

ERINDALE MUSICAL THEATRE PRODUCTIONS CONSTITUTION 2025-26

Article I – Name of the Society

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

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 UTM, UTSG, or UTSC 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 Events Coordinator. Their respective duties are outlined below:

- President
 - Facilitate communication and collaboration with the SOP
 - 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 SOP
 - 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, as well as with the Executive Team when necessary, 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
 - Oversee constitutional edits following due approval process

- Events Coordinator
 - Work over the summer to plan the next season of shows and events
 - Coordinate and facilitate production of season shows
 - Coordinate and facilitate events throughout the year
 - Oversee marketing for the season in conjunction with the President and Social Media Manager

Article V: Removal of Members

- If an Executive or Associate-to-Executive Member is thought to have acted against the will or interest of EMTP 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 UTM’s policies & guidelines as outlined by the SOP, the member in question will be subject to removal from the EMTP’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 SOP for documentation.

Article V: Elections

- The EMTP must follow set election dates and procedures. Executive Members may create additional Executive or Associate-to-Executive 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 SOP, these results will be subject to a petition by a member and re-election will be held.
 - **Election Procedures:**
 - The Election must be held in the Winter or Summer term(s).
 - 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. 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 CRO for approval.
- Any complaints that arise during or as a result of elections must be brought to the attention of the CRO in a written format within 72 hours of the election.
- The CRO withholds 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 in the SOP.

Article VI – Producing Original Works

- Upon approval of an original musical in the season lineup, the Equity Director, Events Coordinator and President will keep constant communication with the creative team on the piece, facilitating all hiring, casting, marketing, producing, and managing of the production as a whole. All creative teams will be informed of the EMTP's production involvement in the following ways, before the production process begins;
 - Hiring & Casting:
 - In conjunction with the creative team (writer(s), composer(s), director(s), etc.) that submitted the project, the President and Equity Director will facilitate any additional hiring or casting that may take place, forming an official casting team on each project at hand.
 - When casting, the aforementioned casting team must view the work of all audition submissions before making any final decisions.
 - Audition format, dates, materials, and submission deadlines must be discussed and mutually agreed upon. The casting team must not make any decisions until after the agreed upon submission deadlines have passed.
 - Decisions on hiring and casting must be discussed and mutually agreed upon by the casting team before any offers are sent out.
 - Casting and hiring offers must be sent by email, and can be sent from any email, with the EMTP email CC'd to ensure proper record.
 - Marketing:
 - The creative team, President, Events Coordinator, and Social Media Manager will collaborate on and oversee all marketing decisions as a group, which includes;
 - All media design & promotional material
 - Hiring/Casting posts and online applications
 - Physical and digital show programs
 - Production and Management:
 - The Events Coordinator, President, and Treasurer will be responsible for all rehearsal room and performance space bookings, as well as front-of-house management and box office coordination during performances.

- The President and Treasurer will be responsible for setting the budget and approving any production costs needed for each production, and any unexpected purchases should be brought to their attention by the creative team to be reviewed and approved.

Article VII – Finances

- The Treasurer shall keep record of all income and expenses and provide the EMTP 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 VIII – 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 and social media posts detailing the EMTP's financial engagements and upcoming events in motion.

Article VIII – 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 May 24, 2025,
Madison Carrick
Equity Director of the EMTC