

Constitution of “UofT Drama Coalition of Student Theatre”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “UofT Drama Coalition of Student Theatre”
- 1.2. The official acronym or abbreviation of the group is “Drama Coalition”
- 1.3. The purpose, objective, mission and/or mandate of the organization is to stimulate interest in the theatrical arts within the University community and foster relationships between various dramatic groups/clubs through its Festival, annual Drama Coalition “Dougies” Awards Ceremony, and subsequent activities. The UofT Drama Coalition of Student Theatre shall be committed to creating a safe, accessible, and inclusive environment for all members of the U of T campus theatre community, and shall operate openly, equitably, and democratically. In its goal to celebrate campus theatre and promote inclusivity, the Drama Coalition shall strive to eliminate inequitable practices within its institution: the annual Drama Festival, and the annual Drama Coalition Awards ceremony. As the unifying element between all UofT campus theatre groups, the Coalition shall advocate for and encourage all Groups to do the same.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. To become a voting member, students must complete one of the following options:
 - 2.4.1. If they are involved in a campus theatre production, they will have the opportunity to gain membership status through a form sent through their production’s representative.
 - 2.4.2. If they are not involved in a campus theatre production, they can gain membership status through the form on the Drama Coalition website.
- 2.5. 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.
- 2.6. There is no membership fee.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. Only Executive Committee members and Appointed Directors may attend meetings of the Executive Committee.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.

3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. **Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee, excluding the First-Year Representative, shall be from May 1st to April 30th.
- 4.2. The term for the First-Year Representative shall run from October 1st to September 30th.
- 4.3. The Executive Committee shall be comprised of nine to twelve (9-12) voting members.
- 4.4. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.5. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.6. 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.
- 4.7. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.8. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

5. **Article Five - Executive Committee Composition and Duties**

5.1. **The President shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Be ineligible to cast votes in Elections for the Executive Committee as they are responsible for running the election,
- 5.1.3. Be ineligible to run for a position on the Executive Committee after their term as President has completed as they are responsible for running the election,
 - 5.1.3.1. Be eligible to run for a position on the Executive Committee after their term as President has ended, granted that they are not responsible for overseeing the election.
- 5.1.4. Oversee the operations, management, and success of the group,
- 5.1.5. Serve as spokesperson for the group,
- 5.1.6. Hold signing and financial authority along with the Treasurer,
- 5.1.7. Preside over meetings of the Executive Committee and/or members,
- 5.1.8. Run elections in a fair and unbiased manner, following constitutional guidelines,
- 5.1.9. Ensure a transition of office from one year to the next,
- 5.1.10. Be a member in good standing for a minimum of 60 days prior to running for the position.
- 5.1.11. It is strongly recommended that the President has sat on the Executive Committee for a minimum of one academic year before holding the position.

5.2. **The Vice-President/Treasurer shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,

- 5.2.4. Coordinate organizational recruitment efforts.
 - 5.2.5. Record all financial transactions of the group,
 - 5.2.6. Hold signing and financial authority along with the President,
 - 5.2.7. Maintain a budget of income and expenses,
 - 5.2.8. Advise members on financial position of the group,
 - 5.2.9. Prepare an annual budget for the group.
- 5.3. **The Festival Coordinator(s) shall:**
- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.3.2. Be held by one to two people,
 - 5.3.3. Monitor the Rules and Regulations of the Drama Festival
 - 5.3.4. Facilitate all Event Coordination for the Festival,
 - 5.3.5. Communicate with Festival participants,
 - 5.3.6. Act as the primary contact for the venue,
 - 5.3.7. Organize the Festival Workshop,
- 5.4. **The Awards Coordinator(s) shall:**
- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.4.2. Be held by one to two people,
 - 5.4.3. Monitor the Rules and Regulations of the Drama Coalition Awards,
 - 5.4.4. Coordinate voting meetings and procedures,
 - 5.4.5. Ensure eligibility of nominees,
 - 5.4.6. Coordinate the Drama Coalition Awards Ceremony,
 - 5.4.7. Chair the Awards Committee as described in Article Twelve.
- 5.5. **The Communication Coordinator(s) shall:**
- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.5.2. Be held by one to two people,
 - 5.5.3. Manage the Drama Coalition website and other social media accounts,
 - 5.5.4. Record meeting minutes,
 - 5.5.5. Be responsible for the creation and distribution of the Newsletter,
 - 5.5.6. Be responsible for the upkeep of archival records and the notification of all Coalition meetings.
- 5.6. **The Technical Representative shall:**
- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.6.2. Act as an advocate for student technicians and designers.
 - 5.6.3. It is strongly recommended that they have experience in at least one element of technical design,
 - 5.6.4. Assist in connecting between members of the campus theatre community interested in getting involved with technical work on shows and shows seeking technical support.
- 5.7. **The Music Representative shall:**
- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.7.2. Act as an advocate for student musicians and musical directors.
 - 5.7.3. It is strongly recommended that they have experience in at least one element of musical performance,
 - 5.7.4. Assist in connecting between members of the campus theatre community interested in getting involved with musical work on shows and shows seeking musical support.

5.8. The Outreach and Social Coordinator shall:

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.8.2. Be responsible for planning social events,
- 5.8.3. Create outreach opportunities to expand the Drama Coalition's membership in the broader UofT community,
- 5.8.4. Spearhead projects relating to accessibility, equity, and diversity within the theatre community.

5.9. The First-Year Representative shall:

- 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.9.2. Spearhead First-Year outreach events,
- 5.9.3. Facilitate orientation events,
- 5.9.4. Create a database of Rookies for the Awards,
- 5.9.5. Be elected through a by-election in the fall as to gain more exposure of the position to first-year students.
- 5.9.6. As the purpose of this position is to directly support the first-year community, it is strongly recommended that it is filled by a first-year student.

6. Article Six – Appointed Directors Composition and Duties

6.1. The Hart House Theatre Liaison shall:

- 6.1.1. Be a staff member at Hart House Theatre
- 6.1.2. Act as the liaison between the Coalition and Hart House Theatre

6.2. The St. Michael's College Troubadours Representative shall:

- 6.2.1. Act as the primary liaison between their group and the Drama Coalition,
- 6.2.2. Be responsible for keeping the Coalition updated on their society,
- 6.2.3. Report to their society regarding Coalition updates.

6.3. The Victoria College Drama Society Representative shall:

- 6.3.1. Act as the primary liaison between their group and the Drama Coalition,
- 6.3.2. Be responsible for keeping the Coalition updated on their society,
- 6.3.3. Report to their society regarding Coalition updates.

6.4. The UTM English and Drama Student Society Representative shall:

- 6.4.1. Act as the primary liaison between their group and the Drama Coalition,
- 6.4.2. Be responsible for keeping the Coalition updated on their society,
- 6.4.3. Report to their society regarding Coalition updates.

6.5. The UTSC Drama Society Representative shall:

- 6.5.1. Act as the primary liaison between their group and the Drama Coalition,
- 6.5.2. Be responsible for keeping the Coalition updated on their society,
- 6.5.3. Report to their society regarding Coalition updates.

6.6. The Trinity College Dramatic Society Representative shall:

- 6.6.1. Act as the primary liaison between their group and the Drama Coalition,
- 6.6.2. Be responsible for keeping the Coalition updated on their society,
- 6.6.3. Report to their society regarding Coalition updates.

6.7. The University College Follies Representative shall:

- 6.7.1. Act as the primary liaison between their group and the Drama Coalition,
- 6.7.2. Be responsible for keeping the Coalition updated on their society,
- 6.7.3. Report to their society regarding Coalition updates.

7. Article Seven – Elections

- 7.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 7.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 7.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 7.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 7.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 7.6. 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.
- 7.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 7.8. The President shall plan and administer the election.
- 7.9. Elections will be held each spring for the next academic year's Executive Committee excluding the First-Year Representative.
- 7.10. A by-election shall be held in the fall to fill the First-Year Representative position and any remaining vacancies on the Executive Committee.

8. Article Eight – Finances

- 8.1. The Treasurer shall keep an active record of income and expenses.
- 8.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 8.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 8.4. The group may not engage in activities that are essentially commercial in nature.
- 8.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 8.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 8.7. The group will not pay salaries to any of its officers.

9. Article Nine – Meetings

- 9.1. The Executive Committee and Appointed Directors shall meet weekly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 9.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.

9.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

10. Article Ten - Termination of Membership

- 10.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
- 10.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 10.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 10.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 10.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 10.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 10.7. Executive Committee members are subject to the same termination of membership process as general members.

11. Article Eleven – Amendments

- 11.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 11.2. All voting members may propose and vote on amendments to the constitution.
- 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.

12. Article Twelve – Awards Committee

- 12.1. The Drama Coalition “Dougies” Awards shall be organized and decided by the Awards Committee.
- 12.2. The Committee shall be chaired by the Awards Coordinators and consist of the following members:
 - 12.2.1. All of the Executive Committee,
 - 12.2.2. All of the Appointed Directors,
 - 12.2.3. The President and Hart House Theatre Liaison are ineligible to vote on “Dougies” nominations and winners.