

**CONSTITUTION OF
THE PLAYERS OF GEORGIA STATE UNIVERSITY**

ARTICLE I

NAME AND PURPOSE

- Section 1. The name of this organization shall be the Players of Georgia State University. There shall be three major components of this organization: the general membership, the Student Board of Directors, and the Executive Council. These bodies shall be defined within the contents of the constitution.
- Section 2. The purpose of this organization is to further the study of dramatic arts and to encourage interest in theatre, especially through the sponsorship and presentation of plays.
- Section 3. Each individual board shall develop a mission statement which will elaborate on the purpose as described in Article I, Section 2 above. The individual Board shall have the power and responsibility to revise the mission statement as they see fit. No mission statement shall violate Article I, Section 2.

ARTICLE II

MEMBERSHIP

- Section 1. A person shall be considered eligible for membership provided that they are current GSU students as confirmed by the office of the Registrar.
- Section 2. A person shall be considered eligible for membership provided that they have worked on, **or will work on** a Players production in the current season. Specifically, by either performing in the production, working on the crew of a production, or by working at least ten hours in the scene shop during a production.
- Section 3. An interested student shall be considered to be a member of the Players of Georgia State University upon application and acceptance by the board based on the above criteria **and payment of their semesterly dues as set by the current board.**
- Section 4. Any member who wishes to run for a Student Board position, exercise voting privileges, or be eligible for an internal award must satisfy the above criteria and be able to show qualified membership at least one semester prior to exercising any of said privileges.

Section 5. There will be no bias towards or against any member on the basis of age, race, national origin, sex, religion, or sexual orientation.

Section 6. The following are ground for expulsion:

- A. Any physical threat made by one member to another member.
- B. Proven theft of any University property or property belonging to a fellow student.
- C. Slander of the Players organization or its members to anyone.

Section 7. Upon recommendation of the Executive Council or upon petition to the organization based on the provisions in Article II, Section 5 or 6, a member may be expelled by a $\frac{3}{4}$ majority vote of the Executive Council after an open hearing has been conducted by the Executive Council.

ARTICLE III

STUDENT BOARD OF DIRECTORS

Section 1. The Student Board of Directors of the Players organization shall consist of the President, the Fall Production Manager, the Spring Production Manager, publicity manager, the Comptroller, the Front of House Manager, and the Office Manager.

Section 2. In addition to the provisions in Article II, Section 4, in order to be eligible to run for an office on the Student Board, a member must satisfy the following conditions:

- A. Have at least a 2.2 cumulative G.P.A. and maintain at least a 2.0 throughout the term of office.
- B. Have completed at least one semester at Georgia State University.
- C. Be enrolled two out of three semesters during the term of office.
- D. **Be a member of the organization at least one semester previously, and be a member in good standing.**

Section 3. The term of office of a Student Board member shall be from the summer semester through the following spring semester. The time from which the officer is elected until the summer semester begins will serve as the apprenticeship for the new officer.

Section 4. A board member may be considered for removal from office under the following conditions:

- A. Three unexcused absences from regular meetings of the Council or mandatory functions as defined by the President during one semester of a term in office. A tardy appearance for a meeting shall be one-half of an absence. A person who arrives after the roll has been called will be considered tardy.
- B. Any Student Board member's inattention to their duties.
- C. A member who is no longer enrolled in GSU (who has not been in school two out of three semesters).
- D. **Three (3)** absences excused and/or unexcused from Executive Council meetings or mandatory functions as defined by the President during the term of office.

Section 5. The procedure for removal of a Board member based on Article III, Section 4 shall be as follows:

- A. Any member of the board can initiate removal proceedings. The President and faculty advisor shall discuss and document their concerns with the Board.
- B. At the end of the appointed time, there will follow another meeting of those noted above assessing any improvement. At that time, a determination shall be made as to whether improvement is sufficient to justify continued Student Board activity.
- C. Should a determination be reached that job performance is still insufficient, all documentation shall be turned over to the Executive Council and a closed hearing shall be scheduled. The hearing shall be set for no more than two weeks after the review meeting. At this time, the Board member shall have an opportunity to present their case. A vote shall be taken with the faculty advisor, the President, and the Board member in question abstaining from the vote.

The vote shall have three options: expulsion, probation, or no action. There must be a 2/3 majority vote.

ARTICLE IV

DUTIES OF THE OFFICERS

Section 1. The President shall:

- A. Be responsible for the advancement of the organization.
- B. Preside at all meetings of the Student Board and general membership.
- C. Designate attendance at certain activities/functions as being mandatory.
- D. Stand as ex-officio member of all committees.
- E. Be responsible for the creation of workshops in conjunction with the respective Production Managers.
- F. Make provisions for the discharge pro-tempore of necessary duties of absent or suspended members.
- G. Oversee all activities of the Executive Council.
- H. Delegate additional assignments as approved by the Executive Council.
- I. Call special meetings when necessary.
- J. Be responsible for any informational documents published.

Section 2. The Fall Production Manager shall:

- A. Temporarily assumes the duties of the President in his/her absence during the fall semester.
- B. Oversee the technical aspects of the Players' fall productions.
- C. Attend all production meetings for the fall shows.

- D. Assure that all technical positions on the Players' fall productions are filled, and appropriate contracts/forms are filled out properly and given to the Players' advisor.
- E. Represent the interests of the production department at all Executive Council and Student Board meetings during the fall semester.
- F. Consult regularly with the Educational Technical Services Coordinator of GSU during the fall semester.
- G. Ensure that all production departments are performing their work adequately and according to deadlines during fall semester.
- H. **Aid the current stage manager in attaining a rehearsal space.**
- I. Consult with the Office Administrator concerning archival matters during the fall semester.
- J. Report to the Executive Council the status of all production department doings in the fall.
- K. Coordinate GTC/SETC information with the general membership for all deadlines during the fall semester.

Section 3. The Spring Production Manager shall:

- A. Temporarily assumes the duties of the President in his/her absence during the spring semester.
- B. Oversee the technical aspects of the Players' spring productions.
- C. Attend all production meetings for the spring shows.
- D. Assure that all technical positions on the Players' spring productions are filled, and appropriate contracts/forms are filled out properly and given to the Players' advisor.
- E. Represent the interests of the production department at all Executive Council and Student Board meetings during the spring semester.

- F. Consult regularly with the Educational Technical Services Coordinator of GSU during the spring semester.
- G. Ensure that all production departments are performing their work adequately and according to deadlines during spring semester.
- H. Consult with the Office Administrator concerning archival matters during the spring semester.
- I. Report to the Executive Council the status of all production department doings in the spring.
- J. Coordinate GTC/SETC information with the general membership for all deadlines during the spring semester.

Section 4. The Publicity Manager shall:

- A. Coordinate publicity for shows, auditions, workshops, meetings, and any other general announcements
- B. Coordinate and supervise publicity sessions for GSU Players Productions.
- C. Oversee the distribution of all posters and flyers.
- D. Be responsible for contacting any and all newspaper, radio, television, and community contacts with production press releases and/or complimentary tickets.
- E. Obtain advertisement space on GSU marquees, billboards, and display cases for Players mainstage productions.
- F. Maintain contact with GSU organizations, outside organizations and educational institutions with pertinent Player information not related to main stage productions.
- G. Attend Incept, GSU Marketplace, Pantherpalooza, Freshmen Orientation, etc.
- H. Be responsible for the recruitment of new members, alongside the comptroller

- I. Represent the interests of the Publicity department to the Executive Council, and report to the Executive Council the status of all Publicity doings.

Section 5. The Comptroller/Assistant Publicist shall:

- A. File the copies of all the invoices and record them on the Players' database.
- B. Consult with the Faculty Advisor to the Players on a regular basis concerning all financial matters.
- C. Locate, maintain, and administer membership benefits.
- D. Assist with the distribution of all posters and flyers related to production publicity.
- E. Direct and attend Incept, GSU Marketplace, Pantherpalooza, Freshman Orientation, and other functions for the purpose of presenting ourselves to the GSU community.
- F. **Aid in the recruitment of new members alongside the Production Manager.**

Section 6. The Front of House Manager shall:

- A. Set policy for and administer the box office in consultation with the Comptroller.
- B. Supervise the personnel associated with the Front of House operations.
- C. Obtain and run concessions (if applicable).
- D. Be responsible for the printing and sale of tickets, including reservations.
- E. Be responsible for filling out any necessary paperwork regarding ticket sales.
- F. Be responsible for the assembly and printing of the production program (including gathering of actor and designer bios) in cooperation with the Season Publicity Coordinator.

- G. Be responsible for maintenance and appearance of the auditorium and lobby during production runs.
- H. Be responsible for lobby displays and promotional materials in cooperation with the Season Publicity Coordinator.
- I. Insofar as possible, coordinate parking policies with the University.
- J. Coordinate safety procedures concerning audience members with the Educational Technical Services Coordinator.
- K. Represent the interests of the Front of House to the Executive Council.
- L. Report to the Executive Council the status of all Front of House operations.

Section 7. The Office Administrator shall:

- A. Be responsible for recording and circulating the minutes of all Players meetings.
- B. Establish, maintain and administer filing, record keeping and office supplies stock in the Players office.
- C. Supervise clerical staff of the Players office.
- D. Maintain the Players reading library in the office, including setting checkout policies.
- E. Maintain the various mailing lists of the Players organization.
- F. Establish and maintain office procedures.
- G. Supervise the archival videotaping, photography and record keeping of productions (including copies of posters, flyers, and programs).
- H. Be responsible for establishing and maintaining a pool of people who are interested in working on productions.
- I. **Aid the current Stage Manager and production manager in attaining a rehearsal space**

- J. Represent the interest of all Players administrative activities to the Executive Council.
- K. Report to the Executive Council all administrative activities.

ARTICLE V

EXECUTIVE COUNCIL

- Section 1. The Executive Council shall consist of the Student Board of Directors, the Faculty Advisor, and no more than four other current Theatre faculty members of Georgia State University. Each member of the Executive Council is entitled to one vote in matters that come before the council.
- Section 2. There shall be a Parliamentarian and other functionaries as deemed necessary. These may be appointed by any member of the Executive Council and shall be non-voting, non-participatory positions.
- Section 3. If the Executive Council sees the need for another voting member on the Executive Council, this matter will be taken to the general membership for approval.
- Section 4. The Executive Council shall represent the interest of the general membership and as such shall have all decision-making authority.

ARTICLE VI

ELECTIONS

- Section 1. The Student Board shall be elected by the general membership at large that satisfies the provisions outlined in Article II, Section 4.
- Section 2. There shall be an Election Committee which shall oversee the election process and ensure that the standards outlined in the Constitution are upheld. This committee shall be formed no later than the tenth week of the Fall Semester. No person running for an office may serve in any aspect on this Committee. The Faculty Advisor shall oversee the activities of this Committee.
- Section 3. The election process shall adhere to the following schedule, although minor deviations may be necessary:

- A. The Election Committee is formed by the tenth week of the Fall Semester.
- B. Within the first week of Spring Semester there will be an announcement of election procedures including nomination procedures and election dates.
- C. Within the sixth week of Spring Semester, nominations will be closed and the nominees will be presented at this time. The nominees can then accept or refuse their nomination, and then compose a letter of intent to run for the office they have been nominated for. The Election Committee must make these available to the general membership within a week of receipt.
- D. No later than the ninth week of Spring Semester, elections should be held over a two-day period. The polls should be made available for the day and evening students and the days would preferable be two consecutive days not including Friday, Saturday, or Sunday.
- E. Ballots should be counted on the evening of the closing of the polls and the results should be released to the membership the following day.

Section 4. In the event that there is a tie, there will be a run-off election within one week.

Section 5. Should a nominee question the results of the balloting there should be a recount. Should the nominee allege a violation of voting procedures, that nominee would have three days to present their evidence to the Election Committee. The Election Committee would have three days to rule on this matter. In the event that the person accused of the illegality is on the Election Committee, that person shall not have the right to rule in the matter. In the event that an illegality is found by the Election Committee, and that the pool in for the office in question is greater than one, the election for that office should be reheld. If there is only one remaining candidate for the office in question, the Committee has the power to name that person the victor. The accused has the right to appeal to the sitting Executive Council, as does the original accuser. The Executive Council shall deal with the matter in the form of a hearing. The Executive Council has the right to overrule the Election Committee and pursue a new course of action at their discretion.

Section 6. Any GSU Players can nominate or be nominated for any office so long as they adhere to the provisions in Article II, Section 4. If a member is nominated against their wishes, they may refuse the nomination. The candidate must formally accept the nomination and satisfy all conditions outlined by the Election Committee, as well as meeting all preannounced deadlines.

Section 7. Should an office become vacant for any reason, the President may appoint candidates and the Executive Council must vote. A 2/3 majority vote must be attained in order for the candidate to be accepted. In the event that the candidate is not accepted, the process shall be repeated. A vacancy on the Board must be filled no later than one month following the vacancy.

ARTICLE VII

SEASON SELECTION

Section 1. The season shall be determined by the newly elected Student Board and faculty with the outgoing Board serving in an advisory capacity.

Section 2. Selection of the season shall adhere to the following schedule guidelines:

- A. Suggestions for the upcoming season shall begin to be accepted no later than the beginning of the third week of Spring Semester. By this time the Student Board shall have drawn up guidelines for proposals which shall be made available to the general membership.
- B. By the end of the ninth week of Spring Semester, the suggestion period will be closed.
- C. By the tenth week of Spring Semester, and after elections are completed, deliberations will begin.
- D. A decision will be reached by the thirteenth week of Spring Semester and the selections will be posted by the fourteenth week.

ARTICLE VIII

MEETINGS

- Section 1. General meetings shall be held at least twice a semester.
- A. A quorum shall be said to exist when at least 20% or the active general membership is present.
- Section 2. Executive Council meetings shall be held once per month. Attendance is mandatory for the Student Board as stipulated in Article III, Section 4.
- A. The authority for the conduct of the meetings of the Executive Council shall be Robert's Rules of Order, latest edition.
- B. A quorum shall be said to exist when at least 50% of the Executive Council is present.
- Section 3. Student Board meetings will be held at least 5 times each in Fall and Spring Semesters, and as necessary during Summer Semester.
- A. A quorum shall be said to exist when at least 50% of the Student Board is present.

ARTICLE IX

AUTHORITY

- Section 1. This Constitution is binding to all members of the Players of Georgia State University, faculty members, and any visiting guest artists.

ARTICLE X

AMENDMENTS

- Section 1. This Constitution may be amended at any meeting of the Executive Council by a 2/3 majority vote of the Council. The general membership may propose and ratify an amendment upon a closed ballot of all members showing a 2/3 majority in favor of the resolution to amend. No amendment may be voted upon at the meeting at which it is introduced. There must be at least a two-week period between introduction and voting, but a motion that has not been acted upon within a period of ten weeks will be considered dead and must be reintroduced to pursue further action.

ARTICLE XI

RATIFICATION

Section 1. This Constitution shall be in effect upon a ballot of the general membership showing 2/3 in favor and shall remain in effect from that point.¹