

UNIVERSITY SINGERS

Constitution and By-Laws



Desautels
FACULTY of MUSIC

Authored by Ben Erickson, in collaboration with Julie Lumsden and the University Singers' Council

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Definitions

Assembly, The:

Shall refer to either a formal meeting of the University Singers where the aforementioned constitution is applied and the Executive Council is in attendance, or those present at such a meeting.

Chair:

Shall refer to the position of presiding over the assembly, or the member in that position.

Code of Ethics:

A written system of standards for ethical conduct.

Executive Council:

Shall refer to the collected positions of President (Chairperson), Vice-President, Treasurer, Secretary, Social Committee Chair and Public Relations Representative.

Member:

Shall mean any person who has auditioned for and registered with the University Singers, or is accepted by the Executive Council as being part of the Student Group.

Officer:

Shall refer to any member of the Executive Council.

SGPAC:

Shall refer to the Student Group Promotion and Affairs Committee.

Student Group:

Shall refer to any student based organization run through the University of Manitoba Student's Union (UMSU).

University Singers:

The title of our organization/Student Group.

University Singers' Function:

Shall refer to any event that is held in the name of University Singers.

UMSU:

Shall refer to the University of Manitoba Student's Union.

Section 1

Preamble

If one can agree that our actions are a product of our thoughts, then right action is the result of right thinking. Therefore, it is reasonable to abide by a code of ethics that not only guides our behaviour, but also informs our members and those that we serve what can be expected from a member of the University Singers.

1. Code of Ethics

All members shall subscribe to the following Code of Ethics:

- 1.1 Treat others as you would like to be treated:
 - 1.1.1 Approached with respect, an open mind and without prejudices.
 - 1.1.2 Dealt with fairly and maturely (maturity being the balance between courage and consideration). If a person can express their feelings and convictions with courage balanced with consideration for the feelings and convictions of another person, s/he is mature.
 - 1.1.3 Approached with honesty, which means being truthful and sincere.
- 1.2 Do no harm, to yourself or others.
- 1.3 Be responsible for your actions, as you are accountable for them.
- 1.4 Be compassionate, considerate and kind.
- 1.5 When it is necessary to deal out justice, be impartial, consistent and equal in the treatment of others.
- 1.6 As citizens of Canada, we shall uphold the duly constituted laws of our homeland at all levels of government.
- 1.7 In respecting the ways of other nations and cultures, we shall strive to obey the laws of the lands we travel through.
- 1.8 We shall endeavor to protect the environment by not needlessly harming or destroying the life of a living thing of nature, be it plant or animal.
- 1.9 We recognize the obligation we have to develop our spiritual, emotional, mental and physical potential, and to strive to help others develop their potential.

- 1.10 Every member shall subscribe to this constitution and its contents in their entirety.
- 1.11 Every member shall approach their fellow members as equals; no member of the University Singers is subservient to another.
- 1.12 The University Singers recognizes that, as a high-end performance ensemble, we contract ourselves to daily expressions of the principles set forth in this Code of Ethics. The way in which this expression manifests itself shall be up to the individual, but it is not to violate the aforementioned Code of Ethics.

Section 2

2. Code of Conduct

All members shall subscribe to the following Code of Conduct:

- 2.1 Alcoholic beverages shall not be brought or consumed by members at any University Singers function, or where there are minors in attendance.
- 2.2 Tobacco and/or cannabis products shall not be purchased, brought or consumed by members at any University Singers function, or where there are minors in attendance.
- 2.3 Illicit drugs shall not, under any circumstances, be purchased, brought or consumed by members at any University Singers' function, ever.
- 2.4 Members shall not, under any circumstances, engage in sexual activity at a University Singers' function.
- 2.5 Members shall not, under any circumstances, engage in a behaviour that is dangerous to themselves or others.
- 2.6 Members shall not, under any circumstances, engage in a behaviour that degrades or offends the dignity of others, especially those who have been left in the care of the University Singers.
- 2.7 Members are expected to commit to this ensemble by demonstrating the following:
 - 2.7.1 Professional behaviour and work ethic at all times.
 - 2.7.2 Punctual attendance at every rehearsal and performance.
 - 2.7.3 A willingness to do all that is within their power to conduct last-minute changes into their busy personal schedules, so as to accommodate the agenda of University Singers.
- 2.8 Membership to the University Singers will be contingent on each member adhering strictly to this Code of Conduct while at a University Singers' function. Failure to do so may result in a member being subject to any or all of the following:
 - 2.8.1 Disciplinary action by the Executive Council up to and including permanent expulsion from the Student Group.

2.8.2 Reporting the offender to the proper authorities to have criminal charges laid against them if it be warranted.

Section 3

3. Membership

The University Singers, also known as USingers, is a high-end choral performance ensemble that focuses on developing professional choral and musicianship skills, entertaining audiences with culturally diverse repertoire locally, nationally, and internationally as ambassadors of Winnipeg and Canada. We strive for consistent achievement in musical excellence and we often collaborate with other choirs, ensembles and arts organizations to create presentations of engaging music.

- 3.1 Membership is open to students from all faculties of the University of Manitoba and members of the community.
- 3.2 UMSU's policies for Student Groups do not allow non-students to participate in the Executive and also require at least two-thirds of our group be undergraduate students.
- 3.3 Memberships for the Student Group last a full academic year, September to August.
- 3.4 The University Singers is an audition based Student Group. Our ensemble hosts approximately, at most, fifty members, and those who wish to join must register for auditions before September.

Section 4

4. Declaration of Compliance

- 4.1 The University Singers recognizes the policies, by-laws and procedures of the University of Manitoba Student's Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

Section 5

5. Executive Officers and Duties

Each member of the executive will be held accountable for their respective duties in order to ensure efficiency within the Student Group.

5.1 **President (Chairperson)** shall have the following duties:

- 5.1.1 Call and attend all meetings and assemblies.
- 5.1.2 Prepare agendas for assemblies, assisted by the secretary.
- 5.1.3 Act as Chair at meetings and assemblies.
- 5.1.4 Delegate tasks responsibly and efficiently to the executive.
- 5.1.5 Act as signing authority, or have the right to co-sign cheques or purchase orders on behalf of the University Singers.
- 5.1.6 Ensures that each member of the executive is familiar with the University Singers' Constitution.

5.2 **Vice-President** shall have the following duties:

- 5.2.1 Attend all meetings and assemblies.
- 5.2.2 Assist the President in running meetings and assemblies.
- 5.2.3 Act as Chair at meetings and assemblies in the absence of the President.
- 5.2.4 Be responsible for booking equipment and space through UMSU.
- 5.2.5 Keep an exact inventory of the University Singers' equipment.
- 5.2.6 Be responsible for assembling an ad hoc committee consisting of members from active University of Manitoba choral ensembles to provide perspective and assistance in planning the annual POPs and/or Spring Sing concerts while ensuring the concert presented is inclusive of the choral programs student body.
- 5.2.7 Be responsible for assembling an ad hoc committee consisting of members from the active choirs participating in the semi annual choir banquet to provide perspective and assistance in that year's banquet while ensuring the concert presented is inclusive of the choral programs student body.

5.3 **Treasurer** shall have the following duties:

- 5.3.1 Record and maintain the University Singers' finances via issued receipts, bills, cheques, etc...
- 5.3.2 Act as signing authority, or have the right to co-sign cheques or purchase orders on behalf of the University Singers.

5.4 **Secretary** shall have the following duties:

- 5.4.1 Prepare agendas for assemblies, assisted by the President.
- 5.4.2 Maintain and record University Singers' assembly minutes.
- 5.4.3 Handle the University Singers' written records.

5.5 **Social Committee Chair** shall have the following duties:

- 5.5.1 Organize fundraisers for University Singers.
- 5.5.2 Prepare advertisements for upcoming performances.
- 5.5.3 Promote University Singers by updating current online profiles, and by acting as the contact person for said web addresses.

5.6 **Public Relations Representative** shall have the following duties:

- 5.6.1 Act as correspondent/spokesperson for University Singers between interacting organizations and Student Groups.
- 5.6.2 Act as contact person between University Singers and UMSU, as well as submitting any necessary documentation to UMSU.
- 5.6.3 Promote University Singers by updating current online profiles, blogs, and by acting as the contact personnel for said web addresses.

Section 6

6. Elections

Prior to elections, the Executive Council shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of the University Singers' Executive Council and cannot be a person who is running in the election.

CHIEF RETURNING OFFICER (CRO)

- 6.1 The duties of the CRO are to:
 - 6.1.1 Oversee and administrate the elections for University Singers.
 - 6.1.2 Publicize the elections to the membership of University Singers.
 - 6.1.3 Hear and decide upon any appeals or complaints related to the elections.
 - 6.1.4 Oversee and administer the counting of votes or ballots for the elections.
 - 6.1.5 Announce the results of the elections and inform UMSU of the following year's Executive Council.

VOTING PROCEDURES

- 6.2 The election of officers for the University Singers' Executive Council will be held no later than March 31st.
- 6.3 The election of officers shall be carried out at assembly, and only if a quorum is present.
 - 6.3.1 Members may nominate themselves or other members, so long as the nomination is made aware to all members of the Student Group by the CRO.

- 6.3.2 Nominations for the six elected positions will last for seven days. Candidates who wish to be nominated should inform the CRO during that period and must be a member in good standing of University Singers at the time of their nomination.
- 6.3.3 Each nominated candidate is allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period, which will last seven days.
- 6.3.4 The CRO will collect campaign platform information from each candidate and distribute them in an email to all members of University Singers.
- 6.3.5 Voting will be open for at least seven days, and will be held in a safe and secure environment accessible to all members of the group.
- 6.3.6 The votes will be collected by the CRO and counted; results will be sent to candidates and University Singers' members.
- 6.4 Under a circumstance in which there is more than a single nomination for an executive position the nominee(s) with the least number of votes shall be eliminated.
- 6.5 Terms of office shall be for one year, unless the officer is unable to perform their duties for any reason.
- 6.6 Any member that misses three or more consecutive assemblies shall have their position put up for re-election.

Section 7

7. Transition of the Executive Council

- 7.1 When the incoming Student Group Executive Council assumes office it is the responsibility of the outgoing Executive Council to inform the newly elected officers of their duties.
 - 7.1.1 The newly elected officers must be informed about UMSU's policies and procedures.
 - 7.1.2 The transitioning custodianship of University Singers records and materials, including member-only accessible passwords, must transpire.
- 7.2 It is the responsibility of the President of University Singers to ensure the removal of all Student Group records and materials from the group office before the incoming Executive Council assumes office.
- 7.3 It is the responsibility of the departing President and Treasurer to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the University Singers.
 - 7.3.1 The outgoing President and Treasurer must arrange with the respective incoming Executive for the transition of the University Singers bank accounts into the incoming President's and Treasurer's names. These tasks are to be completed and their outputs delivered to the new Executive Council no later than April 30th.
- 7.4 It is the responsibility of the incoming Executive Council to assume custody of all University Singers' records and materials, and accountability for all financial activities of the University Singers commencing with the last day of April.

Section 8

8. Meetings

- 8.1 The University Singers ensemble will meet twice a week, and the Executive Council will meet bi-weekly, or in accordance to the current demands of the University Singers' agenda.
- 8.2 The President of the Executive Council may call an Executive meeting at any time, so long as the other Executive officers are given at least 24 hours notice.
 - 8.2.1 The chair of said meeting shall preside, and preserve order and decorum.
 - 8.2.2 When a member addresses the chair, s/he shall respond by stating the member's name and acknowledging their position as the speaker.
 - 8.2.3 When a speaker has the floor the chair should not interrupt the speaker as long as s/he is in order, but rather listen.
 - 8.2.4 During an open issue debate the chair must be careful not to take sides. However, the chair may call on another member to temporarily take the position of chair while s/he addresses the assembly on a motion that is open to debate.
- 8.3 All eligible members of University Singers must be made aware that a rehearsal has been called and given a reasonable period of time to make arrangements to attend.
- 8.4 University Singers' performances will be scheduled throughout the year. Members are expected to arrange their schedules accordingly to work around these performances.

Section 9

9. Dress Code

9.1 The concert uniform shall consist of the following:

- 9.1.1 Black articles of clothing only.
 - 9.1.2 Dress pants, skirts, or dresses which must be floor-length.
 - 9.1.3 Shirts, blouses or tops which must cover the shoulders.
 - 9.1.4 Opaque hose or socks which must cover legs and toes completely.
 - 9.1.5 Closed-toe dress shoes.
- 9.2 Casual dress shall be considered any clothing chosen by the wearer, provided that such dress does not offend the dignity of our membership.
- 9.3 Depending upon the function, if the above does not define the necessary dress code a motion should be put forth and voted upon to determine the appropriate dress code, subject to the UMSCA Council's approval.
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Section 10

10. Constitutional Amendments

- 10.1 All amendments to the University Singers Student Group constitution require that an assembly be called so that a proper forum of discussion may be formed.
- 10.2 Any amendments to this constitution must be approved by a formal vote of the entire Executive Council during a University Singers' rehearsal or an Executive meeting.
 - 10.2.1 Amendment from the floor may be accepted provided that the University Singers' membership votes to accept amendments from the floor.
- 10.3 Proposed changes must be made available to all members of the Student Group, submitted in writing to the Executive Council at least two weeks before the meeting. This way each member present will have an opportunity to review the amendment before discussion and voting take place as an amendment will require the support of at least two thirds of the Student Group.
 - 10.3.1 All proposed amendments shall be discussed and voted upon. Should they be accepted the University Singers' constitution shall be changed pursuant to the accepted amendment in question.
- 10.4 A copy of the amended constitution must be sent to UMSU.