

ERINDALE MUSICAL THEATRE COMPANY CONSTITUTION 2024-2025

Article I – Name of the Society

- The official name of this recognized campus group shall be “Erindale Musical Theatre Company,” and will hereby be known as the “EMTC.”

Article II – Purpose and Objectives

- The purpose, objectives, mission, and mandate of this organisation will be:
 - To provide the UTM students with a safe and accessible place to share their ideas in creating, composing, and performing for the stage, through the use of performance planning and events coordination;
 - To plan performances of student work by facilitating and monitoring auditions/applications, rehearsal progress, and technical direction, allowing students to grow their individual and collective skills, and;
 - To collaborate with fellow theatre-focused student societies and groups at the UTM, UTSG, and UTSC, as well as the community of Mississauga, to encourage and facilitate youth engagement with the arts, while building a foundation to continue this work in this society’s future.

Article III: Membership

- General Membership within this society is open to any UTMSU student, though an official signup is required.
- Associate-to-Executive Membership is open to any and all UTM students, given they have submitted an application to the available position and been chosen by the Executive Team to assume the role.
- Executive Membership is open to any and all UTM students, given they have submitted an application and have been elected to the available position by majority vote within their designated campaign period.
- Meeting votes in regards to decision-making are open to all Executive and Associate-to-Executive Members.

Article IV: Executives

The Executive Team shall be composed of seven (7) elected officers. These include a President, Vice-President, Treasurer, Secretary, Social Media Manager, Equity Director, and Technical Director. Their respective duties are outlined below:

- President
 - Facilitate communication and collaboration with the UTMSU
 - Oversee group decisions and marketing
 - Assist with events coordination and facilitation
 - Preside over Executive and Associate meetings
 - Hold signing officer authority along with the Treasurer for financial operations
- Vice President
 - Assume duties of the President in their absence
 - Assist in overseeing Executive and Associate Meetings
 - Facilitate communication and collaboration with the UofT Drama Coalition
 - Assist with events coordination and facilitation
- Treasurer
 - Record all financial transactions
 - Submit Bi-Annual Audit to UTMSU
 - Facilitate financial collaboration with other groups
 - Hold signing officer authority along with the President for financial operations
 - Maintain a budget of income and expenses along with receipts
 - Advise members on the financial position of the club
 - Assist with events coordination
- Secretary
 - Facilitate Executive and Associate scheduling
 - Record notes and motions at all meetings
 - Notify all members of meetings
 - Maintain the email updates for General Members along with the Social Media Manager
 - Assist with events coordination

- Social Media Manager
 - Manage and update the group's public social media profiles
 - Manage the online portals of auditions and applications
 - Maintain the email updates for General Members along with the Secretary
 - Assist with events coordination

- Equity Director
 - Maintain communication between the creative team and performers during all rehearsal and audition processes
 - Oversee all applications to crew positions and auditions for casts
 - Spearhead communications with other UTM groups
 - Assist with and advise events coordination

- Technical Director
 - Communicate with creative teams to advise and provide support on their technical endeavours
 - Manage the use of technical equipment for all performance-based events
 - Assist with and advise events coordination

Article V: Removal of Members

- If an Executive or Associate-to-Executive Member is thought to have acted against the will or interest of the EMTC and its members, including missing 2 consecutive meetings without proper communication, failing to perform one's assigned duties as defined by the constitution, and breaching the UTMSU's Harassment, Sexual Harassment, and Discrimination policies, the member in question will be subject to removal from the EMTC's Executive Team;
 - General Member Removal:
 - *Notice of Removal* - The member will receive a written notice of removal from the society.
 - *Voting Process* - The Executive Team will meet and review any evidence supporting the removal, and a majority vote will determine the outcome.

- *Appeal Process* - If the removed member wishes to appeal the group's decision, they may submit a written appeal to the President and Equity Director for review.
- *Final Vote Process* - The Executive Team will meet again to review the written appeal, and another majority vote will be taken to determine the outcome.
- Executive Removal:
 - *Notice of Removal* - The member will receive a written notice of removal from the society.
 - *Voting Process* - The Executive Team will meet and review any evidence supporting the removal, and a majority vote will determine the outcome.
 - *Appeal Process* - If the removed member wishes to appeal the group's decision, they may submit a written appeal to the President and Equity Director for review.
 - *Final Vote Process* - The Executive Team will meet again to review the written appeal, and another majority vote will be taken to determine the outcome.
- All finalised removals of members must be sent to the UTMSU for documentation.

Article V: Elections

- The EMTC must follow set election dates and procedures. Executive Members may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator;
- Election Procedures:
 - The Election must be held in the Winter Semester, following the timeline set by the UTMSU.
 - A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election and

must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.

- Elections are open to all interested candidates who are UTMSU registered members.
- Election Timeline:
 - *Advertising Period* - Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group.
 - *Nomination Period* - All members who are interested in running for an executive position can self-nominate during this time. This will be overseen and managed by the CRO.
 - *All Candidates Meeting* - A meeting with all the candidates must be held to go over the election rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
 - *Campaign Period* - During this time, candidates can campaign themselves to the Campus Groups's membership.
 - *Voting Period* - Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organise the voting platform.
- Election Policies:
 - In the event of a tie, a meeting with the current Executive Team will take place to review the submission and campaign information, and a majority vote will take place to determine the outcome. This decision, and reasoning for the decision, will be sent to the Clubs Committee for approval.
 - Any complaints that arise during or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.
 - The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

- Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.
- Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

Article VI – Finances

- The Treasurer shall keep record of all income and expenses and provide the EMTC with an idea of the group's financial health at each Executive meeting.
- The Executive Team will vote on expenditures of over \$100.00 by majority vote at an Executive meeting.

Article VII – Meetings

- The Group shall hold Executive Meetings at least once bi-weekly, and Associate Meetings at least once monthly.
- General Meetings will be in the form of newsletters detailing the EMTC's financial engagements and upcoming events in motion.

Article V111 – Amendments

- Any registered UTMSU member may propose and vote on amendments to this constitution. The Executive Team will administer the process of having amendments discussed at Executive Meetings.
 - Constitutional amendments shall require a $\frac{2}{3}$ majority to be passed at Executive Meetings.
 - If passed, the Executive Team shall formally adopt the new constitution and submit the revised constitution to the respective University Officers (i.e. UTMSU, Centre for Student Engagement, etc.) within two (2) weeks of its approval by Executive members.

Signed September 15th, 2024,
 Madison Carrick
 Equity Director of the EMTC