

Shafer Alliance Laboratory Theatre  
*“Championing the Cause of Student Theatre”*  
**Bylaws Spring 2025**

**ARTICLE 1**  
**Offices**

**Section 1. Office Location**

Currently, the address for Shafer Alliance Laboratory Theatre is 907 Floyd Ave. Richmond, VA 23284, The VCU Commons. Information is posted on the Shafer Alliance Laboratory Theatre Facebook Group, and the Shafer Alliance Laboratory Theatre Instagram. You can contact us through email ([vcu.salt.board@gmail.com](mailto:vcu.salt.board@gmail.com)). You can find the Board email on the website (<https://vcusalt.wixsite.com/vcusalt>).

**ARTICLE 2**  
**Organization Purposes**

**Section 1. Purposes and Objectives of Organization**

The Shafer Alliance Laboratory Theatre is a student organization at Virginia Commonwealth University. Shafer Alliance Laboratory Theatre facilitates, encourages and promotes the public performance of student theatre at the Shafer Street Playhouse. Shafer Alliance Laboratory Theatre champions the cause of collaborative student theatre that reflects the overall diversity of the student body and the vast spectrum of theatrical possibility. It encourages any student in the University to take charge of their education and artistic growth by integrating their education before an audience. Shafer Alliance Laboratory Theatre’s goal is that students will take personal and artistic risks, which will result in engaging, quality theatre that challenges and enriches the students involved and the community alike. Shafer Alliance Laboratory Theatre’s mission is to provide all students with an equal opportunity to create quality theatre.

**Section 2. Proposal Evaluation**

All projects will be considered by the Shafer Alliance Laboratory Theatre Board. Projects will be evaluated based on the show’s adherence to the Shafer Alliance Laboratory Theatre mission statement and the applicants’ proposals/interviews.

The suggested priority order in which proposals will be assigned a time slot within the season is as follows:

1. Graduate theses
  - a. When proposing a Graduate thesis project, one must state the nature of the project and how it will directly correlate to the written thesis.
2. Final year Graduate student independent projects

3. Senior Undergraduate independent projects/First- or Second-Year Graduate student
4. Third-Year Undergraduate
5. Second-Year Undergraduate
6. First-Year Undergraduate

All applications and plays presented are read thoroughly by the board. The board holds the right to deny any application. The reasons for show denials are as follows:

- The applicant does not present a clear plan and understanding for the presentation/process of their piece.
- Material containing any/all forms of inappropriate content (physical, emotional, racial, etc.) that may be seen as inappropriate for a college setting or an educational setting.
- The show contains technical elements that the Board feels we cannot provide in our space.
- The applicant has previously violated any bylaws, code of conduct, or policies, laid out by the Board.
- The season show positions have been filled.

When applying to direct a play, the script must be submitted to the Shafer Alliance Laboratory Theatre Board during the application process. If the show is a devised piece, a written statement detailing the director's vision for the production, rehearsal process, and reasons why for the production will be required during the application process.

### **Section 3. Show Requirements**

The following are necessary requirements for all shows:

- The Director will hold an open audition for all VCU students. No pre-casting is accepted.
- The Directors will facilitate a conversation between SALT's Production Manager, the show's PSM, and the tech team to discuss deliverables for a show.
- The Director will review the Director's Packet with the Board's Production Manager and sign all necessary paperwork.
- The show will have a Stage Manager who will send rehearsal reports to the Board's email after every rehearsal as well as performance reports after every performance.
- The Director will give proof of rights to the Board's email before they can start rehearsals.
- The Director will submit a \$100 security deposit check to the Board's Production Manager to be given to the Secretary/Treasurer before the show can begin tech.
- The Director will communicate with the Secretary/Treasurer if and how they want to receive the deposit back at the end of the production.

Show Marketing Guidelines:

- Every show in the season should have **AT LEAST:**
  - **1 POSTER DESIGN**
  - **1 CASTING CALLS**

- **1 TECH APPLICATION CALLS**
  - **REHEARSALS PHOTOS AS REQUESTED**
  - **OTHER PROMOTIONAL MATERIALS AS REQUESTED**
  - **At least 5 PRODUCTION PHOTOS**
  - **1 Social Media EVENT / PROMOTION POSTS FOR EVENTS**
- All marketing material must be sent to the Marketing Director and approved PRIOR to the Director posting it on any platforms. Director should respond within 24 hours.
  - If a Director wants something posted on Shafer Alliance Laboratory Theatre's social media on a specific day, they must send it to the Marketing Director AT LEAST 24 hours in advance.
  - The Marketing Director can be the Graphic Designer for any Shafer Alliance Laboratory Theatre production, or the Director can find their own Graphic Designer for their project. The Director should provide the Marketing Director the contact information for their Graphic Designer once/if they have selected one.
  - **TikTok** login will be shared with the director of each show.
    - Password will be changed for every show.
    - Every video posted must be approved by either the Marketing Director or Production Manager.
      - If either of the aforementioned people are present at the recording, it doesn't need to be approved.

### **ARTICLE 3**

#### **Members and Membership**

##### **Section 1. Number of Board Members**

This organization shall have, in the course of time between the end of the Fall 2022 semester and the beginning of the Fall 2023 semester, no more than nine (9) Board Members (not including substitute/shadow members), and collectively they shall be known as the Shafer Alliance Laboratory Theatre Board.

At least one (1) Board position shall be filled by each of the following: three (minimum 2) production majors and one (1) undergraduate performance major. All other positions shall be filled as needed.

##### **Section 2. Qualifications of Board Members**

Qualifications for Board Members of this organization shall be as follows:

- Must be in their second semester of study or higher at VCU.
- Must maintain at least a 2.8 GPA.
- At least five (5) of the nine (9) Board Members must be VCUArts Theatre students.

##### **Section 3. Duties of Board Members**

Active participation in the Shafer Alliance Laboratory Theatre Board includes, but is not limited to:

- Attendance at the majority of meetings.
- Any member who misses more than two (2) consecutive meetings will be considered for removal.
- Maintaining a positive image of Shafer Alliance Laboratory Theatre within the student body.
- Following all the rules and guidelines set forth by the Shafer Alliance Laboratory Theatre Board.
- Fulfilling the duties in the purview of their Office, as defined in Article 4, below.

Only sitting and voting Board Members have operating and functioning authority.

#### **Section 4. Term of Office**

Each Board Member can hold office until their graduation. Board Members may resign at any time. If a Board Member resigns, another Board Member will substitute for the former member's position until a permanent replacement is found. Membership can be revoked by a special session and vote of the rest of the sitting Board, as outlined in Article 3 Section 10 below.

#### **Section 5. Meetings**

Regular meetings shall be held at a time and day agreed upon by the consensus of the Board at the beginning of each semester. At the end of each meeting, the Board will approve the time for the following meeting. Board Members shall be notified of meetings in this fashion:

- **Regular Meetings:** The President shall notify members regarding regular meetings.
- **Emergency Meetings:** If need be, any Board Member may call for an emergency meeting to address immediate concerns. In this case, said Board Member will oversee notifying the Board.

#### **Section 6. Quorums, Passing A Motion**

A quorum is an affirmative majority of Board Members. The Board cannot pass any motion at any meeting where the quorum is not met. A quorum of the Board Members (excluding shadow members) in attendance is always required to pass a motion. In the event of a tie, there will be a revote which includes shadow members. The stipulations for shadow member voting are negotiable, depending on the circumstances.

#### **Section 7. Accepting New Members to the Board**

If there will exist a vacancy on the Shafer Alliance Laboratory Theatre Board in an upcoming semester, the Shafer Alliance Laboratory Theatre Board shall accept applications for new members 5 weeks prior to the end of the current semester, except in the case of a new Board position, which the Board should fill as quickly as possible. Depending on the number of vacancies, the Shafer Alliance Laboratory Theatre Board shall appoint as many members as needed to fulfill the requirements. The Board will conduct all interviews with the same Board-approved questions. The position will be filled by the candidate the Board believes is the best fit. If a current Board Member would like to change positions to fill the vacancy, they may do so

with a unanimous vote from the other sitting Board Members. However, they may not hold two (2) positions on the Board at once.

### **Section 8. Vacancies**

Vacancies on the Board shall exist on the resignation or removal of any sitting Board Member.

Any member may resign upon giving written notice to the entire Board.

All vacancies shall be filled as needed by qualified applicants, pending approval by a quorum of the sitting Board Members.

### **Section 9. Removal of Board Members**

Membership on the Board can be revoked via the process outlined below.

1. Upon missing more than two (2) consecutive Board meetings, the Secretary will take note in the meeting minutes and alert the President, who will speak with the Board member in question to discuss attendance. If the issue persists, a formal warning will be issued.
  - a. This rule does not apply to meetings during the winter and summer breaks.
2. If the SALT bylaws, codes of conduct, or policies are violated by a board member, a member of the board may make a motion to issue a formal warning to the member in question. The remaining board members will take this to a vote to pass the motion. After the formal warning has been issued, the member(s) in question will have the opportunity to defend their actions. Upon hearing this, the board will have a second vote to continue with the removal process.
3. The offending Member(s) will be given the opportunity to maintain their Membership after this second vote by either:
  - a. Attending an in-person appeal of the Board's decision wherein the Member in question shall plead their case, or
  - b. Writing a letter to the Board, to be read and discussed in a dedicated meeting, outlining their offenses, acknowledgment of wrongdoing, and possible reparative action.

In either case, the Board will schedule a date by which an in-person appeal or letter submission must occur, no later than two (2) weeks after the first formal warning was issued.

If the Member in question fails to choose an option, to appear at their hearing or send in a letter, then their Membership is forfeit and their Office vacant as of the next regularly scheduled meeting of the Board. If the member chooses to resign they must send their letter or resignation to the SALT Board email.

4. After hearing an in-person appeal or receiving a letter from the offending Member, the Board will have one (1) further vote to determine said Member's removal or retention. In case of removal, this decision is final. Retention of Membership does not preclude action of the part of the Board for any further offense.

### **Section 10. Regular Membership**

The Shafer Alliance Laboratory Theatre welcomes any and all currently enrolled VCU students. Regular Members are those who are still enrolled at VCU, and who have been involved with any Shafer Alliance Laboratory Theatre production in the past calendar year.

The definition of membership in this organization is and should remain, nebulous-- and a sitting Board is invited to widen or narrow their definition of regular membership as necessary.

### **Section 11. Guidelines of Membership**

All members will abide by the rules stated in the VCUarts Theatre handbook. If any of these guidelines are violated at an event, rehearsal, or performance, the member will have a conversation with the Diversity Chair, President (if needed), and Director (if occurring within a production). If these issues continue, the Board will take necessary steps to temporarily suspend this person's membership, informing the Theatre Department of the suspension. This suspension will last a semester beginning on the following first day of classes. The semester following the suspension, the member will be allowed to work on one (1) production. If issues persist, actions will be taken at the Board's discretion.

## **ARTICLE 4**

### **Officers**

#### **Section 1. Designation**

Board Members of this organization shall fill the following Offices:

- President: Matthew Foltz
- Treasurer/Secretary: Antony Zheng
- Event Coordinators: Rachel Sper
- Marketing Director: Cristlin Feniza
- Technical Advisor: David Sprague
- Space Manager: Annika Smith
- Production Manager: Jannah Fawzy
- Diversity Chair: Marya Brice

#### **Section 2. Selection & Term of Office**

Board Members shall be chosen by a quorum of the sitting Board Members upon vacancy of a position. Each Board Member shall hold their positions until they resign or are removed by the Board.

#### **Section 3. Duties**

##### **Clause 1. Duties of President**

- **Remain finance trained by the SGA.**
- Maintain Shafer Alliance Laboratory Theatre in good standing with SGA.
- Know/understand/follow all rules and guidelines set forth by the VCU Student Organization Handbook.
- Renew Shafer Alliance Laboratory Theatre registration as a VCU Student Organization every semester.
- Act as liaison between Shafer Alliance Laboratory Theatre and SGA.
- Ensure Shafer Alliance Laboratory Theatre meets SGA requirements each semester.

## **Clause 2. Duties of Treasurer/Secretary**

- **Remain finance trained by the SGA.**
- Track and approve all Shafer Alliance Laboratory Theatre purchases.
- Maintain Shafer Alliance Laboratory Theatre in good standing in regard to funding from SGA.
- Handle security deposits from show Directors
- Know/understand/follow all rules and guidelines set forth by the VCU Student Organization Handbook.
- Monitor the Shafer Alliance Laboratory Theatre bank account.
- Record all meeting minutes.
- Contact and deliver bylaws to incoming Board Members.
- Update bylaws, the Board contact sheet, and any other such necessary items
- Archive minutes to the Google Drive

## **Clause 3. Duties of Event Coordinators**

- Create, schedule, and plan events promoting Shafer Alliance Laboratory Theatre (season announcement party, SALT Dog awards, etc.).
- Communicate with the Marketing Director to help advertise events.
- Oversee events
- Maintain contact with Treasurer for event funding
- One (1) is listed as Vice President of Shafer Alliance Laboratory Theatre for all SGA documentation purposes, the President will alert the member of this decision.

## **Clause 4. Duties of Marketing Director**

- Update the Shafer Alliance Laboratory Theatre community on current information when necessary.
- Update Shafer Alliance Laboratory Theatre call board in Shafer Street Playhouse.
- Produce each season announcement.
- Maintain Facebook, Instagram, TikTok, website, and other social media.
  - Directors of the current show will have access to TikTok and be given a password unique to the show
  - All TikToks must be approved by either the Marketing Director or Production Manager
- Take pictures of each Shafer Alliance Laboratory Theatre show and event or find someone who can.
- Maintain and update the link tree.

## **Clause 5. Duties of Technical Advisor**

- Oversee the approval, execution, and maintenance of all technical elements of shows and events within Newdick, and Shafer Alliance Laboratory Theatre events elsewhere.

- Ensure that those involved in Shafer Alliance Laboratory Theatre shows follow rules set forth by TheatreVCU regarding Newdick.
- Oversee communication with faculty for approval of tech students working on show.
- Attend every production meeting. If the member is unable to attend, communicate this with the board to find a substitute.

#### **Clause 6. Duties of Space Manager**

- Keep track of the keys.
- Schedule and complete both a walk-in and walk-out with the PSM of each show.
- Ensure Newdick is not in violation of fire code.
- Schedule all spaces for rehearsals and performances.
- Provide a calendar detailing when and where rehearsals and performances will take place to everyone on the Shafer Alliance Laboratory Theatre Board, and update that calendar as necessary.
- Facilitate approval of GPA's.
- Keep inventory of the Shafer Alliance Laboratory Theatre props and costume storage.

#### **Clause 7. Duties of Production Manager**

- Maintain communication with the Director(s) by reading and responding appropriately to rehearsal and performance reports.
- Aid the Director and answer questions about logistical aspects of production.
- Obtain all required paperwork in the Director's Packet.
- Act as the liaison between their production and the Board.
- Attend at least (2) rehearsals of the show, one (1) of which shall be the final dress rehearsal, and attend production meetings
  - Ask another member of the Board to attend rehearsals in their stead if schedule exigencies prevent them from doing so.
- Manage daily operations and handle issues as they arise.
  - The Production Manager is the first point of contact before contacting members such as the Space Manager, Technical Advisor, or President.

#### **Clause 8. Duties of Diversity Chair**

- Encourage the implementation of diversity, equity, inclusion, and accessibility (DEIA).
- Go over DEIA paperwork & statement with cast and crew.
- Provide input on SALT policies regarding diversity and inclusion.
- Serve as the first point of contact regarding concerns of inequity from cast/crew.
- Maintain a positive, professional force in the SALT community
- Plan at least one (1) community & social event per semester (along with the Event Coordinator(s)).
- Remain in constant communication with other organizations such as OMSA

- Maintain communication with directors if they choose to donate any proceeds of their show to an outside organization.
- Plan and facilitate the Shafer Alliance Laboratory Theatre post-mortems after each show.

## **ARTICLE 5** **Committees**

### **Section 1. Designation**

If Members feel the need, a committee may be formed, with the express purpose of addressing a specific or recurring issue outside of regularly called meetings of the Board. When a committee is formed, the entire board must be made aware. A committee must consist of at least two (2) and no more than eight (8) Board Members. The committee shall regularly report its observations and/or conclusions to the Board until such a time when the issue for which said committee was formed ends or is resolved. Committees formed have lateral power in addressing the issue that necessitated their formation, but a vote of the full Board can override any decision by a committee, pursuant to the resolution of said issue. The committee can officially dissolve by a vote of the full Board at any time.

## **ARTICLE 6** **Records and Reports**

### **Section 1. Maintenance of Records**

*For access to records, contact the Shafer Alliance Laboratory Theatre Secretary.*

Records include, but are not limited to:

- Minutes of all meetings, filed chronologically
- Shafer Alliance Laboratory Theatre show proposals
- Shafer Alliance Laboratory Theatre Board applications
- All records of business and monetary transactions
- Bylaws
- All other archival materials

All of the above materials are available for inspection and perusal by petition of the Board.

## **ARTICLE 7** **No Shame Variety Show**

### **Section 1: Mission Statement**

The purpose and goal of No Shame is a simple one. No Shame is an outlet for anyone to create and showcase any art they can come up with in front of a crowd. It is a space for people to test out new

material or simply to get used to performing in front of an audience. No Shame allows a space for anyone to experiment with their art form and showcase their special skills and talents to their peers.

## **Section 2: Conduct**

All in attendance (performers and audience members) must adhere to the University's policy regarding drugs and alcohol. The administrators of No Shame, as well as Shafer Alliance Laboratory Theatre Board Members, reserve the right to ask anyone violating these or any other rules to leave. Repeat offenders will be reported to the VCU Police and TheatreVCU Faculty.

Everyone who attends No Shame is required to present a valid form of ID.

- a. VCU students are encouraged to show their student ID as their identification.
- b. Non-VCU students may show any government-issued ID. Anyone who is not a VCU student must be accompanied by a VCU student.

Acts may not use any items from the show that is currently in Newdick. This includes any props, set pieces, costume pieces, etc. This rule still applies even if people in the act are in that show.

No Shame performances must be finished by 12:30 am. Everyone must be out of the space by 1:00 am.

## **Section 3: Management**

No Shame will be run by a dedicated Host/Director and a Stage Manager for a period of two (2) academic semesters. The host positions may be filled by any senior/4th year TheatreVCU student. If they graduate from VCU in the winter, they may have the choice to remain the hosts for one (1) more semester (the following spring semester). If the Hosts/Stage Manager graduate in the Spring, they cannot host again in the upcoming Fall. The Stage Manager position may be held by any sophomore, junior, or senior Theatre VCU Stage Manager. The positions are passed down by the current Hosts and Stage Managers.

## **Section 4: Schedule**

No Shame will take place every other Friday at 11:00 PM in Newdick Theatre. Tech rehearsal for each show will begin at 10:00 PM the night of each show and end no later than 11:00 PM, at which point doors will be opened. If an act fails to arrive for tech by 10:15 PM they revoke their spot in that week's No Shame.

Shows will last no later than 1 AM and each act will last no longer than eight (8) minutes.

SALT shows should be out of the space no later than 9:45 pm. The Assistant Stage Manager of the current SALT show and the Production Stage Manager of the No Shame Variety Show should complete a walk-through of the space together prior to No Shame tech.

The SALT Board is responsible for scheduling the No Shame season, at the same time it schedules the SALT season. The No Shame Hosts/Stage Manager should be notified as soon as the schedule is approved by the department.

## **Section 5: Relationship with Shafer Alliance Laboratory Theatre**

No Shame will be treated as any other Shafer Alliance Laboratory Theatre-sponsored production with the following exceptions:

1. No Production Manager shall be assigned by the SALT Board
2. It is the Hosts/Stage Manager's responsibility to contact the SALT Board if any problems arise.
3. The Hosts/Stage Manager will uphold the rules regarding the treatment of Newdick.

The SALT Board has permission to sell concessions or other SALT merchandise before and after No Shame. Any No Shame branded merchandise must be approved by the No Shame team prior to being ordered.

The Technical Advisor and the Production Manager serve as the SALT Board points of contact for anything No Shame related. As such, The Technical Advisor and the Production Manager should be included in any and all meetings of the No Shame team as well as included on any important communication threads. A Board member who is properly prepared should be on-site for the set-up and tech rehearsal portion of No Shame should any issues come up, tech related or otherwise.

In the event an incident report needs to be filed, the Stage Manager and/or Hosts fill it out, and either the Technical Advisor or Production Manager must read and sign before it is sent to Bonnie Brady ([bbrady@vcu.edu](mailto:bbrady@vcu.edu))

### **Section 6: Marketing**

All No Shame marketing falls under the responsibility of the No Shame team. It is up to the discretion of the Stage Manager to delegate marketing. If No Shame's Stage Manager would like SALT's Marketing Director to assist them with graphics, the Marketing Director must be notified at least 24 hours in advance.

## **ARTICLE 9** **Amendment of Bylaws**

### **Section 1. Amendment**

These bylaws may be amended, and new bylaws may be adopted by approval of the Board Members at any regular meeting. The Secretary may, with the approval of the Board, write amendments and clarify language of any Article, Section, or Clause. See Secretary/Treasurer folder on Google Drive for more information on regulations.