



SKULE NITE

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Constitution of "Skule Nite"

1. Article One –Name

- 1.1. The official name of the recognized student group is "Skule Nite"
- 1.2. The official acronym or abbreviation of the group is "SN"

2. Article Two –Purpose and Objectives

- 2.1. The purpose, objectives, mission and/or mandate of the organization is outlined below:

The Skule Nite team puts on an annual musical and sketch comedy revue in March which has traditionally been performed at the Hart House Theatre. Skule Nite is Hart House's longest running show - running for 101 years as of 2022. It is created and performed by students, and offers a fantastic chance for them to get involved in the engineering community. The production offers a wide variety of experiences in lighting, sound, set, props, and costume design, as well as arranging music, acting, singing, dancing, etc.

The production benefits not only those who get involved, but the hundreds of students, faculty, and alumni who come and watch the show each year. The performances showcase the artistic talents of engineering students and provide an avenue for them to exercise their passion for the arts.

Skule Nite strives year after year to produce a high-quality show that all attendees, students, and general public alike can enjoy while giving engineering students the opportunity to showcase their artistic talents. We hope to continue this almost-century old tradition for many years to come. Skule Nite achieves this through countless hours of creative work and rehearsals for all members of the production beginning in August until March. Over the summer, our production team is hard at work setting up the show for the next year.

3. Article Three –Membership

- 3.1. Voting membership is open to all registered students of the University of Toronto.
- 3.2. Voting membership is open only to registered students of the University of Toronto.
- 3.3. Members who are students of the University of Toronto are permitted to run, nominate, and vote in elections and constitutional amendments.
- 3.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 3.5. The membership fee will be \$0 per year.



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- 3.6. Members must register with a designated executive and/or Producer(s) by submitting their full name and a valid email address.
- 3.7. All members of SN fall into categories of identification. These categories are exclusively used for administrative purposes and do not afford any member additional rights above others not afforded to them by their positions.
 - 3.7.1. Executive Committee members
 - 3.7.2. Leadership members, henceforth referred to as “Brains”
 - 3.7.3. General members, broken down into the following categories which are not mutually exclusive:
 - a) Band members
 - b) Cast
 - c) Backstage crew volunteers
 - d) Writers
 - e) Past leadership members referred to as “Fossils”
- 3.8. Any voting member shall receive membership status through either of the following four means.
 - a) Signing up for the SN email list.
 - b) Expressing interest via an email to skulenite@skule.ca.
 - c) Accepting a role as a cast or band member following an audition.
 - d) Accepting a role as a department head/“Brain”
- 3.9. The Producer must ensure that the membership quota and all other requirements are maintained to ensure continuing recognition with the Engineering Society, Ulife, and the University of Toronto Students Union.

4. Article Four – Rights of Members

- 4.1. Members of SN who are also members of the University of Toronto may nominate others for electable positions, run for, and hold electable positions, and vote in elections for electable positions.
- 4.2. The rights prescribed in Article Four are not awarded to non-voting members as described in Article Three.

5. Article Five - Executive Committee

- 5.1. The Executive Committee shall be comprised of four (4) members. Up to one (1) executive member can be a non-voting member. The rest of the Executive Committee shall be comprised of voting members.
- 5.2. The organization is overseen by the Executive Committee which is chaired by the Producer. The Director shall also sit on the Executive Committee. If an Assistant Producer and Assistant Director are appointed by the Producer and Director respectively, they shall also sit on the Executive Committee.



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- 5.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 5.4. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 5.5. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 5.6. The organization is split into four branches: administrative, creative, crew, and marketing.
 - a) The administrative branch is composed of the Producer.
 - b) The creative branch consists of Creative Brains and is overseen by the Director.
 - c) The crew branch consists of Crew Brains and crew volunteers. It is overseen by the Stage Manager, who is supervised by the Executive Committee.
 - d) The marketing branch consists of Marketing Brains and is overseen by the Marketing Director, who is supervised by the Executive Committee.
- 5.7. The Creative Brains are supervised by the Director.
- 5.8. The Crew Brains are supervised by the Stage Manager, who is supervised by the Executive Committee.
- 5.9. The Marketing Brains are supervised by the Marketing Director, who is supervised by the Executive Committee.
- 5.10. The Executive Committee will be chaired by the Producer.

6. Article Six - Executive Committee Composition and Duties

6.1. The Producer:

- 6.1.1. The Producer shall be eligible to cast votes at meetings of the Executive Committee,
- 6.1.2. The Producer shall be elected to the position by a simple majority of the voting membership.
- 6.1.3. They are responsible for all administrative aspects relating to the operation of the organization.
- 6.1.4. They are the sole signing officer of SN.
- 6.1.5. They act as the spokesperson of the organization and primary contact for all external organizations.
- 6.1.6. The Producer is the final authority on all administrative, organizational and financial matters.
- 6.1.7. Financial responsibilities:
 - a) Ensure SN operations are fiscally responsible
 - b) Manage personal expense reimbursement for members
 - c) Analyze expenditures and incomes to develop strategies towards enhancing monetary practice
 - d) Expand and utilize a network of corporate sponsorships and philanthropic efforts



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to raise capital for SN

6.1.8. Other responsibilities of the Producer include but are not limited to:

- a) Preside over Executive Committee meetings
- b) Coordinate the production of all merchandise and advertising material
- c) Manage access to club spaces (workshop and storage facilities) internally and externally with UofT Facilities & Faculty
- d) Act a liaison between the University of Toronto Engineering Society & SN
- e) Coordinate recruitment efforts
- f) Issue academic petition letters for members and follow up with Faculty when required
- g) Meet with SN's faculty advisor
- h) Ensure all activities of the club meet regulations and policies of the University of Toronto

6.1.9. They may appoint an Assistant Producer.

- a) The Producer shall delegate their signing authority to the Asst. Producer in their absence
- b) Appointment of the Asst. Producer shall follow the procedures outlined in Article Seven, 7.4 Successions of Brains
- c) The Asst. Producer role does not hold executive voting power

6.1.10. The term limit of the Producer will be one (1) years.

6.2. The Director:

6.2.1. The Director shall be eligible to cast votes at meetings of the Executive Committee, if they are a voting member.

6.2.2. The Director shall develop the creative vision of the show.

6.2.3. The Director shall have the final authority on all creative decisions and maintains the power to overrule any decision that pertains to the creative vision of the show.

6.2.4. They act as a spokesperson of the organization.

6.2.5. Other responsibilities of the Director include but are not limited to:

- a) Organize and chair all meetings with Creative Brains
- b) Act as the primary point of contact for the cast
- c) Determine the musical numbers that will be in the show
- d) Run auditions for the cast
- e) Organize and run weekly cast rehearsals
- f) Coordinate recruitment efforts

6.2.6. The Director may appoint an Assistant Director.

a) The Asst. Director shall maintain full authority over the creative team and any creative decisions in the absence of the Director.

b) Appointment of the Asst. Director shall follow the procedures outlined in Article Seven, 7.4 Successions of Brains.

c) The Asst. Director role does not hold executive voting power

6.2.7. The term limit of the Director will be one (1) year.



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6.3. The Stage Manager:

- 6.3.1. The Stage Manager communicates creative vision from the Director to the Crew Brains, and works with the Producer to ensure all logistics and finances are in order for the crew's operations.
- 6.3.2. There is no term limit for the Stage Manager

6.4. The Marketing Director:

- 6.4.1. The Marketing Director communicates creative vision from the Director to the Marketing Brains, and works with the Producer to ensure all logistics and project management are in order for the marketing's operations.
- 6.4.2. There is no term limit for the Marketing Director.

6.5. Transfer of Knowledge

- 6.5.1. All Brains shall prepare a transition document in advance of the AGM.
- 6.5.2. The transition document shall include explanations of the major tasks & deliverables required by the role, general advice on the role, a review of the previous year and possible improvements.
- 6.5.3. All transition documents must be submitted to the outgoing Producer before the AGM.

7. Article Seven – Elections and Succession

7.1 Elected Positions

- 7.1.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 7.1.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 7.1.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 7.1.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 7.1.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 7.1.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 7.1.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 7.1.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)



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7.2. Elections

- 7.2.1. Elections shall occur once annually.
- 7.2.2. Nominations for electible positions shall be opened a minimum of one (1) month in advance of the AGM, where elections shall take place.
- 7.2.3. Elections shall be held in person and using paper ballots at the Annual General Meeting.
- 7.2.4. In advance of an election, the Executive Committee will appoint an elections committee to oversee the elections processes.
 - a) The elections committee will be composed of the outgoing Producer and two (2) Election Officers who will be past Producers.
 - b) The outgoing Producer may not run in the election, and will be responsible for announcing the election, collecting nominations, administering voting, and counting votes.
 - c) The Election Officers may not run in the election and must not hold executive membership, and will be responsible for aiding the outgoing Producer in the election planning process, administering voting, and counting votes.
- 7.2.5. The Producer shall select a member of the Executive Committee who shall not vote by regular means, but who shall instead seal their filled ballot in an envelope. In the event of a tie, the aforementioned sealed ballot shall act as the tie-breaking vote.
- 7.2.6. The winner of the election shall be the individual with the most ballots in their favour.
- 7.2.7. The winner of the election will take office within one (1) month of the election.
- 7.2.8. The term of an elected executive shall be one year, not including one (1) month transition time following the election.

7.3. Appointment of the Director

- 7.3.1. The outgoing Director shall form a committee consisting of the outgoing Director, outgoing Producer, and two (2) additional previous Directors. This committee shall consider all Director nominees and recommend one nominee to the incoming Producer.
- 7.3.2. The Director shall be appointed by the Producer in accordance with the recommendation of the committee described above.
- 7.3.3. The Director is not granted executive voting power

7.4. Successions of Brains

- 7.4.1. Brains of SN are not subject to term limits.
- 7.4.2. A recognition form shall be open during the transition period (April 1st to June 30th) to give the opportunity for the membership to recognize members, including themselves, who may be suitable for different roles.



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7.4.3. The Executive Committee shall take into consideration the recognition form. The Executive Committee may recruit for any position using applications internal or external to SN. The Executive Committee may also extend offers without an explicit application process so long as there is consensus with the Executive Committee regarding the member to whom a role should be offered.

7.4.4. In the event that the Executive Committee does not reach a consensus on a role,

- a) The Producer shall have final say on Crew Brain and Marketing Brain offers.
- b) The Director shall have final say on Creative Brain offers.

7.4.5. The recruitment process must follow this process for any roles not filled by consideration of the Executive Committee with the recognition process:

- a) A written posting must be sent to the following at a minimum:
 - i) The general membership
 - ii) The SN website and social media pages
- b) An application form and description of the role shall be included in the aforementioned written posting.
- c) The Executive Committee will conduct interviews for the position.
 - i) Outgoing and previous Brains may be included to assist in conducting interviews.
 - ii) In the case of the Crew Brains, the Stage Manager may be included in the interview process.
 - iii) In the case of the Marketing Brains, the Marketing Director may be included in the interview process.

8. Article Eight – Finances

8.1. The Producer(s) shall keep records of all incomes and expenses. A detailed budget is upkeep by the Producer(s). All banking activity and cheque signing privileges are exclusive to the Producer(s) and Assistant Producer, if applicable.

8.2. Signing office authority for SN's financial practice will be held by the Producer and Asst. Producer.

8.3. In the absence of the Producer, the Asst. Producer shall be given signing office authority for SN's finances that they are only allowed to use according to the financial responsibilities outlined in Article Six.

- a) These responsibilities include signing reimbursement checks given to the Producer.

8.4. The Producer will prepare a preliminary budget during the summer before the academic year.

- a) The preliminary budget will be based on previous spending and revenues adjusting for varying factors.
- b) The Producer should take into account the Director's creative vision in the show when formulating the preliminary budget.

8.5. The Producer will hold budget meetings at the start of the school year with all Crew Brains (where applicable) to discuss the amount proposed by the Producer and whether that is sufficient to achieve the creative vision of the show.



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a) Brains must communicate all concerns with the proposed budget at most two (2) weeks following the initial meeting.

b) A finalized budget amount will be determined by the Producer.

8.6. The Producer must submit a Profits & Loss (P&L) statement and Audit to EngSoc each year.

8.7. The group's executives or members may not engage in activities that are essentially commercial in nature. Commercial activities include those which are undertaken expressly for personal, financial gain. Commercial activities do not include generation of revenue for the SN operating budget through the sale of goods or capital returns off of investments.

8.8. SN will not pay salaries to its members.

8.9. SN will reimburse its members for the costs incurred while executing one's position within the show.

9. Article Nine – Meetings

9.1. The group shall hold Annual General Meetings (AGM) at least once a year for all members. Outgoing executives will introduce the incoming executive committee to the general members at the AGM.

9.2. The Annual General Meeting (AGM) shall occur between May 1st & June 30th.

9.3. The Executive Committee will announce this date two (2) weeks prior to holding the meeting. These meetings are intended to go over the group's annual activity plan and propose or vote on constitutional amendments, if any.

9.4. The nomination period for all electible positions will close 24 hours before the start of the AGM.

9.5. Members of the Executive Committee shall attend a minimum of one (1) meeting per every (2) weeks during the summer, fall and winter term.

10. Article Ten – Termination of Executives or General Members

10.1. Any member of the club who commits an act deemed to negatively affect the interests of the club and/or its members may be given notice of removal. The member up for removal shall have the right to defend their actions.

10.2. A vote will be held at the executive meeting, and a majority vote of the current executive present in favor of removal is required.

10.3. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

10.4. This removal process may take place whenever conduct deemed inappropriate or negatively impactful to the interests of Skule Nite occurs, regardless of when the incident occurs in relation to the show date.

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



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- 10.6. Executive members are subject to the same termination or impeachment process and may lose their executive position along with their membership to the group.

11. Article Eleven – Amendments

- 11.1. Only members who are members of the University of Toronto may vote on amendments.
- 11.2. Amendments must be passed by a simple majority vote at the annual general meeting.
- 11.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 11.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.