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# Actors Creating Theatre Constitution



Kutztown University Student Theatre Organization

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## **Article I: Mission Statement**

Section 1. This organization shall be called Actors Creating Theatre (otherwise known as A.C.T.) of Kutztown University, a student theatre association.

Section 2. The purpose of this club shall be to provide theatre-based opportunities to students and staff members of Kutztown University. More specifically, the club shall produce student-run theatre productions of all kinds while holding meetings that involve practicing and improving performance skills.

## **Article II: Membership**

Section 1. Membership in this organization is open to any Kutztown University student, faculty, or staff interested in theatre and related fields.

Section 2. Membership in good standing is maintained by fulfilling the following requirements:

- ❖ Subsection 2.1. Attending 2/3's of meetings by Executive Board (E-Board) nominations (excused absences permitted. - Ex: classes, rehearsals, family emergencies.
  - Subsection 2.1.1. In the event of an excused absence after the 2/3's requirement, communication with Parliamentarian or VP could result in excusal.
- ❖ Subsection 2.2. Participating in one club activity AND event per academic year. Event participation is defined as dedicating time and effort in ways including but not limited to the following: ushering, stage crew membership, auditioning, acting, coordinating, directing, choreographing. Activity participation is defined as participating in fundraisers/community events with ACT, such as purchasing an item in the fundraiser or working the concession stand for a show.
- ❖ Subsection 2.3. The obtention of a GPA of at least 2.0.
- ❖ Subsection 2.4. The breaking of no more than ONE (1) bylaw per year.
- ❖ Subsection 2.5. The breaching of no more than ONE (1) section in a contract per year.
- ❖ Subsection 2.6. Members in good standing will receive a cord after one academic year's participation at the time of their graduation.

## **Article III: Officers**

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Section 1. The E-Board is the governing council of the organization. This board shall be composed of six elected officers, with one E-Board elect as a reserve member.

Section 2. The officers of the organization shall be as follows: President, Vice-President, Secretary, Treasurer, Parliamentarian, Public Relations.

Section 3. Officers of the organization shall be elected to serve from the end of the spring semester to end of the following spring semester (the day after the Spring Banquet).

- ❖ Subsection 3.1 The E-Board elect shall be chosen after the E-Board elections, wherein the person with the most votes whilst not winning an election shall become the E-Board Elect. The E-Board Elect is held to the same regulations as an ordinary ACT member and is not considered a member of E-Board in the case of duties, responsibilities, and regulations unless decided upon by a majority vote by E-Board.

Section. 4. Each Officer is responsible for the following specific tasks:

- ❖ Subsection 4.1. The President shall preside at all meetings of the E-Board and the general membership. The President will oversee all club activities and will stand in as interim chair, director, or head of committees if the board votes to do so under situations where the current member in charge is not meeting expectations. The President shall plan and facilitate the programs for each general membership club meeting. They shall conduct and facilitate all club projects and activities and serve as a spokesperson for the organization in dealing with the college community. They shall organize and plan for weekly meetings and events. They shall also oversee that the E-Board and other club leaders are fulfilling and completing their duties to their best ability in a timely manner. They are in charge of all scheduling of events, rehearsals, and room reservations. This is in addition to overseeing production planning, producing for all productions, and keeping E-Board connected and in good communication with directors. They are tasked with creating a safe and fun environment in which general members are in good communication with the executive board.
- ❖ Subsection 4.2. The Vice-President shall serve as second-in-command of the current President of the club. The Vice-President shall hold and run meetings in lieu of the President if the President is unavailable and/or unable to conduct meetings. They shall, acting within reason and jurisdiction in the given circumstance, help the members of the E-Board of the club to maintain order between group members. The Vice-President shall serve as supervisor and manager of the group's official email account which includes, but is not limited to; checking all inbox folders at least once per week, responding to any and all pertinent emails in a timely manner, and sending emails to all registered members of

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the group on the club's official email roster(s) detailing anything members are to be informed of and/or alerted of, etc. The Vice-President shall make posts on the group page and/or send out emails to the club roster detailing any information about the next meetings and make the club aware of important dates in the future. The Vice-President shall serve as either primary or secondary delegation to meetings and events as representation of the group. The Vice-President will maintain, in collaboration with the Parliamentarian, the mentorship program. They shall also establish a yearly membership roll book containing the name, and email addresses for each member.

- ❖ Subsection 4.3. The Secretary shall take minutes of all meetings of the E-Board and general membership. They shall publish all minutes to the E-Board Private Library and keep a copy on record for review and information. The Secretary shall also do the following: follow up on questions about the minutes, keep meetings on track, and keep notes in an organized manner. During the business portion of every A.C.T. meeting, the Secretary will establish an open forum for all general members to make suggestions for the club. The Secretary will take note of all of these suggestions.
- ❖ Subsection 4.4. The Treasurer shall keep current and accurate financial records and maintain the budget for the organization. They shall update the E-Board biweekly on the currently known budget. The Treasurer must approve any purchases or reimbursements and in the case of the Treasurer purchasing the item themselves, the President must approve of it. They shall process payment vouchers and forms for payment of bills in accordance with KUSSI. They shall also serve as committee head for all fundraisers. The treasurer shall also do the following; keep track of the private and budget accounts; handle the yearly budget packet; handle check requests; facilitate and supervise fundraisers, of which they must have 2 a year (excluding any productions); and attend treasurer meetings. The Treasurer overall shall ensure that the club's money is being spent correctly.
- ❖ Subsection 4.5. Parliamentarian shall serve as constitutional authority. They enforce the club constitution in correspondence with the E-Board. They shall work with the Secretary to preserve the club's Public and Private Library. They shall record a list of the member's attendance at the weekly meetings for eligibility in being nominated or voting in the E-Board elections. They shall protect the peace and protocol of all E-Board and general membership meetings. The Parliamentarian along with the rest of the E-Board shall also set a standard for the group and enforce the rules of the constitution in a fair and just manner. The Parliamentarian shall also establish an attendance roster for all events, such as open mic nights, deliver sanctions as seen fit by E-Board discretion, and assist in "diplomatic" situations with other organizations. They shall administer Disciplinary Meetings along with the Disciplinary Committee as deemed necessary. The

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Parliamentarian in collaboration with the Vice President will maintain the Mentorship program.

- ❖ Subsection 4.6. The Public Relations Officer shall maintain all official club social media and internet correspondence to general members and E-Board. They shall also work as publicity chairperson for all productions. They shall oversee the recording of all activities and productions on videotape; post on all social media outlets at least 1 time a week; and promote events, shows and fundraisers. The Public Relations Officer is in charge of the following in regards to posters; approving the final design of club related posters before submission for printing; retrieving them; bringing them to housing for dorms; and making arrangements for them to be hung up. The Public Relations Officer shall create Facebook event pages for all A.C.T. events excluding productions. They will advertise the club's productions according to copyright agreements. They are also in charge of advertising shows, events and fundraisers on campus media outlets. They must also take pictures and are responsible for getting pictures from other ACT members to be used for group purposes.

Section 5. E-Board Elect may be called by the E-Board and is required if so, to replace an officer who is no longer available to perform their duties. This is the case in all officer positions except for president, in which the Vice-President would take over. E-Board Elect will also be a part of show discussions, votes, etc., as decided by the E-Board.

- ❖ Subsection 5.1: In the event of emergency where the President and the Vice President are both unavailable the command structure to fill the vacancies is as follows:  
Parliamentarian, Secretary, Treasurer, and Public Relations Officer.

Section 6. Each board member has an equal vote in board discussions. The advisor(s) of the organization will serve as ex-officio members of the board.

Section 7. Each board member shall abide by all bylaws and conform to professional standards.

Section 8. The office of the President shall only be held for a maximum of 2 years.

Section 9. A debriefing for the new board and new elect should occur after elections.

Section 10. The counts for the elect should be given to the new E-Board right after elections.

Section 11. All previous E-Board documents should be transferred to the new E-Board before the end of the spring semester.

**Article IV: Executive Board Regulations**

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Section 1. E-Board members will attend all meetings unless prior notice and excuse has been given to and accepted by the rest of the members of the Board.

Section 2. The E-Board shall meet weekly or bi-weekly. A minimum of 5 members is required to conduct business.

Section 3. Newly edited versions of the constitution shall go into effect upon their adoption by the E-Board and the Student Government Board.

Section 4. The E-Board also reserves the right to enact legislation, enforce law, and any other powers not specified within this document in order to maintain peace, order, and productivity within Actors Creating Theatre, as long as voted into effect by a 2/3 majority of the E-Board.

Section 5. Members of the E-Board shall maintain full confidentiality within the group in respect to what occurs while they conduct business; disciplinary actions, events, planning committees, minutes, and anything else not specified in this document.

- ❖ Subsection 5.1. If a general member confides in an E-Board member with any informal concerns, said board member is required to bring it to the rest of the board and they will conduct business according to necessity. Any general member who wishes to remain anonymous must say so at the time of giving their informal complaint and will have those wishes kept by the board member they approached.
- ❖ Subsection 5.2. Confidentiality may also be broken in the circumstance of the E-Board needing to alert the proper authorities (i.e. the police).

Section 6. Should the E-Board come to a tie on an issue, the matter at hand will be further discussed. In the case a tie is still not decided, the issue will be tabled until the following meeting.

Section 7. In the instance where an E-Board member fails to abide by previous sanctions, the member in question shall be deemed as corrupt.

- ❖ Subsection 7.1. Corruption, for the purposes of A.C.T, shall be defined as: failure to abide by the contents of the A.C.T. Constitution, or partaking in dishonest and/or fraudulent activity within the confines of their role.

#### **Article V: Executive Board Elections**

Section 1. Nominations and Elections for E-Board shall be conducted in April. Nominations and elections will occur one week apart, and will be decided by secret ballot.

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- ❖ Subsection 1.1. Nominations and election ballots shall be made by those members in good standing by the nominations meeting.

Section 2. Requirements for members being nominated and elected to office are as follows:

- ❖ Subsection 2.1. Members are in good standing by nominations.
- ❖ Subsection 2.2. The President and Vice-President cannot hold presidency in more than 2 college clubs or activities.
- ❖ Subsection 2.3. All members nominated must currently be on track to graduate no sooner than one academic year from the time of elections. (at the time of elections)
- ❖ Subsection 2.4. The nominees for President must currently hold a position on the E-Board.

Section 3. Election ballots will be administered by any Executive Board members who are impartial in the current elections (not running again). If no Board members are available, the Executive Board will decide upon other impartial members to tally the ballots.

Section 4: COVID/UNFORESEEABLE ISSUE EXCEPTION. If, in the event that there is a pandemic/unforeseeable event during the course of a Kutztown University semester that affects ACT meetings or no current E-Board member is running for the President position, the E-Board may recruit general members who have been members in good standing for the last 2 semesters and are on track to be members in good standing by the time of nominations to run for said position.

#### **Article VI: Bylaws**

Section 1. Showing up to meetings, events, and activities under the influence of any substance will not be tolerated under any circumstance (This excludes prescribed medications.)

Section 2. Members must be on time and well prepared for rehearsals and events held by A.C.T.

Section 3. Members will put forth their best effort at rehearsals and events as well as respect their fellow members, the directors, members of the leadership team, and the E-Board. The member is also obligated to conduct themselves in a professional manner at all rehearsals, meetings, and events described.

Section 4. Members will not cause any physical harm to other members, nor will they cause any emotional harm to other members (i.e. Bullying, fighting, harassment).

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Section 5. Members will not post anything derogatory or obscene about Actors Creating Theatre and/or any associated events or activities on any social media outlet (i.e. Facebook posts, Tweets, Instagram posts, or anything not further specified in this document).

Section 6. Should a member steal any item of value from Actors Creating Theatre, the person in question will have a limited amount of time to return the item, reimburse for the item, or face further action through legal means.

- ❖ Subsection 6.1. Anything borrowed from ACT requires approval from the E-Board prior to the use of said item.

Section 7. Members entrusted with confidentiality, i.e. the E-Board and leadership roles (see Article XI), shall comply with the same regulations as the E-Board listed in Article IV Section 8 Subsection 8.1.

**Article VII: Executive Board Checks and Balances.**

Section 1. No member of the E-Board shall infringe upon the duties of any other member of the E-Board without consent from the member whose duties are being infringed upon. Exceptions to this rule can be an emergency situation, or in the case of a violated bylaw.

Section 2. In matters of violations of the bylaws and other rules set in place by the E-Board, the E-Board will decide by majority vote the sanctions to be given.

Section 3. The President shall have final say on all new events and placing and replacing the chairperson in charge of said events.

Section 4. In a case where the Treasurer is unable to reimburse a receipt due to bias or absence, the President will do so, along with signing the form anywhere needed.

**Article VIII: Sanctions**

Section 1. Should the bylaws be violated in anyway, the E-Board will collaborate with the parties in question if deemed necessary and decide a fitting punishment for said broken bylaw(s). If determined that one or more bylaws has been broken, this information, along with any punishments decided upon, will be made aware of to the violating member through the process of having a disciplinary meeting.

- ❖ Subsection 1.1. Any refusal to meet with the disciplinary committee will result in denied access to ACT events/activities [For more information on Disciplinary Meetings see Article XII].

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Section 2. In the result of the breaking of two or more bylaws in one academic year, there will be the loss of voting rights, as well as eligibility to run for the April E-Board elections.

- ❖ Subsection 2.1. In addition, further punishment deemed necessary by the E-Board includes but is not limited to: probation, loss of leadership position, denial of participation from ACT events, removal from ACT productions, and removal from the club ACT.

Section 3. Should there be a violation of contract the directors and E-Board may work together to decide the appropriate sanctions.

- ❖ Subsection 3.1. Should an individual violate a contract, in the manner of tardiness, the director will notify the E-Board, and receive counsel from there.
- ❖ Subsection 3.2. Should an individual violate a contract, in the manner of disrespect and general uncooperativeness, the director will notify the E-Board, and receive further counsel from there.
- ❖ Subsection 3.3. Should an individual violate a contract, in the manner of violence or maltreatment of others, the individual will be removed from the event, and further action will be taken with the E-Board.

Section 4. Should any member of E-Board directly violate the bylaws, the rest shall meet and decide on the punishment, impeachment, or other sanctions for said member via majority vote.

#### **Article IX: A.C.T. Membership Bill of Rights**

Section 1. A.C.T. shall not infringe; the established rights of religion or prohibit the free exercise of such; the freedom of speech, so long as it is not harmful, hateful, and or derogatory; and the rights to petition the E-Board for change.

Section 2. Every member is entitled to a speedy processing of paperwork, organizing of meetings, and other such things.

Section 3. Every member has the right to vote in the April elections should they meet the “member in good standing” requirements.

Section 4. Every member is entitled to the right of self-expression, so long as it complies with their right of freedom of speech.

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Section 5. Every member is entitled to a freedom of association. Any creeds, nationalities, or other organization is welcomed and every member is entitled as such. However, every member is entitled to associate with them so long as they are not harmful, hateful, and/or derogatory.

Section 6. Any member in good standing may propose an amendment or bylaw during the business portion of a regular weekly membership meeting. Amendments and/or bylaws may be voted on by the membership at the next meeting following publication of the proposed amendment. A two-thirds majority of the members in good standing in attendance must vote for the change, in order for it to go into effect.

#### **Article X: Impeachment**

Section 1. Should an E-Board member fall out of good standing or directly violate the bylaws, the rest of the E-Board shall meet and decide on punishment, impeachment and removal, or other sanctions for said member.

Section 2. Should an E-Board member be deemed corrupt, the other members reserve the right to remove said member from their position by majority vote.

Section 3. In the case of an E-Board member being impeached and removed from office, both the club advisor(s) and the E-Board Elect must be notified immediately upon the making of the decision.

- ❖ Subsection 3.1. In the case of E-Board Elect inavailability, the E-Board shall choose a replacement deemed fit by a majority vote.
- ❖ Subsection 3.2. In the case of E-Board Elect corruption via loss of good standing status, the replacement will again be deemed by a majority vote by E-Board.

#### **Article XI: Club Productions**

Section 1. In order to participate in an A.C.T. production, one must be enrolled in or employed by Kutztown University.

Section 2. The E-Board, using the A.C.T. private account as well as the budget account, shall serve as the producer of all productions in the club.

- ❖ Subsection 2.1. The E-Board shall select the head director and assistant director for each production after reviewing all of the applicants.

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- ❖ Subsection 2.2. After the head and assistant directors for a production are picked, the two will work with the E-Board select the rest of the leadership team for said production from the list of whoever sends in an application.

Section 3. In order to apply for a leadership position in any A.C.T. production, one must meet the following requirements:

- ❖ Subsection 3.1. At least a 2.5 GPA
- ❖ Subsection 3.2. Have no A.C.T. bylaw violations within the past academic year.
- ❖ Subsection 3.3. Have at least one current member of A.C.T. as reference

Section 4. The descriptions of possible Leadership Roles in an A.C.T. production are as follows:

- ❖ Subsection 4.1. The Head Director shall serve as the head of the production they are directing and must comply with the director's contract (available for all to see in the A.C.T. public library). Their main concern will be working closely with the cast to help them understand their characters, lines, and blocking, as well as overseeing and fulfilling the general needs of the production. In addition, the head director works closely with all other leadership roles to ensure the show is running according to plan. The head director has final say over the other leadership positions upon the signing of their contract. Other leadership roles will report to the director with updates on their job or if there are any questions and/or concerns. The head director will delegate roles to the assistant director and help guide them in the right direction so they may get fair experience in the role of director.
- ❖ Subsection 4.2. The Assistant Director shall serve to assist the director in all of their duties. Their main concerns will be helping direct the cast and ensuring that communication between the cast and directors is sufficient. They will also fulfill all tasks delegated to them by the director.
- ❖ Subsection 4.3. The Stage Manager works closely with the directors to get a comprehensive idea of what the set and props should be. When meeting to discuss this idea, the Head Director, Assistant Director, and Stage Manager will all have a list of set pieces and props in mind. After this meeting the director will then delegate who will be acquiring these items. The stage manager, with help from the directors if needed, shall also be in charge of acquiring a stage crew as they see fit.
- ❖ Subsection 4.4. The Music Director as a part of the creative team will assist in the audition process, be in charge of teaching any music in the show, and help coach the cast

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vocally if additional help is needed. They would also be in charge of placing each cast member into a voice section. Based on this, they should also write up a suggested plot of who should be in which song based on their vocal range.

- ❖ Subsection 4.5. The Choreographer will select and/or create and teach any choreography within the production. They will collaborate with the rest of the Creative Team to ensure that auditions, music tracks, costuming, blocking, and set pieces coincide with this choreography.
- ❖ Subsection 4.6. The Pit Director's main job is to acquire the pit for the production and conduct them at rehearsals and during the show. They shall also ensure that the members of the pit are all learning and rehearsing the music properly.
- ❖ Subsection 4.7. The Costume Coordinator, in correspondence with the directors, will be in charge of the planning, acquiring, and, if needed, making of any costumes required for the show. In addition, they will also be in charge of organizing the costumes in a way that is easily accessible for the cast.

Section 5. The members of the "Creative Team" are included, but not limited to: Head Director, Assistant Director, Stage Manager, Music Director, Choreographer, and Costume Coordinator.

Section 6. Twice throughout the production of a show, once halfway through and once at the beginning of the final week of rehearsals, the Parliamentarian shall administer the Director Term Assessments (DTAs) to the cast with the members of the Creative Team not present in the room. This assessment shall serve as a feedback system for the Creative Team and the E-Board to better understand what is working and what is not.

- ❖ Subsection 6.1. The DTAs shall be written anonymously by the cast and evaluated by the Parliamentarian who, when finished evaluating, will report the results first to the E-Board (minus any members of the Board who is the director being assessed). Within one week after that meeting, the Parliamentarian shall meet with the directors who were assessed and give the score results and general feedback while giving constructive advice and preserving cast anonymity.
- ❖ Section 6.2. In the case where the Pit Director is an active member in A.C.T., they shall be included in DTAs as well.

Section 7. All members of a production, being cast, crew, pit, or directing/leadership role, shall sign a contract stating the guidelines of how they must conduct themselves during the process of the show.

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- ❖ Subsection 7.1. There shall be an updated copy of the contracts at all times in the A.C.T. public library for reference.
  - ❖ Subsection 7.2. If any contract is violated, the violator may be subjected to a violation notice by discretion of the E-Board and Disciplinary Committee. [See Article VIII: Section 3]

## **Article XII: Disciplinary Meetings & Formal Complaints**

Section 1. Formal complaints can be sent to the complaint email [actformalcomplaints@gmail.com](mailto:actformalcomplaints@gmail.com). The formal complaint form can be found on the Actors Creating Theatre Facebook page. The formal complaint email is governed by the Parliamentarian, Vice-President, and Secretary in order to keep checks and balances. Formal complaints should be filled out with as much detail as possible in order for the executive board to fully analyze the complaint.

- ❖ Subsection 1.1. When filing a formal complaint, you do not need to supply your name. If a name is supplied on the formal complaint, it will not be shared with the person that the complaint is filed about.
- ❖ Subsection 1.2. If a name is supplied on the formal complaint, it will be shared with the rest of the executive board unless otherwise stated. The executive board will keep this confidential information between them.

Section 2. Formal complaints should be reviewed by the E-Board within one week of receiving the complaint.

- ❖ Subsection 2.1. In the event of the formal complaint being filed against a member of the executive board, they will be excluded from the meeting to discuss the complaint. The board will work together with the remaining of them present.
- ❖ Subsection 2.2. Decisions on punishments based on formal complaints will be decided by a majority vote by the executive board.
- ❖ Subsection 2.3. The Parliamentarian should come prepared to the meeting about the formal complaint with copies of the constitution and the formal complaint.
- ❖ Subsection 2.4. The disciplinary committee can seek further information about the events of the complaint after the initial meeting of the executive board. If further information is needed (decided by the executive board), the disciplinary committee members should meet with the person needed (Example: Witnesses, the accused, or the member who filed

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the complaint) for further information in person. Notes should be taken in order to recall the information found. If further information is sought, another meeting of the entire executive board will need to occur in order to share the newly acquired information and decide on a punishment or a conclusion to the formal complaint.

- ❖ Subsection 2.5. In the case that the sender of the formal complaint sought a follow up on their complaint, the Parliamentarian and Vice-President shall meet with them after the conclusion.

Section 3. Disciplinary meetings will be held in the result of the executive board concluding a break of bylaws from a formal complaint. Disciplinary meetings will be held by the acting Parliamentarian, Vice-President, and Secretary. The job descriptions for each are as follows:

- ❖ Subsection 3.1. The Parliamentarian will introduce, run, and conclude the meeting. The Parliamentarian will read the formal complaint to the individual while keeping the sender of the formal complaint anonymous to the person having a disciplinary meeting. The Parliamentarian will not read details that are obvious (would reveal the identity of the accuser) to the sender when reading it to the person receiving the disciplinary meeting. The Parliamentarian will bring a copy of the constitution to the receiver of the disciplinary meeting. The Parliamentarian will fully explain the bylaw/subsection broken, along with answering questions about the constitution and bylaws broken. The Parliamentarian will discuss the repercussions due to the wrongdoings based off the formal complaint. The Parliamentarian will provide the receiver a short list of a summary of the meeting within one week (bylaw broken, specific wrongdoings, anything else seen fit) if asked by the disciplinary meeting receiver.
- ❖ Subsection 3.2. The Vice-President will primarily serve as a witness to the meeting but is there to assist the Parliamentarian with their duties.
- ❖ Subsection 3.3. The Secretary will serve as a notetaker during the meeting. The secretary will take notes and not be included in the running of the meeting.

Section 4. In the event that the formal complaint is filed against one of the disciplinary members, the following will fill in:

- ❖ Subsection 4.1. If the Parliamentarian has a complaint filed against them: A) The Vice President will be acting Parliamentarian. B) The President will be the acting Vice-President (the witness). C. The secretary will stay the same.

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- ❖ Subsection 4.2. If the Vice-President has a complaint filed against them: The Parliamentarian will stay the same, the President will be the acting Vice-President (the witness), and the Secretary will stay the same.
  - ❖ Subsection 4.3. If the Secretary has a complaint filed against them: The Parliamentarian will stay the same, the Vice-President will stay the same, the President will be the acting secretary.
  - ❖ Subsection 4.4. If the formal complaint is filed against two of the members of the disciplinary meeting, the President will fill in for one. The President and the remaining member of the disciplinary committee will choose another member of the executive board to fill the remaining position.
  - ❖ Subsection 4.5. If the formal complaint is also about the President, on top of a member of the disciplinary committee, those remaining in the disciplinary committee will choose which executive board member(s) will be active in the roles for that specific complaint.
  - ❖ Subsection 4.6. If a formal complaint is made against three or more board members, the rest of the executive board will fill all the disciplinary positions.