



## **UTM ENGLISH AND DRAMA STUDENT SOCIETY CONSTITUTION 2024-2025**

### **Article 1 – Name of the Society**

- 1.1 The name of the Society shall be the UTM English & Drama Student Society, hereinafter referred to as 'EDSS.'

### **Article 2 – Aims of the Society**

- 2.1 Represents all members of the UTM English and Drama Department
- 2.2 Provide the UTM English & Drama Department and the UTM community as a whole with a safe space to grow and explore their interests in the English and Drama fields while providing opportunities to share and produce both academic and non-academic creative ideas, works, and criticism.
- 2.3 Encouraging an environment of shared collective experience in all modes of literary expression.
- 2.4 Providing a 'hands-on' approach to literature by organizing events that bring together students at the university.
- 2.5 Promoting relations between students and the department: voicing student concerns to the department and also providing students with a chance to meet with interested faculty outside of the classroom.
- 2.6 Assisting students in preparing for future academic studies and careers after finishing their undergraduate degree and providing information on career opportunities and graduate studies.
- 2.7 Developing a structure for a society that will continue into the future.

### **Article 3 – Membership**

- 3.1 All students enrolled in major, minor or specialist programs in the UTM English and Drama Department are general members of the Society.
- 3.2 The society is open to all UofT students, with an interest in English and Drama.
- 3.2 Any alumnus who wishes to participate in EDSS programming may do so, with priority going to current UTM students. Alumni members will not have the option of voting in elections nor be eligible to serve on the Executive Board.
- 3.2.1 Any alumnus who is interested in further involvement with the society may take on a consultant/advisory role with discretion from the Presidential Team
- 3.4 There is no fee required for membership in the Society. UTM EDSS may charge fees for events, but workshops are free.

## **Article 4 – EDSS Executive Board**

- 4.1 The EDSS Executive Board shall conduct the necessary business of the Society.
- 4.2 The Executive Board shall hold office from the first day of May, subsequent to their election, until the last day of the Winter semester, the following year. Re-election to the Executive Board is permitted.
- 4.3 The EDSS Executive Board will consist of:
  - The Presidential Team (President and Vice-President),
  - Executives (Equity Director, Marketing Director, Editor-in-Chief, Events Director of English, Events Director of Drama, PR and Outreach Director and Director of Operations)
- 4.4 All members of the EDSS Executive Board are expected to attend meetings.
- 4.5 The resignation of any member of the Executive Board shall be instituted by a letter of resignation to the President of the Society.

## **Article 5 – Removal from Office**

- 5.1 EDSS Executive Members are subject to a three-strike policy
- 5.1.1 Should a member of the Executive Board fall within breach of contract on three separate occasions/clauses, the third will lead to a vote from the remainder of the Executive Team. Should a majority rule in such a way, said member of the Executive Board will then be removed. However, the final decision can be overruled with cause by the Presidential Team.
- 5.1.2 Should an Executive Board member receive three strikes, they will be placed on Administrative Leave pending a final decision from the Executive Board or in the case of an Associate, pending a decision from the Executive in charge and the Presidential Team
- 5.2 Should the Executive Board Members find that a member of the Presidential Team is unfit, a petition can be brought up to the Executive Board. Should the majority of the board agree to this, the member shall be placed on Administrative Leave pending a final decision with the Department and the Executive Board.
- 5.3 Should a member of the EDSS team breach the UTMSU's Harassment, Sexual Harassment, and Discrimination policies, an external review shall be conducted by the UTMSU and the Department and shall be handled appropriately by both parties
- 5.3.1 If any student feels that there is an EDSS member in breach of UTMSU's Harassment, Sexual Harassment, and Discrimination policies, this student can reach out to the Campus Groups Coordinator or the Department Liaison

## Article 6 – Election of the Executive Board

- 6.1 The Executive Board of the Society shall be elected (or appointed in the case of the President) in late March.
- 6.1.1 If an Executive Board member resigns or is removed from office before the March elections, a replacement may be appointed by the President, in conjunction with a majority vote by the Executive Team.
- 6.2 All Executive members of the Society will be publicly elected, except the President, who will be appointed by the current EDSS Team.
- 6.2.1 The position of President will be open to any interested EDSS Member with at least one year of experience on the Executive Board.
- 6.2.2 The presidential nominees shall present a statement to the Executive Board and be subject to a private and anonymous vote of confidence in late February. All members of the current team shall be eligible to vote in this vote of confidence. The successful nominee shall require a two-thirds majority of votes to assume Presidency. If the existing President wishes to be re-appointed, they must also present a statement
- 6.2.3 Only if neither the existing President nor any of the members wish to take on this position, the outgoing President may nominate Presidential candidates from outside of the EDSS Executive Team. The nominee shall assume office only if they retain the support of two-thirds of the entire Executive Board (in a vote of confidence) and the support of the Chair of the UTM Department of English & Drama.
- 6.3 Candidates for each position (in the case of election or appointment) on the Executive Team of the Society must submit a candidate statement describing why they constitute the ideal candidate.
- 6.4 All members of the Society, as well as students from the Department of English & Drama, and students taking English and/or Drama courses as electives shall be entitled to vote in the online election of the Executive Board (held on [voting.utoronto.ca](http://voting.utoronto.ca)).
- 6.5 Certain positions must be filled by individuals who meet the requirements of the role
- 6.5.1 The President must be a member of the EDSS Executive team for at least 1 (one) year before applying for the role of President
- 6.5.2 The President and Vice-President must be a Specialist or Major in the UTM English and Drama Department
- 6.5.3 The Events Director for Drama must be a Specialist, Major, or Minor in Theatre, Drama and Performance Studies
- 6.5.4 The Events Director for English must be a Specialist, Major, or Minor in English, Creative Writing, Canadian Studies, and/or Game Studies
- 6.6 Should a position be left unfilled, the Presidential Team may fill the position with an open application or by nomination

## **Article 7 - Executive Team Expectations**

### **President**

- The President must be a Specialist, Major or Minor in the UTM English and Drama Department and must have at least one year of experience on the Executive Board of the EDSS
- Responsible for the general operations of the society
- Responsible for ensuring the success of the society
- Maintains good relations with other societies, clubs, and the UTMSU as well as with the UTM English and Drama Department and other relevant Departments
- Helps manage events, workshops, and other plans of the Society ensuring that they represent the needs of all members of the Society
- Responsible for supporting all executives and their needs to help ensure the smooth operations of the Society
- Maintains the society's reputation ensuring that public relations are kept at a high standard
- Ensures that the society's actions benefit and represent the needs of all students in the UTM English and Drama Department
- Manages the academic year as a whole ensuring events are distributed while also representing the interests of all students in the department

### **Vice-President (VP)**

- The Vice-President is a Specialist, Major or Minor in the UTM English and Drama Department in any year of study.
- Assists the President with the general operation of the society
- Manages inter-society relations and communications
- Helps develop programming for EDSS events
- Acts as a society liaison between all departments for society management and marketing purposes
- Works with the President to build relations with other societies, clubs, and the UTMSU as well as plan collaborative events with them
- Ensures that events and workshops hosted by EDSS represent the interests of all members of the department

### **The Editor-in-Chief**

- The Editor-in-Chief is a Specialist, Major or Minor in in the UTM English and Drama Department in any year of study.
- Responsible for the creation and organization of the English & Drama Department Journal, *With Caffeine and Careful Thought (WCCT)*
- Responsible for finding editors and writers for the journal, and supervising its editing, publication, and printing.
- Maintains media coverage of the *WCCT* ensuring that the journal reaches a wide audience of faculty, students, alumni, and others

**Events Director of English (EDE)**

- The Events Director of English is a Specialist, Major or Minor in English, Creative Writing, Game Studies and/or Canadian Studies in any year of study.
- Responsible for identifying concepts, platforms, guests, and collaborators for EDSS social and academic events concerning English, Creative Writing, Canadian Studies, and Game Studies in consultation with the Events Director of Drama and the Presidential Team,
- They must ensure that the English-focused events hosted by EDSS are engaging, creative, and benefits all students who have an interest in English-related topics

**Events Director of Drama (EDD)**

- The Events Director of Drama is a Specialist, Major or Minor in Theatre, Drama and Performance Studies in any year of study.
- Responsible for identifying concepts, platforms, guests, and collaborators for EDSS social and academic events concerning Theatre, Drama and Performance Studies, Creative Writing, and Game Studies in consultation with the Events Director of English and the Presidential Team,
- They must ensure that the Drama-focused events hosted by EDSS are engaging, creative, and benefits all students who have an interest in Drama-related topics

**Equity Director (ED)**

- The Equity Director is a Specialist, Major or Minor in the UTM English and Drama Department in any year of study.
- Reviews each event for potential inequities, in consultation with the Presidential Team, ensuring a fair and equitable process of application for, and execution of, all events.
- Serving as an advisor for event participants (in consultation with the EDE, EDD, and Presidential Team), if they should have any concerns about equitable treatment while participating in/ applying for events.
- Serves as a liaison between the Associates and the Executive Board of EDSS (alongside the VP), to ensure inclusive approaches to holding meetings and delegating tasks.
- Plans and executes events in collaboration with the EDE and EDD with a focus on Equity, Diversity, and Social Justice Practices
- Works with the Presidential Team, EDE, and EDD to create events that represent various identities and minority groups

**PR and Outreach Director (PROD)**

- The PROD is a Specialist, Major or Minor in the UTM English and Drama Department in any year of study.
- Works closely with the MDs to increase student engagement with events and the society
- Builds and maintains strong relations between the students and the society
- Organizes outreach initiatives to connect with the students
- Organizes the collection of feedback about events held by the society and works on ways to implement feedback
- Ensures student interests are reflected in the society's events
- Ensures all programs of the English and Drama department are represented by the society

**Director of Operations (DOP)**

- The DOP is the signing officer, in tandem with the President
- Maintains viable records of all society transactions and holdings, including prior expenses and projected budgets.
- Coordinates Executive Team Meetings and takes detailed minutes of meetings
- Works alongside the President to ensure the smooth operation of all events, workshops, and other activities hosted by the EDSS
- Goes through EDSS Student Life Coordinator to coordinate funds and facilitate reimbursements, when necessary.
- Diligently prevents mismanagement, misuse, or siphoning of funds that breaches the precepts of Ontario laws, non-profit organizations, UTMSU regulations, the Articles of the Constitution, and any other binding regulations of the Company.
- Responsible for examining and approving proposed budgets for events, workshops, and other society expenses along with the Presidential Team
- Works with the Marketing Directors to plan fundraisers and find sponsorships when necessary.
- Secures funding from the Department, Centre for Student Engagement, and other outlets
- Responsible for Submitting Audits for the UTMSU

**Marketing Directors (MD) (2 Positions)**

- The MD is in charge of all promotions for the UTM EDSS, including but not limited to social media posts, mailing campaigns, etc.
- The MD must create and update the website, and run social media accounts including Facebook, Instagram, and TikTok.
- Responsible for creating and sharing event pages through platforms like Facebook and Eventbrite
- Must maintain good relations with external media outlets such as the University, The Medium, and The Varsity, among others
- Must ensure coverage of all events, workshops, etc.
- Must maintain a good public image of the society

## **Article 8 – EDSS Executive Meetings**

- 8.1 Meetings of the EDSS Executives shall be held at least twice per month during the academic year. Members of the Executive Board are expected to be in attendance
- 8.1.1 Executives are also expected to hold meetings with their team at least once per month during the academic year.
- 8.2 If an EDSS Team Member fails to attend three meetings in a semester without legitimate reason, the EDSS Team may discuss their circumstance with the Executive Board at the next Executive Board meeting, after which the Presidential team will bring it up with said EDSS Team member to determine if they can continue their role.

## **Article 9 - Associates**

- 9.1 Associates can be any student interested in English and/or Drama.
- 9.2 Associates shall apply for their department of interest at the start of the Fall Semester.
- 9.3 Associates shall submit a candidate statement to, and be interviewed by, the Presidential Team and the appropriate Department Executive.
- 9.4 Successful associates shall be on-boarded by their Department Executive.
- 9.5 Should an Associate have any issues with their Department Executive, their concerns can be brought up to the Vice-President who will review the concerns and will meet with the Department Executive.
- 9.6 Each Executive Board Member has the right to appoint an Associate, or multiple as needed, for the academic year.
- 9.7 If any Executive Board Members wish to not appoint an associate for the year of their run, they should make this known to the VP, to ensure that applications for Associates within their respective departments are not offered during the Fall Semester.
- 9.8 Associates who are in breach of contract are subject to the three-strike policy. The third strike will result in the removal of the associate with approval from the Department Executive and the Presidential Team.

## **Article 10 - Associate Expectations**

### **Associates to the President and Vice President**

- The Associates to the President and Vice-President are UTM students belonging to any year of study and any program.
- Fulfill any administrative responsibilities provided to them by the President and Vice-President.
- Assists the Presidential team with oversight of plans for the academic year
- Ensures society calendars are updated with the relevant information
- The Associates to the President and Vice-President are appointed by the President and Vice-President of EDSS.

**Associates to the Events Director of Drama (EDD) and Events Director of English (EDE)**

- The Associates to the Events Directors are UTM students belonging to any year of study and any program.
- Assists the Events Directors with identifying viable platforms and chief guests for the EDSS' social and academic events.
- Assists with the planning and execution of events, workshops, and other activities hosted by the EDSS
- The Associates to the EDD and EDE are appointed by the EDD and EDE, in consultation with the Presidential Team.

**Associates to the Director of Operations**

- The Associates to the Director of Operations are UTM students belonging to any year of study and any program.
- Assist with taking Meeting Minutes and keeping a written record of all transactions.
- Helps with the planning and execution of fundraising events.
- Assist the DOP to ensure that financial records are up-to-date
- The Associates to the DOP are appointed by the Director of Operations, in consultation with the Presidential Team.

**Associates to the PR and Outreach Director**

- The Associates to the PR and Outreach Director are UTM students belonging to any year of study and any program.
- Assists with collecting student insight and feedback on events held by the society
- Assists with student engagement and organizing initiatives to engage the students of the department and students with an interest in English and Drama
- The Associates to the PROD are appointed by the PR and Outreach Director, in consultation with the Presidential Team.

**Associates to the Marketing Directors**

- The Associates to the Marketing Directors are UTM students belonging to any year of study and any program.
- Assist the MDs with sharing the promotional materials for EDSS events and workshops on social media.
- Assists the MDs in increasing the reach of EDSS and its events.
- Assists the MDs in creating promotional material for EDSS
- The Associates to the MDs are appointed by the Marketing Directors, in consultation with the Presidential Team.



### **Associates to the Editor-in-Chief**

- The Associates to the Editor-in-Chief are UTM students belonging to any year of study and any program.
- Assist with the creation and organization of *With Caffeine and Careful Thought (WCCT)*.
- Assist the Editor-in-Chief with tasks such as creating content, finding writers and illustrators, and editing *WCCT*
- Helps generate creative strategies and ideas to promote *WCCT*
- The Associates to the Editor-in-Chief are appointed by the Editor-in-Chief, in consultation with the Presidential Team.

### **Article 11 – Management of Finance**

- 11.1 The finances of the Society shall be managed by the President, Vice-President, and Director of Operations.
- 11.1.1 In the absence of a Director of Operations, the Presidential Team may take the responsibilities of the Director of Operations.
- 11.2 All funds will be deposited into the Society’s bank account as necessary.
- 11.3 Use of funds requires the explicit consent and approval of the Presidential Team, for which an approximate budget must be submitted.
- 11.4 No member of the EDSS Team shall receive remuneration from the Society, or use their office for personal financial gain.

### **Article 12 – Amendments to the Constitution**

- 12.1 Amendments to this constitution may be made at EDSS Team meetings.
- 12.2 Amendments must be presented to and voted upon by the Executive Board.
- 12.3 Amendments will be deemed approved if a two-thirds majority votes in agreement, and with the formal approval of the President.

### **Article 13 – Dissolution of the Society**

- 13.1 The Society may be dissolved by a two-thirds majority vote of its membership at a General Member meeting.
- 13.2 The Society may also be dissolved by decision of the UTMSU or the UTM Department of English and Drama. The Society shall fall into abeyance should it fail to validly elect a functioning Executive Board for two successive years.
- 13.3 On dissolution of the Society, the initial levy will be returned to the UTMSU. All funds collected by the Society will be distributed to a charity.