

Constitution

881 Drama Club

at the University of Toronto St.George Campus

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Article I Overview

Section 1

The official name of this recognized campus student group is “881 Drama Club”. It is translated to “881 XiJu She (881 戲劇社)” in Chinese. Names other than these recognized names are not considered in official use.

Section 2

Performances are generally in Chinese. Multiple Chinese dialects and other languages may be used in various aspects of production and other events.

Section 3

The group consists of producer(s), manager(s), External officer(s), November Coordinator(s), Event officer(s), and the directors and members of six(6) teams. These teams(in no particular order) are: acting team, backstage team, light team, sound team, makeup team, and media (photography and video) team. Directors of each team are responsible for their specific roles in the performance production as well as the interaction with members of their respective team.

Section 4

The purpose, objectives, and activities are outlined as follows:

1. To provide a platform for those who are passionate about performing and wanting to work in a community to produce a live drama performance. Members include students from the University of Toronto St. George campus, Scarborough Campus (UTSC), Mississauga campus (UTM), and alumni of the University of Toronto community.
2. To promote teamwork and community through live performances and social events in coordination with other student groups and beyond.

Section 5

No fees are levied for membership. All members attend meetings, events, and performances voluntarily.

ARTICLE II. Membership

Section 1

As mentioned in Article I, members attend all meetings, events, and performances voluntarily. There are no membership fees. The director of each team is in charge of the organization of their respective team.

Section 2

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni) regardless gender, races and ethnicity.

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name, student ID, and valid email address. No membership fee will be conducted to join the group.

Article III Structure

Section 1

The group does not involve any subgroups, groups in other campuses of the University, or groups outside of the University.

Section 2

The staff (executive) structure of the group is flat. Every team and director has their own separated responsibilities as well as overlapping responsibilities that involve other teams. While the producer(s) take on responsibility for the whole group, there is no formal hierarchy within the group.

Section 3

The group recognizes producers, managers and directors to be staff. Members within each team are not considered staff. The executive roles are as follows (in no particular order):

- Producer(s)
– responsible for communication, resource management, and performances throughout the year.
- Theater Director(s)
– responsible for casting, directing rehearsals of the annual production performance.
- Backstage director(s)
– responsible for prop production and scene changes for all performances.
- November Coordinator(s)
– responsible for directing rehearsal for the november short skits showcase.
- Events Officer(s)
– responsible for the planning and execution of all club related events and gatherings.
- Sound director
– responsible for sound techniques in all performances.
- Light director
– responsible for light techniques in all performances
- Makeup director
– responsible for makeup in all performances.
- Managers
– responsible for recording meetings and all transactions of the group.
– responsible for directing skits for guest performances in collaboration with other organizations.
- Marketing Director
– responsible for managing and writing posts on all social media platforms.
– responsible for contacting sponsors and handling external affairs.
- Media Director
– responsible for shooting pictures for rehearsals, posters and all performances.
– responsible for producing promotional videos.

Section 4

All individuals are eligible to run for the executive team. However, eligibility for the role of producer is preferred to former staff or acting team members. Eligibility for the role of acting director is preferred to former acting team members. These preferences are to ensure the roles are filled by individuals of adequate experience.

Section 5

The group may appoint Directors or Coordinators for various committees. However, such positions do not hold executive decision making authority.

Section 6

Members of each team are publicly recruited, with the exception of the event team, which consists of only the director(s). As mentioned in Article I, members attend all meetings, events, and performances voluntarily. Team director(s) have authority to make decisions on behalf of their members.

Section 7

Members can be removed from the club's membership and will lose any privileges associated with being a member of the club.

Staff members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

Section 8

The specific duties of each staff role are listed as follows (in no particular order):

Position	Working Duty
<u>Producer</u>	Shall <ul style="list-style-type: none">• be the spokesperson of the whole group• manage each team and the quality of productions• participate in the casting processes• manage available resources and actively seeks resources externally• be ultimately responsible for all matters throughout the whole year
<u>Acting director</u>	Shall <ul style="list-style-type: none">• select the acting team and manage relations within the team• organize and lead the acting team• be responsible for the quality of acting aspects of the annual production• assist with other performances as able
<u>Backstage director</u>	Shall <ul style="list-style-type: none">• organize and lead the backstage team• be responsible for quality of props required for each performance• be responsible for scene changes in performances throughout the year• provide additional actors/actresses for performances as necessary
<u>Sound director</u>	Shall <ul style="list-style-type: none">• be responsible for sound techniques in all performances• assist with monthly video shooting
<u>Light director</u>	Shall <ul style="list-style-type: none">• be responsible for light techniques in all performances• assist with monthly video shooting
<u>Makeup director</u>	Shall <ul style="list-style-type: none">• be responsible for makeup for all performances• assist with monthly video shooting
<u>Manager</u>	Shall <ul style="list-style-type: none">• record all meetings and assist in their preparation• assist the producer(s) with throughout the year, especially in regards to paperwork needed for funding and room booking• be responsible with all transactions of the group• be responsible for any guest performances including scripting and directing• assist in the audition process
<u>Marketing Director</u>	Shall <ul style="list-style-type: none">• be responsible for managing social media and announcements• Responsible for reaching out to other organizations for performance opportunities• be responsible for contacting sponsors and handling external affairs
<u>November Coordinators</u>	Shall <ul style="list-style-type: none">• be responsible for creating and managing individual skit groups for the November showcase.• act as assistant producers for the November showcase.
<u>Media director</u>	Shall <ul style="list-style-type: none">• be responsible for scripting for promotional videos and assist in the filming.• be responsible for shooting photos of rehearsals and all performance• be responsible for designing and shooting posters and brochure

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<u>Events Officer</u>	Shall <ul style="list-style-type: none">• be responsible for organizing events, trips for team members• plan and execute event activities.
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Section 9

The group will have two trips held annually, referred to as “Training Camp” and “Retreat”. Both trips are considered as events every year. The producer(s), manager and events director(s) are responsible for the organization of trips including transportation, housing, dining, and programs. Trips are usually scheduled one week after the first general meeting and one week after the annual performance, respectively. Dates could be changed as necessary. Every member is eligible to participate, though the number of people that can participate is contingent on restrictions of the destination facilities. Tickets are available on a first come first serve basis. Ticket fees will be charged in order to recuperate costs. The group is not responsible for the injury or loss of property of any participant.

Article IV. Organization

Section 1

The group at University of Toronto, St. George Campus stands alone with no subgroup or co-group. It is responsible for any internal and external affairs and relationships. It shall be governed by the producer(s) of the group only.

Section 2

The group may connect with other student groups in the form of either sponsorship or partnership, as decided by the staff and producer(s). Any cooperation relations should strictly follow rules signed in the relevant contracts. Any cooperation activities will only be recognized after both parties have agreed upon the terms.

Article V. Finances

Section 1

A record of all transactions in the group will be kept by the manager. The producer(s) is also in charge of budgeting for all possible expenditures prior to the start of the year. All staff have the right to know the budget and possible expenditures. Staff also have the right to decide the necessity of events regarding the expenditure involved.

Section 2

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

No salaries will be paid to members or staff. All fees collected from members or any student or non-student from inside or outside of the University community will be used towards operating expenses. In addition, the group may have sponsorship agreements with groups inside or outside the community. All income of the group will be used towards organizing events and activities. Any money leftover will be used to pass off to the next year's staff.

Article VI. Election

Section 1

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members of the committee to conduct and hold elections in March. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Section 2

Registered U of T members may not vote by proxy.

Section 3

The new staff team will be announced by the new producer(s) to the public through social media before new production starts.

Article VII. Meetings

Section 1

Staff meetings shall be:

- held on a monthly basis, or more frequently as needed
- Organized by the producers in most cases. The manager will be assigned to record the meeting and distribute handouts. The manager will be assigned to act in place of the producer(s) as necessary.
- announced at least one week before the actual meeting time and meeting place
- required of all staff to attend unless the absence is notified 3 days before the meeting
- intended to prepare for events and summarize details

Section 2

Team meetings can be scheduled as needed. The same applies to staff meetings. Team directors will be in charge of their own meetings. Producer(s) and acting director(s) have the right to know the details of the team meetings. Producer(s) will keep track of each team's progress and organize meetings as necessary. Directors will need each team to cooperate with the process of the annual meeting.

Section 3

The producer(s) and acting director(s) may have frequent and unscheduled meetings as needed. The meetings will focus on the overall progress and future plans of the group. Any decisions or amendments made regarding the group will be discussed among the producer(s) and acting director(s). All staff will take part in decision making if needed. The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

Article VIII. Amendments

Section 1

Adoption of a new Constitution, or amendments made on the existing one shall be proposed by the appropriate group or personnel. Amendments on the existing Constitution shall be made whenever a new staff group is formed. The new amendment shall be notified to University officials to be recognized on time. Amendments shall be made under the notice of the staff group. Every staff has the right to know and vote for amendments in the new Constitution.

Section 2

Public announcement shall be made upon any changes to the Constitution.

Section 3

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Section 4

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members