

THE CONSTITUTION OF MUSIC IN THEATRE

**MUSIC
IN
THEATRE**



**A STUDENT
GROUP AT THE
UNIVERSITY OF TORONTO
SCARBOROUGH**

Constitution of Music in Theatre

Updated as of 4/21/2025

Article I: Name and Purpose

- 1.1 The official name of the Campus Group will be “Music in Theatre”
- 1.2 The campus group may be referred to by the acronym “MT”
- 1.3 The purpose, objectives, mission and/or mandate of the organization is to The purpose of MT at UTSC is to produce musical theatre (known as “production” in this constitution) and musical-related activities to promote a culture for musical theatre.

Article II: Membership

- 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 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.
- 2.5 The membership fee will be determined by the executive team and informed to all general members at its Annual General Meeting for the upcoming academic year. If no such information is provided, it is assumed to be \$0.

Article III: Rights of Members

- 3.1 All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2 All voting members have a right to attend all general meetings of members.
- 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 III are not awarded to non-voting members as described in Article II.

Article IV: Executive Committee

4.1 The term for all positions on the Executive Committee shall be from May 1st to April 30th.

4.2 The Executive Committee shall be composed of 10 voting members.

4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.4 Non-voting members may hold only non-voting positions on the Executive Committee, unless they are appointed as a production executive (See X), which are temporary appointed positions with voting power.

4.5 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.

4.6 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.7 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.

4.8 The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

Article V: Elections

5.1 All voting positions on the Executive Committee shall be filled through an annual election.

5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.

5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

5.6 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.

5.7 The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

5.8 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)

Article VI: Termination of Membership

6.1 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.

6.2 A vote to revoke membership must be held at a meeting of the administrative executive committee.

6.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

6.4 Any member facing removal shall have the right to appeal the decision of the administrative executive Committee to the general membership.

6.5 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.

6.6 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.

6.7 Executive Committee members are subject to the same termination of membership process as general members.

Article VII – Amendments

7.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

7.2 All voting members may propose and vote on amendments to the constitution.

7.3 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.

7.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.

Article VIII – Elaborations on Grounds for Termination

8.1 Core Values: MT upholds the values of *Inclusivity, Commitment, Respect, and Trust* in all its activities and interactions. These values guide the organization's operations, ensuring a welcoming and supportive environment for all members. Violation of these values by any member may also be considered as grounds for termination of membership.

8.2 A member may also be subject to termination based on the following grounds, elaborating and including the points from Article VI:

8.2.1 Discriminatory behavior.

8.2.2 Harassment and bullying.

8.2.3 Actions deemed by an executive member to go against the club's values.

8.2.4 Neglecting assigned duties.

8.2.5 Failure to attend meetings without prior notice three times in a school year.

8.2.6 Violating University of Toronto policies.

8.2.7 Engaging in illegal activities.

8.2.8 Financial misconduct (misuse or misappropriation of club funds).

8.2.9 Disrupting club operations, sabotaging projects, or repeatedly causing disruptions.

8.3 Members may receive one warning for violations from any executive before termination is considered (except for unnotified absences, which have a three-strike policy per school year). This warning must be communicated in writing and with written record

8.3.1 A member shall first make a reasonable attempt to mitigate problems with the opposing member before escalating the issue.

8.3.2 If there is no resolution from the previous step, the member may bring this issue up to a trusted executive member, who shall make a reasonable attempt to act as mediator between two parties to resolve the problem.

8.3.3 If there is no resolution from the previous step, the member may inform the executive member to bring this issue up for revision at the next administrative executive meeting, at which either party could potentially be subjected to warning or termination.

8.3.4 If there are reasonable grounds to believe that the violation is severe, and/or caused/will cause severe emotional and/or physical harm, termination may be issued without warning through voting conditions highlighted by term 6.3

8.4 If the offender is an executive, they must recuse themselves from the vote.

8.5 The Co-Presidents can summon or expel the offender from the meeting if necessary.

8.6 Vacancies during the school year are filled by the Co-Presidents and/or an appointment until the next election.

Article IX: Elaboration on Eligibility of General Members

9.1 All cast and crew of the production shall be considered as general voting members. They remain as general voting members after the end of their production.

9.2 Any cast or crew of the production that is unable to commit to their role and drops out during the production process will be considered as resigning from general membership.

9.3 Any volunteers, as requested for club operation purposes, are considered as general voting members, so long as they are not University of Toronto staff, faculty, alumni, and persons from outside the University.

Article X: Executive Structure (See Visual Summary in Appendix B)

10.1 The executive structure consists of two branches:

- **Administrative Branch (Elected Positions):** Co-Presidents, Vice President of Internal & External Affairs, Vice President of Production, Secretary, Treasurer, Director of Media & Marketing, Drama Coalition Representative - referred in this constitution as “administrative executive(s)” with its meetings known as “administration meetings”
- **Production Branch (Appointed Positions):** Music Director, Director, Stage Manager - referred to as “Production Executive(s)” with its meetings known as “Production Meeting(s)”
- “Executive” and “Executive Meetings” indicated in this constitution refers to both branches above.

10.2 The Co-Presidents shall oversee both branches.

10.2.1 The Vice President of Internal & External Affairs shall be the lead of the administrative branch

10.2.2 The Vice President of Production shall be the lead of the Production Branch.

10.3 Executives may recruit others to assist with departmental tasks. In doing so, said persons shall be considered as general voting members.

10.4 The Administrative Branch Executives are elected positions by conditions outlined in Article V and Article XIV.

10.5 The Production Branch Executives are recommended by the Vice President of Production and approved by the Executives of the Administrative Branch through an internal voting process described as follows:

10.5.1 The Vice President of Production shall consider the appointment of a Production Branch when a Production is confirmed for the school year.

10.5.2 The Vice President of Production recommends a candidate to fulfill a role of the production branch to the administrative executives.

10.5.3 This appointment shall be decided by majority vote from the administrative executives.

10.5.4 If the appointment fails the majority vote from the administrative executives, the Vice President of Production will restart the process from term 10.5.2.

10.5.5 If the appointment passes with a majority vote, the candidate is appointed to the position and is now considered a production executive.

10.5.6 An administrative executive may choose to apply to a production executive Position, cast or crew, should they be prepared to do the responsibility of both positions.

10.5.6.1 Administrative executives looking for a production executive position are subject to the same veto process, and must recuse themselves from the vote themselves.

10.5.6.2 Administrative executives looking to become cast or crew are subject to the same audition / interview process, and must disclose their conflict of interest at the beginning of the process.

10.5.6.3 An administrative executive that is performing a production executive role or cast or crew must prioritize the role of administrative executive in the case of a conflict of interest.

10.6 Production executives remain in Executive member status until April 31st.

10.6.1 Executive members of both branches must sign an agreement saying that they will abide by the constitution and the responsibilities delegated to them.

10.6 Should the

Article XI: General Meetings

11.1 Annual General Meetings (AGM) are held annually to vote on amendments, executive elections, budget approvals, and other club-wide updates.

11.2 The AGM must be held once per year.

Article XII: Executive Meetings

12.1 Executive Meetings involve all executive members from both branches plus any general members as deemed relevant by any club executives.

12.2 The Co-Presidents shall chair this type of meeting.

12.3 The two Vice Presidents shall co-chair this type of meeting, should the Co-Presidents be absent.

12.4 These meetings can be called at any time as needed by the Co-Presidents.

Article XIII: Administrative & Production Meetings

13.1 administrative meetings involve administrative branch members only, plus any general members as deemed relevant by any club executives.

13.2 Production meetings involve production branch members only, plus any general members as deemed relevant by any club executives.

13.2.1 Production meetings can involve cast and crew, should it be necessary.

13.3 The Co-Presidents, VP Internal & External Affairs, and VP Production must attend both types of meetings.

13.4 The Co-Presidents shall chair both types of meetings.

13.5 Absences should be reported to the Secretary and/or the Co-Presidents twelve hours before the scheduled meeting time at the latest.

Article XIV: Elaboration on Elections for Voting Executive Positions

14.3 Candidate Screening Process:

14.3.1 Only candidates not already serving in the administrative branch require screening.

14.3.2 The interview board consists of all administrative executives.

14.3.4 Candidates must pass a majority vote by the administrative executives to be placed on the ballot.

14.3.5 Executive members must recuse themselves in cases of conflict of interest.

14.3.6 Tied votes result in a pass.

14.4 Voting Process:

14.4.1 Elections will be conducted at the AGM.

14.4.2 Candidates are eligible to make a short speech, both in person, online, or through recording, should they wish.

14.4.3 All general members will vote by secret ballot for candidates that pass through the Candidate Screening Process as described by 14.3.

14.5 In case of a tie, both tying candidates shall occupy the position.

14.6 In case of one single running candidate, there will still be a vote, casting “yes” or “no”

14.7 Candidates that are successful in being elected (not reelected) must sign an agreement saying that they will abide by the constitution and the responsibilities delegated to them.

14.8 Should there be a position that is vacant, the Co-Presidents shall assume a position and/or appoint someone else into the role temporarily until the next by-election is held.

14.9 Should an executive not return to their positions the following year, they are responsible to help in the transition process, to ensure that the incoming candidate has the necessary information to assume the role.

14.10 Except in the case of insufficient members running, there must be two presidents elected at all times as Co-Presidents.

14.11 All general members are eligible to run for the elected administrative executive positions, with the exception of the two Co-Presidents, which is only open to members that have previously occupied another administrative and/or production executive position or have equivalent experience. The exception shall be ignored if there are insufficient applicants to that position.

Article XV: Transition

15.1 All outgoing executives are required to transfer all organizational resources, knowledge, documents, and materials to new executives.

15.2 A joint training session between outgoing and incoming executives must occur.

Article XVI: Roles and Responsibilities of the Club Executives

16.1 The Co-Presidents shall:

16.1.1 Establish, articulate, and serve as the main representative of the organization's mission, vision, and goals.

16.1.2 Provide leadership for the organization through embodying the values and mission of the club.

16.1.3 Attend and chair all meetings when possible.

16.1.4 Foster community-building among members and the wider community during events and meetings

16.1.5 Guide, oversee, and support club events and productions

16.1.6 Submit motions before, during, and after meetings as they see fit in order to proceed with the meeting as efficiently as possible.

16.1.7 Ensure that the transition of power between executives runs smoothly, and that the incoming executive feels confident in taking on their new responsibilities as the replacement executive.

16.1.8 Communicate with all members effectively and clearly, propose motions about the procedures of the organization to improve its organizational stability.

16.1.9 Prepare and present annual report at the Annual General Meeting

16.1.10 Tally the votes at the Annual General Meeting Election.

16.1.11 Have the right to vote in the Annual General Meeting.

16.1.12 Minimum of one of the Co-Presidents shall hold signing and financial authority alongside the Treasurer to facilitate financial decision-making and transactions.

16.1.13 Collaborate with the Director and Music Director to select the cast for the production through an audition.

16.1.14 Creating meeting agendas, as needed.

16.1.15 Mitigate conflicts between executive members.

16.1.16 Assist the Vice President of Production in open discussion for selection of production.

16.2 The Vice President of Internal & External Affairs shall:

16.2.1 Attend all club meetings of both branches.

16.2.2 Chair administrative meetings in the absence of the Co-Presidents.

16.2.3 Act as representative of the Administrative Branch in Production Meetings

16.2.4 Assist the Co-Presidents in overseeing communications between the club with non-theatre staff, faculty, and other student organizations.

16.2.5 Organize venue logistics for a production.

16.2.6 Organize logistics for all non-production events, including scheduling, venue selection, and ensure that there are resources available for each event.

16.2.7 Have the right to cast votes on organizational matters.

16.2.8 Assist the Co-Presidents to develop and enforce club policies and procedures. Ensure all members are informed and trained on relevant policies.

16.2.9 Assist in the transition of responsibilities to the incoming Executive Member at the end of their term, should they are not re-elected the following year, providing guidance and support as needed.

16.3 The Vice President of Production shall:

16.3.1 Attend all club meetings of both branches.

16.3.2 Chair production meetings in the absence of the Co-Presidents.

16.3.3 Act as representative of the production branch in administrative meetings.

16.3.4 Appoint members to form the Production Branch Executives, which consists of Music Director, Director, Stage Manager through the process as shown by term 10.5 of the constitution.

16.3.5 Assist in the duties of Production Branch Executives, especially in the process of auditions of the cast and recruitment of the crew.

16.3.6 Ensure that all members under the production branch are meeting what is reasonably expected of their duties.

16.3.7 Collaborate closely with the Administration Branch to ensure that financial resources are allocated efficiently for the production.

16.3.8 Communicate with the Administration Branch of any need of acquisition of resources such as but not limited to: sets, props, costumes, and human talent (choreographer, vocal coach, etc.).

16.3.9 Have the right to cast votes on organizational matters.

16.3.10 Assist in the transition of responsibilities to the incoming Executive Member at the end of their term, should they are not re-elected the following year, providing guidance and support as needed.

16.3.11 Maintain inventory of existing virtual and physical assets, including and not limited to: Sound files, lighting files, props, sets, cast & crew lists, etc.

16.3.12 Anticipate potential logistical challenges and develop contingency plans.

16.3.14 Write down meeting minutes for production meetings.

16.3.15 Schedule rehearsals, sitzprobe, tech rehearsals, dress rehearsals, and any other rehearsals as needed for the production with the help of the production executives and the Co-Presidents.

16.3.16 Ensure all spaces used for rehearsal purposes of the production are well maintained.

16.3.17 Assist the Co-Presidents in liaising communications between the club and theatre staff and maintain good relations with them.

16.3.18 With the assistance of the Co-Presidents, facilitate open discussion for selection of production.

16.4 The Secretary shall:

16.4.1 Have the right to cast votes on organizational matters.

16.4.2 Assist in the transition of responsibilities to the incoming Executive Member at the end of their term, should they are not re-elected the following year, providing guidance and support as needed.

16.4.3 Maintain a list of all former and current club members, and their former and current positions and regularly update them with the Student Organization Portal.

16.4.4 Work with the Director of Media & Marketing to maintain an archive of content and Media.

16.4.5 Work and Maintain any platform used for project management.

16.4.6 Note down meeting minutes for executive meetings, general meetings, and administrative meetings.

16.4.7 Assist the Treasurer in writing grants and seeking other sources of funding.

16.4.8 Create and maintain reports, as needed, for the purposes of archival and transitional purposes

16.4.9 Maintain the digital email inbox of MT.

16.5 The Treasurer shall:

16.5.1 Have the right to cast votes on organizational matters.

16.5.2 Assist in the transition of responsibilities to the incoming Executive Member at the end of their term, should they are not re-elected the following year, providing guidance and support as needed.

16.5.3 Maintain fiscal responsibility of the finances of the club through submitting an accurate, to the best of their ability, estimation for the costs projected for the following year, and submit it to an executive meeting before submitting to the Annual General Meeting (see also term 2.5)

16.5.4 Maintain fiscal accountability by keeping records and reports of all club expenses.

16.5.5 Hold signing and financial authority alongside the Co-Presidents to facilitate financial decision-making and transactions.

16.5.6 Apply for grants and seek sources of funding to pursue the purpose of the club.

16.5.7 Update club members on the financial condition of the club as needed.

16.5.8 Support and develop a budget for the purposes of the club.

16.5.9 Maintain relations with our sponsors and acquire sponsors for funding / expertise purposes as needed.

16.6 The Director of Media & Marketing shall:

16.6.1 Have the right to cast votes on organizational matters.

16.6.2 Assist in the transition of responsibilities to the incoming Executive Member at the end of their term, should they are not re-elected the following year, providing guidance and support as needed.

16.6.3 Develop marketing strategies to promote the club.

16.6.4 Develop, maintain, and update the club's branding board. Ensure the club branding remains consistent.

16.6.5 Oversee the creation of promotional materials, including physical and digital content of productions and other club events.

16.6.6 Working closely with other executives to align marketing efforts with the purposes and values of the club.

16.6.7 Work with other student organizations and any other third-parties for the purposes of promoting the club.

16.6.8 Keep a storage of all club-related media.

16.7 The Music Director shall:

16.7.1 Have the right to cast votes on organizational matters.

16.7.2 Collaborate with the Director and VP of Production to select the cast for the production through an audition.

16.7.3 Collaborate with the VP of Production to select the pit orchestra / pit band for the production, should it not be a jukebox musical.

16.7.4 Work with actors and direct vocal training for the musical during rehearsals.

16.7.5 Be present for all of sitzprobe, tech rehearsals, dress rehearsals, and any other rehearsals as needed.

16.7.6 Advise the VP Production if external support is needed for the pit orchestra / pit band and/or the cast.

16.8 The Director shall:

16.8.1 Have the right to cast votes on organizational matters.

16.8.2 Collaborate with the Musical Director and VP of Production to select the cast for the production through an audition.

16.8.3 Collaborate with the Stage Manager and the VP of Production to recruit any necessary crew, as needed, through interviews, if necessary.

16.8.4 Work with actors and direct them with artistic vision for the musical during rehearsals.

16.8.5 Be present for all of sitzprobe, tech rehearsals, dress rehearsals, and any other rehearsals as needed.

16.8.6 Advise the VP Production if external support is needed (ex. Choreographer, Fight Director, Intimacy Director)

16.9 The Stage Manager shall:

16.9.1 Have the right to cast votes on organizational matters.

16.9.2 Collaborate with the Director and the VP of Production to recruit any necessary crew, as needed, through interviews, if necessary.

16.9.3 Collaborate and organize crew members during the production process and communicate with the VP of Production of any material needs.

16.9.4 Be present for, calling, and coordinate shows for all of tech rehearsals, dress rehearsals

16.9.5 Be present for all rehearsals unless indicated by the VP of Production or the Director

16.9.6 Call out cues during performances.

16.9.7 Assist in any rehearsal needs

16.10 The Drama Coalition Representative shall:

16.10.1 Serve as the main point of contact between MT at UTSC and the University of Toronto Drama Coalition and attend all meetings held by the Drama Coalition.

16.10.2 Updating executive during weekly meetings with the happening of the University of Toronto Drama Coalition.

16.10.3 Serve as representative of MT at UTSC and participate in any elections or voting propositions.

16.10.4 Serve as representative to attend 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.

16.10.5 Update the University of Toronto Drama Coalition about musical production produced from this club.

Appendix A: General Meeting Rules of Order

I. Call to Order

- The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present. If a quorum does not exist, the meeting is not qualified to conduct business.
- The quorum shall be: a minimum of 1 of either co-president, Vice President of Internal & External Affairs, and/or Vice President of Production, and a minimum of 2 executive members relevant to the meeting (production members for production meeting, administrative members for administrative meetings)
- The presence of general members can be requested at the discretion of the Co-Presidents. General members must receive notice of the meeting in accordance with the constitution.

II. Review of the Agenda

- The Chairperson prepares the first draft of the agenda before the meeting if needed.
- The agenda may be modified only by a majority vote.
- At the start of the meeting, general members may add or remove agenda items. This is still subject to a vote

III. Motions and Deliberations

- When an item of business is to be discussed, the Chairperson may announce the item and open the floor to discussion.
- Time limits may be imposed for each speaker to ensure efficiency.

V. Meeting Conduct

- Attendees must remain respectful and adhere to the club's values.
- The Chairperson has the authority to moderate discussions and ensure orderly proceedings.
- If a meeting becomes disruptive, the Chairperson may call for a recess or adjournment.
- The Chairperson may ask any attendees to leave the meeting should they disrupt the proceedings of the meeting.

Appendix B: Visualization of organization structure

