

ECSU



**DRAMA
SOCIETY**

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ARTICLE 1: TITLE

The organization shall be named the Eastern Connecticut State University Drama Society (hereinafter “the Drama Society”). If there is sufficient cause for the title to be changed, it is the Executive Board’s prerogative to do so.

ARTICLE 2: FUNCTIONS

The primary functions of the Drama Society shall be:

- To create, promote, and present various theatrical productions at Eastern Connecticut State University (hereinafter “Eastern”) to the university community during each semester
- To offer Eastern students the chance to become part of the performing arts department and participate in events and performances
- To give the students, faculty, staff, as well as the local community the opportunity to broaden their awareness of theatre and its workings
- To recognize theatre as an art form and a discipline as well as a form of entertainment
- To assist the professors in the theatre department through acts of community service or assisting on department productions
- To provide a safe space, giving performers of any background a chance to express themselves through theatre

ARTICLE 3: MEMBERSHIP

The Drama Society is open to all matriculated Eastern students. One must actively participate in Drama Society events and/or attend Drama Society meetings on a regular basis to be considered a voting member. The Executive Board (hereinafter “the E-Board”) will determine sufficient participation for membership and qualifications for voting in elections and on potential activities.

ARTICLE 4: ORGANIZATION

SECTION I: The officers of the E-Board shall be—

- President
- Vice President
- Secretary-Treasurer
- Multicultural Inclusivity Chair
- Public Relations Officer (hereinafter “PR Officer”)

The E-Board is the decision-making body of the Drama Society, assisted by the faculty advisor and fellow members. Because of its substantial significance to the club’s productions and publicity, the public relations component of E-Board may have two representatives—totaling six officers.

SECTION II: The Drama Society may have secondary committees that include, but are not limited to—

- Fundraising Committee
- Ushering Committee
- Mentorship Program Committee
- Play Reading Committee
- Reading Between the Lines Committee
- Crunch Time Curtain Call Committee
- Blackhole Players Committee
- Holiday Show Committee
- Awards Show Committee
- New Phoenix Players Committee
- Social Media Committee
- Inclusivity/Historian/Dramaturgy Committee
- Civic Engagement Committee

The secondary committees are groups which fulfill various purposes as detailed in Article 6. To ensure involvement outside Drama Society and E-Board meetings, the officers are encouraged to be chairpersons of various committees. An E-Board officer may also be the chairperson of a secondary committee, but no more

than one. In other words, any given member of the Drama Society may only hold two positions simultaneously (E-Board and committee chairperson or two committee chairperson positions). A member cannot, however, hold two E-Board positions simultaneously.

ARTICLE 5: POWERS & DUTIES OF THE OFFICERS

Officers of the E-Board 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 I: The President shall—

- Prepare the meetings' agendas ahead of time
- Lead meetings—involving motions, business, etc.
- Report to advisor on a regular basis
- Organize and lead regular E-Board meetings—to create agendas, brainstorm, plan events, check in with group, etc.
- Be present at all Drama Society productions, events, and fundraisers (barring extenuating circumstances)
- Work with E-Board to plan and organize all Drama Society productions, events, and fundraisers
- Have the power to call E-Board meetings and all regular and special meetings of the organization
- Be available to meet with the E-Board and club members to discuss ideas and problems, address concerns, give support, etc.
- Keep track of the E-Board's individual duties to ensure all operations are running smoothly; give support when required
- Sign all official papers related to the organization—which includes financial paperwork in the absence of the Treasurer
- Have the power, with the advice and the consent of the E-Board, to appoint the chairpersons of all secondary committees
- Appoint an Interim Secretary to record minutes in the absence of the Secretary
- Check the Drama Society e-mail daily

SECTION II: The Vice President shall—

- Assist the President with responsibilities as needed
- Carry out the duties of the President in his/her absence
- Automatically assume the responsibilities of the President if s/he resigns or is impeached
- Collect and return motions before and after every meeting
- Lead regularly scheduled meetings with the committee chairpersons and report results of meetings to the E-Board
- Be available to meet with the E-Board and club members to discuss ideas and problems, address concerns, give support, etc.
- Be available for E-Board outreach—to provide support to other officers, take concerns and questions in confidence, and assist with keeping operations running smoothly
- Check the Drama Society e-mail on a regular basis

SECTION III: The Secretary-Treasurer shall—

- Keep a proper record of all activities of the club, including the minutes of every meeting
- E-mail the record of each meeting's minutes to all club members and the advisor within twenty-four hours
- Take detailed notes of what transpires during meetings and include them in the minutes
- Take attendance at all business meetings
- Collect mail on a regular basis
- Be responsible for updating the Drama Society roster every semester
- Check the Drama Society e-mail daily
- Sign off on all motions
- Expend funds as authorized by the membership of the organization as indicated in the club's official minutes

- Keep an accurate account of all the Drama Society's receipts and expenses—taken from minutes
- Complete, sign, and submit all financial paperwork
- Keep track of club's accounts, income, and expenses
- Give a monthly financial report to the President or the entire E-Board detailing how much was spent that month and how much remains in the account
- Request financial assistance from the Student Government Association and Budget and Management Committee if needed
- Be responsible for the Drama Society's compliance with the policies and procedures set forth by the Student Activities Office
- Either hold the position of or work closely with the Fundraising Committee Chairperson to facilitate transactions occurring during fundraising events and productions
- Serve as interim Vice President if s/he resigns or is impeached.

SECTION IV: The Multicultural Inclusivity Chair shall—

- Oversee the activity of the Inclusivity Historian/Dramaturgy Committee
- Work closely with the Inclusivity Historian/Dramaturgy and Social Media Committee to discuss and advertise Drama Society/theatre department productions
- Check any scripts before they may be read in meetings or performed for audiences
- Ensure all E-Board members are doing their part in upholding the Drama Society constitution, nurturing an open, accepting environment
- Keep contact with multicultural clubs on Eastern's campus to invoke interest in Drama Society events, including receiving scripts/actors/etc. from them
- Keep ongoing conversation with the theatre department staff to ensure safety and representation for students of color
- Work closely with department heads to discuss each year's season of shows in order to ensure diversity and representation for all students
- Check the Drama Society e-mail on a regular basis

SECTION V: The PR Officer shall—

- Create and facilitate or facilitate a preexisting Drama Society Facebook page, where formal and public information about productions, events, and activities should be shared and photographs should be posted
- Create and facilitate or facilitate a preexisting Drama Society Facebook group, where informal and private discussions can take place and information about rehearsal times and any other important club knowledge should be posted
- Send meeting reminders to the club members at least by noon the day of each meeting
- Take photographs at events and meetings and upload to any Drama Society social media platforms
- Promote and advertise all Drama Society events—through social media, e-mail, posters, pamphlets, etc.
- Design and distribute posters/flyers for any and all Drama Society events/productions
- Maintain a positive relationship between the senior Drama Society members and any new members by communicating with them and requesting feedback and/or criticisms of the club's operations
- Oversee the activity of the Social Media Committee
- Check the Drama Society e-mail daily
- Serve as interim Treasurer-Secretary if s/he resigns or is impeached.

ARTICLE 6: SECONDARY COMMITTEES

These committees shall have elected chairpersons and will hold meetings outside of scheduled Drama Society assemblies. They are also expected to give regular reports of their plans and functions at the E-Board's request. At the discretion of the E-Board, additional committees, subcommittees, and multiple chairpersons may be added. These do not necessarily need to be reflected in this constitution. In any instance where a chairperson resigns or there is no interest in running, an E-Board member may fill this position.

Not all of the committees as described below need be active simultaneously; the E-Board of any given semester may choose which committees to employ at one time. To encourage variety of productions throughout the academic year, some committees may be active during the fall semester and others may be active in the spring semester. Crunch Time Curtain Call, for instance, is a twenty-four-hour event and would therefore only be active for a single day. The exact details are, of course, subject to change depending on performance space availability, size of the club, etc. It is for this reason that organization of the secondary committees is flexible year-to-year.

SECTION I: Fundraising Committee—This group consists of members of the Drama Society who brainstorm, organize, and execute club fundraising events. Its chairperson should serve as the primary source of inspiration for fundraising and work closely with the E-Board to plan and coordinate said events and with the Treasurer to manage any donations/funds solicited by them.

SECTION II: Ushering Committee—This group consists of members of the Drama Society and the performing arts department who volunteer to usher for the building's productions. Its chairperson (also known as "Head Usher") should usher on a regular basis and work closely with the Fine Arts Instructional Center Events Coordinator to recruit Eastern students to volunteer.

SECTION III: Play Reading Committee—Based upon the notion that theatre students should always be experiencing new and different plays, the Drama Society meeting on a regular basis will include a group reading of a script. This means the actors will rotate every so often while reading so that it is truly a group activity. To be inclusive to all fields of theatre and not merely actors, play readings should offer designers/directors/technicians a chance to brainstorm ideas if they were responsible for designing/directing/managing the production in question. Its chairperson should facilitate the play-selecting process (whether by decision or a club vote), ensure that the plays chosen are diverse (with regards to theme, genre, time period, playwright, etc.), and provide scripts (printed or digital) for the club during play readings.

SECTION IV: Reading Between the Lines Committee—This group rehearses for and performs staged readings of various theatrical pieces. Its chairperson is responsible for facilitating the script-selecting process; if the material is student-written, submissions must be requested and chosen from Eastern playwrights. Depending on the need for each production (cast size, character type, etc.), the chairperson should host auditions during or outside a Drama Society meeting. The committee will rehearse the readings, adding minimal blocking if desired, and perform for the public.

SECTION V: Crunch Time Curtain Call Committee—This is the Drama Society's take on the twenty-four-hour theatre workshop that is popular in the theatre world. Its members get together and conceive, write, direct, rehearse, memorize, and perform several short plays over the span of a single day. Its chairperson should organize the event, split its members into small groups, and supervise the day-long rehearsal process, as well as the theatre space once the group is able to make use of it. This committee also performs for the public.

SECTION VI: Blackhole Players Committee—The Blackhole Players are the Drama Society's improvisation group. They shall hold improv. workshops, rehearsals, and performances throughout the year, and shall incorporate activities into the regular club meetings. Its chairperson should manage the group, hosting auditions if necessary, organizing rehearsals and performances, and overseeing use of the space during productions.

SECTION VII: Holiday Show Committee—The Holiday Show is an end-of-the-semester event during which the Drama Society and faculty members of the theatre program gather and celebrate the end of the fall semester. It can consist of a small banquet and various holiday-themed performances (songs, skits, dances, etc.). Its chairperson should organize the event, host auditions for potential performers, and oversee use of the space during the event.

SECTION VIII: Awards Show Committee—Similar to the Holiday Show, the Awards Show is an end-of-the-semester gathering where the Drama Society and theatre program faculty congregate and celebrate the conclusion of the academic year (spring semester). Prior to this event, awards (however formal or informal as desired) are chosen, nominated on, and voted on, followed by a presentation to fellow theatre students during the ceremony itself. The theatre faculty may also present awards which, in the past, have been

formal and meant to honor the graduating seniors. This committee chairperson should coordinate the event and award categories, create some method of voting on the categories (whether online or on paper), and oversee use of the space during the event.

SECTION IX: New Phoenix Players Committee—In consistency with the theatre profession’s desire to constantly stage new plays, and following the example set by *Coldcock Café* in April 2018 (an original production that was written, designed, managed, directed, and performed by Eastern students), the Drama Society will strive to produce a fully staged production of a student-written play each spring. Each individual play being considered for performance must undergo a two-year process. Year one will consist of script submission and workshopping, done through staged readings or readings during club meetings with feedback to be provided afterwards. Year two will consist of gathering personnel and full staging of the workshopped play. In its ideal form, these committee meetings, in year two, would take place in the form of the show’s biweekly production team meetings and would include a producer, playwright, director, designers, stage managers, etc. Its chairperson, assuming they hold the position in a single academic year, should organize readings for year one plays and, for plays in the second year of the process, fulfill the role of producer and supervise the entirety of the production from conception to closing night.

SECTION X: Social Media Committee—This committee will be overseen by the PR Officer with the Social Media Assistant as the elected committee chair. This committee may assist in posting online marketing and media, decided at the discretion of the PR Officer. They may also work to brainstorm ideas for online marketing and media. This committee will also work with the Multicultural Inclusivity Chair to advertise to different on-campus clubs in hopes of recruitment.

SECTION XI: Inclusivity/Historian/Dramaturgy Committee—This committee will read through submitted scripts (both student-written and found) and check for diversity within the scripts to allow for many voices, genres and themes to be showcased. With the case of student-written shows, this committee may be brought in to fact-check lines or themes in the play that may need to be further explored in workshopping periods. They may also do research on scripts that is to be presented at meetings either before reading a play researched or as an independent project of the committee.

SECTION XII: Civic Engagement Committee—Under the Chair of Civic Engagement as their committee head, this group will work on community service projects within the department, as well as with other clubs or organizations on campus. Projects within the department may be organized with theatre professors based on the present needs of the program. The chair of this committee will be responsible for coordinating and putting together teams for such events. For opportunities for engagement outside of Drama Society, this committee will respond to outreach from other clubs, as the E-Board may present, and/or brainstorm ideas for community service within the community.

ARTICLE 7: ADVISORS

The faculty advisor shall serve as a non-voting consultant for the Drama Society. 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

Nominations for officer positions will take place three weeks before final exam week. Elections themselves will take place the week following nominations. 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 the Drama Society that are attending Eastern the next semester.

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

Anyone 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 E-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 fulfil the constitution's 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 two-thirds 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 E-Board—may appoint an interim replacement until elections take place.

ARTICLE 10: MEETINGS

The E-Board and faculty advisor shall meet as business requires.

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

Any member may petition the E-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 the Drama Society Constitution requires a two-thirds majority vote from its members. Any member can petition the E-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.

HISTORY OF REVISIONS

Restructuring of the Constitution

- Tammy Marie Amnott, Drama Society Vice President
- August 1999

Minor Revisions

- Ian Matthew Harrington, Drama Society President
- April 2000

Minor Revisions

- Shane William Kegler, Drama Society President
- April 2010

Restructuring of the Constitution

- Matthew Aaron Bessette, Drama Society President
- October 2018

Minor Revisions

- Jacob-James Bellemare, Drama Society President
- September 2020