.3. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 6.4. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 6.5. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 6.6. A majority vote at a meeting of the general membership shall be responsible for handling all appeals.
- 6.7. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 6.8. Executive Committee members are subject to the same termination of membership process as general members.

7. Article Seven – Elections

- 7.1. All positions on the Executive Committee will be filled through annual elections.
- 7.2. The annual term for the Executive Committee shall be from May 1st to April 30th.
- 7.3. All members who are currently registered students of the University of Toronto shall be eligible to nominate candidates and cast ballots for all positions.
- 7.4. All positions are open to any eligible member and are only occupied by one person (exception: Artistic Director is held by two people).

- 7.5. Non-voting members such as staff, faculty, or alumni members shall not be eligible to cast ballots for any position.
- 7.6. The Producer, Financial Administrator, Company Administrator, Events Coordinator, and Media Coordinator do not require any specific experience to be nominated.
- 7.7. It is recommended that those running for Artistic Director have experience with the executive and choreographing for the company.
- 7.8. Candidates can be nominated and run for more than one position. Candidates may be nominated by others or nominate themselves.
- 7.9. No member may vote by proxy.

8. Article Eight – Elections Procedure

- 8.1. The Executive Committee shall strike an Elections Committee and appoint one (1) Chief Returning Officer (“CRO”) and two (2) Scrutinizers from the general membership to conduct and hold elections. They cannot be candidates themselves.
- 8.2. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest prior to the election.
- 8.3. The Chief Returning Officer shall accept nominations for voting positions only from members that are registered students of the University of Toronto.
- 8.4. The Chief Returning Officer shall accept nominations for non-voting positions from non-voting members such as staff, faculty, or alumni members.
- 8.5. Nominees must be members in good standing for at least one month prior to the nomination period.
- 8.6. The Chief Returning Officer shall select three (3) election dates before March 30th for the voting period. The voting period must be announced a minimum of two (2) weeks prior to the voting dates and must fall on weekdays.
- 8.7. For each position, the candidate with the most votes shall be elected to the position. The Chief Returning Officer and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.
- 8.8. Each ballot shall have the name of the position and a list of all candidates. Voters should rank candidates in order of preference.
- 8.9. Prior to the counting of the ballots the elections officers should ask each candidate running for multiple position(s) which they would prefer.
- 8.10. For each ballot the candidate with the most “number one” choice is elected.
- 8.11. If a candidate is elected to more than one position, then they will claim the position of their choice.
- 8.12. The remaining position is decided by striking this candidate from all ballots where they were “number one” and then counting the “number 2” candidate as first.
- 8.13. The candidate with the most “number one” and “number twos” in summation is elected.
- 8.14. Candidates who are running unopposed must receive at least 75% yes vote.
- 8.15. Term of executive positions shall be from May 1st to April 30th.

9. Article Nine - Committee Roles

9.1. The committee team shall be comprised of five (5) elected officers. These include: ONE First Year Representative, ONE Dance Captain, ONE Promotions Assistant, ONE Community Liaison, and ONE Sponsorship Liaison.

9.2. Committee Position: First Year Representative

The First Year Representative shall:

- Represent the interests of company members in their first year, and will be responsible for bringing any related matters or campaigns that are in the interests of said company members to the executive team
- Meet with members of the executive team on a regular basis (either bi-weekly or monthly) to discuss matters pertaining to their committee role

9.3. Committee Position: Dance Captain

The Dance Captain shall:

- Assist the AD's in conducting technique workshops and open classes throughout the year
- Lead warm up exercises on demo day, screening days, and dress rehearsals
- Provide feedback on overall and individual dancer technique to company members performance during weekly rehearsals, screening days, dress rehearsal, and run throughs in a kind and professional manner
- Facilitate the technical development of company members in a positive and inclusive learning environment
- Meet with members of the executive team on a regular basis (either bi-weekly or monthly) to discuss matters pertaining to their committee role

9.4. Committee Position: Promotions Assistant

The Promotions Assistant shall:

- Provide assistance where necessary amongst all things promotions-related. This may include, but is not limited to: assisting in the creation of promotional materials created by the Media Coordinator; assisting the Events Coordinator in promoting pub night and club night events; assisting the Producer in promoting the year end show; and assisting the Financial Administrator in promoting sponsorship opportunities to potential sponsors
- Meet with members of the executive team on a regular basis (either bi-weekly or monthly) to discuss matters pertaining to their committee role

9.5. Committee Position: Community Liaison

The Community Liaison shall:

- Provide and sort through anonymous forms and bring forth any issues or submissions to the executive team
- Coordinate check-in surveys about company direction, issues, concerns or opinions
- Communicate with the executive team about the contents of the completed surveys
- Suggest ways the company can improve based on survey findings or submissions at executive meetings

9.6. Committee Position: Sponsorship Liaison

The Sponsorship Liaison shall:

- Provide assistance to the Financial Administrator in finding and communicating with applicable sponsors for the Company.
- Communicate with the executive team on the status of sponsorships, and to discuss further steps.
- Assist with the collection of funds if the Financial Administrator is not available.

10. Article Ten - Committee Elections

- 10.1. Elections are held annually. The elections should be held during the First General Meeting in September.
- 10.2. All company members are welcome to nominate and vote in the election, regardless of U of T affiliation.
- 10.3. All positions are open to any member, regardless of U of T affiliation, and are only occupied by one person.
- 10.4. It is recommended that those running for First Year Representative exemplify the first year company member population (first year U of T undergraduate student).
- 10.5. It is recommended that those running for Dance Captain exemplify a high calibre of dance technique and are trained in the various dance styles performed by Silhouettes Dance Company
- 10.6. Candidates can be nominated and run for more than one position. Candidates may be nominated by others or nominate themselves.
- 10.7. Elections Officer
 - 10.7.1. There should be one or two elections officers who are responsible for collecting and counting the ballots. They cannot be candidates themselves.

10.8. Election Ballots

10.8.1. Each ballot shall have the name of the position and a list of all candidates. Voters should rank candidates in order of preference.

10.9. Counting

10.9.1. Prior to the counting of the ballots, the elections officers should ask each the candidate running for multiple position(s) which they would prefer.

10.9.2. For each ballot the candidate with the most “number one” choice is elected.

10.9.3. If a candidate is elected to more than one position, then they will claim the position of their choice.

10.9.4. The remaining position is decided by striking this candidate from all ballots where they were “number one” and then counting the “number 2” candidate as first.

10.9.5. The candidate with the most “number one” and “number twos” in summation is elected.

10.9.6. Candidates who are running unopposed must receive at least 75% yes vote.

10.9.7. Term of committee positions shall be from October 1st to September 30th.

11. Article Eleven – Finances

11.1. The Financial Administrator shall keep an active record of income and expenses.

11.2. The Treasurer shall present the group’s updates on the group’s financial position at annual general meetings.

11.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

11.4. The group, the Executive Committee, and general members may not engage in activities that are essentially commercial in nature.

11.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

11.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the organization.

11.7. The group will not pay salaries to any of its officers.

11.8. A working budget should be created by the Artistic Directors and the Financial Administrator, which may then be used both to ensure that the company remains on budget and to give to affiliates when applying for funding.

11.9. The Financial Administer should provide the executive an update of the financial account and assess whether the company is on budget or not on a regular basis (that being at least at every exec meeting)

11.10. Bank Account

11.11. The company has its own small business bank account which has 3 cosigners: the two AD’s and the Financial Administrator. Cheques are held by the Financial Administrator but can be signed by any 2 of the 3 cosigners for payment. Signing officers will be the two Artistic Directors and the Financial Administrator, all of

- whom are elected to their positions annually. The account cosigners are usually changed during the summer months to the new executive members. This can be done by applying for a bank letter with the Ulife office. It is recommended that one previous cosigner be present with bank proceedings.
- 11.12. It is very important that proper bookkeeping, including the collection of all receipts, be done. Silhouettes is audited by the UTSU, so finances must be in order. Receipts must be submitted to ensure funding is received
 - 11.13. 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 of its officers.

12. Article Ten – Meetings

12.1. First General Meeting (FGM)

- 12.1.1. The first meeting of the year should be held after auditions. This is the first chance for old and new members to meet each other. In this meeting, general rules and regulations will be outlined. A tentative schedule for the year will be shared with the company.
- 12.1.2. Prior to the first general meeting, the executive will have met to go over policies and procedures. If they feel that anything needs to be changed, the proposition will be drafted formally and presented to the members at the first general meeting. All U of T members will be allowed to vote on these new proposals. Proposals will be accepted if 2/3 of the members voting in support of the proposal. If members wish to propose their own amendments, they will be instructed to submit a formal proposal to the exec via email, and it will be voted on at a later meeting.
- 12.1.3. Two other general meetings will be held throughout the year. One will be held at the end of February after the second screening day, and the second will be held in April in order to have elections for the following school year. Attendance will be taken at all annual general meetings in order to comply with Co-Curricular Record Requirements.
- 12.1.4. The group shall hold general meetings at least twice per year.
- 12.1.5. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.
- 12.1.6. The purpose of a general meeting is to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.

12.2. Exec Meetings

- 12.2.1. The Artistic Directors should schedule exec meetings, prepare agendas and lead discussion with the exec members.
- 12.2.2. The Executive Committee shall meet on a weekly basis. The quorum for Executive Committee meetings shall be 50%+1 of the members of the Executive Committee. Attendance will be taken at all executive meetings in order to comply with Co-Curricular Record Requirements.
- 12.2.3. An initial exec meeting to discuss the goals of the year, timeline and individual executive roles should be held over the summer.

13. Article Eleven – Amendments

- 13.1. 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.
- 13.2. In order to be approved, constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 13.3. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.

14. Article Twelve - Affiliations

14.1. UTSU

- 14.1.1. To obtain funding from the student government, Silhouettes must be recognized as a club by the UTSU. This is done through the UTSU website by filling out a form. Application should be done for long-term funding through UTSU. This should include a budget for the year and include the desired funding in the budget.
- 14.1.2. An explanation of the residual from the previous year is important for the clubs committee to understand the unique financial situation for Silhouettes.
- 14.1.3. There is a meeting for funding with UTSU, which at least ONE of the Artistic Directors and Financial Administrator must attend in order to be considered for funding. This also gives a clear understanding of how to fill out the application.
- 14.1.4. Appeals for more funding can be done after the UTSU decision is made and must be followed up closely along with a meeting to explain the required funds.

14.2. Ulife

- 14.2.1. All clubs must be recognized by Ulife. This can be done through their website with a similar process as UTSU recognition
- 14.2.2. Silhouettes currently holds office space at the 21 Sussex Clubhouse. In order to keep said office space, occupancy goals outlined by Ulife must be completed each year, in addition to attending 5 Ulead workshops (one of each category).

14.3. Co-Curricular Record (CCR)

- 14.3.1. Co-Curricular Record gives Silhouettes members the opportunity to have their hard work acknowledged on an official University document.
- 14.3.2. In order for Silhouettes to be CCR recognized, at least ONE exec member must participate in the renewal process for the fiscal year. This is done by attending a CCR training session, as well as renewing all previous information on the CCR website for the next year. This is the responsibility of the Company Administrator.