

Constitution of “Harmonix Music Club (HMC)”

available through Linktree and SOP page; last revised 2025-03-01*

1. Name

The official name of this recognized campus group is “Harmonix Music Club” The acronym or abbreviation of this group is: Harmonix or HMC.

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of the organization is outlined here: Harmonix is to serve as an official organization for students interested in the pursuit of all recreational activities related particularly to music and, additionally, other forms of art.

We wish to create an inclusive community that can provide an immersive musical and artistic experience for the numerous students caught up in their busy day-to-day schedules. We hope to provide volunteer initiatives for those interested in assisting the club executives with logistics coordination and teaching fellow members how to play & produce music.

This club shall participate in school activities and events to better the community and work alongside other members and affiliates of the University of Toronto Mississauga Students’ Union (UTMSU) and the UTM administration. We hope to provide an environment where music, our universal language, can be a means of bringing students of all backgrounds together.

3. Membership

Membership to Harmonix Music Club is open to all University of Toronto (students, staff, faculty and alumni) and community members, but only UTMSU members (aka UTM undergraduate students) are permitted to run for an executive position and/or vote in elections and constitutional amendments. Club members are required to affirm their membership annually (usually through a form of sorts). There is no fee for general membership. .

The responsibilities of all members includes attending meetings, participating in events, and representing the club appropriately. All members reserve the right to attend or not attend group activities and events as they please or see fit. Members must register with a designated executive by submitting their full name and a valid email address. At the start of every Fall-Winter semester, the existing mailing list should be informed about the requirement for and process of reaffirming membership prior to the creation of the new membership/ mailing list.

For recognition by the UTMSU, the group must maintain a minimum of 25 members, with 100% of the membership being UTMSU members. The group must also maintain recognition from the Centre for Student Engagement (CSE). These requirements are subject to change and should be checked with UTMSU and CSE annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be composed of six (6) elected officers. These include President, Vice-President/Secretary, Outreach Coordinator, Treasurer, Events Coordinator, Marketing Lead.

The required duties of every executive include but may not be limited to the ones listed under their given or elected role. Executives are entitled to the duties entrusted upon them and are given their own choice to reject sharing their responsibilities with other executives. Any responsibility may be delegated to an executive’s respective associate by that executive within reason.

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

The President shall:

- Supervise the operations, management, various committees, and success of the group; regularly keep in contact with executives to ensure club initiatives are properly operating
- Be the spokesperson for the group
- Hold signing officer authority (see UTMSU Clubs Policy) along with the Treasurer for financial purposes
- Preside and notify all members of board meetings as well as general meetings
- Ensure the transition of office to the future executives, part of which includes informing the team of their rights and responsibilities in the constitution
- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto

The Vice-President Secretary shall:

- Assume the duties of the President in his/her absence
- Make a list of all registered members and contacts
- Uphold the club's rules and guidelines for general members.
- Ensure the general wellbeing of the club's on-campus space, resources, and initiatives
- Direct a potential team of internal associates
- Inform other executives of events, opportunities, and correspondence in the club email
- Record notes and motions for meetings

The Outreach Coordinator shall:

- Coordinate organizational recruitment efforts
- Find, establish, and maintain relationships with club sponsors and collaborators.
- Plan initiatives to bring awareness to the club both within and outside of UTM
- Inform of the executive team of outgoing opportunities and initiatives.
- Promote on-campus opportunities and sponsorships to club members
- Direct a potential team of external associates

The Treasurer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget for income and expenses along with receipts
- Advise members on the financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Attend training for and submit bi-annual audits to the UTMSU

The Events Coordinator shall:

- Assist in the creation of events for the club
- Direct a potential team of other events executives
- Oversee the organization of events either in-person (or themselves if the event is remote) or through a proxy
- Handle collaborations with other clubs alongside the Outreach Coordinator

- Hold room booking responsibility for the club and be informed of how to book rooms and tables under section 12c of the constitution
- Inform the Marketing Lead regularly of events and initiatives, preferably well in advance

The Marketing Lead shall:

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

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

The executive committee may collectively, by any means, appoint Directors, Coordinators, and/or Associates for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority. However, associates collectively will hold tie-breaking authority in votes that are evenly split between the executive team.

The Logistics Director shall:

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

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

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

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

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

It is strongly recommended that executives seek CCR Recognition by following the process determined annually by the CSE.

The club email (harmonix@utmsu.ca), the group's primary mode of correspondence, should be checked frequently to ensure all requirements and requests from the CSE and the UTMSU are being met.

The executive team **MUST** have at least one member who has read and understood the policies and regulations under section 12 of the constitution that have not been reiterated in this document. Failure to do so may result in unintended infringement of club policy.

In the event of any internal disagreement that cannot be solved amicably, a motion should be made and the results of the vote (between those with executive decision making authority) must be upheld for at least one (1) month before the motion can be brought up again. This also applies to the termination of executives and constitutional amendment voting as well as general decision-making.

The executive team operates primarily through Discord. Any executive member that is not frequently checking and corresponding with the rest of the executive team through Discord cannot properly complete their duties.

4b. Termination of General Members and Executives:

Any member of the club who commits an act negatively affecting the interests of the club, its members, or its policies, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions via a formal letter sent out through the club mailing list.

A two-thirds majority vote of the current members present in favour of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club. This decision may be formally appealed via the Harmonix email any time after the academic year (ending August 31) in which the member was removed.

Executive members are subject to the same termination procedure and, as determined by the vote, may lose their executive position along with their membership in the group.

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time by the campus group's Executive Committee as specified below:

As per Article VII under "Constitution" in the UTMSU Club Policy, Removal from office can occur after a member of the Clubs Committee (e.g., VP Campus Life) has issued two (2) verbal warnings and one (1) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Club's Committee. The results of the vote should be two-thirds (2/3) of the executives in favour of removal.

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

- Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club

executive membership

- Specify the alleged incidents of neglect of duty

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

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as described under “Elections.”

If the club is not recognized by the UTMSU, then executives are subject to the same rules regarding termination without the involvement of the VP Campus Life or UTMSU.

5. Elections

5a. If UTMSU Recognized:

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must open to all interested candidates who are UTMSU registered members of the group.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the election rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups’s membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies

In the event of a tie, the CRO will first approach the nominees involved in an attempt to reach an amicable agreement on who should receive the position. If an agreement is not reached within two (2) days, the vote will be repeated following the election rules for the tied position(s). If the second vote ends in a tie, then a vote will be held privately amongst the newly elected executives. If there are fewer than five (5) elected executives (multiple ties) or the private vote is tied, then another vote will be held amongst the outgoing executives alongside the incoming executives. If all four votes end in a tie, then the CRO will randomly select an executive for the tied position(s) between the nominees.

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election. The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

5b. *If not UTMSU Recognized:*

If the club is not UTMSU-recognized, the executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members of the committee to conduct and hold elections in March. All Elections Committee members shall be unbiased in the election results and required to disclose any conflicts of interest in the election. The SEO Election Officer shall accept nominations only from group members also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before March. Candidates must be members in good standing and part of the group for at least one month before the nomination period.

The SEO shall select three (3) election dates before March 30th for the voting period. These dates will be announced at least two (2) weeks prior to election dates and must fall on weekdays. The SEO shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box. In either case, registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

In preparation for a tie, the SEO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot to break the tie.

After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the election results to the Executive Committee and general members.

In either case, if a position is left or made vacant, the remaining executives have the right to collectively appoint a suitable candidate for that position. If UTMSU-recognized, this candidate must be subsequently approved by the VP Campus Life. Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting. Terms of executive positions shall be from May 1st to April 30th.

6. Finances

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

Club purchases may be made using personal bank accounts. However, executives must consult with the other club executives before making such a purchase and must either deliver the receipt to a signing officer to send an image of it to them digitally. Failure to do so will result in reimbursements not being given.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the group's expenses, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

7a. Annual General Meetings (AGMs):

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

The Executive Committee will announce these dates one (1) week prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

7b. Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by one of the Presidents. The quorum of executive meetings shall be 50%+1 of executives. All executives are expected to meet or correspond with other executives at least once per month to discuss the status quo. If an executive is not able to attend a meeting, they must notify the committee sometime before the meeting (or set a specific time like a few hours) and send a proxy if possible. Meeting notes must be recorded and provided to any executive who could not attend.

Executive members are required to attend meetings to be informed of club direction, initiatives, and opportunities. Executive Meetings are also an opportunity to resolve HR issues. Any executive regularly found missing meetings amongst other club responsibilities is subject to examination and potential termination under 4b.

8. Amendments

Any registered UTMSU member may propose and vote on amendments to this constitution. The

Executive Committee can administer the process of having amendments discussed at any time in the semester and are required to do so during general meetings. For votes done outside of general meetings, the voting form for amendments must be sent to all members and followers on at least one (1) official club social media platform, where the results will also be published.

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

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.

As per Article VIII under "Constitution" in the UTMSU Clubs Policy, if recognized, all amendments must be approved by UTMSU before they are formalized. Any amendments added or removed by the UTMSU will be ratified regardless of the outcome of the membership vote.

9. Office Hours (if applicable)

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

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

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

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

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

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

Club equipment belongs to the club as an entity, that being the collective executive team; all decisions regarding the removal/transfer of equipment is decided on collectively.

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

Email: harmonix@utmsu.ca

Discord: <https://discord.com/invite/Vcv8y7JQJZ>

Instagram: @harmonixutm

Linktree to socials (and sign-up sheet): <https://linktr.ee/harmonixutm>

The executive team has collective ownership over each of these platforms and any changes regarding them must be addressed through a constitutional amendment.

11. Statement on Policy on Sexual Harassment, Discrimination, and Harassment.

The UTMSU, as per their policy manual (linked below under section 12d), describes Sexual Harassment, Discrimination, and Harassment as follows:

Sexual Harassment means:

- i) Non-Consensual sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature made by a person who knows or ought to have reasonably known that such attention is unwanted.
- ii) Implying or expressing a promise of reward for complying with a sexually oriented request.
- iii) Implying or expressing a threat or reprisal in the form of actual reprisal or in the denial of opportunity, for refusal to comply with a sexually oriented request.

Examples of harassment, sexual harassment and discrimination can include sexually oriented remarks, gestures, materials, cheers, announcements including internet, telephone, fax and e-mail messages or other behaviour which may reasonably be perceived to create a negative psychological or emotional environment at an event, work, and/or campaign.

Discrimination means: Acts of discriminatory nature on the basis of race, colour, sex, gender identity, sexual orientation, pregnancy, family status, civil status, age, religion, language, ethnic or national origin, social condition and disability which results in the exclusion or preference of an individual or group within the university community. Offensive or threatening comments or behaviour which creates a "poisoned environment" in the workplace, campus or event whether or not amounting to harassment, may violate the right to equitable treatment without discrimination.

Harassment means: Any vexatious action or behaviour that is known or might reasonably be known to be unwelcome/non-consensual, offensive, intimidating, hostile or inappropriate is considered harassment. Examples can include harassing behaviour such as gestures, remarks, jokes, taunts, cheers, innuendoes, and display of offensive materials, offensive graffiti, and threats, as well as verbal or physical assault

Any member accused of Sexual Harassment, Discrimination, and Harassment is subject to one or more of the removal policies stated in section 4b depending on their role in the club.

12. University Guidelines, Policies, and other Important Club Resources

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

12a. Logistics

[HARMONIX STAGE SETUP MANUAL \(v.2\)](#) — This document is required reading for Logistics Associates and is to be managed by the Logistics Director.

12b. Recognition

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

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

[UTMSU:](#)
[Club Recognition](#)

12c. Promotion and Tabling

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

[UTMSU On Campus Advertising Guidelines](#)

[CSE UTM Posting Guidelines](#)

[CSE Table Booking](#)

[UTMSU Table and Room Bookings](#)

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

[CCR Room Booking](#)

12d. UTMSU and CSE Policy

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

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

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

["UTMSU Policy"](#)

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