

## Eastern Connecticut State University Drama Society Constitution

### Article #1 Title:

The organization shall be named the Eastern Connecticut State University Drama Society.

### Article #2 Function:

The function for the Drama Society shall be to:

Promote the theatre activities at Eastern to the University community during each semester, to give the students at Eastern a chance to become a part of the department and participate in theatre events, to give the students, faculty, staff, and as well as the local community the opportunity to broaden their awareness of theatre and its workings, recognize theatre as art form and a discipline as well as potential entertainment.

### Article #3 Membership:

The Drama Society is open to all Eastern Connecticut State University students. Students must actively participate in Drama Society events and attend Drama Society meetings on a regular basis to be considered a voting member. The Executive Board will determine sufficient participation for membership.

### Article #4: Organization:

The officers of the Executive Board shall be President, Vice President, Treasurer, and Secretary.

The Drama Society may have Secondary Committees if needed and can consist of Fundraising, Phoenix, and Blackhole Players. These committees shall have appointed chairpersons and hold meetings outside of scheduled Drama Society meetings and give reports of their plans and functions at every Drama Society meeting.

At the discretion of the officers, subcommittees and additional chairs may be added. The Executive Board is the decision making body of Drama Society with the faculty advisor and member's advice.

### Article #5: Secondary Committees:

**Fundraising Committee:** Coordinates all fundraising events and is responsible for planning and organizing those events. The chair shall report the progress and needs of the committee to the Drama Society during regularly scheduled weekly meetings.

**Phoenix Committee:** Creates, coordinates, and operates workshops and readings associated with the theatre during each semester. The focus of the Phoenix is to encourage new plays and playwrights. These plays can be full lengths, one acts, and ten-minute plays. The committee will actively commit to unclocking the mystery of theater while making more people aware of Drama Society and the theatre program. The chair shall report the progress and needs of the committee to the Drama Society during regularly scheduled weekly meetings.

**Blackhole Players:** Holds improvisations workshops and performances, works to make the theatre accessible to the public and the student body at Eastern Connecticut State University. These performances should not only provide entertainment, but also have an

educational purpose, exploring the different kinds of improvisational theatre and their workings. The chair shall report the progress and needs of the committee to the Drama Society during regularly scheduled weekly meetings.

#### Article #6: Powers and Duties of Officers:

Officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall be, but shall not be limited to the following.

##### Section 1- The President shall:

1. Prepare the meetings agenda
2. Have the power to call executive board meetings and all regular and special meetings of the organization.
3. Sign all official papers related to the club (Which includes financial paperwork in the absence of the treasurer).
4. Have the power, with the advice and consent of the Executive Board, to appoint the chairpersons of all secondary committees.
5. Appoint an interim secretary to take minutes in the absence of the secretary.
6. Act as a spokesperson for the organization.

##### Section 2- The Vice-President shall:

1. Assist the president with responsibilities as needed.
2. Carry out the duties of the president in the absence of the president.
3. Automatically assume the responsibilities of the president if the president resigns or is impeached.
4. Coordinate all social functions of the organization and coordinate all secondary committees.

##### Section 3- The Treasurer shall:

1. Expend funds as authorized by the membership of the organization as indicated in the organization's minutes.
2. Keep an accurate account of all receipts and expenses of the organization.
3. Complete, sign, and submit all financial paperwork.
4. Keep track of club's accounts, income, and expenses.
5. Give a Treasurer statement of balance at every meeting.
6. Request financial assistance from the Student Government Association and Budget and Management Committee if needed.
7. Be responsible for the organization complying with the policies and procedures set forth by the Student Activities Office.

##### Section 4- The Secretary shall:

1. Keep a proper record of all activities of the club, including the minutes of every meeting.
2. Take attendance at all business meeting of the organization.
3. Prepare a roll call of members and call it when necessary.
4. Authenticate by his/her signature all records and documents of the organization.

5. Distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.

#### Article #7: Advisors

The faculty advisor shall serve as a non-voting member of the Executive Board. The advisor shall give advice for a better performance of the organization. They shall meet his/her responsibilities to the organization as stated in the written directives issued by the Student Activities Office and the "Club Advisor's Operating Manual" located on the Student Activities Website. The advisor shall serve at the discretion of the University.

#### Article #8: Elections:

Announcements of nominations for officer positions will take place during the third week in April. The nominations will be held the following week and elections the week subsequent to that. Speeches from the nominees will occur during these last two weeks if the nominees so wish to speak. Officers shall be elected for a term of one year until their successors are elected.

All offices are open to all voting members of Drama Society that are attending Eastern the next semester.

In an event of resignation of any officer or chair, The Executive Board will appoint an interim replacement for the remainder of the semester.

Any one wishing to run for office must have been a participating Drama Society member for a year in order to be considered.

All elections for office will be determined by a majority vote.

Elected officers are expected to perform their duties to the fullest. The Drama Society President may remove any officer who does not meet the expectations of their position from office and the remaining Executive Board will choose an interim replacement.

#### Article #9: Impeachment and/or Recall:

Any officer is subject to impeachment and/or recall and removal from office for failing to fulfill the constitutions responsibilities. An impeachment notice must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings.

Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a 2/3 vote. Voting shall be by secret ballot.

Any officer who is impeached shall immediately relinquish his/her office, but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.

In the event of an impeachment the President at the advice and consent of the Executive Board appoint an interim replacement until elections take place.

#### Article #10: Meetings:

The Executive Board and faculty advisor shall meet, as business requires.

Meetings of the Drama Society shall be called regularly, every week at a predetermined time. Additional meetings may be called as necessary.

Any member may petition the Executive Board to call a meeting of the entire Drama Society at a time of their choosing.

If voting results in a tie a re-vote will take place with the President casting a vote.

**Article #11: Amendments:**

Any Amendments to Drama Society constitution requires a 2/3-majority vote by Drama Society members. Any member can petition the Executive Board to restructure the constitution.

**Article #12: Parliamentary Authority:**

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings of the club.

**Article #13: Ratification**

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.

Restructuring of Constitution – Tammy Marie Amnott, Drama Society Vice President.  
August 1999

Revisions - Ian Matthew Harrington, Drama Society President.  
April 2000

Revisions – Shane William Kegler, Drama Society President.  
April 2010