

Carleton Musical Theatre Society Constitution

This constitution reflects the updated guidelines and regulations of the Carleton Musical Theatre Society as of 2023.

Article I: NAME OF THE SOCIETY

I.i The Society shall be known as The Carleton Musical Theatre Society. Hereinafter, the Society shall be referred to as ‘The Society.’

Article II: PURPOSE OF THE SOCIETY

II.i The Carleton Musical Theatre Society is a not-for-profit Society recognized by the Carleton University Student Association (CUSA), which seeks to bring musical enthusiasts from all faculties and departments of the University together.

II.ii The Mandate of The Society shall be to promote musical theatre in the Ottawa theatre community and to grow the talents of student musical theatre enthusiasts. The primary objective of the Society shall be to produce at least one full-scale musical production each year.

II.iii In addition, a secondary objective will be to promote educational and developmental opportunities for members of The Society through workshops and social gatherings.

Article III: STRUCTURE

III.i The General and Community Membership shall be the legislative body of The Society and shall be composed of all members.

III.ii The Board shall be the executive body of The Society and shall be composed of members elected by the General Membership.

III.iii The Production Team shall comprise members appointed by The Board and shall be responsible for planning and executing The Society’s theatrical productions.

Article IV: MEMBERSHIP

IV.i: Membership Definitions

There shall be two levels of membership within The Society: General Membership and Community Membership.

General members shall be defined as current Carleton University students actively involved in The Society’s activities. Only General Members shall be eligible to run for positions on The Board and have voting rights in club elections.

Community members shall be individuals involved in The Society's activities who are not current Carleton University students. Community members are welcome to participate in club activities, but they are not eligible to vote in club elections.

IV.ii: Membership Dues & Length of Validity

Members who are current Carleton students shall pay dues of \$15.00. Members who are not students shall pay dues of \$25.00. Members of The Production Team and The Board shall pay dues of \$10.00. Membership in the organization shall be valid from September 1st to August 31st.

IV.iii: Blacklist

A Blacklist Document shall be maintained by the Board consisting of persons to be explicitly excluded from The Society's future endeavours, as well as the reasons for including these individuals on The Blacklist Document.

This Document shall be passed from the outgoing Board to the incoming one following the election period.

The Blacklist Document shall be kept confidential within The Board, with one exception. If the Production Team is attempting to involve an individual who is included in The Blacklist Document, the Executive Producer must disclose this to the Director.

Individuals shall only be included on The Blacklist Document in the event of a consensus of 80% of The Board that the individual's continued involvement may harm The Society or its membership. The Production Team may advise The Board of events that they believe warrant the blacklisting of an individual, but the final decision shall always fall to The Board.

In the event that a member of the organization violates the organization's Constitution or CUSA's Constitution, and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.

Article V: DISCRIMINATION

No person may be discriminated against on the basis of sex, race, religion, sexual orientation, physical disability, or gender identity.

Article VI: THE BOARD

The Board of the Carleton Musical Theatre Society (CMTS) is the executive body responsible for executing the society's vision and goals. Eligibility for Board positions is outlined in Article IV, Section i.

All board members must attend at least one monthly rehearsal for each CMTS production. Additionally, they must attend 1 day of tech rehearsal and 50% of dress rehearsals and performances unless excused under Section xi. Board members are required to sign a contract defining their responsibilities, created by the Society's President. The Board consists of the following executives:

VI.i: President

- Acts as the Board coordinator and oversees all society operations within the community.
- Co-signs The Society's bank account with the Executive Vice President and VP Finance.
- Must be a current Carleton student.

VI.ii: Executive Vice President

- Responsible for keeping accurate records and publishing meeting minutes.
- Acts as the third co-signing authority for The Society's bank account.
- Maintains a list of members in good standing and monitors other board members' duties.
- Assumes the President's role in their absence.
- Manages correspondence and monthly newsletters.
- Coordinates room bookings for board meetings.

VI.iii: Vice President Finance

- Co-signs and manages The Society's bank account.
- Makes budget recommendations to the Board and maintains financial records.
- Handles fund deposits, reimbursements, and membership dues.
- Submits an annual financial report.
- Must be a current Carleton student.

VI.iv: Vice President Marketing

- Designs marketing materials and manages the website and social media.
- Coordinates publicity campaigns and newsletters with the Executive Vice President and VP Outreach.

VI.v: Vice President Outreach

- Coordinates sponsorships, partnerships, and community bonds.
- Confirms show bookings and promotes events on Carleton Campus.
- Manages newsletters in partnership with the Executive Vice President and VP Marketing.

VI.vi: Vice President Events

- Organizes Society events outside of productions.
- Coordinates a minimum of 4 events per academic year.

- Handles room bookings and collaborates with VP Marketing and VP Outreach for event publicity.

VI.vii: Executive Producer

- Represents the Board on the Production Team.
- Attends Team meetings and rehearsals, acting as an arbiter if needed.
- Collaborates with VP Finance on production budgets.
- Must always be a current Carleton student.

VI.viii: Show Involvement

- Board members participating in shows must separate their roles from their Board responsibilities.
- The Executive Producer identifies conflicts of interest, and resolutions are sought without the involved Board member present.
- Board members cannot participate in the selection of Production Team members.

VI.ix: Attendance

- “Excused” absences are for the following situations
 - Family weddings and weddings in which one is an attendant
 - A major family event or other family obligations
 - Serious illness
 - An exam set at the time of the scheduled event or the day following the event (not applicable to regularly scheduled Chapter meetings)
 - Scheduled work training
 - Scheduled class
 - Other extenuating circumstances should be brought to the attention of the President
- Absences must be communicated 24 hours in advance via email to the President.

Article VII: PRODUCTION

VII.i: Show Selection

The Society shall mount at least one (1) full-scale production of a musical each academic year. The show selection shall consider the availability of rights, the feasibility of the production, and the show’s history in the community. The large show should be chosen a minimum of 8 months prior to opening night, and the small show should be chosen a minimum of 6 months prior to opening night.

VII.ii: Production Team

The Board shall be responsible for appointing a Production Team based on application forms publicized by The Vice President Marketing. Production Team applications must be advertised a minimum of two (2) weeks prior to the deadline. The Production Team shall be composed of the following members:

- a) Director
- b) Stage Manager and Assistant Stage Managers
- c) Music Director
- d) Choreographer
- e) Additional Positions (at the discretion of The Board and Production Team)
- f) Note on Producers (if applicable for multiple productions)

VII.iii: Show Development

The Board shall bear overall responsibility for the production and all financial matters pertaining to it. The Production Team will be given a contract to sign by the Executive Producer, stating that upon the closing of the production, each member of The Production will hand in their receipts, completed budgets, and all other financial information to the Vice President Finance.

VII.iv: Auditions

- Auditions are scheduled after the show selection.
- Vice Presidents Marketing and Communications advertise auditions at least two (2) weeks in advance.
- The Production Team is responsible for developing the audition process and selecting the cast for each production.
- Members of the Production Team are allowed to attend auditions and casting meetings: Director, Music Director, Choreographer, and Executive Producer.
- The Music Director may select an audition accompanist if required.
- Stage Manager coordinates the audition process but does not participate in the audition room; may attend casting meetings based on the Director's discretion.

Article VIII: MEETINGS

VIII.i: Meetings of The Board

- The Board shall meet at least once monthly, with additional meetings scheduled as necessary.
- The President shall be responsible for coordinating the scheduling of meetings, but any other member of The Board may request that a meeting is scheduled.
- A quorum of at least 50% of The Board's membership must be present at a Board meeting for any decisions made to be considered valid.
- Board Meetings on the subject of show selection, the selection of The Production Team, or impeachment require full attendance in order for decisions to be made.
- A simple majority vote may decide any other matters.

- In order to keep The Board informed regarding the progress of Society productions, a Director working on a production with the Society shall also have an ex officio non-voting seat on The Board and, as such, shall be permitted to attend all meetings of The Board during their term as Director. It shall be the Executive Producer's responsibility to inform the Director of the date and time of each Board Meeting.
- The President can, upon the advice of the Executive Producer or a Director working on a Society production, invite any other member of The Production Team to observe any meeting of The Board. Should an invitation to a meeting of The Board be extended to any member of The Society, The President shall be responsible for informing The Board of this invitation no less than 48 hours prior to the scheduled start time of the meeting.

VIII.ii: Meetings of The Production Team

- The Production Team shall meet as necessary during the rehearsal period.
- These meetings shall be coordinated by the Executive Producer and held at the discretion of The Production Team.
- The Executive Producer also has the authority to invite the rest of The Board to a meeting of The Production Team.
- The President is able to attend any Production Team meeting and to invite fellow members of The Board.

VIII.iii: General Meetings

- A general meeting shall be held at least once annually before the conclusion of the Winter Semester.
- A minimum of two (2) weeks' notice must be given to The Society's General and Honorary Membership.
- These meetings must be advertised through The Society Facebook page and monthly newsletter.
- These meetings shall be open to any General or Honorary member of The Society in good standing.
- In order for decisions to be made at general meetings, the quorum shall be set at 50%+1 of The Society's membership.

Article IX: ELECTIONS

IX.i: Term Lengths and Limits

- The Society's Board shall be elected for a one (1) year term from May 1st to April 30th.
- No member of The Board may hold the same position for more than three (3) consecutive years.

IX.ii: Eligibility

- All Board candidates must be General members of The Society.

- All Presidential, Executive Producer, and VP Finance candidates must be current Carleton Students.

IX.iii: Election Processes

- The election shall be announced concurrently with the announcement of the Annual General Meeting.
- The list of candidates shall be announced at the General Meeting.
- If a quorum (as defined in Article VIII, Section 3) is met, a vote shall be held at the General Meeting through a secret ballot. Ballots will be counted by the President and one other board member who is not running for that position. Otherwise, following the conclusion of the general meeting, a ballot shall be posted online and remain open for forty-eight (48) hours.
- If voting is held through a physical ballot, voting for each position will happen immediately after the speeches and question period for that position. The Board shall be announced prior to the conclusion of the General Meeting. Otherwise, the election results shall be announced internally within twenty-four (24) hours of the online ballot closing.
- If there are less than three (3) candidates running for a position, the vote shall be administered as First Past the Post (FPTP). Otherwise, the vote shall be conducted through Ranked Balloting.
- In a tie, a run-off election between the two candidates shall be held to determine the winner.

IX.iv: Nomination and Campaigning

- Any members interested in running for a position on The Board may self-nominate through the application provided by the current Board. This form will close at midnight (11:59 PM) on the day of the General Meeting.
- The campaign shall be entirely enclosed within The General Meeting. At the election event, each candidate will be allowed to give a 2-minute speech and a 5-minute question period. If multiple people are running for a specific position, the candidates will be asked to leave the room during the speeches and question periods of other candidates. Speeches and question periods will happen in alphabetical order by last name.

IX.v: By-elections

- In the event that a Board position becomes vacant, a by-election shall be held within one (1) month of the vacancy to fill the position.
- In the event that The Presidency becomes vacant, The Vice President's Administration & Membership shall take over the role of President until a by-election can be held. In the event of any other position becoming vacant, the remaining Board members shall fulfill their duties as necessary until the position can be filled.
- Clubs may elect or appoint a Succession Officer for their club to run elections. This decision should be made in a consensus manner. This person should be any one (1) of the following:
 - A neutral party to all elections being held within the club
 - A member of the Clubs Oversight Commission
 - A member of the CUSA Clubs Office

- A club member or an external student non-member
- Clubs will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
- Students-at-large must have the opportunity to join the club after the announcement of a campaign but should not be allowed to join during a voting period.
- Of course, the Club president could be deemed a neutral member if the other execs/general members agree. It accounts for any conflicts of interest (if the president's best friend was applying- they probably shouldn't be the ones counting the votes, etc.)
- The Clubs Oversight Commission requests this process to be more democratic, including having another run-off election between the two candidates in the event of a tie.

Article X: IMPEACHMENT

X.i: Board

Impeachment of a member of The Board shall be managed internally. Impeachment must be approved by a two-thirds ($\frac{2}{3}$) majority of The Board in order to be considered valid.

Procedures to fill a position vacated in the event of impeachment are outlined in Article IX, section 5.

X.ii: Production Team

Impeachment of members of The Production Team shall be the responsibility of The Board. Impeachment must be approved by a two-thirds ($\frac{2}{3}$) majority of The Board in order to be considered valid.

The Executive Producer shall be responsible for bringing the situation to the attention of The Board, at which point The Board shall investigate. If necessary, a replacement shall be appointed by The Board upon the advice of the remaining members of The Production Team within two weeks of the impeachment.

In the event that a Production Team member is impeached, the Membership Provisions outlined in Article VII, section 5 shall be suspended.

X.iii: Cast

Cast members may be impeached at the discretion of The Production Team. The Board shall advise upon the impeachment of a cast member at the request of the Executive Producer.

X.iv: Impeachment & The Blacklist

In the event that a member of The Society is impeached, The Board shall consider if the grounds for impeachment also warrant the blacklisting of that member.

Article XI: AMENDMENTS

Any general or honorary member may present amendments to This Constitution. Amendments may be submitted at any time of year through The Society Email.

The Board shall conduct a full constitutional review once a year prior to the Annual General Meeting. At least two-thirds must attend this review. Attendance can be in person or through video chat.

Any amendments considered by The Board shall be voted on at the Annual General Meeting. A majority of attendees at the Annual General Meeting must approve an amendment in order for it to go into force.

Article XII: DISSOLUTION

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA, and all other assets shall be distributed at the discretion of the current Board.

This revised constitution is effective immediately upon approval and shall supersede any prior versions. It is the responsibility of The Board to ensure that all members are aware of and abide by this constitution.