

## **Music Graduate Students' Association - Constitution**

### **1. Name of Association**

- 1.1. The official name of the association will be Music Graduate Students' Association.
- 1.2. The Music Graduate Students' Association may be referred to by the acronym MGSA.

### **2. Purpose**

- 2.1. The purpose of the MGSA will be to:
  - 2.1.1. Act as the representative of graduate students of music in all matters affecting their interests as students of the Faculty of Music (FoM) and the University of Toronto.
  - 2.1.2. Advance the common interests of its members in intellectual and academic matters.
  - 2.1.3. Enhance the academic, social, and cultural environment of the Faculty of Music by advocating for graduate students, and hosting workshops and events that create a greater sense of community amongst graduate students.
- 2.2. The MGSA fundamentally serves a non-profit function within the University of Toronto, and will not engage in activities that are essentially commercial in nature.
- 2.3. The MGSA operates as an independent entity working within the University of Toronto community subject to the values and policies of the University.

### **3. Membership**

- 3.1. All currently-registered graduate students in the FoM are members of the MGSA.
- 3.2. Any alumna/alumnus shall become an associate member of the MGSA upon written application to the Secretary. An associate member has no right to vote or to hold office.
- 3.3. The term of membership for the MGSA will be from September 1–August 31 each year.
- 3.4. Each member shall be afforded the following rights through membership in the MGSA:
  - 3.4.1. The right to participate and vote in group elections and meetings;
  - 3.4.2. The right to communicate and to discuss and explore all ideas;
  - 3.4.3. The right to organize/engage in activities/events that are reasonable and lawful;
  - 3.4.4. The right to freedom from discrimination on the basis of race, national or ethnic origin, colour, status, creed, religion, sex, sexuality, gender identity, gender expression, age, class, mental or physical ability or political orientation. This is not an exhaustive list.
  - 3.4.5. The right to be free from censorship, control, or interference by the University on the basis of the MGSA'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.
- 3.5. Each member shall possess the following responsibilities relative to participation in the MGSA:
  - 3.5.1. Support the purpose of the organization;
  - 3.5.2. Uphold the values of the organization;

- 3.5.3. Contribute constructively to the programs and activities offered by the organization;
  - 3.5.4. Attend general meetings;
  - 3.5.5. Abide by the constitution and subsequent official organizational documents;
  - 3.5.6. Respect the rights of peers and fellow members;
  - 3.5.7. Abide by University of Toronto policies, procedures, and guidelines;
  - 3.5.8. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.6. The MGSA values and respects the personal information of its members. The MGSA secures its members' information at all times and will not supply names or other confidential information to third-parties.
  - 3.7. The MGSA will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

#### **4. Council Structure**

- 4.1. The Council shall consist of Executive and non-Executive members.
- 4.2. The Executive shall consist of:
  - 4.2.1. The President;
  - 4.2.2. The Vice-President, Internal;
  - 4.2.3. The Vice-President, Communications;
  - 4.2.4. The Vice-President, Finance; and
  - 4.2.5. The Secretary.
- 4.3. The non-Executive shall consist of:
  - 4.3.1. The Composition Representative(s);
  - 4.3.2. The Music Education Representative(s);
  - 4.3.3. The METH Representative(s);
  - 4.3.4. The Music and Health Representative(s);
  - 4.3.5. The Music Technology and Digital Media Representative(s); and
  - 4.3.6. The Performance Representative(s);
    - 4.3.6.1. Conducting;
    - 4.3.6.2. Early Music;
    - 4.3.6.3. Instrumental;
    - 4.3.6.4. Jazz;
    - 4.3.6.5. Keyboard;
    - 4.3.6.6. Opera;
    - 4.3.6.7. Voice Studies.
- 4.4. Members of the Council (preferably non-Executive members) can represent on a volunteer basis the FoM's graduate students in the following committees and organizations:
  - 4.4.1. University of Toronto Organizations:
    - 4.4.1.1. The Graduate Students' Union (GSU); and
    - 4.4.1.2. The Canadian Union of Public Employees (CUPE).
  - 4.4.2. Faculty of Music Standing Committees:
    - 4.4.2.1. Academic Appeals;

- 4.4.2.2. Anti-Racism and Anti-Oppression;
- 4.4.2.3. Concerts and Events;
- 4.4.2.4. Faculty Council (up to four voting representatives including the Vice-President Internal);
- 4.4.2.5. Graduate Education (one MMus/DMA; one MA/PhD); and
- 4.4.2.6. Research.
- 4.4.3. Faculty of Music Non-Standing Committees:
  - 4.4.3.1. Library Advisory;
  - 4.4.3.2. MEd;
  - 4.4.3.3. Physical Resources; and
  - 4.4.3.4. Teaching and Learning.
- 4.5. The Council shall hold office between October 1 and September 30 of the following year and shall meet once every calendar month from October 1 to April 30, and at the request of the majority of the Council between May 1 and September 30.
- 4.6. A quorum shall consist of five members of the Council, at least two of whom must be members of the executive and at least three must be non-executive members. The number of non-executive members must exceed the number of executive members to achieve quorum.

## **5. Executive Structure**

- 5.1. The Executive is collectively responsible for the day-to-day decision making of the MGSA including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to administration and student government.
- 5.2. The Executive will function as a liaison body between the graduate students of the FoM, the FoM administration, as well as the GSU and CUPE.
- 5.3. The term of each Executive will last from May 1 following their election to April 30 of the following year.
- 5.4. The Executive cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
- 5.5. Any executive of the MGSA 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.
  - 5.5.1. Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 5.6. 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.
  - 5.6.1. Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee

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## **6. Executive Duties**

- 6.1. All executives shall:
  - 6.1.1. Attend Executive Meetings and Council Meetings;
  - 6.1.2. Report to Council Meetings on the activities over which they preside;
  - 6.1.3. Be webmasters of the MGSA's website: <https://mgsa.sa.utoronto.ca/>;
  - 6.1.4. Be administrators of the MGSA's social media groups and accounts;
  - 6.1.5. Be listserv owners of the MGSA's electronic list: [mgsa-l@listserv.utoronto.ca](mailto:mgsa-l@listserv.utoronto.ca);
  - 6.1.6. Keep an up to date copy of the Constitution (digital copy only is required).
- 6.2. The President shall:
  - 6.2.1. Oversee the operations, management and success of the Council;
  - 6.2.2. Serve as the official representative of graduate students, including in meetings with the Deans and on Executive Council;
  - 6.2.3. Fill Council Representative positions;
  - 6.2.4. Be the spokesperson for the MGSA;
  - 6.2.5. Hold signing officer authority along with the Treasurer;
  - 6.2.6. Preside over Council Meetings and have no vote; and
  - 6.2.7. Ensure transition of office to the future Executives.
- 6.3. The Vice-President Internal shall:
  - 6.3.1. Serve as the official representative of graduate students on Faculty Council;
  - 6.3.2. Serve as the official liaison between the MGSA and other student groups such as the Faculty of Music Undergraduate Students' Association;
  - 6.3.3. Be responsible for outreach initiatives, e.g., monthly newsletter; office hours
  - 6.3.4. Assist the President in the execution of their duties; and
  - 6.3.5. In the absence of the President, perform all the duties pertaining to that office.
- 6.4. The Vice-President of Communications shall:
  - 6.4.1. Initiate the annual conference planning and organization and serve as an official liaison between MGSA and annual conference committee;
    - 6.4.1.1. If the incoming Vice-President of Communications is unfamiliar with annual conference planning and Conference Handbook, another member from the Executive may assist or assume responsibility for this role.
  - 6.4.2. Oversee club registration;
  - 6.4.3. Organize events (educational and social) for students;
  - 6.4.4. Create/promote professional development opportunities;
  - 6.4.5. Be responsible for the MGSA's online presence.
- 6.5. The Vice-President of Finance shall:
  - 6.5.1. Sign all cheques drawn by or for the account of the MGSA;
  - 6.5.2. Be responsible for all monetary transfers;
  - 6.5.3. Be the holder of the MGSA's convenience card. The Treasurer and President shall both have access to the password for this card.
  - 6.5.4. Be responsible for applying for the UTGSU head grant;

- 6.5.5. Keep records of income and expenses for the MGSA and make such records available for inspection by members at reasonable times;
  - 6.5.6. Be responsible for the policy of administration of funds accruing to the MGSA;
  - 6.5.7. Prepare an account of the finances of the MGSA and present it to the membership at a General Meeting annually.
- 6.6. The Secretary shall:
- 6.6.1. Keep a record of meeting notes for Council Meetings and Executive Meetings in the MGSA's online storage;
  - 6.6.2. Oversee MGSA's email account;
  - 6.6.3. Schedule meetings and book rooms;
  - 6.6.4. Email meeting reminders to students; and
  - 6.6.5. Exhibit records for inspection by members at reasonable times.

## **7. Clubs**

- 7.1. Any graduate student at the FoM may start a club.
- 7.2. Any student group with seven or more members may apply for club status, and for MGSA funding to cover operational costs for hosting campus activities.
- 7.3. Clubs must meet the recognition guidelines outlined in the MGSA Clubs Code of Conduct: <https://mgsa.sa.utoronto.ca/files/2022/05/MGSA-Groups-Code-of-Conduct.pdf>
- 7.4. To apply, a prospective club leader must provide the following to the Vice-President External:
  - 7.4.1. A completed registration form;
  - 7.4.2. A copy of the club's constitution;
  - 7.4.3. An attached list of names of seven or more members and their emails; and
  - 7.4.4. A funding requisition form (optional).
- 7.5. A FOM graduate student club may include undergraduate members as well as non-FOM members, as long as FOM graduate students make up at least 50% of the club's membership.

## **8. Finances**

- 8.1. The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.
- 8.2. Annual budget shall not exceed the MGSA's annual income without approval by the General Council.
- 8.3. The banking business of the MGSA, 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 MGSA'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.
- 8.4. The Treasurer and the President shall be the sole signing authorities of banking instruments for the MGSA.
- 8.5. The MGSA will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

## **9. Elections**

- 9.1. Executive elections will be held prior to April 30 each year.
- 9.2. The incoming President:
  - 9.2.1. Must have been a graduate student at the Faculty of Music during the year prior to their service as President.
  - 9.2.2. Shall be nominated and elected by the end of the year prior to serving as President.
- 9.3. The other incoming Executive members:
  - 9.3.1. Can be any graduate student at the Faculty of Music regardless of the duration of their studies leading up to an election.
- 9.4. 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 start of the election period.
- 9.5. All application periods must commence a minimum of fourteen (14) calendar days prior to the election period. The application period must end a minimum of seven (7) days before the election period.
- 9.6. Elections shall be conducted online by secret ballot, and overseen by an election committee. This committee will comprise at least two members from either the Executive or General Council, neither of whom must be candidates in the election.
- 9.7. 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.
- 9.8. If an error in the process is found, the election should be re-held as soon as possible with a new election committee.
- 9.9. Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes in a vote of confidence in the online election.
- 9.10. By-elections:
  - 9.10.1. By-elections shall be held when posts on the Executive are vacated by resignation or by removal from office;
  - 9.10.2. Nominations can be offered by any current member of the Council, with elections to be held at the meeting following the nomination.
  - 9.10.3. The President or Vice-President shall have management of this election.

## **10. General Meetings**

- 10.1. 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.
- 10.2. General meetings will be facilitated by a Chairperson (usually the President or another member of the Executive). The Chairperson shall be responsible for:
  - 10.2.1. Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;

- 10.2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- 10.2.3. Moderating the discussion at meetings according to the agenda;
- 10.2.4. Suspending members from participating in meetings for constitutional or procedural violations.
- 10.3. 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.
- 10.4. 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.
- 10.5. General meetings are open to registered graduate students of the Faculty of Music only. Quorum will first be established by the presence of a simple and clear majority of the executives.
- 10.6. 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.
- 10.7. All executives are expected to make brief progress reports on their activities at every general meeting.
- 10.8. Minutes of all general meetings must be recorded and maintained for reference purposes.
- 10.9. 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.
- 10.10. 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.
- 10.11. Any question at a valid general meeting shall be decided by a show of hands.
- 10.12. 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.
- 10.13. 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.

## **11. Emergency Meetings**

- 11.1. Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 11.2. These meetings must abide the respective rules outlined in section 9 depending on the nature of the meeting.
- 11.3. Notice of these meetings must be provided a minimum of 24 hours in advance through email.
- 11.4. Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

## **12. Amendments**

- 12.1. The MGSA may make, amend or repeal the constitution or certain sections therein.

- 12.2. Notice of a meeting called to consider such a resolution shall be given as follows:
  - 12.2.1. 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;
  - 12.2.2. 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.
- 12.3. 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).
- 12.4. The general membership must have the final say on amendments to the constitution.

### **13. 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 lead.
  - 13.2.1. This may be a single document that is signed by all members of the Executive.
- 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 teams.

### **14. 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 members.
- 14.2. 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.
- 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.

### **15. Removal of Members and Executives**

- 15.1. The process for removing an executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:
  - 15.1.1. An executive has engaged in unlawful actions or activities;
  - 15.1.2. An executive has violated the constitution;
  - 15.1.3. An executive has violated University of Toronto policies, procedures, or guidelines;



- 15.1.4. A member or executive has violated the rights of a fellow member;
  - 15.1.5. A member or executive has not fulfilled their organizational responsibilities;
  - 15.1.6. Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 15.2. The process for removing an executive may also be initiated when:
- 15.2.1. A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
  - 15.2.2. A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
- 15.3. The decision to remove a Council member shall be made through a simple majority vote.
- 15.4. Re-election of a candidate for the vacant position shall be carried out according to the regulations of Clause VI.4 of the Constitution. The deposed member may be re-nominated.

**16. Precedence of University Policies**

- 16.1. The MGSA 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 MGSA, the University's policies, procedures, and guidelines will take precedence.