

University of Lethbridge Musical Theatre Society Constitution

1. Article I – Title

- 1.1. The name of the student organization for Musical Theatre through the U of L Student Union shall be “The Musical Theatre Society” hereafter abbreviated to “MTS.”

2. Article II – Mission

- 2.1. The mission of MTS shall be to provide students with the opportunity to learn, create, perform, and participate in all forms of musical theatre with minimal creative restrictions.
- 2.2. The mission of MTS shall be to provide students with a safe space, free of discrimination and judgement.

3. Article III – Objectives

- 3.1. MTS shall be run and operated by its members.
 - 3.1.1. MTS will hold an Executive Council which will manage all operations of MTS.
- 3.2. MTS will provide a safe and comfortable environment; socially, physically, and emotionally.
- 3.3. MTS will provide the opportunity to develop skills in the art of musical theatre; this includes drama, music, and dance
- 3.4. MTS shall abide by the rules and policies and bylaws set forth by the University of Lethbridge and the Students Union of the University of Lethbridge, and all of the MTS shall therefore be under the discretion of the Vice President of Internal Affairs and the General Assembly of the Student’s Union of the University of Lethbridge, as well as the Department of Risk Management at the University of Lethbridge.
- 3.5. MTS will respect the integrity of other clubs under the University of Lethbridge. MTS will not participate in any professional or amateur competition, against such organizations.
- 3.6. Hold workshops in specific musical theatre skills, coordinated by the executive team.
- 3.7. MTS will hold weekly meetings during the academic year.

4. Article IV – Membership and the Rights and Responsibilities of Members

- 4.1. All who are interested and willing to participate are welcome into MTS.
- 4.2. All members are required to pay a membership fee of five Canadian dollars per semester at the discretion of the current executive team.
 - 4.2.1. Whether or not the executive team pays the fees is up to the discretion of the current executive team.
- 4.3. All members have the right to access the constitution.
- 4.4. All members have responsibility to attend all general meetings and rehearsals for MTS.
- 4.5. All University of Lethbridge undergraduate full time student members have the right to run for and hold positions on the executive team.
 - 4.5.1. In order to run for President a member has to have held an executive position for one term.
- 4.6. All members in good standing have the right to nominate and vote for any member running for a position on the executive team.
- 4.7. All members in good standing have access to workshops and events produced by MTS.

- 4.8. Members shall abide by the rules set forth by the University, the Students Union. This includes all matters set forth in the SU Bylaw.
- 4.9. Failure to respect or follow these rules could result in a verbal warning from the President.
 - 4.9.1. First offence will result in a verbal warning from the President and Member at Large. There will be a record of this warning in the executive minutes.
 - 4.9.1.1. If the President or the Member at Large is in question, this responsibility will be delegated to the Vice President or whomever the Vice President deems appropriate.
 - 4.9.2. Second offence will be a written and signed warning from the President and Member at Large, as well as loss of appropriate privileges. There will be a record of this warning in the executive minutes.
 - 4.9.2.1. If the President or the Member at Large is in question, this responsibility will be delegated to the Vice President or whomever the Vice President deems appropriate.
 - 4.9.3. Third offence will result in expulsion from the club. The MTS executive team will contact the VP Internal about the situation.
 - 4.9.4. Threatening the safety of another member, physically, mentally, or emotionally is grounds for immediate expulsion from MTS, determined by the executive team.
 - 4.9.5. If the member in question is on the executive team, and are expelled from the club, they lose their privileges and an election will be held to fill the executive role.
- 4.10. No refunds shall ever be offered to a member who was expelled from membership or from a workshop.

5. Article V – The Executive Team

- 5.1. All executive members must attend meetings, support club events, etc, unless extenuating circumstances arise, such as academic responsibilities.
- 5.2. All Executive Members are to attend, participate, and vote at weekly executive meetings. To hold an official meeting more than half the executive team must be present.
- 5.3. All executive members can assist and fill in responsibilities as needed.
- 5.4. The President
 - 5.4.1. The President shall be responsible for organizing and managing all Executive Council meetings
 - 5.4.2. The President shall be responsible for overseeing the executive council and the production of all performances.
 - 5.4.3. The President shall work to maintain and further the integrity of the club, to the public and to its members.
 - 5.4.4. The President is responsible for the ongoing operation of the club.
 - 5.4.5. The President has signing authority for the clubs finances.
 - 5.4.6. The President is responsible to ensure that members' needs and rights are upheld.

- 5.4.7. The President has the ability to delegate any of the above mentioned responsibilities
- 5.4.8. The President is responsible for booking all executive meeting spaces.
- 5.4.9. The President is responsible for maintaining the technical integrity of all events and performances.
- 5.4.10. The President is responsible for ensuring the availability of technical resources for club all events.
- 5.5. Vice President -Events Coordinator & Treasurer (VP)
 - 5.5.1. The VP is responsible for show and performance operations in coordination with the President..
 - 5.5.2. The VP is responsible for arranging public theatre viewing and events.
 - 5.5.3. The VP is responsible for show promotion, coordination, and licenses.
 - 5.5.4. The VP is responsible for booking all spaces for member meetings and events.
 - 5.5.5. The VP is responsible for ensuring the availability of event resources.
 - 5.5.6. The VP is responsible for managing incoming and outgoing finances.
 - 5.5.7. The VP has signing authority for all clubs finances.
 - 5.5.8. The VP is responsible to fill in for the President as needed.
 - 5.5.9. The VP has the power to delegate any of the above, mentioned responsibilities.
 - 5.5.10. The VP is responsible for maintaining the technical integrity of all events and performances.
 - 5.5.11. The VP is responsible for ensuring the availability of technical resources for club all events.
- 5.6. The Artistic Director (AD)
 - 5.6.1. The AD is to assist the executive team wherever possible.
 - 5.6.2. The AD is responsible to maintain the artistic vision of all events and performances.
 - 5.6.3. The AD is responsible for assisting members with their artistic needs.
 - 5.6.4. The AD is the acting authority for any drama related workshops, and events.
 - 5.6.5. The AD is responsible for ensuring the availability of artistic resources.
- 5.7. The Music Director (MD)
 - 5.7.1. The MD is to assist the executive team wherever possible.
 - 5.7.2. The MD is responsible for maintaining the musical integrity of all events and performances.
 - 5.7.3. The MD is responsible for assisting members with their musical needs.
 - 5.7.4. The MD is the acting authority for any music related workshops, and events.
 - 5.7.5. The MD is responsible for ensuring the availability of musical resources.
- 5.8. The Dance Director (DD)
 - 5.8.1. The DD is to assist the executive team wherever possible.
 - 5.8.2. The DD is responsible for maintaining the dance integrity of all events and performances.
 - 5.8.3. The DD is responsible for assisting members with their dance needs.
 - 5.8.4. The DD is the acting authority for any dance related workshops, choreography, and events.
 - 5.8.5. The DD is responsible for ensuring the availability of dance resources.
- 5.10. Member at Large
 - 5.10.1. The Member at Large is responsible to assist the executive team wherever possible.
 - 5.10.2. The Member at Large is responsible for facilitating communication between the executive team and general members.
 - 5.10.3. The Member at Large is responsible to ensure that members' needs and rights are

- are upheld.
 - 5.10.4. The Member at Large is responsible for maintaining the integrity of the Executive Council.
 - 5.10.5. The Member at Large is responsible for maintaining the historical record of club activities.
 - 5.10.6. The Member at Large is responsible for recording all Executive Council meeting minutes.
 - 5.11. Social Media Coordinator
 - 5.11.1. This position will be given to an assigned executive member.
 - 5.11.2. The Social Media Coordinator is responsible for the upkeep and maintenance of the club's social media accounts.
 - 5.12. The Executive Council will be responsible for upholding the standards of these positions.
- 6. Article VI – Election Meeting**
- 6.1. A general election meeting will be held annually, near the end of the academic year. Those people wishing to hold an executive position in the following academic year will be elected by secret ballot overseen by at least two unbiased, non voting parties.
 - 6.2. Election information, such as executive responsibilities must be made available to the membership at least two week prior to the election date.
 - 6.3. Any member in good standing can run for an executive position.
 - 6.4. In order to run, a member must get a nomination and a second nomination on the day of elections. Must be accepted or declined by the nominee.
 - 6.4.1. Nominations can be done by any member, including the nominee.
 - 6.5. Nominees must be present or have a representative on their behalf on election day.
 - 6.6. Nominees must give a speech to membership to advocate their qualifications for the position. Nominees may be asked up to 3 questions by membership regarding their running.
 - 6.7. Nominees are elected by receiving the highest number of votes.
 - 6.8. The results of the election will be announced at the election meeting.
 - 6.9. The previous executive team is required to meet with those taking over their positions.
 - 6.10. The previous executive team becomes disbanded at the end of the academic year.
- 7. Article VII – Constitution Review and Amendatory Process**
- 7.1. This constitution will be reviewed every year before the academic year. To amend the constitution a two-thirds majority is required by the Executive Council.
- 8. Article VIII – Accountability Clause**

- 8.1. We acknowledge that the Musical Theatre Society will abide by all Students' Union and the University of Lethbridge Bylaws and Policies unless otherwise approved by the GA; and acknowledges that the club may face de-ratification if a Bylaw is contravened without GA authorization. We also acknowledge that the club will act in accordance with the Alberta Human Rights Act at all times.