

The University of Toronto Scarborough Drama Society Constitution 2023-2024  
Last Amended: August 12, 2023

Ratified by the Following:

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## 1. OFFICIAL NAME

- 1.1. The UTSC Drama Society
- 1.2. May also be referred to as UTSCDS, DS, or Drama Society for short

## 2. MISSION STATEMENT / PURPOSE:

- 2.1. The UTSC Drama Society exists as a positive and safe theatrical community to encourage emerging artists and theatre lovers to experiment, engage with, and grow their theatrical experience in a low-risk environment.
- 2.2. The Drama Society is an independent entity working within the University of Toronto and is subject to review or assessment under University of Toronto policy at all times.

## 3. MEMBERSHIP

- 3.1. Membership shall be open to all students, staff, and alumni of The University of Toronto who support our mission and intend to preserve the vision of the UTSC Drama Society.
- 3.2. UTSC Drama Society will protect its members' information at all times and will use its members' information only for delivery of service and not for commercial gain.
- 3.3. Members shall be those who have attended a Drama Society event each season.
  - 3.3.1. Members in good standing are those who have consistently abided by the Constitution and Bylaws and have not willingly withdrawn their membership.
- 3.4. Membership is valid beginning September 1<sup>st</sup> until August 31<sup>st</sup> each year, at which point it may be renewed at any time for the following year.
- 3.5. All members in good standing shall be afforded the following rights within Drama Society:
  - 3.5.1. The right to participate in the Annual General Meeting
  - 3.5.2. The right to vote in Executive Elections
  - 3.5.3. The right to organize/engage in activities that are reasonable and lawful
  - 3.5.4. The right to freedom from discrimination of any sort on the basis of sex, race, religion, gender expression, personal philosophy, or sexual orientation.
  - 3.5.5. The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal, or which infringe on the rights and freedoms mentioned above.
- 3.6. Each member shall possess the following responsibilities relative to participation in The UTSC Drama Society:
  - 3.6.1. Support the mission of the organization
  - 3.6.2. Uphold the values of the organization
  - 3.6.3. Abide by the constitution and subsequent official organizational documents

- 3.6.4. Respect the rights of peers and fellow members
- 3.6.5. Abide by University of Toronto policies, procedures, and guidelines
- 3.6.6. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada

#### 4. ELECTIONS

- 4.1. Executive elections will be held at the Annual General Meeting, which must take place after the Drama Society's final production before the summer semester.
- 4.2. Candidates for a position on the Executive Team may nominate themselves by submitting to run for the position by whichever method the Drama Society chooses that year.
- 4.3. Only UTSC student members who have demonstrated attendance at least one Drama Society event in the previous season shall be permitted to run in an election.
  - 4.3.1. The chief executive candidates must have 1 year previous experience on the UTSC Drama Society Executive Committee. Alternatively, equivalent experience may be accepted as determined through an interview with the outgoing chief executives.
  - 4.3.2. Should a University of Toronto student from another campus have demonstrated commitment to the organization by attending one or more Drama Society events in the previous season and wish to run, they may submit a petition for eligibility to the Chief Executive Staff for review. The Chief Executive Staff may elect to name a student from another University of Toronto campus eligible to run in an executive election.
  - 4.3.3. At no time shall a student from a non University of Toronto school be permitted to run.
- 4.4. The candidates may be screened in a preliminary interview with the current President and one other executive member on the Team. The interview committee reserves the right to recommend people for positions that they have not applied for.
- 4.5. Election of executive members will take place via blind voting ballot at the Annual General Meeting.
  - 4.5.1. If there is a tie, then the outgoing President casts the final ballot. If the tie is for a position that the outgoing President is in the running for, then each candidate will deliver a short speech and votes will be recast. If there is a tie again, then the role will be split between the two nominees.
- 4.6. If there is only one candidate for a position, the ballot will still offer a yes or no option.
- 4.7. If there is no candidate or no elected executive for a position, the incoming Executive Team reserves the right to an interview hiring process.
- 4.8. The application period must commence a minimum of 14 calendar days prior to the election and must end a minimum of seven (7) days prior to the election.
- 4.9. Successful applicants will be permitted to give a short speech at the Annual General Meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period

will be left to the discretion of the outgoing Secretary.

- 4.10. All members participating in the vote have equal voting weight
- 4.11. The outgoing Executive Team must provide a list and description of each position available to the student population during the application and voting periods.
- 4.12. If a candidate wishes to run for two positions, and is the only candidate for both, they may be elected into both positions if approved by the outgoing council and if they receive a majority vote of acceptance from voters.
  - 4.12.1. If a candidate is elected to two different positions, but there are other candidates for one or both, the elected candidate may choose one position, and the other will be given to the runner-up.
- 4.13. The outgoing President must host a turnover meeting with both the outgoing and incoming Executive Team to ensure that the incoming council has the necessary information to move forward.
- 4.14. If an error in the election process is found and proven, the election is to be re-held on a date appointed by the Outgoing Executive Team.

## 5. EXECUTIVE TEAM

- 5.1. The Executive Team shall responsible for running the daily affairs of the UTSC Drama Society as well as its productions
  - 5.1.1. Members of the Executive Team must be current students of the University of Toronto Scarborough at the time of their election and must remain enrolled in at least one course at University of Toronto per fall or winter semester, which may include enrolment in co-operative studies elsewhere in the city.
  - 5.1.2. Members of the Executive Team shall be voted in for a one-year term beginning at the end of the previous academic year.
  - 5.1.3. There shall be no limit to the number of terms any individual may serve.
- 5.2. The Overseeing Executive Committee shall be composed of faculty advisors, theatre staff and if possible executive alumnus.
  - 5.2.1. Their involvement in the UTSC Drama Society carries none of the above-mentioned limitations of the Executive Team

## 6. EXECUTIVE TEAM: CHIEF EXECUTIVE STAFF

- 6.1. The officers from the Chief Executive Team will have a vote equivalent to 1.0 members as it pertains to any vote outside of the year-end elections. Three separate elected officers shall fill the following chief positions for a yearlong term:
  - 6.1.1. President
  - 6.1.2. Vice President
  - 6.1.3. Artistic Director
- 6.2. Duties of the President include:

- 6.2.1. Overseeing the operations of the UTSC Drama Society as a whole
- 6.2.2. Setting a strategy and vision for the season which the council may work to attain
- 6.2.3. Presiding over biweekly executive meetings and the Annual General Meeting as the lead authoritative officer
- 6.2.4. Sitting on the executive elections committee
- 6.2.5. Creates meeting agendas
- 6.2.6. Representing UTSC Drama Society as President during meetings with other student, departmental or faculty organizations unless otherwise represented by another elected official
- 6.2.7. Ensuring the executives on council are in good standing
- 6.2.8. Encouraging workshops, social events, productions, and the creation of art on campus in general in fitting with the vision statement set forth by the UTSC Drama Society
- 6.2.9. With assistance from the Vice President, securing the rights for productions as stated by law
- 6.2.10. Ensuring that inter-council conflicts are mediated and handled effectively.
  - 6.2.10.1. This responsibility will be split between the Vice President and President or another executive on the council that is more approachable.
- 6.2.11. Acting as an official signing officer of the year
- 6.3. Duties of the Vice President include:
  - 6.3.1. Assuming the duties of the President in case of their absence, impeachment, or resignation
  - 6.3.2. Creating and maintaining a positive flow of work by utilizing what resources and facilities are available as set out by the President
  - 6.3.3. Planning and prioritizing the council's organizational requirements
  - 6.3.4. Maintaining and monitoring staffing expectations and motivation to fulfill organizational requirements set forth by the mission statement
  - 6.3.5. Implementing volunteer programs and organization of project managers
  - 6.3.6. Managing the day-to-day activities of the Drama Society
  - 6.3.7. Coordinating the production of a year-end report with the rest of the Chief Executive Staff so that it may be passed on to future councils
  - 6.3.8. Ensuring that business operations are efficient and effective
  - 6.3.9. Aiding in creating membership base through recruitment initiatives
  - 6.3.10. Acting as an official signing officer
- 6.4. Duties of the Artistic Director include:

- 6.4.1. With the assistance of the Chief Executive Team, plan out the entire UTSC Drama Society season
- 6.4.2. Helping with edits on plays and working with directors to do so
- 6.4.3. Council for a vote which including, but not limited to: plays, workshops, and other productions
- 6.4.4. Working with the Treasurer, ensuring that the rights for any Drama Society production are paid in full by the first show of the production or by a deadline set by the playwright or their agency
- 6.4.5. Working with the Technical Coordinator, making sure that the space is properly booked for the run of a Drama Society production
- 6.4.6. Coordinating Open Mic Night Event with additional executive support
- 6.4.7. Casting Directors for different productions or, if applicable, assuming the role of director for a Drama Society Production
- 6.4.8. Working closely with the director(s) of a Drama Society production to provide support, counsel, and/or artistic input where requested
- 6.4.9. Working with the Secondary Staff to oversee the audition process for any Drama Society productions
- 6.4.10. Assisting the Executive Team to determine which external club related events the council is going to participate in

## 7. EXECUTIVE TEAM: SUPPORTING EXECUTIVE STAFF

- 7.1. The officers from the Supporting Executive Team will have a vote equivalent to 1.0 member as it pertains to any vote outside of the year-end elections. At least four separate elected officers shall fill the following positions:
  - 7.1.1. Secretary
  - 7.1.2. Treasurer
  - 7.1.3. Technical Coordinator(s)
  - 7.1.4. Marketing and Social Media Directors
  - 7.1.5. Outreach Coordinator
  - 7.1.6. Drama Coalition Representative
- 7.2. Duties of the Secretary include:
  - 7.2.1. Updating and maintaining the UTSC Drama Society membership database
  - 7.2.2. Recording minutes for all meetings and ensuring that the meeting minutes are distributed within 24 hours of each meeting to all executive members
  - 7.2.3. Sharing online ticketing and payment updates (such as Eventbrite and Square Up) with President and Treasurer
  - 7.2.4. Preparing meeting agendas for all meetings as instructed by the President if support is needed

- 7.2.5. Aiding in creating a membership base through recruitment initiatives
- 7.2.6. Maintaining the general inbox of the UTSC Drama Society email and all correspondences for the UTSC Drama Society
- 7.2.7. Assisting the Chief Executive Staff to determine which external club related events the council is going to participate in
- 7.2.8. Helping with printing scripts, programs, tickets, etc.
- 7.3. Duties of the Treasurer include:
  - 7.3.1. Keeping books on financial records, bank accounts and transactions
  - 7.3.2. Presenting up to date financial reports at meetings as prescribed by the President
  - 7.3.3. Working towards obtaining sponsorship from various sources
  - 7.3.4. Creating clubs funding proposals for DSL, SCSU, and any other funding bodies during the year
  - 7.3.5. Ensuring that the Drama Society is always in a good financial standing
  - 7.3.6. Working with the individual Vice President & project managers to create event budgets
  - 7.3.7. Reimbursing members and executives for approved expenses
  - 7.3.8. Creating and maintaining a complete budget throughout the year
  - 7.3.9. Managing the Box Office/Front of House and ensuring that all DS spaces are kept well managed at all times
  - 7.3.10. Acting as an official signing officer
- 7.4. Duties of the Technical Coordinator include:
  - 7.4.1. Booking the Leigha Lee Browne Theatre and/or other spaces on the UTSC campus or elsewhere for Drama Society events and productions
  - 7.4.2. Working with the Technical Director and Production Manager of the Leigha Lee Browne Theatre to plan the construction of sets, props, sound, and lighting for events in the theatre
  - 7.4.3. Overseeing the construction of sets, props, and lighting as well as lighting plots for events
  - 7.4.4. Assembling the required technical crews for all Drama Society related events while working with the Technical Director and Production Manager of the L.L. Browne Theatre
  - 7.4.5. Contacting facility maintenance to ensure all events may be run freely with minimal interference from staff and other related campus groups
  - 7.4.6. Booking and overseeing transport as it pertains to any of our events
  - 7.4.7. Assuming the role of stage manager, assistant stage manager or any other technical job for a Drama Society production that is not filled by another student
- 7.5. Duties of the Marketing and Social Media Directors include:



- 7.5.1. Working with the President and Artistic Director to design and/or create advertisements for UTSC Drama Society events throughout the year; if it is not within their power to create advertisements, they must designate the design and/or creation of advertisements to a third party
- 7.5.2. Ensuring that all material is up well in advance (no less than a week) before the date of the production, workshop, or social event
- 7.5.3. Ensuring that all promotional material up on behalf of the UTSC Drama Society complies with policies set forth by the UTSC Campus
- 7.5.4. Working with other campus clubs and staff (Fusion, The Underground, SCSU, ACM, UMAP, SHADO, etc) to promote our events
- 7.5.5. Working with organizations outside of the school to promote our events to the community surrounding our campus
- 7.5.6. Updating and maintaining the UTSC Drama Society website, Facebook, Instagram, Twitter, and Youtube accounts
- 7.5.7. Creating events on Facebook and promoting using social media websites
- 7.5.8. Updating and maintaining the UTSC Drama Society theatre board
- 7.6. Duties of the Outreach Coordinator:
  - 7.6.1. Acting as a First Year Representative for the first and second years on campus
  - 7.6.2. Sending a call out for volunteers at least a month in advance of a show/performance/event
  - 7.6.3. Sending emails to volunteers about details of their tasks and when they would need to come in for training.
  - 7.6.4. Representing the Drama Society for the first years and occasionally second years.
    - 7.6.4.1. This includes: being present and preparing for Frosh, visiting classrooms during the year and making announcements, sending out emails to professors in the Arts, Culture and Media department about upcoming shows and making connections with people to gain more reach at UTSC.
  - 7.6.5. Helping prepare for certain events such as Baby Oscars and Open Mic Night. Is also facilitating these events.
  - 7.6.6. Supporting Social Media and marketing as well as Technical Coordinators if need be.
- 7.7. Duties of the Drama Coalition Representative:
  - 7.7.1. Attending meetings held by the University of Toronto Drama Coalition and taking minutes
  - 7.7.2. Updating the executive team during weekly meetings with the happenings of the University of Toronto Drama Coalition procedures

- 7.7.3. Acting as the UTSC Drama Society's representative for the University of Toronto Drama Coalition and in any elections or voting propositions
- 7.7.4. Acting as the assistant production manager for the University of Toronto DramaFest production
- 7.7.5. Attending productions held by all theatre student groups at the University of Toronto in order to be eligible to vote for the University of Toronto Drama Coalition's awards ceremony at the end of the year
- 7.7.6. Demonstrate strong connections with the other representatives at the University of Toronto Drama Coalition
- 7.7.7. Update the University of Toronto Drama Coalition about the UTSC Drama Society's shows

## 8. SECONDARY STAFF

- 8.1. Secondary staff will be hired on a show-by-show basis by the Artistic Director. Upon hiring, every secondary staff member must sign a contract outlining their duties and obligations. Secondary Staff roles include, but are not limited to:
  - 8.1.1. Stage Manager
  - 8.1.2. Assistant Stage Manager
  - 8.1.3. Director
  - 8.1.4. Assistant Director
  - 8.1.5. Actor
  - 8.1.6. Board Operator
  - 8.1.7. Editor
  - 8.1.8. Animator

## 9. OVERSEEING EXECUTIVE COMMITTEE

- 9.1. The Overseeing Executive Committee shall be a ubiquitous collective consisting of the following members to be determined each year at the time of elections:
  - 9.1.1. 1 or more faculty advisors (preferably program director)
  - 9.1.2. 1 or more theatre staff member (preferably production manager)
  - 9.1.3. 1 or more alumnus executive (preferably former president)
    - 9.1.3.1. Must be a former member of the Chief Executive Staff who was in good standing with the council and served for at least one full term
- 9.2. The roles and responsibilities of the supporting executive team are to:
  - 9.2.1. Manage any internal conflicts that should arise
  - 9.2.2. Ratify positions of executive officers by a majority vote
  - 9.2.3. Participate on voting matters when needed

9.2.4. Ensure that the council continues to thrive for years to come

9.2.5. Act as an advisory board for the Primary Executive Team

## 10. VOTE OF NO CONFIDENCE

10.1. If an executive team officer that has not fulfilled to the best of their ability the mission statement due to either personal unwillingness, a violation of the membership policy, or blatant disregard for their outlined responsibilities as outlined by *Article 3.0* may have a motion of no confidence placed against them by another member of the executive team

10.1.1. This motion must be seconded by another executive officer in order to be made official for a vote

10.2. Should the vote be seconded, either of the executives who proposed the vote must present a short case supporting their argument as to why the officer in question has failed to meet the mission statement.

10.3. The officer in question will then be allowed to present a rebuttal for this argument or may choose to forgo it entirely.

10.4. A vote will then be taken, and should the majority of the council vote in favour of no confidence towards the selected executive, then the entire council will determine the repercussions to be taken, which could include, but are not limited to:

10.4.1. Being stripped of their right to vote on executive matters.

10.4.2. Having their responsibilities temporarily suspended and redistributed to other council members.

10.4.3. Allowance to attend executive meetings, but being stripped of other rights and responsibilities.

## 11. REMOVAL OF AN EXECUTIVE

11.1. An executive, or member may be removed for one of the following reason

11.1.1. They have violated the constitution;

11.1.2. They have violated University of Toronto policies, procedures, or guidelines;

11.1.3. They have violated the rights of a fellow member;

11.1.4. They have not fulfilled their organizational responsibilities;

11.1.5. Other criteria deemed appropriate by the Executive Committee in majority vote

11.2. The removal of members and executives will be facilitated by a *three-tier* procedure, which operates as follows:

11.2.1. First Tier: The executive will be warned both verbally and in writing from the President that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

11.2.2. Second Tier: Initiated because the member or executive has violated section 11.2.1 after receiving a first tier warning relative to a particular action or behavior.

- 11.2.2.1. The Vice President will be responsible for contacting the executive and facilitating training or suggesting best practices on how to correct the issues of concern. The Vice President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days. The executive or member accused of violating section 3.3.1 will be given fourteen (14) calendar days from receiving the Vice President written response to demonstrate progress or correction of behavior.
- 11.2.3. Third tier: Initiated because the member or executive has violated section 11.2.2 after receiving second-tier warning relative to a particular action or behavior.
  - 11.2.3.1. The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive member facing removal (or an individual they designate), may speak for up to five minutes each.
  - 11.2.3.2. The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive member facing removal is entitled to vote on the motion.
- 11.3. Should any elected member of the executive team be absent for three consecutive meetings without due notice, the Executive Team shall have the authority to render the member's position vacant. For this decision to be made official:
  - 11.3.1. The President must first have informed the affected member of the issue and its consequences in writing before the third offence
  - 11.3.2. An Executive Team meeting must be held
- 11.4. If, for any reason, there is an executive who is proven to be either incapable or unwilling under *Article 3.0* to fulfill their duties of meeting the mission statement set forth by this constitution or shows a blatant disregard for the wellbeing of the council or the student body as stated within this charter, the rest of the executive team has the right to impeach said member by way of a majority vote.
- 11.5. Vacancies in the office of any elected member of the Executive Team shall be filled by appointment of the Executive Team or by sole appointment of the President themselves to serve in the vacant position until the next regular elections are held

## 12. MEETINGS

- 12.1. The Executive Team shall try to meet weekly, but must meet at least bi-weekly. Weekly Meetings shall:
  - 12.1.1. Be used to upkeep and report on the daily operations of the UTSC Drama Society and their associated events while also providing a forum for the

organization's executives to discuss and make decisions on day-to-day matters

- 12.1.2. Be called to order and facilitated by the President (or Vice-President in their absence) who is responsible for:
  - 12.1.2.1. Formulating and distributing an agenda for each meeting, making sure to include time for each executive to speak on relevant business pertaining to their role
  - 12.1.2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 12.1.2.3. Moderating the discussion at meetings according to the agenda
- 12.1.3. Have accurate minutes taken by the Secretary in order to ensure that anyone who did not attend the meeting is kept up to date
- 12.1.4. Require executives to notify the President a minimum of six (6) hours before a meeting to inform them of any absences.
  - 12.1.4.1. The exception is in the event of emergency, including but not limited to personal emergency, family emergency, health emergency, etc.
- 12.2. An Annual General Meeting must be held once per year for all Drama Society Members. Annual meetings shall:
  - 12.2.1. Be called at the end of the winter term on a date deemed appropriate by the President and Secretary
  - 12.2.2. Be advertised at least 14 days in advance of the meeting
  - 12.2.3. Have an agenda provided a full seven days before the event to both the Executive Team and the Overseeing Executive Committee
  - 12.2.4. Have attendance open to all current members in good standing with the eligibility to vote
  - 12.2.5. Host the election of the Executive Team
  - 12.2.6. Feature reports from:
    - 12.2.6.1. The President on the goals and accomplishments of the season
    - 12.2.6.2. The Treasurer on the budget and financial standing from the season
    - 12.2.6.3. The Artistic Director or Vice President on program effectiveness, including house counts, awards, reviews, etc.
- 12.3. Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time and may take place without prior notice, called at the behest of the President
  - 12.3.1. An emergency meeting must be seconded by at least two executives on

the Executive Team

- 12.3.2. Should the President not be present, a meeting may be called at the request of any 3 council members, which may include the Vice President, Artistic Director, or Faculty Advisor
- 12.3.3. In the case of an emergency vote, quorum will be needed to make the vote official. Any vote made without quorum will not be recognized as official
- 12.3.4. Adequate minutes must be taken and distributed to all members of the Executive Team within 12 hours of an emergency meeting
- 12.3.5. Students/members who are not a part of the Drama Society Executive Team cannot be present at any official meetings unless they receive special permission by the President

### 13. VOTING AND QUORUM

- 13.1. Any question at an Executive Meeting shall be decided by a show of hands.
- 13.2. Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 13.3. In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed
- 13.4. Quorum for all UTSC Drama Society meetings shall be adhered to if the meeting wishes to be recognized as official. The meeting will not be recognized as official and any voting shall be annulled should quorum not be reached
- 13.5. Quorum for official UTSC Drama Society meetings is listed as follows:
  - 13.5.1. For Bi-Weekly Executive Meetings:
    - 13.5.1.1. Two members of the Chief Executive Staff
    - 13.5.1.2. No less than three members of the Supporting Executive Staff
  - 13.5.2. For Annual General Meetings:
    - 13.5.2.1. All of the Chief Executive Staff
    - 13.5.2.2. Two or more members of the Supporting Executive Staff
    - 13.5.2.3. Six or more general members
  - 13.5.3. For emergency meetings:
    - 13.5.3.1. No less than 50% of the Executive Team, primary or supporting

### 14. EXECUTIVE TRANSITION

- 14.1. All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 14.2. All outgoing executives are responsible for providing a detailed report to incoming

executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

- 14.3. All outgoing and incoming executives will participate in a joint transition meeting occurring no later than the end of May each year to assist with the transition between executive teams.

## 15. ATTENDING UTSC MEETINGS & ORIENTATION SESSIONS

- 15.1. Each representative from the Executive Team will attend at least one meeting, workshop, seminar or orientation sessions intended for all student organizations held by the SCSU and/or the Office of Student Affairs and Services.
- 15.2. The Chief Executive Staff can only miss two meetings maximum, unless in the case of emergency

## 16. PRODUCTIONS & EVENTS

- 16.1. The UTSC Drama Society can schedule productions, events, and workshops to promote the Drama Society and theatre as a whole around campus.
- 16.2. Furthermore, the Drama Society will strive to engage interest in extracurricular activities in and around campus, and promote a positive attitude towards all productions and events.
- 16.3. The Drama Society must follow certain guidelines to make sure these events run as smoothly as possible. These guidelines include:
  - 16.3.1. Arranging a meeting between the Drama Society Executive Team and the Technical Director and/or the Production Manager of the L.L. Browne Theatre before the beginning of the academic year to discuss the upcoming L.L. Browne Theatre season
  - 16.3.2. Contacting the SCSU and/or the manager of the respective space to book a venue (L.L. Browne Theatre, Rex's Den, etc...)
  - 16.3.3. Making sure any costs to book the venue are paid in full before the date(s) of the event
  - 16.3.4. Have at least one week of suitable marketing
  - 16.3.5. Contacting any third party source well before the event if they are meant to play a pivotal role in the event (i.e. leading a Drama Society workshop)
  - 16.3.6. Pay any royalty fees for a production/event as stated by law
- 16.4. To audition for shows put on by the Drama Society a student must be a current student at the University of Toronto Scarborough Campus or any U of T campus OR an alumni from University of Toronto
  - 16.4.1. Should the Executive Team feel at the conclusion of an audition or hiring process that no qualified candidates were presented from within the University of Toronto community, they may, at their discretion, choose to open the audition/hiring process to the external community.
- 16.5. In the event that an actor is to be replaced in a show due to a conflict with the director or

other valid reasons the following procedures must be followed:

- 16.5.1. The director must approach the President, Vice President, or the Artistic director about the situation as early as possible, a minimum of two weeks before the first run of the show
- 16.5.2. An emergency meeting must be called involving all members in the show, including cast members, tech members, and members of the Leigha Lee Browne Theatre staff to address the issue
- 16.5.3. The actor in question must receive a first tier warning before they are removed from the show
- 16.5.4. The artistic director must then be present at all rehearsals to make sure that the situation is improving
- 16.5.5. If the situation does not improve, the actor is then removed from the show by a majority vote and a replacement/understudy must take their place by decision of the artistic director and director of the show
- 16.5.6. If a replacement cannot be found the director, or a member of the executive takes on the duties of the role
- 16.6. In the event that a director is to be replaced due to conflicts with the cast/tech crew or other valid reasons, the following procedures must be followed:
  - 16.6.1. Any members involved in the show must approach the President, Vice-President, or Artistic Director about the situation a minimum of two weeks before the show
  - 16.6.2. An emergency meeting must be called involving all members in the show, including cast members, tech members, and members of the Leigha Lee Browne Theatre staff to address the issue
  - 16.6.3. The director in question must receive a first tier warning before they are removed from the show
  - 16.6.4. The artistic director must then be present at all rehearsals to make sure that the situation is improving
  - 16.6.5. If the situation does not improve the director is then removed from the show by a majority vote and a replacement/understudy must take their place by decision of the artistic director and the council
  - 16.6.6. If a director cannot be found, the stage manager and/or artistic director will take their place

## 17. FINANCES

- 17.1. The UTSC Drama Society is a not-for-profit organization and shall therefore not engage in any activities that are essentially commercial in nature.
- 17.2. The UTSC Drama Society will accept full financial and production responsibility for all activities it sponsors, plans, or executes.
- 17.3. The funds of the organization shall be expended pursuant to the operating budget



approved by Executive Team at an official meeting

- 17.4. All Budgets shall be prepared by the Treasurer in accordance with the organization's priorities as determined by the Executive Team in consultation with general members at a valid Annual General Meeting.
- 17.5. The UTSC Drama Society agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.
- 17.6. The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive Team may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive Team may designate, direct or authorize from time to time and to the extent thereby provided.
- 17.7. The Treasurer will ensure that proper and accurate financial records are maintained, so that they may be accessed at any time and then passed on to incoming executives following each year's elections
- 17.8. A financial budget will be discussed amongst Executive Team at the beginning of the year and determined by start of the fall semester
- 17.9. Finances shall be allocated according to production basis for the entire year
- 17.10. The President, Treasurer, and only in special circumstances the Vice President shall be the sole signing authorities of banking instruments for the organization.
- 17.11. The reimbursement of a member including those on the Executive Team shall only be granted on the following grounds:
  - 17.11.1. Proof that the Treasurer, under instructions by the President or Vice president, agreed to reimburse the purchase or asked that the purchase be made on behalf of the council
  - 17.11.2. An itemized receipt is given directly to the Treasurer showing the full amount for reimbursement within a week of the purchase
- 17.12. Should this criteria not be met, the Treasurer reserves the right to either:
  - 17.12.1. Reimburse the purchase based off a mock receipt or off their best estimate
  - 17.12.2. Outright refuse to reimburse the purchase
  - 17.12.3. There is to be a maximum of \$100 float in the cashbox at all times and \$100 maximum on your person at all times.

## 18. AMENDMENTS

- 18.1. Amendments to the constitution must be submitted in writing to the Executive Team at least two weeks prior to the Annual General Meeting
- 18.2. The Executive Team must circulate the proposal amendment(s) to the membership at least seven (7) days prior to the meeting

18.3. Amendments require a 2/3-majority vote of all the members present at a valid Annual General Meeting.

19. FOOD HANDLING

19.1. The UTSC Drama Society will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food or alcohol are held at the University of Toronto Scarborough campus.

20. PRECEDENCE OF UNIVERSITY POLICIES

20.1. The UTSC Drama Society will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the Drama Society, the University's policies, procedures, and guidelines will take precedent.

21. LEGAL LIABILITY

21.1. The University of Toronto Scarborough does not endorse the UTSC Drama Society's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.