Constitution of UTSC Drama Society

Updated as of July 31st, 2026

Article I: Name and Purpose

1.1 The official name of the Campus Group will be UTSC Drama Society
1.2 The UTSC Drama Society may also be referred to as the Drama Society or by the acronyms UTSC DS and DS
1.3 The purpose, objectives, mission and/or mandate of the organization is to create 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. 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.

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 $0 per year.

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.
The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

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.
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 a nonbiased 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 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 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 two-thirds 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 VII – Executive Team

8.1 The Executive Team, also referred to previously as the Executive Committee, shall be responsible for running both the daily affairs as well as events produced associated with the organization.

8.1.1 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.

8.2 The Overseeing Executive Committee shall be composed of faculty advisors, theatre staff, and if possible executive alumnus

8.2.1 Their involvement in the UTSC Drama Society carries none of the above-mentioned limitations of the Executive Team

Article IX – Executive Team: Chief Executive Staff

9.1 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 year long term:

9.1.1 President
9.1.2 Vice President
9.1.3 Artistic Director

9.2 Duties of the President include:

9.2.1 Overseeing and managing the operations of the UTSC Drama Society through setting and maintaining a strategy for the season which the council may work to attain

9.2.2 Representing UTSC Drama Society as President during meetings with other student, departmental or faculty organizations unless otherwise represented by another elected official

9.2.3 Ensuring that processes taking place over the course of the term maintain appropriate and reasonable standards of communication, democracy, and consideration

9.2.4 Presiding over biweekly executive meetings and the Annual General Meeting as the lead authoritative officer

9.2.5 Creating meeting agendas for meetings with the executive community in mind

9.2.6 In collaboration with the Chief Executive Team, securing rights for productions as stated by law

9.2.7 Actively ensuring the executives on council are in good standing

9.2.8 Ensuring that inter-council conflicts are mediated and handled effectively.

9.2.8.1 This responsibility will be split between the Vice President and President or another executive on the council that is more approachable.

9.2.9 Facilitating and encouraging artistic endeavours throughout campus as fits with the vision statement set forth by the UTSC Drama Society

9.2.10 Acting as an official signing officer of the year

9.2.11 Sitting on the executive elections committee

9.3 Duties of the Vice President include:

9.3.1 Assuming the duties of the President in case of their absence, impeachment, or resignation

9.3.2 Working in collaboration with the President to maintain the operations, organization, and management of the team as is set forth by the mission statement

9.3.3 Actively ensuring the team stays organized and consistently taking steps to better facilitate the organization and the functioning of the team in both day-to-day and event planning

9.3.4 Maintaining and monitoring staffing expectations and motivation to fulfill organizational requirements set forth by the mission statement

9.3.5 Ensuring that operations are efficient and effective

9.3.6 Coordinating the production of a year-end report with the rest of the Chief Executive Staff

9.3.7 Implementing volunteer programs and organization of project managers

9.3.8 Aiding in creating membership base through recruitment initiatives

9.3.9 Acting as an official signing officer

9.3.10 Sitting on the executive elections committee

9.4 Duties of the Artistic Director include:

9.4.1 With the support of the Chief Executive Team, plan out the terms season and manage the tasks required to put it into action

9.4.2 Enact a vote regarding events taking place within the year, including by not limited to: plays, musicals, events, and workshops

9.4.3 Work alongside the Chief Executives and Treasurer to acquire the rights and materials for theatrical productions, 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

9.4.3.1 If the production selected does not require licensing (such as a student written production), the Artistic Director is responsible for approving and working alongside the director to create edits to the script if necessary

9.4.4 Work alongside the Technical Coordinator/s to book spaces/venues for the run of a UTSC Drama Society Production, ensuring the space is appropriate for the production and is booked with reasonable advance of the production

9.4.5 Casting Directors for different productions or, if applicable, assuming the role of director for a Drama Society Production

9.4.5.1 Working closely with the director(s) of a Drama Society production to provide support, counsel, and/or artistic input where requested

9.4.6 Working with the Secondary Staff to oversee the audition process for any Drama Society productions

9.4.7 Working with the Executive Team to coordinate and plan events and workshops

9.4.8 Assisting the Executive Team to determine which external club related events the council is going to participate in

Article X – Executive Team: Supporting Executive Staff

10.1 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:

10.1.1 Secretary

10.1.2 Treasurer

10.1.3 Technical Coordinator(s)

10.1.4 Marketing and Social Media Directors

10.1.5 Outreach Coordinator

10.1.6 First Year Peer

10.2 Duties of the Secretary include:

10.2.1 Updating and maintaining the UTSC Drama Society membership database

10.2.2 Recording minutes for all meetings and ensuring that the meeting minutes are distributed within 24 hours of each meeting to all executive members

10.2.3 Sharing online ticketing and payment updates with President and Treasurer

10.2.4 Preparing or supporting the creation of meeting agendas for all meetings as instructed by the President

10.2.5 Aiding in creating a membership base through recruitment initiatives
10.2.6 Maintaining the general inbox of the UTSC Drama Society email and all correspondences for the UTSC Drama Society
10.2.6.1 Creating and sending out contracts for secondary staff as needed throughout the year
10.2.7 Assisting the Chief Executive Staff to determine which external club related events the council is going to participate in
10.2.8 Helping with printing scripts, programs, tickets, etc.

10.3 Duties of the Treasurer include:

10.3.1 Keeping books on financial records, bank accounts and transactions
10.3.2 Presenting up to date financial reports at meetings as prescribed by the President
10.3.3 Working towards obtaining sponsorship and grants from various sources
10.3.3.1 Creating clubs funding proposals for grants (e.g. GIF Hart House, the Student Enhancement Fund, ACM IDEAS, SCSU) in tandem with the Artistic Director and/or President
10.3.4 Ensuring that the Drama Society is always in a good financial standing
10.3.5 Working with the Vice President & project managers to create event budgets
10.3.6 Reimbursing members and executives for approved expenses
10.3.7 Creating and maintaining a complete budget throughout the year
10.3.8 Managing the Box Office/Front of House and ensuring that all DS spaces are kept well managed at all times
10.3.9 Acting as an official signing officer

10.4 Duties of the Technical Coordinator include:

10.4.1 Booking the Leigha Lee Browne Theatre and/or other spaces on the UTSC campus or elsewhere for Drama Society events and productions
10.4.2 Working with the Technical Director, Production Manager, and additional staff of the Leigha Lee Browne Theatre to plan the construction of sets, props, sound, and lighting for events in the theatre
10.4.3 Overseeing the construction of sets, props, and lighting as well as lighting plots for events
10.4.4 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
10.4.5 Contacting facility maintenance to ensure all events may be run freely with minimal interference from staff and other related campus groups
10.4.6 Booking and overseeing transport as it pertains to any of our events
10.4.7 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

10.5 Duties of the Marketing and Social Media Directors include:

10.5.1 Working with the Chief Executive Team 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

10.5.2 Ensuring that all marketing material and socials are up well in advance (no less than a week) before the date of the production, workshop, or social event

10.5.3 Ensuring that all promotional material up on behalf of the UTSC Drama Society complies with policies set forth by the UTSC Campus

10.5.4 Working with other campus clubs and staff (Fusion, The Underground, SCSU, ACM, UMAP, SHADO, etc) to promote our events

10.5.5 Working with organizations outside of the school to promote our events to the community surrounding our campus

10.5.6 Updating, maintaining, and promoting through the UTSC Drama Society social media accounts and website

10.5.7 Updating and maintaining the UTSC Drama Society theatre board

10.6 Duties of the Outreach Coordinator:

10.6.1 Acting as a representative of the Drama Society for students of all years on campus, with a focus on outreach, engagement, and community-building.

10.6.2 Overseeing the hiring and managing of volunteers, including sending an initial callout for volunteers at least a month in advance of any show, performance, or event and sending emails to volunteers with relevant details about their tasks, responsibilities, and training schedules.

10.6.3 Representing the Drama Society during orientation events such as Frosh, visiting classrooms to make announcements, reaching out to professors in the Arts, Culture, and Media department about upcoming events, and actively working to expand the Society's reach at UTSC.

10.6.4 Assisting with the preparation and facilitation of special events such as Baby Oscars, Open Mic Night, and other community engagement initiatives.

10.6.5 Acting as an assistant to the Social Media and Marketing Coordinator. This includes helping to create and promote marketing materials through appropriate and accessible platforms (social media, posters, newsletters, etc.) as needed throughout the year. Their involvement in marketing and outreach efforts will be shaped by the specific needs of the academic year and direction provided by the Chief Executive Team.

10.6.6 Supporting the Technical Coordinator, if needed, in their responsibilities for events and shows.

10.7. Duties of the First Year Peer:

10.7.1 Represent the UTSC Drama Society as a Drama Coalition Representative and participate in any associated elections on the organizations behalf

10.7.2 Attending meetings held by the University of Toronto Drama Coalition, taking minutes, and updating the University of Toronto Drama Coalition about the UTSC Drama Society's initiatives

10.7.3 Updating the executive team during meetings with the happenings of the University of Toronto Drama Coalition procedures

10.7.4 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

10.7.5 Acting as a representative of the Drama Society for students for first years on campus, with a focus on outreach, engagement, and community-building.

10.7.6 Representing the Drama Society during orientation events such as Frosh, visiting classrooms to make announcements, reaching out to professors in the Arts, Culture, and Media department about upcoming events, and actively working to expand the Society's reach at UTSC.

10.7.7 Assisting with the preparation and facilitation of special events such as Baby Oscars, Open Mic Night, and other community engagement initiatives.

10.7.8 Acting as a secondary assistant to the Social Media and Marketing Coordinator, including helping to create and promote marketing materials through appropriate and accessible platforms as needed throughout the year

Article XI – Secondary Staff

11.1 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:

11.1.1 Production team members (Directors, producers, Stage Managers)

11.1.2 Design & Operational team members (Set, costume, lights, sound, props, operators, stage hands, etc)

11.1.3 Creative team members (Musicians, choreographers, musical directors, editors, animators, photographers, etc)

11.1.4 Actors

Article XII – Overseeing Executive Committee

12.1 The Overseeing Executive Committee shall be a ubiquitous collective consisting of the following members to be determined each year at the time of elections:

12.1.1 One (1)or more faculty advisors (preferably program director)

12.1.2 One (1) or more theatre staff member (preferably production manager)

12.1.3 One (1) or more alumnus executive (preferably former president)

12.1.4 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

12.2 The roles and responsibilities of the supporting executive team are to:

12.2.1 Manage any internal conflicts that should arise

12.2.2 Ratify positions of executive officers by a majority vote

12.2.3 Participate on voting matters when needed

12.2.4 Ensure that the council continues to thrive for years to come

12.2.5 Act as an advisory board for the Primary Executive Team

Article XIII – Vote Of No Confidence

13.1 An executive team officer that has failed to fulfill the mission statement to the best of their ability, as a result of personal unwillingness, violation of the membership policy, or blatant disregard for their outlined responsibilities as outlined in Articles 9.0 or 10.0, may have a vote of no confidence levied against them by another executive member.

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

13.2 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.

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

13.4 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 resulting repercussions, which could include, but are not limited to:

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

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

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

Article XIV – Removal Of An Executive

14.1 In the instance that a vote of no confidence does not seem suitable or sufficient, the process of removing an executive member may be enacted. The instances in which this may be the case are outlined within this article.

14.2 Immediate Removal For Serious Misconduct

14.1.1 In cases where a member or executive has been credibly reported as engaging in serious misconduct—such as abuse, harassment, discrimination, or other actions in violation of the University of Toronto's Code of Conduct, Human Rights Policy, or relevant legal statutes—the Chief Executive Team (comprising the President, Vice President, and Artistic Director) reserves the right to initiate immediate removal from the club.

14.1.2 Such a removal may be enacted without recourse to the three-tier disciplinary procedure outlined below, in order to prioritize the safety and well-being of club members. The Chief Executive Team must document the rationale for the decision, consult with the appropriate university authorities if required, and inform the general membership of the action taken, while respecting confidentiality and privacy guidelines.

14.2 Removal of an Executive Member (Professional Misconduct)

14.2.1 In cases not involving immediate threats to member safety or serious misconduct as defined in 14.1, the following three-tier procedure shall be followed when considering the removal of an executive or member. These cases include:

14.2.1.1 Constitution Violation;

14.2.1.2 Violation of University of Toronto policies, procedures, or guidelines;

14.2.1.3 Violation of the rights of a fellow member;

14.2.1.4 Failure to fulfill their organizational responsibilities as outlined within the constitution;

14.2.1.5 Other criteria deemed appropriate by the Executive Committee in majority vote

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

14.3.1 First Tier: Upon report of any misconduct and appropriate action to investigate and legitimise the claim, the executive will be warned both verbally and in writing from the President that the misconduct in question constitutes grounds for removal from the organization and that it should cease effective immediately.

14.3.2 Second Tier: Should the misconduct continue or worsen following steps taken in section 14.3.1, the Vice President will be responsible for contacting the executive and taking appropriate measures (such as facilitating training or suggesting practices to correct the concern) in order to address the violation.

14.3.2.1 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 misconduct will be given fourteen (14) calendar days from receiving the Vice President's written response to demonstrate progress or correction of behavior.

14.3.3 Third tier: Should the misconduct continue or worsen following steps taken in section 14.3.2, a removal vote must take place at a valid general meeting of membership.

14.3.3.1 Speakers within this meeting include a representative support the motion for removal, the executive member facing the removal (or a designated representative), and a mediator appointed in agreement of both prior mentioned speakers. They may present a case for up to five minutes each or chose to yield their time.

14.3.3.2 The removal of an executive or member requires a two-thirds 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.

14.4 Processes for Absent Officers

14.4.1 Should any elected member of the executive team be absent for three (3) consecutive meetings without due notice, the Executive Team shall possess the authority to render the member’s position vacant, allowing a redistribution of tasks or the position.

14.4.1.1 In the instance that an executive member is absent for up to two (2) consecutive meetings without due notice, the President is required to inform the member in writing following both absences of the absent officer policy and its consequences

14.4.2 Should any elected member of the executive team be absent in their duties, proven to be incapable or unwilling to adhere to the mission statement set forth in this constitution, or found to demonstrate blatant disregard for the wellbeing of the council/student body as stated within this constitution, members of the executive team maintain the right to impeach said member by way of majority vote.

14.4.3 Vacancies in the office of any Executive position shall be filled by appointment of the Executive team or by sole appointment of the President themselves to serve the vacant position until the next regular elections are held

Article XV – Meetings

15.1 The Executive Team shall try to meet weekly, but must meet at least bi-weekly. Weekly Meetings shall:

15.1.1 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

15.1.2 Be called to order and facilitated by the President (or Vice-President in their absence) who is responsible for:

15.1.2.1 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

15.1.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

15.1.2.3 Moderating the discussion at meetings according to the agenda

15.1.3 Have accurate minutes taken by the Secretary in order to ensure that anyone who did not attend the meeting is kept up to date

15.1.4 Require executives to notify the President a minimum of six (6) hours before a meeting to inform them of any absences.

15.1.4.1 The exception is in the event of an emergency, including but not limited to personal emergency, family emergency, health emergency, etc.

15.2 An Annual General Meeting must be held once per year for all Drama Society Members. Annual meetings shall:

15.2.1 Be called at the end of the winter term on a date deemed appropriate by the President and Secretary

15.2.2 Be advertised at least 14 days in advance of the meeting

15.2.3Have an agenda provided a full seven days before the event to both the Executive Team and the Overseeing Executive Committee

15.2.4 Have attendance open to all current members in good standing with the eligibility to vote

15.2.5 Host the election of the Executive Team

15.2.6 Feature reports from:

15.2.6.1 The President on the goals and accomplishments of the season

15.2.6.2 The Treasurer on the budget and financial standing from the season

15.2.6.3 The Artistic Director or Vice President on program effectiveness, including house counts, awards, reviews, etc.

15.3 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

15.3.1 An emergency meeting must be seconded by at least two executives on the Executive Team

15.3.2 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

15.3.3 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

15.3.4 Adequate minutes must be taken and distributed to all members of the Executive Team within 12 hours of an emergency meeting

15.3.5 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

Article XVI – Voting And Quorum

16.1 Any question at an Executive Meeting shall be decided by a show of hands.

16.2 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.

16.3 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed

16.4 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

16.5 Quorum for official UTSC Drama Society meetings is listed as follows:

16.5.1 For Bi-Weekly Executive Meetings:

16.5.1.1 Two members of the Chief Executive Staff

16.5.1.2 No less than three members of the Supporting Executive Staff

16.5.2 For Annual General Meetings:

16.5.2.1 All of the Chief Executive Staff

16.5.2.2 Two or more members of the Supporting Executive Staff

16.5.2.3 Six or more general members

16.5.3 For emergency meetings:

16.5.3.1 No less than 50% of the Executive Team, primary or supporting

Article XVII – Executive Transition

17.1 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.

17.2 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.

17.3 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.

Article XVIII– Productions & Events

18.1 The UTSC Drama Society can schedule productions, events, and workshops to promote the Drama Society and theatre as a whole around campus.

18.2 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.

18.3 The Drama Society must follow certain guidelines to make sure these events run as smoothly as possible. These guidelines include:

- 18.3.1 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.
- 18.3.2 Contacting the SCSU and/or the manager of the respective space to book a venue (L.L. Browne Theatre, Bistro 1265, etc…)
- 18.3.3 Making sure any costs to book the venue are paid in full before the date(s) of the event
- 18.3.4 Have at least one week of suitable marketing
- 18.3.5 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)
- 18.3.6 Pay any royalty fees for a production/event as stated by law

18.4 To audition for shows put on by the Drama Society, a student must be a current student or alumni at the University of Toronto

- 18.4.1 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.

18.5 In the event that an cast or crew member is to be replaced in a show due to a conflict with the director or other valid reasons, the following procedures must be followed:

- 18.5.1 The director must approach the President, Vice President, or the Artistic director about the situation a minimum of fourteen days (14) prior to the technical rehearsal date and at the earliest notice of concern

18.5.2 An emergency meeting involving all members in the show, including cast members, tech members, and members of the Leigha Lee Browne Theatre staff shall be held to address the issue

18.5.3 The cast/crew member in question must receive a first tier warning before they are removed from the show

18.5.4 The artistic director must then be present at all rehearsals to make sure that the situation is improving

18.5.5 If the situation does not improve, the cast/crew member 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

18.5.5.1 If a replacement cannot be found the director, or a member of the executive takes on the duties of the role

18.6 In the event that a director is to be replaced due to conflicts with the cast/crew or other valid reasons, the following procedures must be followed:

18.6.1 Any members involved in the show the President, Vice President, or the Artistic director about the situation a minimum of fourteen days (14) prior to the technical rehearsal date and at the earliest notice of concern

18.6.2 An emergency meeting involving all members in the show, including cast members, tech members, and members of the Leigha Lee Browne Theatre staff shall be held to address the issue

18.6.3 The director in question must receive a first tier warning before they are removed from the show

18.6.4 The artistic director or another appropriate stand in must then be present at all rehearsals to make sure that the situation is improving

18.6.5 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

18.6.5.1 If a director cannot be found, the stage manager and/or artistic director will take their place

Article XIX – Finances

19.1 The UTSC Drama Society is a not-for-profit organization and shall therefore not engage in any activities that are essentially commercial in nature.

19.2 The UTSC Drama Society will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

19.3 The funds of the organization shall be expended pursuant to the operating budget approved by Executive Team at an official meeting

19.4 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.

19.5 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.

19.6 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.

19.7 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

19.8 A financial budget will be discussed amongst Executive Team at the beginning of the year and determined by start of the fall semester

19.9 Finances shall be allocated according to production basis for the entire year

19.10 The President, Treasurer, and only in special circumstances the Vice President shall be the sole signing authorities of banking instruments for the organization.

19.11 The reimbursement of a member including those on the Executive Team shall only be granted on the following grounds:

- 19.11.1 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
- 19.11.2 An itemized receipt is given directly to the Treasurer showing the full amount for reimbursement within a week of the purchase

19.12 Should this criteria not be met, the Treasurer reserves the right to either:

- 19.12.1 Reimburse the purchase based off a mock receipt or off their best estimate
- 19.12.2 Outright refuse to reimburse the purchase

19.13 The DS cashbox used during events may hold a maximum of $100 in cash and should not exceed this limit

Article XX – Food Handling

20.1 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.

Article XXI – Precedence Of University Policies

21.1 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 precedence.

Article XXII – Legal Liability

22.1 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.