

# **CONSTITUTION**

## **of the**

### **DREW UNIVERSITY DRAMATIC SOCIETY**

#### **Preamble**

We, the members of the Executive Board of the Drew University Dramatic Society (D.U.D.S.), in order to facilitate the effective organization of the Society, do hereby establish this constitution.

#### **ARTICLE I - Statement of Purpose**

The object of the society shall be to promote the interests of all aspects of theatre arts among the Drew community by supporting individual groups as Theatre Arts Department productions.

#### **ARTICLE II - Composition of the Executive Board**

Section I – The managing body of D.U.D.S. shall be known as the Executive Board, hereafter referred to as the Board.

##### Section II –

- A. The Membership of the Board shall consist of the following positions:
  - 1. Chair
  - 2. Director of Activities
  - 3. Director of Membership
  - 4. Director of Business and Alumni Relations
  - 5. Secretary
  - 6. Dance Member at Large
- B. The board shall request a member of the Theatre Arts Department faculty to serve as an advisor.

#### **ARTICLE III - Duties of Board Members**

##### Section I –

- A. The chair shall:
  - 1. Conduct all meetings of the Board and of the general membership.
  - 2. Oversee all actions of the fellow board members and of the society.
  - 3. Act as a liaison between the Society and the Drew Theatre Arts Department, including acting as a voice of the society.
  - 4. Be responsible for the organization of the pictures and posters for each

production opening.

5. Be responsible for running, authorizing, and/or further promoting all workshops undertaken and sponsored by the society.

B. The Director of Activities shall:

1. Be responsible for implementing and overseeing all activities and events approved by the Board other than theatrical productions including:
  - a. Fall & Spring Activities Fairs for incoming first year students.
  - b. D.U.D.S. Open House
  - c. D.U.D.S. Cabaret
  - d. Annual D.U.D.S. Ball

C. The Director of Membership shall:

1. Keep an accurate account of all subscribers and record hours and performance of all members working towards regular and full membership.
2. Notify a subscriber when regular and full membership have been received.
3. Be responsible for the recruitment of new subscribers and members.
4. Facilitate the administration of Box Office and Reservations Managers.
5. Compile a list of all Cheekie award categories and those eligible for nominations.

D. The Director of Business and Alumni Relations shall:

1. Help the appropriate faculty member(s) with the planning and execution of The Annual Big Schmooze
2. Make the Cheekie Awards for the D.U.D.S. Ball Ceremony.
3. Assist the appropriate faculty member in working with Alumni Relations, including Cheekie News, etc.
4. Maintain and update the D.U.D.S. website.

E. The secretary shall:

1. Keep and distribute to the Board the minutes of all meetings.
2. Update the DUDS archives (scrapbook and poster mounting).
3. Be responsible for insuring all notices, voicemails, and announcements of all Board and Society meetings are sent to subscribers and the Drew community as necessary and in a timely fashion.
4. Maintain the internship guide and coordinate the DUDS script library maintenance.

F. The Dance Member at Large shall:

1. Act as a production coordinator for the annual guest artist(s) and coordinate

- the scheduling and publicity for the master class and/or performance.
2. Handle all preparations and facilitate the Annual Alumni Champagne Mixer.
  3. Act as a liaison between DUDS, department faculty, and any dance performances using Department spaces, DUDS sponsored and otherwise.

#### **ARTICLE IV - Powers of the Board**

\*Please note three categories of DUDS Membership:

1. **SUBSCRIBER** : Member who has bought a DUDS Subscription or is awarded one for their status as a theatre major.
2. **80% SUBSCRIBER**: Member who has a DUDS Subscription and has seen 80% of the DUDS Season to date.
3. **FULL MEMBER** : Member who has bought a DUDS Subscription, seen 80% of the DUDS Season, and completed the appropriate technical and front of house hours designated by the Theatre Department and DUDS.

##### Section 1 – The Executive Board shall:

- A. Carry out all policy approved by a 2/3 majority of all **80% SUBSCRIBERS**.
- B. Carry out all actions deemed necessary and in the best interest of the society;
- C. Have regularly scheduled board meetings on minimum of a weekly basis;
- D. Call emergency Board meetings at the request of any Board member. A quorum (51% of Board members) must be present to conduct said Board meetings.
- E. Be responsible for maintaining the efficiency of the individual Board members.
- F. Be responsible for maintaining a staff of six voting members. The faculty advisor will vote to break any tie vote.
- G. Serve as line producers for each set.

##### Section II –

- A. Any **80% SUBSCRIBER** may initiate impeachment procedures against any Board member.
- B. A majority of two-thirds of **SUBSCRIBERS** shall be necessary to remove any Board member from office.
- C. Postponement and/or Revocation of Society Membership:
  1. If regulations and expectations of the Board and the Society are not met,

individuals in question will be sufficiently notified of the Board's concern; and if appropriate corrective actions are not taken in a timely fashion, the Board reserves the privilege of postponing and/or revoking Society membership.

2. Postponement and/or Revocation of society membership may only be carried out with the majority vote of the Board.

### Section III –

- A. Board meetings shall be closed specifically for discussions of the D.U.D.S. Ball, the Cheekie Awards Ceremony and nominations for positions on the next year's board.
- B. Each board is responsible for establishing and publicizing whether or not Board Meetings regarding other issues are open or closed.

## **ARTICLE V – Elections**

### Section I –

- A. Elections for the Board positions will be held no later than one week after the close of the production season.
- B. At all Board elections each **FULL MEMBER** shall have one vote.
- C. New Board members must be present during D.U.D.S. Ball week to be trained by their outgoing predecessor.

### Section II -

- A. A vacancy in the Board during the academic year must be filled in a timely fashion.
  1. In the event of the resignation or removal of the Chair, the remaining Board members shall select a member of the Board to fill the position of the Chair for the remainder of the year.
  2. The Board will fill any other vacated position with the approval of 2/3 of the **SUBSCRIBERS**.
- B. Positions on the Board for the next academic year may be filled by anyone who is not planning to participate in an off-campus program for the entire academic year and who is nominated according to procedure and duly elected.
- C. Nominations for Board positions for the next year may be made by an subscriber to the Society.

D. Any person may nominate themselves. All nominations must be seconded.

## **ARTICLE VI – Subscription and Membership Rights and Responsibilities**

### Section I –

- A. Any person paying the general fee of the Society, as set by the Society, may become a subscriber.
- :
- B. Subscribers shall receive:
1. A season ticket to all Department/Society productions.
  2. An invitation to participate in all Department/Society workshops.
  3. The opportunity to work within the theatre program in order to achieve full membership.
  4. The newsletter published by the Board (frequency up to the Board's discretion).
  5. An invitation to the D.U.D.S. Ball.
- C. 80% Subscribers shall receive:
1. All privileges due to them as subscribers.
  2. An opportunity to vote on changes in Society policy.
  3. The chance to earn all hours and become a full/regular member with full voting privileges.
- D. Any person participating in and off-campus program for a semester may purchase a half-year subscription, and be known as a half-year subscriber. Half year subscribers:
1. Shall receive all privileges due to them as subscribers for one half-season.
  2. Shall not participate in the voting for the annual Cheekie Awards as they will not have seen production for the half-season when they were not on campus.
  3. Are eligible to become regular or full members based on attendance of 80% of productions for their subscription period and completion of half of the hours required for regular membership for a full season.