

# **Constitution of “The University of Toronto Allegro Student Choir”**

## **1. Name and Purpose**

- 1.1. The official name of the recognized student group is “The University of Toronto Allegro Student Choir”.
- 1.2. The official acronym or abbreviation of the group is “Allegro Choir”, hereafter called “The choir”.
- 1.3. The official Chinese name of the group is “多伦多大学中文合唱团”.
- 1.4. The choir is a four-section choir, also known as an SATB choir.
- 1.5. The purpose, objectives, mission and/or mandate of the choir is to:
  - 1.5.1. Provide a Chinese-Canadian cross-cultural platform to the choir members.
  - 1.5.2. Learn and perform music to enjoy and share with others.
  - 1.5.3. Perform publicly for entertainment and education.
  - 1.5.4. Perform at community events.
  - 1.5.5. Promote choral singing to the general public through concerts, street singing and other events.

## **2. Membership and Membership Fee**

- 2.1. The choir shall maintain a list of choir members.
- 2.2. All members are encouraged to attend a vocal audition before concerts.
- 2.3. The purpose of the audition is to determine the section (for example, Soprano), their musical knowledge, and past experiences of the member.
- 2.4. The audition does not exclude students or their voting eligibility.
- 2.5. Voting membership is open to all registered students of the University of Toronto.
- 2.6. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.7. The membership fee will be \$30 per year.
  - 2.7.1. The membership fee shall be paid to the choir.
  - 2.7.2. All members should submit their membership fee before the final day of the preceding month of entry to the choir.
  - 2.7.3. The membership fee will cover the expenses throughout the year, with detailed transaction records available for all members.

## **3. Equality and Equity**

- 3.1. The choir shall be committed to equality in all its functioning, both internal and external.
- 3.2. The choir will actively seek to act and campaign against discrimination on the grounds of sex, sexual orientation or gender identity, age, race, nationality, ethnic

heritage or cultural origin, disability, religion or belief or any other aspect of identity which can lead to discrimination.

- 3.3. The choir will actively seek membership from members of oppressed groups.

#### **4. Rights of Members**

- 4.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 4.2. All members have a right to attend all rehearsals and sectional workshops.
- 4.3. Members who haven't exceeded their allowed number of excused absences keep their guaranteed spot for every public performance. Allowed excused absences shall be discussed and decided at the first general meeting.
- 4.4. All voting members have a right to attend all general meetings of members.
- 4.5. All voting members have a right to cast votes at all general meetings of members.
- 4.6. All voting members have a right to stand for election unless otherwise stated in this document.
- 4.7. All voting members have a right to cast votes in all choir elections and referendums.
- 4.8. All voting members have a right to propose and vote on amendments to this constitution.
- 4.9. All members have a right to be promoted to executives following nomination and voting. Other requirements for the executive team are stated in Article Five (5).
- 4.10. The rights prescribed for voting members in Article Four (4) are not awarded to non-voting members as described in Article Three (3).

#### **5. Executive Committee**

- 5.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 5.2. The members of the Executive Committee are eligible for re-election in subsequent years.
- 5.3. The Executive Committee shall be comprised of:
  - One (1) President.
  - One (1) Deputy Vice President (Deputy VP).
  - One (1) Vice-President of Social Media (VP Social Media).
  - One (1) Vice-President of Design (VP Design).
  - One (1) Vice-President of Event (VP Event).
- 5.4. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 5.5. Members of the Executive Committee may recruit choir members as directors in need, but the directors are not members of the Executive Committee.

- 5.6. No person may serve as a financial authority (i.e., Deputy VP) or signing authority (i.e., President and Deputy VP) for the choir if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

## **6. Executive Committee Composition and Duties**

### **6.1. The President shall:**

- 6.1.1. Be eligible to cast votes at meetings of the Executive Committee.
- 6.1.2. Oversee the operations, management, and success of the choir.
- 6.1.3. Serve as spokesperson for the choir.
- 6.1.4. Hold signing along with the VP Executive.
- 6.1.5. Hold financial authority along with the VP Finance.
- 6.1.6. Preside over meetings of the Executive Committee and/or members.
- 6.1.7. Ensure a transition of the Executive Committee from one year to the next.
- 6.1.8. Ensure that the choir (including the Executive Committee) meets the standard for the University of Toronto Student Life and/or University of Toronto Students' Union recognition process.
- 6.1.9. Manage the Student Organization Portal webpage of the choir along with the VP Social Media.

### **6.2. The Deputy VP shall:**

- 6.2.1. Be eligible to cast votes at meetings of the Executive Committee.
- 6.2.2. Assume the duties of the President in their absence
- 6.2.3. Be eligible to cast votes at meetings of the Executive Committee.
- 6.2.4. Hold signing authority along with the President.
- 6.2.5. Record notes and minutes for the meeting of the Executive Committee.
- 6.2.6. Assume the duties of the President in their absence.
- 6.2.7. Ensure activities of the club comply with the policies of the University of Toronto.
- 6.2.8. Nominate sectional leaders during the first Executive Committee meeting of the year for voting at the first general meeting of the year.
- 6.2.9. Collect attendance from sectional leaders and collect applications for termination of membership proposed by members and/or section leaders.
- 6.2.10. Perform any other administrative responsibility decided by the meetings of the Executive Committee.
- 6.2.11. Overseas the activities of the external affairs, including:
  - 6.2.11.1. Appointing representatives for the choir in any other external groups and meetings.
  - 6.2.11.2. Seeking financial aid and sponsorships.
  - 6.2.11.3. Introducing potential sponsorships and maintaining good relationships with sponsors.

- 6.2.11.4. Connecting with potential collaborative clubs and maintaining good relationships with collaborative clubs.
- 6.2.11.5. Seeking opportunities for collaborations and promotions in any form.
- 6.2.12. Overseas the choir's finance status, including:
  - 6.2.12.1. Holding financial authority along with the President.
  - 6.2.12.2. Collecting and recording membership fee transactions.
  - 6.2.12.3. Recording and inspecting any transactions that occurred throughout the year.
  - 6.2.12.4. Publicizing the transaction records and balance at the first and last general meetings.
  - 6.2.12.5. Making sound and accountable judgments when making financial decisions.
  - 6.2.12.6. Reporting financial plans and/or updates during the Executive Committee Meetings, the Beginning-of-Year Meeting, and the End-of-Year Meeting.
  - 6.2.12.7. Providing sustainable financial and strategic suggestions and recommendations.
  - 6.2.12.8. Seeking available funding.
- 6.2.13. Provide biweekly updates on work progress to the president.

**6.3. The VP Social Media shall:**

- 6.3.1. Be Eligible to cast votes at meetings of the Executive Committee
- 6.3.2. Operate, manage, and maintain the websites and all social media accounts of the choir.
- 6.3.3. Collaborate with VP Administration to forward promotional materials from collaborative clubs per their requests.
- 6.3.4. Provide biweekly updates on work progress to the president.

**6.4. The VP Design shall:**

- 6.4.1. Be eligible to cast votes at meetings of the Executive Committee.
- 6.4.2. Collaborate with VP Event to design promotional materials (posters, flyers, concert tickets, merchandizes, etc).
- 6.4.3. Provide biweekly updates on work progress to the president

**6.5. The VP Event shall:**

- 6.5.1. Oversee and organize events according to choir requirements.
- 6.5.2. Collaborate with VP Finance to create and manage event budgets, and ensure adherence to the budget.
- 6.5.3. Identify and negotiate with vendors and suppliers, and secure venues for each event.
- 6.5.4. Ensure smooth progression of events.
- 6.5.5. Provide biweekly updates on work progress to the president.

## **6.6. Mutual Responsibilities**

- 6.6.1. Coordinate organizational recruitment efforts.
- 6.6.2. Seek for opportunities of performances.
- 6.6.3. Ensure the smooth progression of annual concerts.

## **7. Elections**

- 7.1. All positions on the Executive Committee shall be filled through an annual election.
- 7.2. All voting choir members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 7.3. All non-voting choir members shall be eligible for members of the Election Committee.
- 7.4. The Election Committee shall be responsible for the election of the Executive Committee and Sectional Leaders.
- 7.5. Non-voting choir members shall not be eligible to cast a ballot for any elected position.
- 7.6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 7.7. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 7.8. The elections must be held in an unbiased manner.
- 7.9. Voting members must not be members of the Election Committee.

## **8. Finances**

- 8.1. The Deputy VP's responsibility can be found in Article Six Point Two (6.2).
- 8.2. The Executive Committee must approve all expenditures over \$200.00 through a majority vote at a meeting of the Executive Committee.
- 8.3. The choir may not engage in activities that are essentially commercial in nature.
- 8.4. The choir will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.5. The choir will not provide services and goods at a profit when that profit is used for purposes other than those of the choir.
- 8.6. The choir will not pay salaries to any of its Executive Committee members.

## **9. Meetings**

### **9.1. Beginning-of-Year Meeting**

- 9.1.1. The Beginning-of-Year Meeting shall be held before the first rehearsal of the year, decided by the Executive Committee meeting.

- 9.1.2. The Executive Committee must announce the date and time of the Beginning-of-Year Meeting at least two (2) weeks prior to the date of the meeting.
- 9.1.3. The quorum for the Beginning-of-Year Meeting shall be 50%+1 of the voting members.
- 9.1.4. The purpose of the Beginning-of-Year Meeting shall be to:
  - 9.1.4.1. Receive the annual executive plan from the President.
  - 9.1.4.2. Receive the annual financial plan from the Deputy VP.
  - 9.1.4.3. Announce the constitution of the choir.

## **9.2. General meetings**

- 9.2.1. General meetings shall be held before/after regular rehearsals, decided by the Executive Committee meetings.
- 9.2.2. The Executive Committee is required to announce the date and time for general meetings one (1) week prior to the meeting.
- 9.2.3. The purpose of the general meeting shall be to:
  - 9.2.3.1. Announce event opportunities.
  - 9.2.3.2. Announce decisions of terminations of membership.
  - 9.2.3.3. Discuss any other events happening between general meetings.

## **9.3. End-of-Year Meeting**

- 9.3.1. The End-of-Year Meeting shall be held after the last rehearsal of the year, decided by the Executive Committee meeting.
- 9.3.2. The Executive Committee must announce the date and time of the End-of-Year Meeting at least two (2) weeks prior to the date of the meeting.
- 9.3.3. The quorum for the End-of-Year Meeting shall be 50%+1 of the voting members.
- 9.3.4. The purpose of the End-of-Year Meeting shall be to:
  - 9.3.4.1. Elect successive Executive Committee.
  - 9.3.4.2. Receive the annual executive report from the President.
  - 9.3.4.3. Receive the annual financial report from the Deputy VP.
  - 9.3.4.4. Receive proposals for constitutional amendments.
  - 9.3.4.5. Vote for constitutional amendments.
  - 9.3.4.6. Decide the membership subscription for the next year.

## **9.4. Executive Committee meetings**

- 9.4.1. The Executive Committee shall meet biweekly or as called by the President.
- 9.4.2. The quorum for Executive Committee Meetings shall be 50%+1 of the voting members of the Executive Committee.
- 9.4.3. The purpose of Executive Committee Meetings shall be to:
  - 9.4.3.1. Receive reports of progression from the respective Vice-Presidents.

- 9.4.3.2. Discuss the programs of operation before the next Executive Committee meeting and the longer-term plan for collaborative events and the annual concert.
- 9.4.3.3. Evaluate the termination of membership applications from members after one month of paying the membership fee.
- 9.4.3.4. Evaluate the termination of membership applications from Sectional Leaders per the regulations in Article Ten (10).
- 9.4.3.5. Discuss other affairs per the President's request.

## **10. Termination of Membership**

- 10.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the choir and its members, including non-disclosure of a significant or continuing conflict of interest.
- 10.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 10.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 10.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 10.5. In the case of an appeal, a simple majority vote at a general meeting of the general membership shall be required to sustain the revocation of membership.
- 10.6. The decision to revoke membership shall be announced during the next general meeting.
- 10.7. All members can inform the VP Executive to terminate memberships.
- 10.8. Following termination of membership, the member will be removed from the club's membership and lose any privileges associated with being a club member.
- 10.9. Executive Committee members are subject to the same termination process as general members.
- 10.10. The subjective Executive Committee member will not have the right to vote in Executive Committee meetings after the revoke is proposed.

## **11. Termination of Executives**

- 11.1. All members of the choir can report any member of the Executive Committee who commits an act negatively affecting the interest of the choir and its members, including non-disclosure of a significant, continuing conflict of interest, or abuse of power.
- 11.2. Members of the Executive Committee other than the subjective member shall propose to revoke upon receiving reports from all members during the Executive Committee meetings.

- 11.3. A simple majority of the Executive Committee is required to approve any motion to revoke executives.
- 11.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 11.5. In the case of an appeal, a simple majority vote at a general meeting of the general membership shall be required to sustain the revocation of executives.
- 11.6. The decision to revoke executives shall be announced during the next general meeting.

## **12. Amendments**

- 12.1. All constitutional amendments shall require a 2/3 majority vote to be passed at the end-of-year meeting or the Executive committee meetings.
- 12.2. All voting members may propose and vote on amendments to the Constitution.
- 12.3. Per request by Student Life and/or the University of Toronto Student Union, amendments can be submitted by executive team members and voted through executive committee meetings.
- 12.4. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 12.5. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.