

Constitution of the Glendon Musical Ensemble

Article I. Name, Objectives and Operational Period

Section A: The name of the organization shall be “Glendon Musical Ensemble,” herein also referred to as “the Glendon Musical Ensemble,” “the Ensemble” or “the GME.”

Section B: The objectives of the Glendon Musical Ensemble are:

- 1) to assist members of the York University community in discovering a variety of styles of music;
- 2) to allow expression of music through multiple forms, including but not limited to practices, shows and revues; and,
- 3) to entertain and edify the York University community.

Section C: The Glendon Musical Ensemble is a year-round functioning organization. All references herein to the Ensemble’s “active period” shall refer to the academic year as set out by York University.

Article II. Interpretation

Section A: Interpretation of the Constitution of the Glendon Musical Ensemble shall be the sole responsibility of the Ensemble’s Executive Team, herein also known as “the Exec.” In interpreting the document, the Executive Team shall make all determinations with due regard to accepted rules of procedure, as outlined in Roberts’ Rules of Order.

Section B: While the Ensemble’s General Manager is regarded as the primary source of interpretation of the Constitution, he/she shall confer with all members of the Executive Team in an effort to attain consensus before an interpretation is made.

Section C: All interpretations must be noted and documented by the General Manager, and decisions shall serve as precedents for future interpretations.

Article III. Official Languages

Section A: The official languages of the Glendon Musical Ensemble are English and French.

Section B: All official documents must be made available in either language when requested. Internal documents shall only be translated if there is a significant need.

Article IV. General Membership

Section A: General membership in the Glendon Musical Ensemble is open to all York University community members, irrespective of race, ethnicity, sex, gender, sexual orientation, language, religion, or disability, who meet the requirements of membership, as outlined in Section B. General membership is open, but not limited to, all York University staff, students and faculty.

Section B: General membership in the Glendon Musical Ensemble is contingent on:

- 1) sufficiently passing a musical audition at the beginning of each active period;
- 2) the ability to attend the necessary functions of the Ensemble, including but not limited to set weekly rehearsals, concerts, general meetings and promotional events;
- 3) the payment of a fee that incorporates membership and sheet music of not more than fifteen (15) Canadian dollars; and,
- 4) a willingness to co-operate and engage with, and show respect to, the Ensemble and its membership.

Section C: In the maintenance of membership, the Executive Team is responsible for:

- 1) holding and promoting annual auditions;
- 2) determining the definition of “sufficient” in regards to auditions, pursuant to Article IV, section B (1);
- 3) maintaining a membership that is respectful of the Executive and its wishes;
- 4) setting or waiving, on a collective basis, the annual membership fee and/or sheet music deposit, as delineated in Article XIV; and,
- 5) recruiting a new Executive Team for the next academic year at the end of each active period.

Section D: The Executive Team shall have the full power to remove any Ensemble member if he/she fails to meet any of the criteria set out in Section B of this Article.

Article V. Officers, Qualifications and Duties

Section A: The Glendon Musical Ensemble is run by the Administrative Team, led by the Executive Team. All members of the Executive Team, as listed in Article V.I Section A, are members of the Administrative Team. Not all Administrative Team Roles need to be filled, with the exception of those listed in Article V.I Section G.

Section B: Duties listed in Article V are not exhaustive, and any duties not listed here but delineated in another Article are still binding duties. Members of the Executive Team responsible for specific duties may still seek assistance from others.

Article V.I. Executive Team and Duties

Section A: The Glendon Musical Ensemble's highest governing body is the Executive Team. It is composed of:

1. the General Manager;
2. the Financial Director;
3. the Music Director(s);
4. the Event Co-ordinator; and,
5. the Communications Director.

Section B: It shall be the responsibility of the General Manger to:

1. create an annual calendar with deadlines, events and rehearsals;
2. co-ordinate schedules and organize meetings;
3. act as liaison with outside parties, including, but not limited to, the Office of Student Affairs, and Theatre Glendon;
4. plan and oversee recruitment campaigns;
5. organize auditions with the Music Director(s);
6. engage in correspondence with the general membership;
7. manage mailing lists;
8. oversee and/or delegate the translation of materials including, but not limited to, music, advertisements and official documents from and into either of the Ensemble's official languages, as listed in Article III as needed;
9. book rooms for rehearsals and concerts;
10. co-sign cheques with the Financial Director;
11. collect membership fees in conjunction with the Financial Director;
12. take attendance, track absences and enforce attendance policy at meetings; and,
13. make decisions about accepting invitations and planning events with the Music Directors and the Event Co-ordinator.

Section C: It shall be the responsibility of the Financial Director to:

1. plan the annual budget alongside the General Manager;
2. keep track of the Ensemble's budget;
3. advise the Executive Team based on knowledge of the monetary situation of the Ensemble;
4. manage income and receipts;
5. approve and keep track of third party expenses;
6. organize financial records to be used for future audits and referenced upon request;
7. oversee fundraising activities;
8. apply for available funding;
9. co-sign cheques with the General Manager; and,

10. collect membership fees in conjunction with the General Manager.

Section D: It shall be the responsibility of the Music Director(s) to:

1. maintain constant communication with the General Manager;
2. advise the Executive Team members from a musical perspective;
3. oversee the set-up for rehearsals;
4. run rehearsals;
5. make final program decisions;
6. assist the General Manager and appropriate administrative personnel in determining the technical requirements for concerts;
7. run and make final decisions regarding auditions;
8. co-ordinate the arrangements of pieces;
9. update sheet music when required;
10. approve final arrangements of music;
11. meet with members outside of regular rehearsal times as needed; and,
12. make decisions about accepting invitations for the Ensemble with the General Manager and Event Co-ordinator.

Section D.I: In a typical year, two (2) Music Directors are to be a part of the Executive Team: one (1) to manage the Instrumentalists and one (1) to manage the Choir. Should the structure of the ensemble be altered, the number of Music Directors hired for a given year must correlate with the new structure.

Section E: It shall be the responsibility of the Event Co-ordinator to:

1. arrange fundraising activities;
2. search for sponsors;
3. assist the Communications Director in promoting the Ensemble;
4. organize public aesthetic ventures, including but not limited to the decoration of the Front of House or the Box Office;
5. keep track of event and rental requests; and,
6. oversee GME involvement in external events, either alongside or in the absence of the General Manager and/or Music Director(s).

Section F: It shall be the responsibility of the Communications Director to:

1. plan and oversee recruitment campaigns with the General Manager;
2. co-ordinate member biographies for Ensemble promotional material;
3. keeping the general membership informed, as needed;
4. promote the Ensemble in a variety of mediums;
5. write press releases; and,
6. update and manage the Ensemble's website.

Section G: All positions on the Executive Team do not have to be filled in any given academic year, except for the following positions:

1. the General Manager;
2. the Financial Director; and,
3. the Music Director(s).

Section H: The Executive Team is responsible for reviewing and making amendments to the constitution, if needed, on an annual basis alongside the GME's annual renewal.

Section I: All Executive Team members shall strive to present a fair balance of French and English in the carrying out of his/her duties, taking into consideration both skill level and general membership composition.

Article V.II. Administrative Team and Duties

Section A: The Administrative Team is composed of all executive positions listed in Article V.I Section A, as well as:

1. the Assistant Music Director(s); and,
2. the Administrative Assistant.

Section B: It shall be the responsibility of the Assistant Music Director(s) to:

1. work closely with the Music Director(s);
2. advise the Executive Team members from a musical perspective, alongside the Music Director(s);
3. take attendance, track absences and enforce attendance policy at rehearsals;
4. order, photocopy and print sheet music for the Music Director(s), as needed;
5. co-ordinate music distribution to the general membership;
6. run warm-up, sectionals and other fragmentary rehearsals, as needed;
7. attend auditions; and,
8. meet with members outside of regular rehearsal times as needed.

Section B.I: In a typical year, two (2) Assistant Music Directors are to be a part of the Administrative Team: one (1) to assist with the Instrumentalists and one (1) to assist with the Choir. Should the structure of the ensemble be altered, the number of Assistant Music Directors hired for a given year must correlate with the number of Music Directors.

Section C: It shall be the responsibility of the Administrative Assistant to:

1. oversee the care and keeping of the physical and digital music libraries;
2. maintaining and organizing the office space;

3. taking minutes at executive meetings;
4. filing important documents including, but not limited to, constitutional amendments, resignations and meeting minutes; and,
5. print and photocopy materials as requested by the General Manager.

Section D: While members of the Administrative Team are expected to attend executive meetings, only members of the Executive Team have voting rights. Other Administrative Team members are both welcome and encouraged to share ideas and suggest alterations, but do not possess the authority to vote on them.

Article VI. Committees

Section A: The power to create committees sits solely with the Executive Team, who shall follow proper voting procedure as outlined in Article IX, Section C (6) in order to establish a new body.

Section B: Committees may have the power to make formal suggestions to the Executive Team, but their suggestions are not binding and their members do not have voting rights at Executive Team meetings.

Section C: All committees, regardless of purview or purpose, shall be subject to the decisions of the Executive Team.

Section D: The Executive Team has the power to abolish any committee.

Article VII. Conflict of Interest

Section A: A conflict of interest is defined as a situation where a voting member's objectivity towards an issue at hand is compromised by a connection to an outside party that may corrupt or bias their decisions.

Section B: It is the responsibility of both the Executive Team and the general membership to declare any foreseeable conflicts of interest. The Executive Team will resolve such matters through a discussion and/or vote.

Article VIII. Meeting Procedures

Section A: In regards to general membership meetings, it is the policy of the Ensemble that:

- 1) attendance to all general membership meetings is mandatory for all members of the Ensemble;
- 2) it is the responsibility of the General Manager to call a general membership meeting with not less than five (5) days' notice to the membership;

- 3) four general membership meetings must take place per academic year at the following times:
 - a. at the beginning of October or exactly one week before rehearsals are scheduled to begin;
 - b. at the end of November or not less than one week before the Christmas Concert;
 - c. at the end of January or not less than one week before the main concert; and,
 - d. at the beginning of March or not less than one week after the final concert;
- 4) the General Manager shall be responsible for setting the agenda of the general membership meeting, with input from members of the Executive Team;
- 5) the General Manager will be the Chair of all general membership meetings;
- 6) at these meetings, binding decisions regarding matters of business are not to be voted on, as these meetings are meant to be purely informative and the general membership does not possess voting privileges; and,
- 7) the general membership may be polled in a non-binding survey to provide a general opinion to be considered by the Executive Team.

Section B: In regards to weekly rehearsals, it is the policy of the Ensemble that:

- 1) the dates and times of weekly rehearsals shall be set at the beginning of each academic year;
- 2) discretion to add, or eliminate, rehearsals, including rehearsals on the weekend, shall rest with the Music Director(s);
- 3) the Music Director(s) of the Ensemble shall arrange and conduct all weekly rehearsals; and,
- 4) setting the agenda for each weekly rehearsal will be the responsibility of the Music Director(s) in consultation with the General Manager.

Section C: In regards to Executive Team meetings, it is the policy of the Ensemble that:

- 1) the Executive Team must meet at least once every two weeks during the Ensemble's active period;
- 2) the General Manager shall be responsible for calling an Executive Team meeting with not less than two (2) days' notice;
- 3) the General Manager shall set the agenda, Chair and ensure that the events of the Executive Team meeting are properly noted;
- 4) all members of the Ensemble may attend an Executive Team meeting, except:
 - a. the portions of the meeting that the General Manager has determined need to be closed to non-Executive members; and,
 - b. in emergency executive team meetings;

- 5) general members may speak, but not vote, during Executive Team meetings; and,
- 6) decisions are made in the following manner:
 - a. a point that needs a decision must be proposed in advance by any member of the Executive Team and shall be declared at the meeting by the General Manager;
 - b. an attempt to create a consensus amongst all Executive members must be made before a decision goes to a vote;
 - c. all members of the Executive are allowed to cast one vote;
 - d. a vote of a majority (as outlined in Article X Section A) shall decide the matter at hand;
 - e. in the case of a tie, the Executive member under whose purview the matter most concerns shall have the power to decide it.

Section D: All non-Executive meetings must occur in accordance with the York University academic calendar.

Article IX. Election of Officers

Section A: All positions listed in Article V can be held by any member of the York University community who meets the general membership requirements set out in Article IV, sections (2), (3), (4) and (5).

Section B: It is the responsibility of the Executive Team to determine the make-up of the entire Administrative Team for the next active period.

Section C: The hiring process for the new administrative team shall commence at the beginning of March and must be announced at the final general membership meeting of the year.

Section D: The hiring process will consist of two parts:

- 1) the first will be the election of the General Manager and Financial Director; and,
- 2) the second will be the hiring of the remainder of the Administrative Team.

Section E: The election of the General Manager and the Financial Director will proceed in the following manner:

- 1) the Hiring Committee will consist of a representative from the Office of Student Affairs and a quorum (as outlined in Article X) of members of the previous administrative team that are not running for either position;
- 2) all prospective General Managers will be interviewed by the Hiring Committee;
- 3) the Hiring Committee will then vote to decide on the new General Manager;

- 4) in the event of a tie, the General Manager will be chosen by the representative from the Office of Student Affairs;
- 5) subsections (2) and (3) will be repeated for the election of the Financial Director;
- 6) in the event of a tie, the Financial Director will be chosen by the new General Manager as elected in this section.

Section F: The hiring of the remainder of the Administrative Team will proceed in the following manner:

- 1) the Hiring Committee will consist of the incoming General Manager and Financial Director;
- 2) all prospective candidates for the remaining administrative roles will be interviewed by the Hiring Committee;
- 3) the Hiring Committee will decide in consensus who will be hired to each position.

Article X. Quorum and Appeals

Section A: A majority is defined as at least one more than fifty percent of the entire voting body (the Executive Team).

Section B: In the event that a vote from the Executive Team is required, such a vote will:

- 1) be called by the General Manager, with not less than seven (7) days' notice to the voting membership; and,
- 2) require at least one plus 50% of the voting membership present.

Article XI. Procedures Regarding Allegations of Wrongdoing, Disciplinary Action and Resignation

Section A: Allegations of wrongdoing may be submitted in written form to the Executive Team by any member of the Ensemble.

Section B: The Executive Team shall, in case of allegations, have the following dispute resolution methods at its disposal:

- 1) Informal resolution:
 - a. The Executive Team shall work with the involved parties in an informal manner to attempt to solve the matter.
 - b. All efforts must be made to resolve the conflict verbally. In the event that this is not possible, written communication may be used.
- 2) Binding arbitration:

- a. A member of the Office of Student Affairs shall assemble all relevant parties for a hearing. Said administrative member shall serve as the Chair and mediator of the arbitration case.
 - b. Arbitration hearings must be held in private and are restricted to parties directly involved in the case.
 - c. All sides with a stake in the issue will present their cases to the Chair.
 - d. The Chair shall be allowed to ask questions during the hearing to clarify the information being presented.
 - e. The Chair shall deliberate in private on the merits of the case, and render a verdict and, if appropriate, a sanction.
- 3) Appeal
- a. All decisions are subject to one appeal by the involved party.

Section C: The following sanctions are available to the Executive Team and/or a binding arbitration Chair:

- 1) written censure;
- 2) suspension from the Ensemble;
- 3) removal of privileges or duties; and,
- 4) permanent removal from the Ensemble.

Section D: All resolution decisions from binding arbitration must be submitted in writing to the Executive Team and serve as binding in the case of sanctions.

Section E: It is the legal responsibility of the Ensemble to report all illegal activities to the appropriate authorities. The prosecution of an Ensemble member in a court of law does not preclude sanctions under this Constitution.

Section F: If a member wishes to resign from the ensemble, they must discuss this with the General Manager and provide a signed letter of resignation. The General Manager must provide confirmation of receipt and file the letter within seven (7) days of receiving it.

Article XII. Financial Responsibility

Section A: The Financial Director shall be responsible for the financial actions of the Ensemble. The duties of the Financial Director are outlined in Article V.

Section B: Both the Financial Director and the General Manager maintain financial signing authority on behalf of the Ensemble.

Section C: In regards to the Ensemble's budget, it is the Ensemble's policy that

- 1) it is the joint responsibility of the General Manager and the Financial Director to prepare the Ensemble's annual budget; and,
- 2) the budget must be approved by the entire Executive Team through a majority vote as outlined in Article X.

Section D: Singular transactions accounting for more than \$300.00 CAD must be presented to the entire Executive Team for approval by majority vote.

Section E: All transactions on behalf of the Ensemble must be completed in a demonstrably competitive manner.

Section F: It is the responsibility of the General Manager and the Financial Director to ensure financial transparency through weekly updates to a public forum which can be viewed by the entire membership at all times. All income, including membership fees and sheet music deposits, and receipts must be noted.

Article XIII. Dues

Section A: The Financial Director will be responsible for advising the Executive Team on the necessity, or in-necessity, of membership dues and/or sheet music deposits in a given active period. The Executive Team has the power, by majority vote, to:

- 1) waive all dues or deposits in a given year;
- 2) collect a membership due on each member of no more than fifteen (15) dollars per person;
- 3) collect a sheet music deposit on each member of no more than fifteen (15) dollars per person; or,
- 4) collect a combination thereof which does not exceed fifteen (15) dollars per person.

Section B: It is the responsibility of the Financial Director and the General Manager to collect all monies from the membership, report unpaid dues to the Executive Team and provide receipts to all members for dues paid.

Section C: Outstanding membership dues shall not exclusively be used to permanently expel a member from the GME until exactly one month following the date of the first general meeting. Until then, failure to pay dues may constitute a reason for sanctions, or may constitute a mitigating factor in any removal decision.

Section D: In the event that the Glendon Musical Ensemble ceases to function, or relinquishes its status as an organization, all remaining money, after any debts or bills are paid, shall be donated to MusicBox Children's Charity, Toronto branch or a charity voted on by a quorum of the Executive Team as outlined in Article X.

Article XIV. Employment Standards

Section A: The Glendon Musical Ensemble shall respect and uphold, in all regards except financial matters, the responsibilities, rules, duties and laws regarding fair and gainful employment set by the governments of Toronto, Ontario and Canada.

Section B: Payments made on behalf of the Glendon Musical Ensemble to an outside contractor shall be based on a negotiated rate between the Executive Team and the third party, regardless of Section A.

Article XV. Amendments

Section A: Amendments to the Constitution of the Glendon Musical Ensemble may be proposed at any time.

Section B: All amendments can be officially proposed to the general membership by:

1. any member of the Executive Team following a majority vote agreement from the other members of the Executive Team; or,
2. by any member of the Ensemble with endorsement signatures from at least twenty-five percent of the general membership.

Section C: All amendments must be proposed in writing.

Section D: An officially proposed amendment must be put forth to the Executive Team with not less than one weeks' eligible voting time.

Section E: Amendment proposals should be put forth in question form, and must be entirely clear in their purpose and ramification.

Section F: Voting will occur pursuant to Article X.

Section G: The policy of ratification shall be that:

1. all ratifications shall take effect starting in the following school year, except:
 - a. where an explicit grandfather clause had been voted on; or,
 - b. where an explicit retroactive clause has been voted on;
2. it is the responsibility of the General Manager or their delegate to ensure that the Constitution is properly updated as needed.

Article XVI. Official Copies

Section A: Only one official copy of this Constitution shall exist at any time, and must remain in the care of the Executive Team.

Section B: All other copies, whether electronic or otherwise, must be viewed only as replicas and not as official documents.

Section C: It shall be the job of the General Manager or delegate chosen in Article XV Section G part (2) to archive all out-dated official copies of the Constitution.

Last updated September 13, 2015