# CONSTITUTION FOR WEST CHESTER UNIVERSITY THEATRE OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA

## ARTICLE I TITLE

The title of this organization shall be West Chester University Theatre, hereafter referred to as UT.

## ARTICLE II: MISSION STATEMENT

Provide students with a positive, unsuppressed forum for artistic expression and to support and encourage a sense of community among all students in the arts. Through regular open performances and special events, UT offers students an essential outlet for experimentation, outside the confines of a classroom structure. In collaboration with the faculty of the Department of Theatre and Dance, UT furthers the study of stage techniques, storytelling, and contemporary stage trends in all facets of the collaborative process of theater. All forms of artistic expression are welcome with no division between those with performance, technical, or literary emphasis. We are all one, and only as one can we accomplish our greatest triumphs.

## ARTICLE III: MEMBERSHIP

### Section I – Eligibility

1. All students of West Chester University are eligible for membership in UT.
2. All members must have paid their Student Activities Fee in full.

### Section II: Types of Membership

1. Inactive Membership
   A. Inactive members are defined as students who fulfill the standards of eligibility (Article III, Section 1), as well as meet the criteria listed as requirements of all membership (Article III, Section 3).
2. Active Membership
   A. Active members are defined as students who fulfill the standards of eligibility (Article III, Section 1), as well as meet the criteria listed as requirements of all and active members (Article III, Section 3, 4).
3. Voting Membership
   A. Voting members are defined as students who fulfill the standards of eligibility (Article III, Section 1), as well as meet the criteria listed as requirements of all and voting members (Article III, Section 3, 5).
4. Alumni Membership
   A. Alumni members are defined as graduated students of West Chester University who have achieved at least one (1) semester of inactive or active membership status.

### Section III: Requirements of All UT Members

1. Members will adhere to membership requirements and sign an acknowledgement of these requirements with a form provided by the executive council. The

executive board is responsible for maintaining all records related to this agreement.

2. Members will act in accordance with **Roberts Rules of Order** and the **Student Code of Conduct.** This includes but is not limited to:
    a. Everyone has the right to participate.
    b. Only one thing can be discussed at a time.
    c. Everyone has the right to know what's going on.
3. All members must be connected to UT on West Chester University's online organizational platforms designated by the Student Government Organization, including RamConnect and all future iterations.
4. All members must have subscribed to UT's forms of communication.
    a. Forms of communication include email list, UT minutes, call board, texting apps, etc.
5. All members are responsible for keeping up to date with the UT and faculty call boards.
6. In the event that a member is called to any strike, they must be available to actively participate unless otherwise noted by the Executive Council.
    a. Involvement in a strike is to be determined by the Production Manager and each student's enrollment in THA 200 (Practicum).
    b. No one is permitted to leave a strike, unless released by the Production Manager, as well as notifying the Vice President.
    c. If a member cannot attend a strike, they must inform the Production Manager and the Vice President as soon as possible.
    d. In this case, the member must fulfill another task that will be decided by the Production Manager and notified to the Executive Council.
    e. Once the task is completed, the member is considered to have attended the missed strike.
    f. All crew and cast of the specific show receive a break after the initial strike meeting as determined by the Production Manager and Stage Manager.

**Section IV: Requirements to be an Active UT Member**

1. All active members must attend at least 50% of regular UT meetings (defined in Article VI) per semester. If a member cannot attend 50% of regular UT meetings, attendance may be supplemented by participation in UT sanctioned events/productions, at the discretion of the Executive Council.

**Section V: Requirements to be a Voting Member**

1. All active members, by virtue of their status, will be considered Voting Members.

**Section VI – Rights and Privileges of ALL UT Members**

1. Have an active voice in suggestions concerning the upcoming theater season.
2. Have the opportunity to be considered as student directors, designers, and production team members.

3. Have the opportunity to be invited to production meetings and rehearsals.
4. Be kept up to date about opportunities within and beyond the Department of Theatre and Dance.
5. Have the opportunity to attend and participate in all events, productions, and meetings of UT.

**Section VII – Benefits of Being Active Members**

1. Have the privilege to be elected to the Executive Council (see Article V, Section VI).
2. May participate in decisions concerning policies and membership participation within the organization.
3. Ability to suggest changes and amendments to the UT Constitution
4. Eligibility for production team positions for UT sanctioned events.

**Section VIII- Benefits of Being Voting Member**

1. Have the right to vote and nominate for UT Council.

## ARTICLE IV: ANTI-DISCRIMINATION STATEMENT

West Chester University and UT is committed to providing leadership in extending equal opportunities to all individuals and prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision making regarding admissions, employment, or participation in a University program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, The Age Discrimination in Employment Act, The Americans with Disabilities and ADA Amendments Act, The Equal Pay Act, and the Pennsylvania Human Relations Act.

**Section I:** Any violations of the above must be reported via the following channels for member accountability:

i. Office of Diversity, Equity and Inclusion Reporting Forms:
Sexual Misconduct
Discrimination and Harassment

**Section II:** Any violations of the Student Code of Conduct need to be reported via the Office of Student Conduct reporting form.

## ARTICLE V: EXECUTIVE COUNCIL

**Section I – Introduction**

The Executive Council of this organization shall consist of six students, acting together and sharing leadership and role model positions.

**Section II – Division of Duties**

1. The Executive Council must consist of the President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian.
2. Positions are determined as stated in Section VI

**Section III – Duties of the Executive Council**

**A. President**

1. Maintain a clear artistic focus in support of the UT mission.
2. Schedule and preside over UT meetings at a convenient time for members.
3. Act as a liaison between university faculty and the student body.
4. Schedule meetings with the Department Chairperson, with concerns from UT.
5. Maintain communication and relations with other on-campus organizations
6. Provide support to the BC/EFA Benefit Concert team as a departmental liaison.
7. Request that the Production Manager reviews the GPA of each council member at the end of the fall semester.
8. Maintain/update RamConnect
9. Ensure that the Vice President is well informed and knowledgeable in all important decisions and communication.
10. Schedule regular meetings between council members.
11. Maintain direct and regular communication with the advisor.
12. Obtain production calendar from Production Manager and maintain/update the UT calendar for the school year.

**B. Vice President**

1. Fill any and all vacancies of the Executive Council in the case of an absence and provide additional assistance as necessary.
2. Head all strikes and oversee all members' completion of their strike duties.
3. Provide support to the BC/EFA Benefit Concert team as a departmental liaison.
4. Share in the responsibility of maintaining/updating RamConnect
5. Act as a faculty liaison for requesting/receiving production calls/updates
6. Oversee the ordering of food for opening night reception

**C. Secretary**

1. Keep a record of attendance at UT meetings.
2. Prepare a meeting agenda prior to pre-meeting.
3. Review and update UT calendar in collaboration with the President and Vice President throughout the school year.
4. Record the minutes of UT meetings for view by all members and advising committees.
5. Email the minutes of meetings to the advising committees and UT membership within 24 hours of meetings taking place.
6. Prepare petitions and ballots for the election of the following Executive Council.
7. Keep track of active and inactive UT members in a format accessible to all council members.
8. Record minutes of UT Executive Council meetings for records and share with the advisor.
9. Maintain the contact list.

**D. Treasurer**

1. Work with UT Production Managers, UT Advisor, and Department Chairperson on the budget request for the following UT yearly season.
2. Maintain an updated log of transactions between UT and other individuals and

organizations with oversight from department administrator.
3. Sign off on pending transactions dealing with the budget. All signatures must be original.
4. Maintain a working relationship with SSI and the Finance Committee to keep budgetary rules and regulations updated.
5. Collect and track any cash or money obtained from UT members.
6. Alert members prior to the cashing of checks.
7. Alert members of completed reimbursement funds.
8. Oversee UT Sanctioned fundraisers.
9. Plan and organize UT Banquet with assistance of the President and Vice President.

**E. Historian**

1. Maintain visibility of UT members, productions, and events through various forms of media.
2. Promote and maintain social media appearance.
3. Oversee and actively participate in the archive process for UT. This includes the uploading of photos to the Google Drive and maintenance of the UT website.
4. Communicate with publicity department to collect all photos from productions. If applicable, take original photos at invited dress rehearsals.
5. Maintain relationship with UT Alumni
6. Take and collect photos from UT social events.
7. Maintain UT Call Board in collaboration with the rest of the Executive Council.

**F. Parliamentarian**

1. Interpret the constitution.
2. Provide aid in the drafting of amendments to the constitution, offering recommendations in wording or actions to the members and Executive Board.
3. Act as a student liaison to the incoming members of UT.
4. Prepare and facilitate UT social events.
5. Collaborate with Historian to advertise social events.
6. Oversee the production of UT Merch in collaboration with the rest of the Executive Council.
7. Reserve spaces for UT events as communicated with the Production Manager.

**G. All Members of the Executive Council**

1. Bring ideas for change and improvements to our membership with equal opportunity for input from all of Executive Council.
2. Prepare and attend social activities.
3. Be available and listen to concerns of the UT members.
4. Attend faculty meetings, as determined by the agendas of the faculty and UT, addressing any concerns from the membership or Council.
5. Meet all events and expectations with enthusiasm and professionalism.
6. Aid in the facilitation of opening night receptions for UT productions
7. Support the Clubs mission by supporting the community of Theatre Artists and practice of Theatre Arts throughout the University.
8. Maintain a GPA of 2.5 or higher from time of nomination through end of elected service.
9. Maintain communication between Production Staff and membership of UT.
10. Analyze and aid the removal process of a member.
11. Determine one representative from Council to attend the required amount of SGA Council of Organizations meetings per semester.

12. Maintain organization of the Google Drive.

**Section IV – Privileges of the Executive Council**

1. Act as liaison between students and faculty concerning curriculum changes, production processes, opportunities both within the campus and community, and bring forward any issues theatre students bring forward.
2. Have the opportunity to attend Kennedy Center American College Theatre Festival Region 2 free of charge.

**Section V – Requirements for Executive Council**

1. All officers will be considered in good standing with the Office of Student Conduct.
2. The Office of Student Leadership and Involvement is responsible for maintaining records for these requirements.
3. Must have at least two active semesters in the organization. If a nominee does not fulfill these requirements, nominations will be viewed on a case-by-case basis.
4. Must have fulfilled the requirements of a voter membership.
5. Must have intent to complete a full academic year while in position.
6. Must support purposes of University Theatre, as stated in Article II.
7. Nominees for President and Vice President must have served a year on the Executive Council. If no current council member is eligible to fill said positions, nominations will open up to the membership.
8. All nominees must shadow the current Executive Council for the positions they are nominated for.
9. Students may be exempt from requirements for any Executive Council position if a joint decision is made by a majority of current Executive Council and faculty advisor. This action must be decided and submitted by at least 2 weeks after nominations take place.
10. Nominees must maintain a Cumulative G.P.A. of 2.5 or higher.

**Section VI – Elections**

1. Any active UT member can be nominated for **<u>at most</u>** 2 positions at a general meeting prior to elections.
2. Candidates for the Executive Council must submit a signed letter declaring their intent as to their goals as a council member to Council one week prior to Elections. Letters will be posted by Council prior to Elections.
3. On the night of elections, each candidate will make a 2 minute speech, declaring why they should serve in that position.
4. The elections are to be held at the UT meeting prior to the Banquet.
5. The vote shall be by secret ballot to voting members and be tallied by the retiring officers as well as the faculty advisor.
6. The outcome shall be determined by a simple majority of voting members based on active and inactive status on a full year scale.
7. In case of a tie or in the event that one person is elected for 2 positions, the president will cast the deciding vote. Voting process must be approved by the advisor prior to result publication.
8. The president shall not vote for council positions so that in the case of a tie, they can be the deciding vote.
9. The results of the election shall be announced via email and posted on the call board prior to banquet.

10. In order to be considered for nominations for council, one must be present at UT on the day of nominations.
11. If a voting member cannot be in attendance an absentee ballot can be acquired by emailing council and providing a valid reason for absence 24 hours prior to elections that can then be turned in to council in advance of the vote.
12. In the event of a member running unopposed for any position, voting members must have the opportunity to approve or disapprove on the ballot.

13. In the case that an election cannot be done in person, Elections will be done online at the discretion and supervision of the current Executive Council who are not running for an incoming position.

## ARTICLE VI: OFFICER AND MEMBER ACCOUNTABILITY

**Section I: Maintaining Membership**

1. Any member or officer who is not in good standing or fails to meet the responsibilities of their office may be subject to removal.
2. Any member/officer subject to removal will receive notice of the allegations in a timely manner, communication from the Executive Board and/or Advisor, and will have the opportunity to be heard. Final removal decisions are not subject to appeal, as each student will have been afforded adequate due process.
3. All members are encouraged to respect the privacy of any member/officer who is engaged in a Member Accountability process.

**Section II:** Any officer is eligible for removal/impeachment. An officer may be removed for one or more of the following reasons:

1. Verifiable nonfeasance, misfeasance, or malfeasance of the duties of an officer or those duties as specified for that individual office.
2. Failure to meet the qualifications for the office as specified.
3. Malfeasance of student funds.
4. Failure to attend the majority of meetings in one semester.

**Section III: Impeachment of Officers -** the process of the removal an officer shall proceed as follows:

1. Any member in good standing of UT may file written impeachment allegations and submit them to the group's advisor.
2. The advisor will form an Ad Hoc committee and select a chairperson for the Ad Hoc committee.
    a. The Ad Hoc committee is responsible for reviewing allegations, hosting due process meetings and making recommendations to the Advisor in the form of a report containing facts found by the committee, and a final recommendation.
3. The committee will convene within 7 days of the receipt of the allegations. At the discretion of the committee, the Complainant (individual reporting the allegations) may

attend a portion of the meeting to explain the allegations but will not be present during deliberation.

4. The committee will review and assess the allegations and provide recommendations to the Advisor for review and consideration.
5. In the event that there are no grounds to proceed, the Complainant(s) will receive written notification from the Advisor.
6. In the event that there are grounds to proceed, the Respondent will receive written notice of the allegations within 2 days of the Ad Hoc Committee's review which will include the date, time and location of the impeachment proceeding.
    a. A special meeting will be scheduled for the impeachment proceeding.
    b. A quorum must be present for the impeachment proceeding.
7. Neither the Complainant(s), nor the Respondent will preside at the hearing. Subject to that provision the following will be the rank for determining who will preside:
    a. President
    b. Vice President
    c. Treasurer
    d. Secretary
    e. Historian
    f. Parliamentarian
8. The agenda for the hearing proceedings will be as follows:
    a. Call to Order
    b. Roll Call
    c. Presentation of allegations by the Complainant(s): the Complainant(s) will appoint a spokesperson who will be permitted a maximum of 5 minutes speaking time to articulate the allegations.
    d. The Respondent will be permitted a maximum of 5 minutes speaking time to respond to the allegations.
    e. The floor will then be open for questions and discussion.
    f. At the conclusion of discussion, a vote will be taken by secret ballot, with 2/3 of the members present voting in the affirmative necessary for removal.
9. In the event that an officer is removed, the officer may still be permitted to remain a member of the organization provided the officer has not been processed through the Member Accountability process as outlined in Section IV.
10. Outcome of this process will be communicated in writing with the Office of Student Leadership and Involvement.

**Section IV: Member Accountability Process**

1. Any member may be referred to the Executive Board in response to failure to comply with minimum membership expectations.
2. A member may be removed for the following reason:
    a. Non-adherence to Minimum Membership requirements as defined in Article III.

**Section V:** Member Removal process is as follows:

1. Any member in good standing of UT may submit a written report regarding a member's

non-adherence to Minimum Membership requirements as defined in Article III to the Advisor.

2. *Upon receipt of the allegations, the Advisor will send a written request to the member in question via email* to schedule a meeting with the Advisor to discuss the reported allegations.
3. *The purpose of the meeting is to review the allegations and if appropriate, establish an action plan to address the reported allegations.*
4. *The Advisor will provide a written summary of the meeting* via email to the member outlining an action plan including a timeline, if applicable.
5. *In the event that the* member does not complete the action plan requested by the designated deadline, communication from the Advisor to the President will be provided regarding initiation of the formal removal process.
6. Once a formal request for the removal of the member has been communicated, the President will call and hold a mandatory meeting within five (5) business days with the Executive Board, the Advisor and the member in question.
7. The member must be *notified* of the meeting at least 3 business days in advance, will be scheduled when the member in question does not have class.
    a. If the President is the student in question, the Vice-President will assume the role of convening the executive board meeting and carrying out the duties in this section.
8. At the meeting the Executive Board will discuss the allegations with the member. If the member does not appear or chooses to not participate in the meeting, the officers will be allowed to take action at the scheduled meeting.
9. A 2/3 affirmative vote is required to remove the member from the organization.
10. The member will be *notified* in writing of the outcome upon conclusion of the meeting.
11. The outcome of the proceeding will be communicated in writing with the Office of Student Leadership and Involvement.
12. Appeals

**Section VI:** The process defined in Article VI: OFFICER AND MEMBER ACCOUNTABILITY may not be used for any violations of University policy. Allegations of violations of University policy should be discussed and reviewed with the Advisor. Violations must be reported to the proper University channels as defined in Article X.

1. Once reported, these processes are confidential.
    a. The organization and its members will not be privy to any investigation process or final conclusions.
2. Membership removal may be recommended by the investigatory office following a meeting with the member to review any relevant documentation.
3. If membership removal is not recommended, an action plan will be created for each individual student that has gone through the member accountability process.
    a. This action plan will be created in collaboration with the President and Faculty/Staff Advisor, and student in question.
    b. This action plan will include measurable outcomes related to the stated behavior in question.
    c. The President and Faculty/Staff Advisor are responsible for ensuring that this

action plan takes place within the provided timeframe.

**ARTICLE VII: MEETINGS**

Meetings shall take place every week as set by the President of the Executive Council. Deviations may occur if deemed necessary by the President of the Executive Council.

**ARTICLE VIII: PRODUCTIONS**

**Section I – Introduction**

As the producing organization of the Department of Theatre and Dance at West Chester University, funded by Student Services Incorporated (SSI), University Theatre holds certain rights and responsibilities.

**Section II – Budget**

1. The working budget must be maintained by the Treasurer in collaboration with the UT Production Manager.
2. If any designer or member of the production team exceeds their allotted budget, that person must have a meeting with the Production Manager and the Treasurer to find a solution.
3. Designers and production team members must present all receipts to the Treasurer within two weeks following the production's close.
4. Any document that needs to be signed by an Executive Council member must have an original signature.

**ARTICLE IX: AMENDMENTS/REVISIONS**

**Section I – Amendment Process**

1. Revisions to this constitution must be taken into consideration on a yearly basis by the Executive Council.
2. This constitution shall be amended by the following process:
   - A. The revisions shall be posted on RamConnect and the UT website open to all members.
   - B. If members have concerns or recommendations, they must bring the concerns to the attention of council via the Council Gmail.
   - C. Once the concerns or recommendations are brought to the attention of council, the article in question will be reviewed by UT membership and culminate in a quorum vote.
   - D. Once all revisions to this constitution are ratified, these revisions go into effect immediately.

**Section II – Quorum**

A quorum shall be defined as two-thirds (2/3) of the active members present at any scheduled UT meeting.

Elijah McBride, President

Olivia Opiela, Vice President

Maddie Wittman, Secretary

Zachary Lanton, Treasurer

Julie Eshenauer-Rivera, Historian

Ryan Baker, Parliamentarian

Liz Staruch, Advisor