

**Constitution**  
**LTU Society of Dramatic Arts**  
**Revised: November 11th, 2018**

**ARTICLE I**

*NAME*

This organization will be known as LTU Society of Dramatic Arts (SODA), and this constitution shall govern this Organization.

**ARTICLE II**

*PURPOSE*

The purpose of the LTU Society of Dramatic Arts shall be:

- To present at least one performance per fall and spring semester for the entertainment and education of the LTU community.
- To develop the skills of members in all areas of production.
- To provide members an outlet for creative impulses.
- To build school spirit and a sense of community on campus.

**ARTICLE III**

*ORGANIZATION*

Decisions in the LTU Society of Dramatic Arts will be made by one of three groups, with their powers denoted below:

- Powers of the Thespian Council.
  - Decisions related to organizational matters will be made by the Thespian Council.
  - Emergency appointments to the Thespian Council due to abdication or a vote of no confidence shall be made by the Thespian Council. A two-thirds vote of present members shall be required to make an emergency appointment.
  - The Thespian Council has the power to dictate show funding.
  - Each Thespian Council member also may appoint a stand-in to represent them in a Thespian Council meeting.
  - The Thespian Council in addition to the director can overrule a production vote with a simple majority.
- Powers of the Student Membership
  - Decisions related to the election of officers and amendments to this constitution will be made by the general body of LTU Society of Dramatic Arts members.
- Powers of the Director
  - Decisions related to specific performance-related issues and artistic direction will be made by the directors of a production.

- The choices of productions that are listed for voting shall be made by the Director in conjunction with the Thespian Council. This production vote shall be open to the general public.

## **ARTICLE IV**

### *ROLES OF MEMBERS*

The roles of Student members shall be:

- Student members may hold any number of crew or cast positions, as well as any position in the Thespian Council, unless otherwise excepted in this constitution.
- Student members have voting power in the organization in all democratic elections and other voting situations.

The roles of Associate members shall be:

- Associate members may hold crew or cast positions at the discretion of the directors and the Thespian Council. When assigning roles to members, priority must be given to active, current Lawrence Technological University students over associate members.
- Associate members may not run for a position on the Thespian Council, but may be appointed to a position on the Thespian Council on an emergency basis. Associate members appointed to the Thespian Council shall serve in that position for the remainder of the year.
- Associate members will have no voting power in the organization unless appointed to by the Thespian Council

## **ARTICLE V**

### *QUALIFICATIONS OF MEMBERS*

The qualifications of Student Members shall be:

- Any student currently enrolled at Lawrence Technological University and in good academic standing may become a general member of the LTU Society of Dramatic Arts.
- No member of the LTU Society of Dramatic Arts may at any time be on academic probation (as defined by Lawrence Technological University). Any member falling into academic probation should be immediately removed from any acting or crew role until such time as they once again attain good academic standing with the university.
- A student's academic standing shall be reported by the student at the time of auditions
- Student members are considered active upon their signing of the membership contract during auditions and shall last two show cycles.
- If a interested party wants to join SODA after auditions, they must be approved by a simple majority of eboard.

The qualifications of Associate Members shall be:

- Any non-student, excluding LTU professors, may become an associate member of LTU Society of Dramatic Arts.
- All members are considered active for a contract period starting with the audition cycle of one production and ending with the start of the audition cycle of the next production.
- The Thespian Council will keep a written or electronic copy of all membership for the purposes of verifying status, emergency medical, and contact information.

## **ARTICLE VI**

### ***SELECTION AND QUALIFICATIONS OF THE THESPIAN COUNCIL***

Candidates for all offices will be nominated yearly by any member (including themselves and associate members). Nominees must be selected from the current body of student members. From the selection of nominees, the general student members will then vote for each candidate in a private vote. The final council member for each position will be the nominee that receives a simple majority of votes.

Vacancies will be filled by special appointment of the Thespian Council until such time as an election can be held from the body of student membership (as discussed in Article X). If a member of the Thespian Council falls into academic probation, the vacancy will also be filled by special appointment of the Thespian Council.

## **ARTICLE VII**

### ***DUTIES OF THESPIAN COUNCIL MEMBERS***

The duty of the Thespian Council is to organize and provide for theatrical productions.

Each member of the Thespian Council will be responsible for decisions and oversight on a certain area of expertise. The areas of expertise are reminiscent of the different parts of the stage and house. The following roles of the thespian council are listed in order of succession for the role of the Arbiter of the Thespian council:

- The Arbiter of Thespians (President)
- The Master of The Realm (Public Relations)
- The Master of The Gate (Ticket Booth and Treasurer)
- The Master of The House (House Manager and Secretary)
- The Master of The Shadows (Stage, Lighting, Sound)
- The Master of The Masks (Storage, Props, Makeup)
- The Master of The Dance (Representative of Actors)

**It shall be the duty of The Arbiter of Thespians:**

- To preside over the Thespian Council and all Thespian Council meetings during the term of office
- To expound and enforce a due observance of the constitution.
- To schedule event (rehearsals and performances, etc.) space with the appropriate contacts.
- To call for all Thespian Council and general meetings, and call special meetings as necessary.
- To authenticate, by his/her signature when necessary, all the acts, orders, and proceedings of the LTU Society of Dramatic Arts.
- To fill or delegate all temporary vacancies not already defined.
- To perform such duties and/or acts required in an emergency situation where the approval or disapproval of the LTU Society of Dramatic Arts is impossible to attain.
- To break all ties in votes of the Thespian Council
- To appoint a stand-in to any meeting or function where he/she will not be able to attend. This appointment must be made publicly with proper notice. This stand-in must meet the qualifications of the Arbiter and will speak with all the power due his office.
- To arrange for the election of officers before the end of the Spring semester.
- **The Arbiter of Thespians may not serve as director or assistant director during their term.**

**It shall be the duty of The Master of The Realm:**

- To publicize all productions and activities to the University and surrounding community.
- To inform Student Government of the production dates with a month's notice.
- To submit press releases and photos to the appropriate public relations contact at the university.
- To manage all social media accounts of the LTU Society of Dramatic Arts
- To produce programs for each production.
- To organize and manage the public relations team, which will help perform the duties above.

**It shall be the duty of The Master of The Gate:**

- To arrange for production rights pertaining to performances.
- To order scripts for upcoming productions.
- To collect all bills due and reimbursements paid for the LTU Society of Dramatic Arts and submit requests for money through the appropriate processes (StuGov, etc.).
- To keep records of all costs incurred and incomes collected by the LTU Society of Dramatic Arts.

- To make a Gate Master's report at the end of each semester, which will be submitted to student government and repeated at the first meeting of the semester which follows the report.
- To transfer all accounts and accounting to the incoming Master of the Gate during the spring semester.
- To organize all fundraising events
- To sell tickets and concessions at the gate for each performance.
- To organize and manage the fundraising and sales team, which will help perform the duties above.

**It shall be the duty of The Master of The House:**

- To maintain the directory of LTU Society of Dramatic Arts members and their contact info.
- To maintain and update a mailing list of all members and interested community members.
- To keep a record of the minutes of all business meetings.
- To communicate between the Thespian Council and the members of the LTU Society of Dramatic Arts the minutes of business meetings.
- To notify Thespian Council members of the calling of a special meeting.
- To maintain the facilities before and after the performance
- To organize and manage the guest relations team, which will help perform the duties above.

**It shall be the duty of The Master of The Shadows:**

- To submit and vouch for all purchase orders made by the lighting, sound, and stage teams.
- To ensure that the production's needs for lighting, sound, and stage construction are met.
- To work with LTU Media Services to ensure lighting and sound functionality.
- To ensure that all safety procedures are met before and after constructing the set.
- To act in or assign an individual to hold the position of Stage Manager during the production.
- To manage all archived footage of LTU SODA events/productions.
- To organize and manage the stage, lighting, and sound teams, which will help perform the duties above.

**It shall be the duty of The Master of The Masks:**

- To submit and vouch for all purchase orders made by the costume, props, and makeup teams.
- To ensure that the production's needs for costumes, props and makeup construction are met.

- To provide storage solutions for any items that SODA owns or has been loaned for a production.
- To organize and manage the costume, prop, and makeup teams, which will help perform the duties above.

**It shall be the duty of The Master of The Dance:**

- To bring all questions and concerns from the cast to the Thespian Council.
- To attend rehearsals regularly in order to manage relations
- To organize all intra-SODA relations and events
- To mediate all conflicts related to the cast.
- To discuss attendance issues with the cast members and directors.
- To organize and manage a team which will help perform the duties above.
- **The Master of Dance may not serve as director during their term.**

## **ARTICLE VIII**

### *MEETINGS*

#### Thespian Council Meeting:

- The purpose of a Thespian Council meeting will be to vote on items delegated to the Thespian Council by this constitution, to discuss and ensure tasks are being completed in a timely and efficient manner, to approve PO's that have been submitted, and to discuss any issues with the organization as they come up.
- Attendance of Thespian Council meetings is restricted to Thespian Council members or stand-ins unless otherwise deemed by the Arbiter.
- The Council will meet at the beginning of each semester and discuss plans for the upcoming semester.
- The Council will also establish a regular time to meet to discuss issues that crop up during the production.
- The quorum will be by simple majority.
- When voting, each member of the Thespian Council with the exception of the Arbiter, gets one vote. The Arbiter only votes if the members of the Thespian Council are tied in voting.

#### General Meetings

- General meetings are meetings called by the Thespian Council that involve all active members of LTU Society of Dramatic Arts.
- Active members for the purpose of these meetings are both Associate and Student members.
- The purpose of a general meeting is to discuss and vote on items deemed by this Constitution to require a vote by the SODA student membership.
- All active LTU Society of Dramatic Arts members must get the notice at least two weeks in advance of general meetings.

- Voting in a general meeting can only take place if at least half of the active student members are present.

## **ARTICLE IX**

### ***AMENDMENTS TO THE CONSTITUTION***

The constitution may be amended through the following methods:

- Amendments must be proposed (or sponsored) and seconded by a member of the Thespian Council.
- Proposed amendments will be tabled for two weeks and the motion must be provided in electronic/physical form and circulated to all active, General members of the LTU Society of Dramatic Arts. Voting will be done on the amendment during the next general meeting of the LTU Society of Dramatic Arts.
- It will need two-thirds (2/3) majority of the active student members present in that meeting to pass any amendment.

## **ARTICLE X**

### ***REPLACEMENT OF THESPIAN COUNCIL MEMBERS***

The Thespian Council may bring a no-confidence motion against any member of the council. Such motion will need to be proposed and seconded by members of the Thespian Council. It will need two-thirds (2/3) majority of Thespian Council members present to pass such motions. It will be the responsibility of the council members or member to resign immediately if the motion is passed. Vacancies will be filled according to the procedure outlined in this Constitution.

## **ARTICLE XI**

### **INTELLECTUAL PROPERTY**

Members agree to all terms and conditions of the Constitution currently in effect as well as the following:

- Any original Logo or design used or made by LTU Society of Dramatic Arts shall be made copyrighted trademarks. Logos may be duplicated and used in programs and promotional materials, but may not be modified in design, except for resizing, without written permission from the Thespian Council of LTU Society of Dramatic Arts. Logos may be used to show members affiliation.