# Constitution of Music 303

Updated as of May 27th, 2026
Ratified in the 19th Annual General Meeting,
April 23rd, 2026

## Article I: Name and Purpose

1.1 The official name of the Campus Group will be “Music 303”.

1.2 Music 303 Abides by the following purpose, objectives, and mission:

1.2.1 To raise awareness of the music-making opportunities and performances available to the UTSC community.

1.2.2 To be ambassadors of the music programs provided in part or in full by the University of Toronto Scarborough in all of Music 303’s promotional efforts, including internal and external recruitment efforts.

1.2.3 To collaborate in partnership with the “Music” and “Music Industry and Technology” programs, including its ensembles and academic courses at UTSC, as well as academic development activities for students.

1.2.4 To provide financial and logistical support for the extra-curricular activities that are formally adopted and recognised by Music 303, including Ruckus: The UTSC Alumni & Community Choir, and SoundWaves.

1.2.5 To facilitate networking for music-makers by organizing social and musical events open to all UTSC students and alumni.

## Article II: Membership

2.1 The group shall maintain a list of group members.

2.2 Voting membership is open to all registered students of the University of Toronto.

2.3 Voting membership is open only to registered students of the University of Toronto.

2.4 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.

2.5 The membership fee will be $0 per year.

## Article III: Rights of Members

3.1 All members may apply for a full refund of their membership fee within one (1) month of becoming a member.

3.2 All voting members have a right to attend all general meetings of members.

3.3 All voting members have a right to cast votes at all general meetings of members.

3.4 All voting members have a right to stand for election unless otherwise stated in this document.

3.5 All voting members have a right to cast votes in all group elections and referenda.

3.6 All voting 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.

**Article IV: Executive Committee**

4.1 The term for all positions on the Executive Committee shall be from May 1st to April 30th.

4.2 The Executive Committee shall be composed of 14 voting members.

4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.4 Non-voting members may hold only non-voting positions on the Executive Committee.

4.5 The maximum number 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 greater.

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 for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

4.8 The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

**Article V: Elections**

5.1 All voting positions on the Executive Committee shall be filled through an annual election.

5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.

5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

5.6 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.

5.7 The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

5.8 For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the position (s) through a by-election and vote of simple majority (50% + 1)

**Article VI: Termination of Membership**

6.1 The Executive Committee may revoke the membership of 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.

6.2 A vote to revoke membership must be held at a meeting of the Executive Committee.

6.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

6.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

6.5 In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

6.6 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.

6.7 Executive Committee members are subject to the same termination of membership process as general members.

**Article VII – Amendments**

7.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

7.2 All voting members may propose and vote on amendments to the constitution.

7.3 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.

7.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.

**Article VIII – Finances**

8.1 The funds of the organization shall be expended pursuant to the operating budget approved by the Executive Members at a valid Executive Meeting.

8.2 All budgets shall be prepared by the Treasurer in accordance with the organization's priorities as determined by the Executive Leads, in consultation with Executive Members at a valid Executive Meeting.

8.3 The Treasurer shall present a proposed operating budget for the next fiscal year to the Executive Members for their consideration at the final Executive Meeting.

8.4 The operating budget shall be the major budget for the subsequent fiscal year and provide for all expenditures of the organization for the fiscal year.

8.5 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or entity 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 Signing Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

8.6 The President, the Treasurer, and the Vice-President shall be the sole signing authorities of banking instruments for the organization.

8.7 Music 303 will ensure that proper and accurate financial records are maintained and passed on to incoming Executives following each year's elections.

8.8 Music 303 will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

8.9 Extra-Curricular groups may follow one of two financial models:

8.10 Dependent: A $10 membership fee shall be charged to all members of the Extra-Curricular group, including Executive Members. Money collection must occur by the end of the second meeting, and no later than fourteen (14) days after the first meeting. These funds shall be sent to Music 303 for collection at this time. The funds are designated for all Extra-Curricular groups, who may access these funds by sending a written request to Music 303's Treasurer or other Lead Executives.

8.11 N.B. As a dependent, the Extra-Curricular group may access a portion of the funding generated by Music 303's events in the same way.

8.12 Independent: The Extra-Curricular group may manage finances independently, including setting and collecting membership fees for their group, covering expenses, seeking and acquiring funding, etc.

8.13 N.B. As an independent, the Extra-Curricular group may not access funding generated by Music 303, except in extenuating circumstances with approval from Music 303's Lead Executives.

**Article IX – General Meetings**

9.1 General Meetings will be facilitated by the President. The President shall be responsible for:

9.2 Formulating and distributing an agenda, either digitally or a physical copy for each executive member no later than two (2) days before the Meeting;

9.3 Ensuring appropriate conduct and leading the Meeting in an efficient, reasonable manner;

9.4 Moderating the discussion at Meetings according to the agenda;

9.5 Suspending Members from participating in Meetings for constitutional or procedural violations.

9.6 The purpose of the General Meeting 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.

9.7 There shall be exactly one (1) General Meeting held each year. The date of the General Meeting will be communicated to all club Members via email and/or any established social

media communication channels a minimum of twenty eight (28) calendar days prior to the meeting.

9.8 General Meetings may be called to order by the President, through a petition signed by three (3) Lead Executives, or by a petition signed by five (5) non-Executive General Members.

9.9 General Meetings are open to all University of Toronto Students, staff and alumni, and faculty. However, only eligible general members as highlighted in article 3.1 can vote on amendments and election of club executive members.

9.10 The number of non-Executive General Members present at a General Meeting must be equal to or greater than the number of Executive Members present at all times.

9.11 All Executive members are expected to make brief progress reports on their activities at every General Meeting.

9.12 Minutes of all General Meetings must be recorded and maintained by the Secretary for reference purposes, and will be accessible to all General Members in the established communication channel(s).

9.13 Members must contact the President a minimum of 48 hours before a General Meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.

9.14 Each Member of the organization shall be entitled to one (1) vote per motion at a General Meeting except the President, who shall only vote in the event of a tie.

9.15 Any motion put forward at a valid General Meeting shall be sustained or overruled by a show of hands. Whenever a vote by show of hands occurs, a declaration by the President 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.

9.16 In case of an equality of votes at a valid General Meeting, the President of the Meeting shall have the deciding vote.

9.17 The President presiding over a Meeting of Members may, with the consent of the majority of Members, decide to adjourn these Meetings at any time.

9.18 Staff and Faculty in the Music & Music Industry and Technology programs and alumni that attend a minimum of 50% of sessions within a reoccurring programming are considered non-voting members under term 2.4. However, as “otherwise stated” under 2.4, this constitution grants them the rights to participate and vote at annual general meetings, but does not grant them the right to run for positions. (3.2, 3.3, 3.5, 3.6 shall apply.)

**Article X – Executive Meetings**

10.1 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:

10.2 Formulating and distributing an agenda for each Meeting no later than two (2) days before the Meeting;

10.3 Ensuring appropriate conduct and leading the Meeting in an efficient, reasonable manner;

10.4 Moderating the discussion at Meetings according to the agenda; Suspending Members from participating in Meetings for constitutional or procedural violations.

10.5 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.

10.6 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 the most appropriate channel(s) a minimum of two (2) calendar days prior to the meeting.

10.7 The frequency of Executive Meetings occurring between May 1 and August 31 will be left to the discretion of the Executive Leads.

10.8 Executive Meetings may be called to order by the President or through a petition signed by three (3) Executive Members.

10.9 Executive Meetings are assumed to be in-camera unless otherwise stated.

10.10 Minutes of all Executive Meetings must be recorded and maintained by the Secretary or a designate for reference purposes, and will be made accessible to any and all Executives in the established communication channel(s) and/or upon request.

10.11 Executives must notify the President a minimum of twenty-four (24) hours before an Executive Meeting to inform them of their absence at that meeting, with valid reason, except in extenuating circumstances.

10.12 Executives must notify the President a minimum of eight (8) 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. The President may also choose to invite the Executives to contribute any new discussion items to the agenda at the beginning of an Executive Meeting.

10.13 Each Executive Member except for the President of the organization shall be entitled to one (1) vote per motion at a valid Executive Meeting.

10.14 Any motion at an Executive Meeting shall be sustained or overruled by a show of hands, or by a verbal or textual majority vote if the meeting occurs remotely.

10.15 In case of an equality of votes at an Executive Meeting, the President breaks the tie.

10.16 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.

10.17 The President may, with the consent of a majority of Executives, decide to adjourn these Meetings at any time.

**Article XI: Executive Team**

11.1 The executive members of the organization shall include:

11.1.1 The President, whose duties shall include, but are not limited to:

11.1.1.1 Oversee the operations, management and success of the group;

11.1.1.2 Be the spokesperson for the group;

11.1.1.3 Hold Signing Officer authority along with the Vice President and Treasurer for financial purposes;

11.1.1.4 Lead any meetings, or assign this duty to an Executive member;

11.1.1.5 Preside over General Meetings;

11.1.1.6 Ensure transition of office to the future Executives.

11.1.2 Vice Presidents, whose duties shall include, but are not limited to:

11.1.2.1 Assume the duties of the President in their absence;

11.1.2.2 Ensure that all the activities of the club meet regulations and policies of the University of Toronto;

11.1.2.3 Vice President Events, whose duties shall also include, but are not limited to:

11.1.2.3.1 Oversee the logistical execution, ideation, and evaluation of events;

11.1.2.3.2 Oversee the programming coordinator and event coordinator

11.1.2.3.3 Recruit and hire First-Year Representatives and other personnel as needed, who shall be designated as Associates

11.1.2.4 Vice President Marketing, whose duties shall include, but are not limited to:

11.1.2.4.1 Oversee the logistical execution, ideation, and evaluation of marketing materials and assets;

11.1.2.4.2 Oversee creative coordinator

11.1.2.4.3 Recruit and hire Website Coordinator and other personnel as needed, who shall be designated as Associates

11.1.3 Secretary, whose duties shall include, but are not limited to:

11.1.3.1 Create and maintain a list of all Executive Members, alumni eligible to vote, and appropriate stakeholders, including names, relations, and contact info;

11.1.3.2 Record notes, minutes, and motions for meetings;

11.1.3.3 Notify all Members of their respective meetings;

11.1.3.4 Properly direct/delegate communications on behalf of Music 303 through email.

11.1.4 Treasurer, whose duties shall include, but are not limited to:

11.1.4.1 Record all financial transactions of the group;

11.1.4.2 Hold Signing Officer authority along with the President and Vice President for financial purposes;

11.1.4.3 Maintain a budget of income and expenses along with receipts;

11.1.4.4 Advise Members on financial position of the group;

11.1.4.5 Prepare an annual budget for the group as well as budgets for specific events;

11.1.4.6 Produce official Music 303 merchandise, in cooperation with the Creative Director;

11.1.4.7 Apply for financial grants to use during the school year;

11.1.4.8 Develop and maintain relationships with funding bodies.

11.1.5 Website Coordinator, whose duties shall include, but are not limited to:

11.1.5.1 Assuming responsibility of all maintenance of the official website of Music 303;

11.1.5.2 Handling content streams from Music 303 and its Curricular/Extra-Curricular groups throughout the year.

11.1.6 Marketing Coordinator, whose duties shall include, but are not limited to:

11.1.6.1 Handling advertising and promotional communications for Music 303, and its Curricular/Extra-Curricular groups upon request. Dissemination of this information will take place through the most appropriate channel(s), including but not limited to: Quercus, Facebook, Instagram, and Discord.

11.1.6.2 Oversee the creation and operation of a media team, as needed, to obtain media (including but not limited to: video, audio, photo) taken at events and programming hosted by Music303.

11.1.7 Creative Coordinator, whose duties shall include, but are not limited to:

11.1.7.1 Creating original graphics for advertising, and any other graphics needed for Music 303;

11.1.7.2 Produce official Music 303 merchandise, in cooperation with the Treasurer.

11.1.7.3 Receive and edit media obtained from the media team as needed.

11.1.8 Event Coordinator, whose duties shall include, but are not limited to:

11.1.8.1 Organizing event logistics, which will include scheduling, room booking, and equipment allocation for the club’s non-recurring programming;

11.1.8.2 Determining availability of Executive Members and delegating required preparation to Executive Members for event(s);

11.1.9 Programming Coordinator, whose duties shall include, but are not limited to:

11.1.9.1 Organizing event logistics, which will include scheduling, room booking, and equipment allocation for the club’s weekly programming

11.1.9.2 Determining availability of Executive Members and delegation required preparation to Executive Members for event(s);

11.4 Only Student Members of the organization as defined in article 2 may hold Lead Executive positions.

11.5 The Executive Leads will form a committee that acts as the primary steward of the organization.

11.6 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.

11.7 This committee cannot make significant amendments to the constitution without the approval of the General Membership at a valid General Meeting.

11.8 The old and new Executive Members will work together during the summer to aid in transition.

11.9 Any Executive of the organization may resign, provided that such resignation is made in writing and delivered to the President fourteen (14) days in advance. Unless any such resignation is, by its terms, effective on a later date, it shall be effective fourteen (14) days after delivery to the President, and no ratification by the organization shall be required to make the resignation official.

11.10 Under extenuating circumstances, as permitted by the President, an Executive Member's resignation may be effective in fewer than fourteen days post-delivery.

11.11 Any vacancy of Executives shall be filled by the President or a designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

11.12 If the President resigns, notice of such resignation must be submitted in writing and delivered to the Executive Members at a valid Executive Meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective fourteen (14) days after delivery to the Executive Members, and no ratification by the organization shall be required to make the resignation official.

11.13 Under extenuating circumstances, as permitted by a vote by the Executive Members, the
11.14 President's resignation may be effective in fewer than fourteen days post-delivery.

11.15 Any vacancy of the President shall be filled by another Executive Member appointed by a simple and clear majority vote of the Executive Members until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

11.16 In the event that the President is absent, this vote will be conducted by the Vice President.

**Article XII – Emergency Meetings**

12. 1 Emergency Meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

12.2 These Meetings must abide by the respective rules outlined in articles VII and VIII depending on the nature of the Meeting.

12.3 Notice of these meetings must be provided a minimum of 24 hours in advance through the appropriate channels.

12.4 Less notice for Emergency Meetings may be provided at the discretion of the President in agreement with a clear majority of  Executive Members.

**Article XIII – Transition**

13.1 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.

13.2 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 led.

13.3 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 Leads.

**Article XIV – Emergency Powers**

14.1 In the case of extenuating circumstances, the Executive shall be afforded the ability to act without direction from the organization’s General Membership.

14.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization or its Members, including but not limited to: Executive vacancies, unexpected cancellations, removal from position, or lack of response from Members.

14.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

14.4 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 XV – Food Handling on Campus**

15.1 Music 303 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 XVI – Precedence of University Policies**

16.1 Music 303 will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of Music 303, the University's policies, procedures, and guidelines will take precedence.

**Article XVII – Legal Liability**

17.1 The University of Toronto Scarborough does not endorse the Music 303's beliefs or philosophies, nor does it assume legal liability for the group's activities on or off campus.

**Article XVIII – Banking**

18.1 Music 303 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.