# *STUDENT THEATRE ASSOCIATION*

# *CONSTITUTION*

# ARTICLE I. MEMORANDUM

# This organization will be known as the Student Theatre Association, and will be henceforth referred to as STA.

# ARTICLE II. PURPOSE

# The purpose of Student Theatre Association is to allow students to participate in all aspects of theatre. This includes acting, directing, designing, theatre management and stage management.

# ARTICLE III. MEMBERSHIP

# To be a member of STA, as based upon Student Government Association standards, a student must meet the following requirements:

### 1.) Be a current, matriculated student in good academic standing, based on school standards for academic probation.

### 2.) Have paid Student Activities Fee on their bill.

# Membership in STA is dependent upon involvement in at least one STA production during the current academic year, including work on stage, backstage, or any other active involvement.

# ARTICLE IV. THE EXECUTIVE BOARD

# The Executive Board shall be comprised of a President, Vice President, Secretary, Treasurer, and Historian who oversee the running of the organization. The Executive Board sets policies in the best interest of the organization and its members. The Advisor(s) will be constant through the passing years. The term of office for all Executive Board Officers shall be from one commencement to the next commencement. It is the duty for each member of The Executive Board to ensure that the person who will succeed their position receives the appropriate information, files, and historical perspective through experience.

# Section I. Duties of Executive Board Officers

### A. President

#### 1. Responsible for the operation of the organization.

#### 2. Runs all Executive Board meetings.

#### 3. Approves all monetary transactions and signs when necessary.

#### 4. Works with the organization to complete all productions.

#### 5. Oversees registration and administrative duties in conjunction with The Kennedy Center American College Theatre Festival (KCACTF).

#### 6. Shall hold one (1) vote on the Executive Board only in the event of a tie.

### B. Vice President

#### 1. Assists the President in all duties.

#### 2. In the absence of the President, assumes total responsibility.

#### 3. Serves as a liaison to the Advisor(s), and inform them of what was discussed at the previous Board meeting.

#### 4. Responsible for Advisor Gifts.

#### 5. Assists President in KCACTF administrative tasks.

#### 6. Shall hold one (1) vote on the Executive Board.

### C. Secretary

#### 1. Shall take attendance and summarize every Executive Board meeting.

#### 2. Serves as the point person to determine a regular Board meeting time.

#### 3. Responsible for posting the summaries of every Executive Board meeting within 48 hours and, upon request, provide copies of the summaries to the Executive Board at the next meeting.

#### 4. Must obtain a copy of all lists of people who are involved in the current production of each semester’s show, including cast, crew, production staff, etc.

#### 5. Responsible for organizing the participants of KCACTF.

#### 6. Responsible for all correspondences (Invitations, Thank You letters, etc.)

#### 7. Has access to post on both the Greenroom blog.

#### 8. Maintains lists of STA alumni as well as maintaining contact with alumni.

#### 9. Shall hold one (1) vote on the Executive Board.

### D. Treasurer

#### 1. Works in close proximity with the President on the following:

#### a. Keeps records of all financial transactions for both fundraising and productions.

#### b. Processing all contracts, purchase orders, authorizations to pay, and any other financial paperwork.

#### c. Overseeing all purchases

#### 2. Collects all finances for KCACTF.

#### 3. Serves as a liaison to the Student Government Association.

#### 4. Shall hold one (1) vote on the Board.

### E. Historian

#### 1. Maintains files and documents having to do with publicity and advertisement for each production.

#### 2. Begins work on/maintains the website for the organization.

#### 3. Maintains photo albums of each STA production.

#### 4. Maintains a media library of all productions.

#### 5. Takes minutes of the Board meeting in the absence of the Secretary.

#### 6. Responsible for drafting ideas for group programming & activities at KCACTF.

#### 7. Shall hold one (1) vote on the Board.

# In the event that any member of The Executive Board cannot perform their respective responsibilities/duties, The Executive Board reserves the right to re-assign those duties to other members of The Executive Board.

F. Advisor

# Section 2. Weekly Board Meetings

### The Executive Board shall hold a meeting at a regular, pre-determined (by the Secretary, see above.) time and place. The meeting venue shall be posted on the Ely Studio Theatre (EST) Greenroom blogs (<http://estgreenroom.blogspot.com>)

# Section 3. Election of Executive Board Members

### A. Elections shall take place prior to the completion of the Spring semester’s production.

### B. All members who have participated in one of the two most recent completed productions in any aspect shall be given a vote in the selection of officers.

### C. Only members who have served on the Executive Board at least one (1) full term are eligible for nomination for the positions of President and Vice President.

### D. The procedure of elections shall be:

#### 1. Executed by the President.

#### 2. The attending voting members at a general meeting shall make nominations.

#### 3. All nominations must be seconded and the nominated parties must (but is not obligated to) accept his/her nomination in person or by a delegate in order to be placed on the ballot.

#### 4. Voting shall be by private ballot only.

#### 5. The President and Vice President shall conduct the counting of ballots. In the event that the President of Vice President is a candidate on the current ballot, the next Board member by rank shall count. In the event that no Executive Board member would be available to count ballots due to candidacy, the advisor(s) to the club shall count ballots.

# Section 4. Replacement and Removal of Executive Board Officers

### A. By majority vote of The Board, followed by a two-thirds vote of the club as a whole (at an announced meeting), an officer of The Board may be impeached.

### B. In the event of resignation or impeachment of the President, The Vice President shall replace the President, and a new Vice President will be elected by proper procedures outlined in Article IV, Section 3 of this document.

### C. In the event of resignation or impeachment of any other officer of The Executive Board, a new member shall be elected by proper procedures outlined in Article IV, Section 3 of this document.

# ARTICLE V. SELECTION OF DIRECTOR, PRODUCTION STAFF, AND SHOW

# Section 1. Eligibility

1. A current student will be eligible to direct with the completion grade of at least a C in Directing I and/or evidence of previous directorial experience. (Written reference/ contact must be signed and provided with the application.)

# Section 2. Applications

# A. The Vice President shall handle all dealings with the processing of applications, including advertisement.

# B. The director’s applications must be fully completely and handed in on time in order to be considered.

Section 3. Tag Team Directing Observation

1. The tag-team process is a chance for the Executive Board to observe the applicants direct and help to make a decision for the selection of the Director(s) for the following year.
2. The Executive Board will select the actors (2 or 3).
3. The Executive Board will select the scenes that will be presented. The Board will distribute the scenes one week prior to the observation.
4. Each Director will have one chance to direct a part of the scene for the Executive Board to observe.

During this process, The Executive Board should observe and take notes to help with the interview process.

# Section 4. Interviews.

# A. If the applying director is an officer of The Executive Board, said person may not be present at the interview(s) for other applicants, nor may they be present for discussions or voting on the applicants by The Executive Board.

# B. Every applicant has the right to tag-team direct and an interview with The Executive Board.

# C. Tag-Team Directing and Interviews shall be held within three weeks of the application due date.

# D. Tag-Team Directing and Interviews shall be held separately from the regular meeting time.

# E. Prior to all interviews, the Vice President shall make multiple copies of each application for The Executive Board to review.

# F. The Executive Board shall prepare questions, asked to all applicants.

# G. The newly elected officers of The Executive Board shall participate in the entire process, thus serving as their first official act as officers of The Executive Board.

# H. In the event of a tie, the current President shall be the only member entitled to hold the tie-breaking vote.

Section 5. Selection

A. The Executive Board shall base their selection of director on the applicant’s application, tag-team directing, interview and past experience.

B. The Executive Board shall cast votes on the selection of a director. The majority vote shall be awarded the position.

C. Once The Executive Board has selected the director, all applicants who were interviewed shall be notified of the selection.

D. The Executive Board shall base their selection of show based upon how the show will impact the organization, the amount of funds available, and the theatre requirements. The Executive Board must select a show they can ensure will be able to be produced successfully.

Section 6. Inability to Select a Director

In the event that The Board is unable to select a suitable director, is it at The Board’s discretion to develop and decide upon options for the semester’s activities for the club, in conjunction with the Advisor(s).

Inability to Complete an STA Production

In the case that the Executive Boards feels a show is un-fit for a performance, they will meet to discuss with the Director and an Advisor to decide the future of that production.

ARTICLE VI. EXTRANEOUS AFFLIATIONS

Section 1. The Kennedy Center American College Theatre Festival

KCACTF is at the Executive Board's discretion of who to invite to attend, how many days to attend, and how much of STA's budget will be spent on it. The Executive Board is In charge of managing and organizing the events that STA will participate in (see individual duties of the Executive Board Members).

Section 2. The Theatre Department Gala

A. The End-of-the-Year Gala is mandatory. The Executive Board shall present a presentation that summarizes the year's events. There must always be a theme to the Gala and the Gala must serve food potluck style.

B. Duties of the Executive Board

1. The Executive Board is in charge of choosing a theme

2. The Historian will be in charge of getting the decorations.

3. The Treasurer is in charge of the budget and overseeing all the purchases.

4. The Secretary is in charge of invitations including the alumni.

5. The Vice-President and President is in charge of overseeing all aspects of planning Gala.

6. All Executive Board members must help participate and help their fellow members get everything completed.