

Constitution of Theater Club

Revised November 2008

ARTICLE I : NAME AND PURPOSE

Section 1. NAME

The name of the organization shall be *Theater Club, an Organization of the Associated Students of Brookdale Community College.*

Section 2. PURPOSE

We, the students of Brookdale Community College, having an interest in theatrical events, i.e. plays and workshops, believing that drama is a vital and constructive force in society, feeling that an organization which presents an opportunity for a student body to become more intimately acquainted with the techniques of theatrical events is a necessary element in the process of a liberal education, intending to provide a program for the production and promotion of the educational theater that would include enjoyment and the instruction of the college community, the cultural exchange of events with other institutions, the development of experimental workshops, the enrichment of creative talents, the goal of high aesthetic values, the responsibilities of representing the college throughout committees, to the campus, our immediate community, as well as other college communities, and in any other situation pertaining to the role of theatrical events in our society, do hereby assume and promote the responsibilities of the said program under provisions which follow, and subject to regulations, do hereby establish this constitution of the Organization of the Associated Students of Brookdale Community College, known as Theater Club.

ARTICLE II: MEMBERSHIP

Section 1. Eligibility

- A. Full membership in this organization shall only be available to students of Brookdale Community College regardless of race, color, gender, sexual orientation, or political, ethnic or religious affiliation. This organization shall not limit any member in the enjoyment of any right or privilege, advantage or opportunity.
- B. Members shall be admitted throughout the school year based upon their active participation in the performing arts and technical aspects of productions, in association with the Performing Arts Center, workshops, and general interest in *Theater Club*.

Section 2. Active Members

Each active member shall have the following duties:

- A. To attend at least half of the general membership meetings per semester as up by the Executive Board.
- B. To participate in the theatrical aspects of play production, and assisting in the promotional aspects of *Theater Club* including but not limited to fund-raising during shows, flyer distribution, street teams, etc.
- C. To participate in activities and workshops.

Section 3. Voting Members

- A. Those members who have fulfilled their duties as outlined in the Constitution shall be considered active voting members.
- B. First semester freshmen and new members of the organization shall not be eligible to vote until two general membership meetings have been attended.

Section 4. Active Member Privileges

Each active member may have the following privileges:

- A. One vote on all major problems of policy, including election of officers.
- B. To aid in the production of the plays.
- C. To participate in workshops.
- D. To participate in all activities.
- E. To develop his/her own creative skills in a total student production.

ARTICLE III : ADVISOR

The advisor shall be a regular employee of the College. The duties of the faculty/staff advisor will be defined in The Role of the Brookdale Club & Organization Advisor. The faculty advisor may participate in all activities of the organization. The Office of Student Life and Activities will appoint an advisor each April. Appointments begin July 1, and conclude June 30, of the following year.

ARTICLE IV : MEETINGS

Section 1. Executive Board Meeting Time

Meeting times shall be decided by the Executive Board at their first meeting of the semester.

Section 2. General Membership Meetings

At least two meetings a month shall provide an opportunity for the members to discuss and be made aware of the business of the organization.

Section 3. Emergency Meetings

Special or emergency meetings may be called by the President or by petition of 2/3 of the active members submitted to the President at least 48 hours in advance.

Section 4. Transitional Meetings

Transitional meetings shall be held after the election of the new Executive Board with the outgoing Executive Board, where all organizational matters will be discussed, including policies, regulations, duties, etc.

Section 5. Quorum

Quorum is the minimum of 50% plus one of the voting membership required to be present in order to call a meeting to order where business will be legally transacted.

ARTICLE V: EXECUTIVE BOARD

Section 1. The Executive Board

The organization shall be administered by an Executive Board which shall consist of the President, Vice President, Treasurer, Secretary and Publicity Director.

Students who serve in these leadership positions must be currently enrolled for a minimum of six college credits (active – not audit status) and must have an acceptable ratio of credits attempted to credits earned (as defined by the College Catalog).

Section 2. Duties of the President

- A. To call and preside over all meetings.
- B. To act as the official representative of the organization to the membership, the administration of the university, the Student Life Board, the Office of Student Life and Activities and other organizations within the group.
- C. To promote and guard the general welfare of the organization and its members.
- D. To, in agreement with the other members of the Executive Board, decide upon the need for various committees whose necessity shall develop throughout the semester; with the advice and consent of the general members.
- E. The President shall only vote in the case of a tie in which his/her vote shall be the tie-breaking vote – excluding elections.
- F. To co-sign all financial documents with the Treasurer concerning *Theater Club*.
- G. To act as a liaison between those involved in all aspects of the production.
- H. To oversee and coordinate the Facebook © and Myspace.com © pages of the organization.
- I. To attend Student Life Board leadership conferences and President Meetings as established by the Office of Student Life and Activities.
- J. Be the official host of the organization.
- K. Ensure that the organization operates in accordance with current A.S.B.C.C. policies, procedures and sanctions.

Section 3. Duties of the Vice President

- A. To preside in the absence of the President.
- B. To assist in the development of programs for meetings.
- C. The Vice President shall have one vote on all matters.
- D. To be present for all load-ins and strikes for all productions.
- E. To secure production rights, as needed for any workshop or production.
- F. To be responsible for time and location of general membership meetings giving one week notice.
- G. To make a copy of the *Theater Club* history available for each member.
- H. To execute any other duties said office might call for.
- I. To attend Student Life Board leadership conferences as established by the Office of Student Life and Activities.
- J. Must act in accordance with all current A.S.B.C.C. policies, procedures, and sanctions.

Section 4. Duties of the Treasurer

- A. To handle funds and record all financial transactions of the organization; co-signing all such transactions with the President.
- B. To act as custodian of *Theater Club* appropriations.
- C. To keep the general membership and committees informed of the financial status of the organization.
- D. To be responsible to the organization and the A.S.B.C.C. for accurate maintenance of the financial record.
- E. To submit a financial statement to the A.S.B.C.C. at the end of each semester.
- F. To execute any other duties of said office should call for.
- G. To be present for all load-ins and strikes for all productions.
- H. The Treasurer shall have one vote on all matters.
- I. To attend Student Life Board leadership conferences as established by the Office of Student Life and Activities.
- J. Must act in accordance with all current A.S.B.C.C. policies, procedures, and sanctions.

Section 5. Duties of the Secretary

- A. To keep minutes of all general membership meetings and Executive Board meetings.
- B. To maintain accurate records of the work hours put in by members on play productions, workshops, and other events after receiving the information from the various crew and committee heads.
- C. To maintain accurate files of *Theater Club* minutes and forward copies to the Student Life Coordinator and Advisor within three days.
- D. To correspond with *Theater Club* members and other organizations.
- E. To coordinate letters to be sent to *Theater Club* mailing lists.
- F. To be responsible for typing the Constitution with any amendments and revisions.
- G. To collect and correlate all information on Alumni.
- H. To keep an up-to-date file on Alumni, including their history, address, and phone numbers.
- I. To correspond with all Alumni.
- J. The Secretary shall have one vote on all matters.
- K. To make readily available to all members up-to-date organization information.
- L. To execute any other duties said office should call for.
- M. To be present for all load-ins and strikes for all productions.
- N. Must act in accordance with all current A.S.B.C.C. policies, procedures, and sanctions.

Section 6. Duties of the Publicity Director

- A. To coordinate publicity by means of posters, flyers, billboards, placards, newspaper and magazine advertisements, and reviews for the season, each individual production, workshop, and other activities done throughout the year.
- B. To notify marketing crew members of meetings and their locations.
- C. To coordinate and maintain a program and marquis for every *Theater Club* production.
- D. To secure a photographer for any organizational theatrical event for the purpose of the record, etc.
- E. To collect and correlate production materials throughout the year.
- F. To keep an up-to-date scrapbook and history of all *Theater Club* events.
- G. To maintain *Theater Club* lobby display.
- H. To file all photographs of all events by date that the event took place.
- I. To execute any other duties said office should call for.
- J. To be present for all load-ins and strikes for all productions.
- K. The Publicity Director shall have one vote on all matters.
- L. Must act in accordance with all current A.S.B.C.C. policies, procedures, and sanctions.

Section 7. Executive Board Meetings

The Executive Board shall meet four times per month to coordinate and discuss the organization's activities.

Section 8. Training

All officers shall be responsible for the training of their successors.

Section 9. Term of Office

Officers shall serve a term of one full year, taking office on June 1st and continuing to serve until May 31st of the following year.

ARTICLE VI: ELECTION OF OFFICERS

Section 1. Eligibility

There shall be the following qualifications for candidates wishing to serve on the Executive Board:

The candidates for the offices of President, Vice President, Treasurer, Secretary and Publicity Director shall have been active participants in three or more play productions and a member for at least one semester, and must currently be an undergraduate member in good academic standing with Brookdale Community College.

Section 2. Procedure for the election of officers

- A. Nominations for executive offices shall be taken no later than the second to last general membership meeting of the spring semester, or at the discretion of the current executive board to allow time for training. Nominations may be made by any active general member in good standing with the organization.
- B. The election for positions for the following year shall be conducted no sooner than 2 weeks and no later than 4 weeks after nominations have opened.
- C. The organization's advisor or qualified delegate must be present at the time of elections.
- D. All active voting members shall have one vote in the election of officers.
- E. Voting shall be conducted by secret ballot.
- F. Tabulation of the votes shall be done by the advisor and one or more mutually agreed upon member in good standing.
- G. A plurality of the votes cast is required to win.
- H. A quorum of active members shall be necessary to execute the election process.

Section 3. Vacancies

- A. In the event the office of the President is vacated, the Vice President shall complete the term, and a new Vice President shall be elected.
- B. In the event the office of the Vice President is vacated, the President shall appoint a new Vice President, pending the approval of 2/3 membership vote.
- C. In the event that any other office is vacated, nominations shall be held at the next meeting with the election to occur at the following regular meeting. All appropriate procedures governing elections shall be followed, however the dates aforementioned do not apply to emergency elections. The replacement of officer shall serve for the remainder of the term.

ARTICLE VII : COMMITTEES

Section 1. Standing Committees

- A. A number of committees or crews including, but not limited to, *Publicity and Front of House* shall be formed to aid in the production process.
- B. The President and the Executive Board, as needed, with the consent of the general members, shall form special committees.
- C. The chairperson of all standing committees will be appointed by the President with the advice and consent of the voting membership.

Section 2. Calling Committee Meetings

A committee shall meet when the chairperson of the said committee decides there is a need or by petition of a majority of the committee members.

Section 3. Membership

All members in good standing shall serve on at least one committee.

ARTICLE VIII : REMOVAL OF PRIVILAGES

Section 1. Loss of Voting Rights

A member may lose his/her voting rights with the following justification:

- A. The member fails to maintain in good faith, the requirements necessary to carry out the purposes of the organization.

Section 2. Loss of Office

An officer may be removed from office by acting in contradiction to the constitution or showing irresponsibility with the organization's functioning through his/her duties.

- A. The officer may be brought up for removal by a petition signed by a majority of the general membership.
- B. The accusers shall present their argument for removal at the earliest possible meeting provided the accused has been given two weeks to prepare a defense.
- C. A 2/3 vote of the voting membership present shall be required to remove the officer.

- D. The organization's advisor, Student Life Coordinator or A.S.B.C.C. representative must be present at any impeachment proceedings.

Section 3. Appeals/Reinstatements

Any action taken under the auspices of this article may be appealed within two weeks. A $\frac{3}{4}$ vote of the voting membership present shall be required to reinstate the member or officer. Reinstatement of voting rights can also be reestablished by following the guidelines set forth in Article II : Membership.

ARTICLE IX : PARLIMENTARY PROCEDURE

- A. Robert's Rule of Order shall govern all procedural matters not governed by this constitution.
- B. A $\frac{2}{3}$ majority of the voting membership may override this constitution in the best interest of the organization for a single specific purpose.

ARTICLE X : AMENDMENTS

Section 1. Introduction of an Amendment

Amendments may be introduced by the President or by petition signed by a majority of the voting membership submitted to the President. The proposed amendment must be introduced at least one meeting prior to voting.

Section 2. Passage

A $\frac{2}{3}$ vote of the voting membership present shall be required for the amendment to pass.

Section 3. Final Approval

Final approval by the Student Life Board of Brookdale Community College is necessary before any amendments go into effect.

ARTICLE XI : FINANCIAL TRANSACTIONS

All monies of the organization shall be kept in a special account assigned by the Associated Students of Brookdale Community College and the Office of Student Life and Activities. Use of allocated funds and earned income are governed by the A.S.B.C.C. Finance Committee Guidelines. Authorized signatures for check disbursements will be kept on file with the A.S.B.C.C. Treasurer and updated as needed.

ARTICLE XII : DELEGATION OF POWERS

All powers not expressed in the document are hereby delegated to the Student Life Board of Brookdale Community College.

ARTICLE XIII : ADVERTISING CLAUSE

This organization shall use only its full chartered name or a recognizable abbreviation in all its advertising for meetings and events. All advertising shall state "Theater Club" All advertising must follow all current A.S.B.C.C. and Brookdale Community College posting policies.

ARTICLE XIV : RULES AND REGULATIONS

This organization shall abide by all applicable rules and regulations of the college and under the privileges as granted by the Associated Students of Brookdale Community College. The rules and regulations are found in such documents as the Brookdale Community College Catalog, the Student Handbook, as well as the general regulations of the College as provided by the Board of Trustees, but the State of New Jersey and the Federal Government.