

# **University Theatre Guild Constitution**

- Preamble
- I. Definitions of Members
- II. Officer Structure
- III. Officer Elections
- IV. Membership / Rules
- V. Amendments

We the founding members of the University Theatre Guild at the University of Texas at Austin find it necessary to draft this constitution in an attempt to preserve the vision of the organization and the integrity of the organization within the university. The goal of this establishment of the administrative governing body set up by this constitution is to provide order, safety, and an effective organization run by its member-representatives. While governed by a few representatives of the whole, this constitution aims to prevent any and all future breakdown of the Guild into an organization run strictly on the whim of its officers.

It is also, more importantly, our goal to establish these things while preserving our rights as artists to express ourselves freely, without the constraints that may be placed on us by the university while working within its structures and theatre arenas. We are artists, not to be constrained by our career choices, majors, or class standing. It is our goal to provide an environment in which any and all theater artists may come and express themselves among others with whom they might not normally be able to work.

We as an organization are strengthened by one enormous asset: our diversity. We are members of many different backgrounds, social niches, and areas of the university who would never have come together without the formation of this group. We are strong in that, as one sits in on a rehearsal, meeting, or other function, they can look around and absorb personalities, opinions, and friendships of people whom, in another context, they never would have known. We are not just an organization bound to perform and express our art together. More than that, we are a diverse family whose art has brought us together.

## **I. Definitions of Members**

#### A. Active Members:

All members become active when they pay dues. In order to maintain active status, members must attend a majority of all meetings throughout the semester, unless they have a viable excuse (i.e. class during meeting times).

Benefits of active membership: Active members are allowed to vote for officers, directors, and UTG awards. They are allowed to participate in performances and social events, and attend UTG plays for free.

#### B. Senior Members:

Members who have remained active and in good standing in UTG for at least four long semesters are granted senior membership. Any member who has previously held an office for at least two long semesters will also be granted senior membership.

When there is an issue to be voted on by the officers and the officers reach a tie, senior members will be brought in and vote to break the tie.

## II. Officer Structure

#### A. Succession:

The offices of UTG are listed here in successive order. In the event that an officer is absent and a decision must be made, all other officers are responsible in this order.

#### B. Executive Offices:

**President:** The President is solely responsible for the actions and on goings of the organization as a whole. S/he is to handle, control, and delegate executive duties to other officers.

**Vice President:** The Vice-President is required to act as presiding officer in the event of the absence of the President, and is solely responsible for all risk-management associated with UTG functions. S/he will also be in charge of maintaining and updating the UTG website and Facebook group page. Finally, s/he will be in charge of organizing at least one community service event per semester, in addition to ensuring the production of a Children's Show.

The power of delegation of duties does not mean that the presiding executive may unduly force an obligation or duty onto another officer. That officer must accept the duty willingly with no repercussions from the executive.

In the event that the President is removed from office mid-semester, by any means voluntary or otherwise, the Vice President will take over the office of President and a vote will be held to fill his/her vacant office.

Any responsibilities not spelled out to the administrative offices are the responsibilities of the executives.

#### C. Administrative Offices:

**Treasurer:** The treasurer will control, handle, and organize any and all monies which pass through the organization. It is his/her responsibility to retrieve mail from UTG's box in the Student Services Building, and to keep track of all records and receipts held by our

account.

**Secretary:** The secretary is responsible for organizing a roster at the beginning of each meeting, and recording the e-mail address and status of all members. S/he is responsible for organizing the master e-mail list, sending out notices via e-mail, and for keeping minutes of meetings. The secretary will also be in charge of reserving rooms on campus for weekly meetings, rehearsals, and performances each semester.

**Publicist:** The publicist is responsible for organizing all publicity for the organization and its performances. This includes tabling on campus for two weeks at the beginning of each semester, and for two weeks prior to each show during a semester. S/he is responsible for all publication media – any member may submit a piece of publicity, but the decision on what is done is ultimately the decision of the publicist. S/he will be in charge of updating any UTG social media outlets (e.g. blog, Twitter, etc.).

**Historian:** The historian is responsible for correctly recording, documenting, and updating records of the organization. S/he is responsible for the creation of a photo album of all events and performances, and for having something in this vein to present at each end-of-semester banquet. S/he will make a cast photo poster to be displayed at the door of each performance, and will be in charge of organizing the video recording of each show performed by the organization. In the absence of the secretary, the historian will also be in charge of organizing the member roster at the beginning of a meeting.

**Social Director:** The social director is responsible for the organization of any and all social events. S/he must coordinate all events, which does not mean that these events must occur at his/her home, but that s/he must find a place for these events and host them from there. The social director is responsible for, but limited to, these regular events:

- beginning of the semester event (Getting to Know You)
- one social event per month
- cast parties for each show
- end-of-semester banquet and ‘roast’ of graduating seniors

**Parliamentarian:** The parliamentarian is responsible for the organization and running of all UTG meetings. This includes enforcing parliamentary procedure and the keeping of order among members at weekly meetings, as well as at any spontaneous and emergency meetings. S/he will also be in charge of enforcing the principles of the constitution, and of counting any ballot votes in which s/he is not directly involved.

#### D. Requirements for Officers:

All officers must not miss more than one consecutive meeting, or more than three meetings total per semester, and must attend all UTG functions without missing more than one. In the event that an officer misses more, an officer vote will be held to determine not if these absences were excusable, but whether the officer was adequately fulfilling duties and whether s/he should be removed. Removal requires a unanimous vote among officers.

To remove an officer from his/her office, with the exception of the above, a meeting of

all other officers must be held. To impeach an officer, the other officers must provide adequate reason and reach a unanimous vote. Grounds for impeachment include, but are not limited to:

- a breach of trust within the organization
- an abuse of power as an officer
- a failure to meet listed requirements

After a unanimous vote is reached among the other officers, the officer being impeached will have the option to present their case to the rest of the organization. Members will then be given a chance to vote on the appropriateness of the impeachment, which will be passed by a simple majority.

Impeachment from office does not necessarily constitute removal from the entire organization.

### **III. Officer Elections**

A. Officer elections for every academic year will be held during the last official meeting of the spring semester. Only active members of the organization may vote or be elected in these elections. To ensure this, only active members will be allowed to attend this meeting. Requirements for office are as follows:

- All officers must have retained active status through the previous semester.
- All nominees must have been an active member for at least one semester.
- Only senior members may run for executive positions, treasurer, and secretary.

B. Nominations:

All nominations will be entered silently into a logbook at the beginning of the elections meeting. Members should not nominate themselves in this log, but may request that others nominate them for certain positions. At the beginning of election for each position, the names of the nominees will be read aloud, and any member who wishes not to run may decline their nomination.

Once nominations are set, each nominee will have the option of presenting their case for office to the organization. The parliamentarian will then distribute ballots to the members to vote on the office. Elections are won by simple majority.

### **IV. Membership / Rules**

A. Dues:

The treasurer will suggest a dues amount at the first officers' meeting each semester, as well as an amount for ticket prices at each show. These amounts will then be voted on by the officers, and set with a majority vote. All dues must be paid by the fourth general meeting of the semester.

B. Auditions:

An inactive or non-member may not audition for performances on the promise of

becoming a member or repairing their status.

All active members may audition for performances, but actors must maintain active status, or a meeting of the executive officers and director will be held to determine whether that person's inactive status warrants removal from the play.

If a member does become inactive during a performance, s/he will suffer a semester-long suspension from participation in any performance the following semester.

C. Discrimination:

Under no circumstances will any member or officer show any sign of discrimination to any member, non-member, or guest on the basis of race, religion, gender, or background. Violation of this will result in the loss of membership and the permanent expulsion from the organization and all of its future events.

## **V. Amendments**

As things change, the officers and members may find it necessary to amend this constitution. Following are the guidelines for doing so.

A. All amendments must be submitted to the officers for a preliminary vote. This vote is to determine whether the amendment has merit, and whether it violates the rules and regulations as spelled out in the constitution.

B. No amendment may be sent to the members without it first being deemed constitutional by the officers.

C. A majority vote by the officers is required to send an amendment to the active members.

D. Once members have received the amendment, they will vote on it in a general meeting, and it will be passed by a simple majority vote.

### **Added Fall 2010**

#### **Elections for Directors/Plays**

Each current officer is required to submit at least two plays for nomination for the following semester. All other members are free to submit plays for nomination as they wish. A short summary of each play will be presented to the active members, who will then vote to select the top five plays. Should a tiebreaker be necessary, members will re-vote on the plays in question. The top five plays will then be submitted to the newly elected directors, who will read each play

before choosing which they will direct.

Directors will be nominated and will run for election at the same time as plays at the end of each semester.

### **Amendments (passed 27 April 2011)**

i. Auditions Process:

Auditions will be held after the second information meeting each semester. Members must be active (i.e. have paid dues) and physically present at auditions in order to be eligible for a role in a performance. Auditions will be held over two days, with the second day being reserved primarily for callbacks and members who are unable to attend the first day of auditions.

ii. Director's Contract:

Once elected, all directors will be required to sign a contract between themselves and the UTG officers detailing their responsibilities and expectations as a director. Current contract may be found attached to the UTG Constitution.

iii. Budget Specifications:

a. Show Budget –

The budget for UTG productions will be set by the officers at the end of each preceding semester. Each show during a single semester will be allotted the same amount of money, and this budget will be set based on UTG's current financial situation.

b. Social Budget –

A social budget will be allotted to the UTG Social Director each year. This budget will be used exclusively for social events for UTG members throughout the semester, not including any event involving alcohol, and does not include any money put towards the end-of-semester banquet from the UTG general fund. The social budget will be determined by the officers at the end of each preceding semester based on UTG's current financial situation.

c. Publicity Budget –

A publicity budget will be allotted to the UTG Publicist each semester. This budget will be used exclusively for the purpose of advertising for UTG and its productions. This includes but is not limited to the creation and printing of posters, banners, advertisements in newspapers/magazines, and flyers. The publicity budget will be determined by the offices at the end of each preceding semester based on UTG's current financial situation.

d. Fundraised Money –

Any money fundraised in the name of UTG must go to the UTG general budget, to be equally distributed to shows, publicity, and social events.