

Carleton Musical Theatre Society Constitution

This constitution reflects the updated guidelines and regulations of the Carleton Musical Theatre Society as of 2024.

Article I: NAME OF THE SOCIETY

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

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. 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.

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

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

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

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

i: Membership Definitions

There shall be two levels of membership within The Society: General Membership (current Carleton students) and Community Membership.

General members shall be defined as current Carleton University students actively involved in The Society's activities. Only current Carleton students 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.

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 \$20.00. Members of The Production Team and The Board shall pay dues of \$15.00. Membership in the organization shall be valid from September 1st to August 31st in the consecutive year.

Article V: 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:

Article VI: BOARD POSITIONS

President:

- Acts as the Board coordinator and oversees all society operations within the community.
- Co-signs The Society's bank account with the VP of Finance.
- Responsible for coordinating meetings, but any other member of The Board may request a meeting be scheduled.
- Coordinates the election processes and ensures they are carried out according to the constitution.
- Acts as the face of the society and represents it in external matters.
- Works closely with the Executive Producer and other Board members to ensure the successful execution of productions.
- In the event of a tie in any board decision, the President shall have the deciding vote.

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.
- Works closely with the Director and other production staff to ensure the smooth running of productions.

- Responsible for managing the logistical and financial aspects of productions.

VP 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.
- Works closely with the Executive Producer and other board members to ensure the financial health of the society.

VP Marketing:

- Designs marketing materials and manages the website and social media.
- Coordinates publicity campaigns and newsletters with the Executive Vice President and VP Outreach.
- Works to promote the society's events and productions to the broader community.
- Collaborates with other board members to ensure consistent branding and messaging.
- Seeks creative ways to engage with the society's audience and attract new members.

VP Outreach:

- Coordinates sponsorships, partnerships, and community bonds.
- Confirms show bookings and promotes events on campus.
- Manages newsletters in partnership with the Executive Vice President and VP of Marketing.
- Acts as a liaison between the society and external organizations.
- Seeks opportunities to promote the society and its events to the broader community.

VP Events:

- Organizes Society events outside of productions.
- Coordinates a minimum of 4 events per academic year.
- Handles room bookings and collaborates with the VP of Marketing and VP of Outreach for event publicity.
- Ensures that events run smoothly and are well-attended.
- Works to create a sense of community within the society through social events and activities.

Junior Executive:

- The Junior Executive will receive comprehensive training across various board functions, preparing them for potential future board roles.
- The Junior Executive will gain experience by rotating through different board roles and responsibilities to understand various aspects of board operations.

- The Junior Executive will assist current board members with their duties, including event planning, coordination, and administrative tasks.
- The Junior Executive will be required to participate in a formal interview process for any future board positions.

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.

VII.v. 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.

VII.vi: 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 Board
- Absences must be communicated 24 hours in advance via email to the Board.

VII.vi: Script Deposit

- **Deposit Requirement:** Cast members who wish to receive a physical copy of the script must pay a deposit of \$25. This deposit will be refunded upon the return of the script in the same condition as it was issued.
- **Condition of Scripts:** Scripts must be returned in the same condition as they were received. Any damages to the script will be assessed, and the cast member will be liable for the costs of replacement as charged by the script’s publisher (MTI).
- **Replacement Fees:** In the event of damage to the script, cast members are responsible for paying any replacement fees as determined by MTI. These fees will be deducted from the initial deposit, with any remaining balance refunded to the cast member.
- **Refund Process:** Refunds will be processed within two weeks of the script’s return, provided that the script is in acceptable condition and no replacement fees are required.

Article VIII: MEETINGS

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.
- These meetings shall be open to all members and a minimum of two (2) weeks' notice must be given to all members.
- 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: BOARD LEADERSHIP SUCCESSION RULES

IX.i: Term Lengths and Limits

- The Society's Board shall be elected for a term of one (1) year, from May 1st to April 30th.
- No Board member 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.
- Candidates for the all board positions must be current Carleton Students.

IX.iii: Vacancy

- In the event that a Board position becomes vacant, an interim replacement shall be appointed by the remaining Board members or a designated committee within the club. This interim replacement will fulfill the duties of the vacant position until a permanent replacement is elected or appointed.
- For vacancies occurring during the academic year, the Board shall vote by simple majority within one month to determine whether a by-election is necessary.
- If a by-election is called, the election procedures will follow the same guidelines as the general election, with the newly elected member assuming the role as soon as practicable.

IX.iv: Succession Officer

- Clubs may elect or appoint a Succession Officer to oversee the election process. This officer can be a neutral party, a member of the Clubs Oversight Commission, a member of the CUSA Clubs Office, or an external student non-member.
- The Succession Officer will coordinate with the club to establish the timeline for the election process, including announcement dates, campaign periods, and voting deadlines.

IX.v: Election Process

- The election process should follow this timeline:
 - Day 1: Announcement of campaign dates, voting dates, and results announcement date.
 - Day 7: Start of the campaign.
 - Day 10: Last day to purchase voting memberships.
 - Day 14: End of the campaign.
 - Day 15: Start of voting.
 - Day 16: End of voting.
 - Day 17: Results announcement.
- Only paid members may vote if there are membership fees. Paid members must receive two (2) weeks' notice before elections.

- All votes are cast in private, and candidates may appoint a non-candidate observer for the vote counting process.
- Any appeals or conflicts may be directed to the Clubs Oversight Commission via the Student Groups Administrator.

Article X - Impeachment

Preamble & Mandate:

This procedure outlines the impeachment process for club executives and members. It is designed to address serious breaches of conduct and ensure fair and transparent handling of impeachment cases. The process prioritizes confidentiality and privacy.

X.i.Consultation with CUSA:

- To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
- The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
- Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps mentioned in sections X.ii and X.iii. will t

X.ii.Impeachment for Removing an Executive Role:

- Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
- Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
- A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

X.iii.Membership Impeachment:

- Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
- Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be

reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.

- A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

X.iii. Confidentiality:

All impeachment proceedings are confidential. All involved parties must respect privacy and refrain from disclosing details outside of the formal process.

X.iv. Appeals:

- The impeached individual may appeal the decision by submitting a written appeal to the board within 5 days of the decision.
- The board will review the appeal and make a final determination.

Article XI: AMENDMENTS

- Any member who is a current Carleton student can propose an amendment to the constitution. This amendment will be presented as and when the amendment is proposed.
- A vote will take place with the general membership to adopt the new amendment. A simple majority will be required to adopt the new amendment.

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 to the Canadian Cancer Society and Shinerama.

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.