

Article I: Name of Organization

- 1.1 The official name of the organization will be GLEE Club at the University of Toronto Scarborough.
- 1.2 The UTSC GLEE Club may be referred to by the acronym UTSC GC.

Article II: Purpose

- 2.1 The purpose of the UTSC GLEE Club will be to formulate a group dedicated to vocal and musical performance for both recreational and competitive endeavors.
- 2.2 The UTSC GLEE Club will enhance the educational, recreational, social, and cultural environment of the University of Toronto Scarborough by exercising musical abilities and performing at events on and off campus.
- 2.3 The UTSC GLEE Club fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
- 2.4 The UTSC GLEE Club operates as an independent entity working within the University of Toronto Scarborough community, subject to the values and policies of the University.

Article III: Membership

- 3.1 Membership in the UTSC GLEE Club is open to all current students of the University of Toronto Scarborough. Past members of the Glee Club may return for certain events as required.
- 3.2 The term of membership for the UTSC GLEE Club will be from September 1 – August 31 each year. However the club is inactive during the summer semester from May 1 - August 31.
- 3.3 Each member shall be afforded the following rights through membership in the UTSC GLEE Club:
 - 3.3.1 The right to participate and vote in group elections and meetings;
 - 3.3.2 The right to communicate and to discuss and explore all ideas;
 - 3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;
 - 3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
 - 3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
 - 3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- 3.4 Each member shall possess the following responsibilities relative to participation in UTSC GLEE Club:
 - 3.4.1 Support the purpose of the organization;
 - 3.4.2 Uphold the values of the organization;
 - 3.4.3 Contribute constructively to the programs and activities offered by the organization;
 - 3.4.4 Attend the bi-monthly meetings for general members; (i) commit 1-2 hours on a weekly basis for practices and any other requirements; (ii) notify the President, Vice President

or one of the Practice Leaders, at least 48 hours prior to the practice time, if you are unable to attend.

- 3.4.5 Missing practices; (i) You are permitted to miss one practice per semester, without an excuse after notifying the above executive members. Additionally, please inform the above executive members if you are ill or experience any extenuating circumstances. (ii) If a member misses more than 2 practices without a valid reason, or adequate notification, a meeting with the President, Vice President & Practice Leader will be organized to discuss accommodations and your future commitment to the club.
 - 3.4.6 Club performances; Members are expected to engage in club performances, with the exact number of performances varying on a yearly basis.
 - 3.4.7 Abide by the constitution and subsequent official organizational documents;
 - 3.4.8 Respect the rights of peers and fellow members;
 - 3.4.9 Abide by University of Toronto policies, procedures, and guidelines;
 - 3.4.10 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 The UTSC GLEE Club will collect a mandatory membership fee from each member each year. This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting.
- 3.6 The UTSC GLEE Club values and respects the personal information of its members. The UTSC GLEE Club secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 3.7 The UTSC GLEE Club will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Executive

- 4.1 The executives of the organization shall include the President, Vice President, Practice Leader(s), Events Coordinator, Social Media Coordinator(s) & Audio-Visual Media Coordinator(s).
- 4.2 The broad responsibilities of each executive position are as follows:
- 4.2.1 President: The President is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies. They are the main point of contact, and should be aware, and alerted of all club actions. They attend all meetings and/or workshops organized by student unions or campus associations, on behalf of the club. The President is primarily responsible for the finance and the funding of the club. They also manage room and space bookings together with the Vice President and Practice Leader. They are responsible for email correspondence, along with the Vice President.
 - 4.2.2 Vice President: The Vice President is the secondary point of contact, who should also be aware and kept up to date about all club actions. They attend all meetings and/or workshops that the President cannot attend. The Vice President helps with the responsibility for the finance and the funding of the club and is responsible for preparing the financial budget, managing room and space bookings, and the

responsibility of email correspondence. They are also responsible for conducting CCR validation and obtaining necessary forms for CCR.

- 4.2.3 Practice Leader: Responsible for organizing and leading practices, deciding the club's repertoire of songs, preparing vocal parts, and working with the events coordinator to adequately prepare for any performances. They are responsible for taking attendance at practices and conveying any significant absenteeism to the President and Vice President.
 - 4.2.4 Events Coordinator: Responsible for seeking out appropriate club events, organizing and coordinating events on behalf of the club and for the club (Glee Socials etc.) with any external parties as required, responsible for finances along with the President and Vice President.
 - 4.2.5 Social Media Coordinator: Responsible for the management of the social media platforms of the Glee Club (Instagram, Facebook, Official Glee Club Website etc.), responding to inquiries that are sent in through social media platforms, creating and posting on social media on behalf of the club, respecting and maintaining deadlines.
 - 4.2.6 Audio-Visual Media Coordinator: Responsible for the audio-visual mixing of videos/audio that are produced by the club, respecting and maintaining given deadlines, communicating in regards to any mistakes/discrepancies in audio/video leaving adequate time for the required editing processes.
- 4.2 The roles of President, Vice President, Practice Leader and Events Coordinator may only be held by current Glee Club members who actively attend practices. The roles of Social Media Coordinator(s) & Audio Visual Media Coordinator(s) may be filled externally by current UTSC students as required.
 - 4.3 The executive positions collectively will form a committee that acts as the primary steward of the organization.
 - 4.4 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
 - 4.5 This committee can make amendments to the constitution prior to beginning each academic year. However, the revised constitution must be approved by the Programming Coordinator for UTSC Clubs & Societies, prior to taking effect. All general and executive members must be up to date on the constitution and will be required to sign a form accepting their responsibilities at the beginning of each academic year.
 - 4.6 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.
 - 4.7 Any vacancy of executives shall be filled by the President or designate of the organization and may be considered official when approved by the Executive Committee.

- 4.8 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.9 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Removal of Members and Executives

- 5.1 The process for removing a member or executive may be initiated by the current Executive Committee when:
- 5.1.1 A member or executive has engaged in unlawful actions or activities;
 - 5.1.2 A member or executive has violated the constitution;
 - 5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
 - 5.1.4 A member or executive has violated the rights of a fellow member;
 - 5.1.5 A member or executive has not fulfilled their organizational responsibilities;
 - 5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 5.2 The removal of members and executives will be facilitated by a *two tier* procedure which operates as follows:
- 5.2.1 First Tier:
 - The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
 - 5.2.2 Second Tier:
 - Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
 - Each executive member must uphold all responsibilities pertaining to their role, as per the constitution. Failure to communicate adequately, or conduct their duties will result in dismissal from their position by the President, Vice President.

Article VI: Finances

- 6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.
- 6.2 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the entire executive committee at an official committee meeting.
- 6.3 All Budgets shall be prepared by the Vice-President in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.

- 6.4 The Vice-President shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.
- 6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
- 6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 6.8 The President, the Vice-President, and Events Coordinator shall be the sole signing authorities of banking instruments for the organization.
- 6.9 UTSC GLEE Club will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.10 UTSC GLEE Club will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: General Meetings

- 7.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
- 7.2 General meetings will be facilitated by a Chairperson selected by the general membership from the executive committee. The Chairperson shall be responsible for:
 - 7.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
 - 7.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 7.2.3 Moderating the discussion at meetings according to the agenda;
 - 7.2.4 Suspending members from participating in meetings for constitutional or procedural violations.
- 7.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.
- 7.4 There shall be a minimum of one (1) general meeting held each month. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.
- 7.5 General meetings may be called to order by the President, through a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.
- 7.6 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.

- 7.7 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 7.8 All executives are expected to make brief progress reports on their activities at every general meeting.
- 7.9 Minutes of all general meetings must be recorded and maintained for reference purposes.
- 7.10 Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.
- 7.11 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.
- 7.12 Any question at a valid general meeting shall be decided by a show of hands.
- 7.13 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 7.14 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.
- 7.15 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article VIII: Executive Meetings

- 8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 8.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
 - 8.2.1 Formulating and distributing an agenda for each meeting;
 - 8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 8.2.3 Moderating the discussion at meetings according to the agenda;
- 8.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.
- 8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 8.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.

- 8.8 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.
- 8.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 8.10 Any question at an Executive Meeting shall be decided by a show of hands.
- 8.11 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 8.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 8.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article IX: Emergency Meetings

- 9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 9.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.
- 9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.
- 9.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

Article X: Elections

- 10.1 Executive elections will be held prior to March 31 each year.
- 10.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
- 10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.
- 10.4 All screening of candidates will be conducted by a committee comprised of majority number of non-executive general members and minority number of executives who will assess each candidate's qualifications against pre-established criteria for holding the positions.
- 10.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.
- 10.6 All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the election will be held. The application period must end a minimum of seven (7) days prior to the general meeting at which the election will be held.

- 10.7 Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.
- 10.8 Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee described in section 10.4.
- 10.9 This committee will be comprised of two (2) non-executive general members and one (1) executive.
- 10.10 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.
- 10.11 Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 10.12 If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.
- 10.13 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

Article XI: Amendments

- 11.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 11.2 Notice of a meeting called to consider such a resolution shall be given as follows:
 - 11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
 - 11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.
- 11.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).
- 11.4 The general membership must have the final say on amendments to the constitution.

Article XII: Transition

- 12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- 12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XIII: Emergency Powers

- 13.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 13.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article XIV: Food Handling on Campus

- 14.1 The UTSC GLEE Club will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article XV: Precedence of University Policies

- 15.1 The UTSC GLEE Club will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the UTSC GLEE Club, the University's policies, procedures, and guidelines will take precedent.

Article XVI: Legal Liability

- 16.1 The University of Toronto Scarborough does not endorse the UTSC GLEE Club's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article XVII: Banking

- 17.1 The UTSC GLEE Club agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.

2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.

6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

VIII. Voting

1. There are 3 basic motions for each item of business:
 - A motion to adopt a specific action by the board.
 - A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - A motion to remove an item from consideration
2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.