

Faculty of Music Anti-Racism Alliance Bylaws

University of Toronto Faculty of Music

Updated March 15, 2021, by the 2020-2021 Executive

I. Preface

1. These bylaws shall govern the day-to-day operation of the Faculty of Music Anti-Racism Alliance (FoMARA).

II. Duties of the Executive

The Executive exists to ensure the smooth running of the FoMARA, to the benefit of all its members. The duties have been allocated to Executive members accordingly; should it become necessary to re-distribute responsibilities, this should be borne in mind.

1. The President shall:
 - a. Be responsible for the Club's external relations with the FMUA, the Faculty of Music, and the University more broadly;
 - b. Set Board of Directors and general members meeting dates;
 - c. Foster communication among members of the Board of Directors between meetings;
 - d. Make short-term policy decisions between Board of Directors meetings;
 - e. Be responsible for monitoring and promoting ongoing projects and initiatives in the club;
 - f. At their discretion, delegate responsibility for the keeping of the minutes to the Secretary;
 - g. Along with the VP of External Affairs, contact other clubs and organizations to collaborate on joint initiatives.

2. The Vice President of Internal Affairs shall:
 - a. Coordinate the submission of receipts for club expenditures;
 - i. It is the responsibility of each club member to submit their own reimbursement requests, with assistance from the VP of Internal Affairs as needed.
 - ii. The VP Internal will upload all receipts as pdf files to the Google Drive.
 - b. Approve budgetary decisions throughout the year (namely in instances where expenditure would exceed the budgeted amount);
 - c. Review all requests for reimbursement submitted by club members;
 - d. Facilitate the transfer of club accounts from one team to the next;
 - e. Assist the Fundraising and Development Director with grant writing.

3. The Vice President of External Affairs shall:

- a. Collaborate with all directors under their jurisdiction to guide and assist with their roles, including - but not limited to: Director of Publicity and Student Outreach Director;
 - b. Along with the President, contact other clubs and organizations to collaborate on joint initiatives;
 - c. Create student surveys to evaluate and publicize student issues in consultation with members and directors, especially the Student Outreach Director;
 - d. Publicize the work of the club through contact with necessary news outlets.
4. The Vice President of Events shall:
- a. Oversee the scheduling of club workshops and events throughout the year;
 - b. Regularly update all club members of upcoming events, including - but not limited to - events, meetings, workshops, training programs, elections, etc.;
 - c. Create a detailed calendar of event dates in conjunction with the Director of Publicity;
 - d. Appoint Directors of Events in consultation with the President and VP of External Affairs;
 - e. Work with the President and VP of Internal Affairs to create a budget for planned events throughout the year;
 - f. Work with the Director of Publicity to promote club events and workshops.

III. Duties of Directors

1. The Director of Publicity shall:
 - a. Prepare promotional materials for recruitment and events, and submit receipts to the VP Internal for expenses resulting from such purchases;
 - b. Maintain the club website, Facebook, Instagram, and YouTube channel.
 - c. Create a detailed calendar of event dates in conjunction with the VP of Events;
2. The Student Outreach Director shall:
 - a. Interview BIPOC members at the Faculty of Music and work with the Director of Publicity and VP of External Affairs to publish reports about the resulting stories, with the consent of all parties involved in the interview;
 - b. Work with the VP of External Affairs to create student surveys and collect the resulting responses.
3. The Fundraising and Development Director shall:
 - a. Seek out and apply for funding provided by the FMUA and external organizations;
 - b. Consult with the VP of Internal Affairs and the President to determine the amount of funding needed and how it will be allocated towards club initiatives.
 - c. Work with the VP of Internal Affairs on grant writing.

4. The Directors of Events (**temporary positions**) shall:
 - a. Work with the VP of Events to organize an event or multiple events either previously budgeted by the club or funds requested for a new initiative, including - but not limited to - workshops, performances, and lectures by BIPOC speakers, musicians, professors, community members, academics, etc.;
 - b. Contact necessary parties and make arrangements for venues and honoraria/compensation;
 - c. Work with the Director of Publicity to promote the event(s).

IV. Duties of the Secretary

1. The Secretary (**Non-voting**) shall:
 - a. Keep minutes at every Board of Directors meeting and general members' meeting, including the Annual General Meeting. In the event that they cannot attend, they must arrange a replacement from the sitting Executive;
 - b. The Secretary shall convert applicable club documents to pdf and arrange all files in Google Drive in a timely manner. The Board of Directors shall have edit access to all documents for the current year and read-only access to all documents for previous years. Also, general members shall have read-only access for meeting minutes for the current year.
 - c. Keep a record of attendance at all meetings.

V. Establishment and Transition of Club Emails and Accounts

1. Each Executive and permanent director will have a club email. They will use this account for all club affairs, including - but not limited to - correspondence by email, as well as creating and editing documents or folders.
2. The club emails shall not be used for personal purposes, and personal emails shall not be used for club purposes.
3. Once a new Board of Directors is chosen following the annual election and interview process, club emails shall be transferred to the new members. New members will then change the passwords.

VI. Amendments to the Bylaws

1. The outgoing and incoming Executive shall jointly review these bylaws after the Annual General Meeting (if necessary).
2. The President will draft all amendments to the Bylaws and seek the approval of the Board of Directors at a regularly scheduled meeting.
3. All amendments must be approved by a consensus of the Board of Directors. General members must be advised of any approved amendments only when they are directly concerned.