

E-52 Student Theatre Constitution

It shall be the purpose of this organization to produce quality theatre. To this aim it shall form and maintain an autonomous organization comprised of members of the University community interested in all aspects of theatre. Furthermore, it will provide theatrical experience for its members, the University community and the public. The members of E-52 Student Theatre will accept the responsibility of maintaining and furthering the aforesaid objective.

I. The organization will be known as E-52 Student Theatre.

II. Officers

A. President

The President shall preside over all general meetings and shall act as a member of the Executive Committee. He/she shall act as official representative of E-52 in all contacts with faculty, Activities & Programs Office, the University, and the community. He/she will be elected through a major vote.

B. Vice President

The Vice President will fulfill any or all duties of the President in the event of his/her absence and shall serve as a member of the Executive Committee. He/she will be responsible for all appointed positions, such as the committee chairpersons and their committees. He/she will be elected through a major vote.

C. Treasurer

The Treasurer will control and dispense all funds available to E-52 and keep a permanent record thereof. All monetary transactions must be approved by the Treasurer. He/she shall serve as a member of the Executive Committee. He/she will be elected through a major vote.

D. Student Representative

The Student Representative must act as a liaison between the general membership and the Executive Committee. The Student Representative is a non-voting member of the Executive Committee exempt from emergency procedures and producer's rights. He/she is expected to attend all open and closed meetings of the Executive Committee and give feedback from the membership's perspective. He/she will be elected through a major vote.

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E. Executive Chair

The Executive Chair will preside over all Executive Committee meetings and will act as representative of the E-52 general membership to all E-52 productions and projects. The Executive Chair will assume the responsibilities of the Student Representative in that officer's absence. He/she will be elected through a major vote.

F. Secretary

The Secretary will be responsible for handling all official correspondence and records, and keeping a permanent copy thereof. He/she shall serve as a member of the Executive Committee and will be elected through a major vote. He/she will fulfill the duties of the Executive Chair in that officer's absence.

III. Committees

Committees in this organization will be formed as the Executive Committee deems fit. A chairperson chosen by the Vice President and approved by the Executive Committee will head each committee, with the exceptions of the Executive and Constitution Committees. This chairperson will report regularly to the Vice President as to how the committee's work is progressing. The Constitution Committee is to be overseen by the Student Representative. The chairperson of this committee will report regularly to the Student Representative as to how the committee's work is progressing.

IV. Executive Committee

The Executive Committee will consist of the President, the Vice President, the Treasurer, the Secretary, the Executive Chair, and the Student Representative. This Committee will set policies, make decisions (to be approved by the general membership), settle disputes, and delegate both work and authority. The Executive Committee will be responsible for the following:

- A. The Committee will receive proposals for projects and productions and will conduct director interviews when necessary.
- B. The Committee will relieve other committees' chairpersons and members, project coordinators, and directors of their positions when these persons are found to be grossly negligent in their duties. Negligence will be decided by a unanimous Executive Committee vote.
- C. Projects that are sent to competitions (Competitive Pieces) shall have additional guidelines applied to them:

1. Any member wishing to propose a Competitive Piece must present his/her proposal to the Executive Committee at the meeting specified by the Committee for this specific purpose.
 2. This proposal may only be made during a standard semester (i.e. Fall or Spring), not during a special session (i.e. Summer or Winter).
- D. All members of the Executive Committee must attend at least 75% of all general and Executive meetings unless excused through a major vote.
- E. The Executive Committee holds producer's rights over all projects and productions.
- F. All Executive Committee meetings are open to general membership unless closed by request of any Executive Committee member.
1. Voting in Executive Committee meetings are confidential and closed.

V. Membership

A. General Membership

All full-time undergraduate matriculated students who are actively involved in any E-52 sponsored event (including meetings) are considered members of E-52.

B. Voting Membership

Voting membership in E-52 will be awarded before each major vote to all full-time undergraduate matriculated students who have attended at least 50% of the general meetings in the current semester. If a major vote is called within the first four weeks of a semester or during winter session, one must have received voting membership in the preceding semester and have attended 50% of the general meetings held in the current semester/winter session.

Any individual who feels that s/he has contributed to the organization, but has not been able to fulfill the above requirement may petition the Executive Committee for voting membership. The Committee will consider the petition and return a decision.

VI. Voting

There shall be two types of voting on policy: Major and Minor voting. The Secretary will coordinate all voting procedures, with the assistance of the President, or another Executive Committee member.

A. Major voting

Major voting involves policy votes that are important to the organization's future. Elections, selection of productions, and amendments to the constitution require major votes, as well as any issue designated by the Executive Committee as a major voting issue. In order for the major vote to be valid, two-thirds of the voting membership must submit a secret ballot on the subject. A simple majority decides major votes.

1. In the event of a tie, there will be an immediate revote.
2. In the event of a second tie, the Executive Committee will decide the next course of action to take, i.e. –The President abstains from the vote.

B. Minor voting

Minor voting involves meeting-to-meeting issues that are not designated by the Executive Committee to be major voting issues. Minor votes are decided by a simple majority and may be open to non-members who are present, provided there is no objection from the majority of the general membership present. A simple show of hands will be used unless secret ballot is requested by a majority of the general membership present.

C. Absentee ballots

Absentee ballots for all major votes will be made available during each nomination period and must be signed in ink and returned to the Secretary before the vote begins. The Secretary will add these votes to the ballot box and include them in the count of present voting members.

VII. Veto

The Executive Committee can, by a unanimous vote, veto any non-election vote or decision. This action must immediately be made public to the members, and will not be viable until that time. Any veto can be overturned by a major vote, called by any voting member. 75% of the ballots must favor the overturn for it to be valid. Any single voting member may call for these proceedings only once on any particular veto.

VIII. Elections

A. Elections will be run in the following manner:

1. Members will make nominations during the meeting before the election. Nominations will remain open until just prior to elections.
2. Nominees must be voting members of the organization.

- a. Nominees for the position of President must have served on Executive Committee or as a Committee Chair for a full semester prior to elections.
- b. Any voting member may petition the Executive Committee for permission to be nominated for the position of President prior to elections.
 - i. Executive Committee may grant this permission on the basis of an individual's past activity in the group.
 - ii. This petition and the results will be made public to the general membership.
3. Nominees must present themselves to the membership prior to the elections.
4. For each office, the following procedure will then be followed.
 - a. Ballots will be distributed to all present voting members.
 - b. The office will be announced.
 - c. The nominee list will be announced.
 - d. Members will vote.
 - e. After all have voted, the ballots will be collected.
 - f. The ballots will be tallied by the secretary with the assistance of the president.
 - g. A nominee must receive a simple majority of the votes to be elected.
 - h. A member has the right to abstain from any or all parts of an election. Abstentions are not counted as "yes" or "no" votes. However, members who abstain will be counted for the purposes of achieving a quorum of the voting membership.

B. The following order of elections will be used:

1. President
2. Vice President
3. Treasurer
4. Student Representative
5. Executive Chair
6. Secretary

C. In the event of a tie – see Article VI-A of the Constitution.

IX. Responsibilities of the Executive Committee-elect

- A. Each officer-elect will, the semester before taking office, submit a list of goals for that office to the Executive Committee-elect.
 1. This list will include proposals for fulfilling duties specified in the Constitution and Bylaws as well as any other goals for performing that office.
- B. At an Executive Committee-elect meeting, the officers' goal lists will be reviewed, revised by consensus, and approved by majority vote as the next year's goals.
 1. Throughout the next year, as circumstances necessitate, these goals may be revised by a majority vote of the Executive Committee.

C. Individual officer-elect responsibilities

1. The President-elect establishes dialogue with the Activities & Programs Office, the faculty advisor, and university administration. The President also appoints a summer contact person.
2. The Vice President-elect prepares preliminary goal lists for each committee, to be approved by a majority Executive Committee-elect vote.
3. The Treasurer-elect meets with the outgoing Treasurer for transfer of responsibilities and becomes informed about Activities & Programs Office requirements.
4. The Student Representative-elect establishes a dialogue with the general membership and prepares a preliminary goal list for the constitution committee.
5. The Executive Chair-elect meets with the outgoing Executive Chair to become familiar with the requirements of the office.
6. The Secretary-elect meets with the outgoing Secretary to become familiar with the requirements of the office.

X. Impeachment

Any elected official may be impeached. To begin the impeachment process, a petition containing the signatures of at least one-half of the voting members will be presented to the general membership. The elected official in question will have the right to present his/her case before the general membership prior to any vote. If necessary the Student Representative will mediate at this meeting. The official may be removed from office by a two-thirds vote of the membership (major voting procedure).

XI. Amendments

The laws of the organization shall fall under two categories, Constitutional laws and Bylaws.

- A. Amendments to the Constitution must be approved by the major voting process, and must subsequently be approved by the Activities & Programs Office. Two-thirds of the votes must approve the amendment, as opposed to the normal majority vote needed.
- B. Bylaws may be amended by a majority of the organization's membership following the normal major voting procedure. If any changes are made, an amended copy of the Constitution and the bylaws will be made available to the Activities & Programs Office and the Faculty Advisor.

XII. Faculty Advisor

The Faculty Advisor will be chosen by the Executive Committee and will be approved by the voting membership through a major vote. He/she will be expected to follow all rules and regulations specified within the Faculty Advisor's Handbook.

XIII. Redress

Any person, who feels that he/she has been wronged, or that the organization has been hurt by a decision of a committee or an organizational procedure, has the right to present the case to the entire membership and call a vote on the issue if he/she feels it is necessary. The Executive Committee will decide if the vote is to be a major vote or a minor vote and the chosen procedure will be enacted.

XIV. Compliance

At all times this organization will comply with the rules and regulations set up by the Activities & Programs Office and the University of Delaware.

E-52 STUDENT THEATRE BY-LAWS

I. Officer Duties

A. President

1. The President communicates for the group with outside organizations. He/she will be notified in advance of any exchange of goods, services, or information with another organization.
2. The President is ultimately liable for all productions, projects, workshops, activities, and functions officially sponsored by E-52 Student Theatre. The President will maintain communication with the Vice-President and Executive Chair in order to monitor the progress of productions and committees.
3. The President conducts General Meetings and creates their agendas.
4. The President is responsible for announcing to the general membership competitions and events, which may interest E-52 members.
5. The President must go to UD sponsored leadership workshops or finds an appropriate member of the voting membership to attend.

B. Vice President

1. The Vice President presents the Executive Committee with candidates for appointed positions.
2. The Vice President makes weekly checks on all appointed positions and their established committees. The Vice President is responsible for monitoring the planning and execution of activities and functions officially sponsored by E-52 committees.
3. The Vice President must be willing to be a part of each committee if necessary.
4. The Vice President gives committee reports at Executive Committee and general meetings in the event that no one else is able to do so.

C. Treasurer

1. The Treasurer works closely with the Activities & Programs Office regarding E-52 finances.
2. The Treasurer administers checks within one week of receiving receipts and keeps track of all receipts.
3. The Treasurer monitors production and project budgets.
4. The Treasurer prepares and submits the annual budget to the Activities & Programs Office, taking into account potential future expenditures.
5. The Treasurer prepares and submits all Events and Capital Supplemental to Activities & Programs Offices as needed.
6. The Treasurer gives budget reports when requested to do so.

D. Student Representative

1. The Student Representative is a representative of the general membership to the Executive Committee.
2. The Student Representative will conduct "Fourth Meetings" for the general membership.
 - a. At every fourth general meeting, the Student Representative will request from the membership brief written and/or verbal comments about the officers, appointed positions, and potential issues. This is to be done without the presence of the other Executive Committee members, who will return to the room after the comments have been collected.
 - b. The Student Representative will read these comments, and the Executive Committee and the membership will discuss said issues.
3. The Student Representative will present approved officer goals to the membership at the second general meeting of the academic year.
4. The Student Representative will conduct "Fourth Meetings" within the Executive Committee at every fourth Executive Committee meeting. These will encompass elected officers and appointed positions, and comments will be oral rather than written, and when possible, Executive Committee Fourth meetings should be held after general membership Fourth meetings.
 - a. Those officers and chairs unable to attend the 4th Executive Meeting should contact the Student Representative with any concerns before aforesaid meeting. The Student Representative must address those concerns during the aforesaid meeting.
 - b. It is the responsibility of the Student Representative to inform any non-present members of issues concerning their position at the aforesaid meeting.
5. If the Student Representative perceives that the Executive Committee is not acting in the organization's best interest, he/she may breach the confidentiality of a closed Executive Committee meeting to the general membership.
 - a. The Executive Committee must be notified of the Student Representative's intent.
 - b. In a secret ballot vote, one voting member of the Executive Committee must agree with the Student Representative's suggestion
6. The Student Representative is responsible for obtaining written end-of-semester evaluations of the group's activities from the membership and discussing them with the Executive Committee. The results of the evaluations will also be presented to the general membership.
7. The Student Representative will publish a monthly newsletter, which will be distributed to all those attending meetings or by request.

E. Executive Chair

1. The Executive Chair calls and runs all Executive Committee meetings and prepares an agenda for these meetings.

2. The Executive Chair allows presentation of all sides of a discussion in these meetings.
3. The Executive Chair attends a rehearsal within the first week of a show's production in order to acquaint cast and crew members with E-52 guidelines. This visit includes the election of cast and crew deputies.
4. The Executive Chair is responsible for monitoring the progress of all productions and projects sponsored by E-52.
5. The Executive Chair must be willing to mediate any problems in any production or project.
6. The Executive Chair will hold a discussion of a production at the first general meeting after the close of that production. The Executive Chair may, at his or her discretion, hold a post-show discussion about a project.

F. Secretary

1. The Secretary records, types, and distributes minutes of General and Executive Committee meetings.
2. The Secretary maintains a filing system in the E-52 office and updates those files on a regular basis.
3. The Secretary keeps up-to-date records of membership and attendance.
4. The Secretary handles all official correspondence and keeps permanent copies of all official correspondence and records.
5. The Secretary keeps an inventory of office supplies and purchases those supplies as needed.
6. The Secretary is responsible for maintaining computer records on disk and hard drive.

II. Appointed Positions and Committees.

- A. Voting members are nominated for positions and chairs by the Vice President, subject to a simple majority vote of approval by the Executive Committee.
- B. The appointed committee chairs are authorized to set the agenda for their committees over the course of an academic year and responsible for duties assigned by the Vice President.

C. Publicity Chair

1. The Publicity Chair is responsible for general group publicity.
2. The Publicity Chair is responsible for reserving Student Center Space (e.g. wall, display cases).
3. The Publicity Chair updates Student Center and campus publicity space in accordance with Activities & Programs Office rules.
4. The Publicity Chair must work with Publicity Coordinators on the publicity campaign for any production or project, including publicizing auditions.

D. Social/Fundraising Chair

1. The Social/Fundraising Chair is responsible for planning social activities to promote group unity.
2. The Social/Fundraising Chair organizes and participates in fundraising activities when the need arises.
3. In the event that the interests of the group would be better served by maintaining separate social and fundraising committees, such an action may be taken.
4. E-52 Student Theatre neither condones nor encourages the use of alcohol or illicit drugs at the organization's social functions.

E. Technical/Properties Chair

1. The Technical/Properties Chair keeps an up-to-date and accurate inventory of all sound, lighting, and technical equipment, as well as properties and technical supplies.
2. The Technical/Properties Chair maintains storage and work spaces.
3. The Technical/Properties Chair keeps track of all technical needs, including purchases and storage spaces.
4. The Technical/Properties Chair is responsible for assigning the following duties to a qualified technical/ properties committee member:
 - a. Lighting equipment
 - b. Sound equipment
 - c. Shop equipment....
 - d. General technical supplies
 - e. Properties
5. The Technical/Properties Chair will be consulted about technical issues (i.e. borrowing or lending of supplies, workshops, technical personnel on productions and projects, etc.) before such issues are resolved by the Executive Committee.
6. If it is in the best interests of the organization, the Technical/Properties committee may be separated into two separate committees.
 - a. The Technical committee will be responsible for sound, lighting, and shop equipment.
 - b. The Properties committee will be responsible for properties.
 - c. The chairs of the two separate committees must maintain communication to discuss issues that affect both committees.
7. The Technical/Properties Chair is responsible for the overseeing of the Technical Staff for all Productions and Projects.

F. Alumni Relations Chair

1. The Alumni Relations Chair maintains an accurate list of E-52 Alumni.
2. The Alumni Relations Chair informs the Alumni of the group's activities through a newsletter, to be sent once a semester to interested Alumni.

G. Historian

1. The Historian is responsible for collecting production memorabilia, including pictures, programs, and flyers for the E-52 scrapbook, and videotapes, when possible. Duplicate copies should be sent to the University Archives.
2. The Historian is responsible for collecting copies of published material about the group or productions, and any other pertinent information.
3. The Historian is responsible for sending all published material about the group to the University Archives at the end of each semester.

H. Constitution Committee Chair

1. The Constitution Committee Chair will head a committee versed in the constitutional laws and bylaws of the E-52 Constitution.
2. The Constitution Committee Chair may hold a committee meeting within two weeks of a post-show or as needed to address possible amendments, alterations, and adherence to the constitution and bylaws. Any member may propose an amendment.
3. The committee chair must notify the general membership of upcoming committee votes.
4. The Student Representative must grant his or his consent for the committee vote to proceed. If the proposed amendment passes a committee vote it is presented to the Executive Committee for further action.

I. JAX Committee Chair

1. The JAX Committee Chair is responsible for maintaining costumes, make-up, and the space in which they are stored.
2. The JAX Committee Chair is to work with the costumers of all productions and projects.

J. Webmaster

1. Webmaster is responsible for making updates to the E-52 web site at least once a month.
2. Webmaster is responsible for obtaining general meeting minutes from secretary and posting those minutes online.

K. Room Reservation Chair

1. Room Reservation Chair is responsible for submitting all room reservation and equipment request and cancellation forms to Event Services Office.
2. Room Reservation Chair is to work with production managers and directors for all production and projects to ensure that all room reservations and setups are made.
3. Room Reservation Chair is responsible for making room reservations for general meetings as soon as a meeting time is decided on for the next academic year.

L. Ad Hoc and Dormancy

1. When circumstances necessitate, the Executive Committee may, by two-thirds vote, create a committee, and, by two-thirds vote, appoint a chair to that committee.
2. The Executive Committee may, by two-thirds vote, render a committee dormant, to be reactivated by a two-thirds vote at the beginning of the next semester.

III. Emergency Procedures

A. Gavel Order

1. **General Meetings:** In the absence of the President, the Vice President conducts the general group meetings; in the Vice President's absence, the Treasurer, and so on, in the following order:
 - President
 - Vice President
 - Treasurer
 - Executive Chair
 - Secretary
 - Student Representative
2. **Executive Committee Meetings:** In the absence of the Executive Chair, the Treasurer conducts the Executive Committee Meetings; in the Treasurer's absence, the Vice President, and so on, in the following order:
 - Executive Chair
 - Treasurer
 - Vice President
 - President
 - Secretary
 - Student Representative

B. Loss of Officer Provisions

1. **Temporary** - A temporary loss of an officer is the inability of that officer to fulfill his/her duties for a period of three weeks or for winter session. The officer's duties are to be handled by the next possible officer according to the following orders:
 - a. President - Vice President, Treasurer, Executive Chair, Secretary Student Representative
 - b. Vice President - Secretary, President, Treasurer, Executive Chair, Student Representative
 - c. Treasurer – No replacement as according to Activities & Programs Office rules.
 - d. Secretary - Student Representative, Treasurer, Vice President, President, Executive Chair
 - e. Student Representative - Executive Chair, only
 - f. Executive Chair - Secretary, Treasurer, Vice President, President, Student Representative
2. **Permanent** - A loss of an officer for a period of more than three weeks, excluding winter session, is considered a permanent loss.
 - a. An election will be held following Section VIII of the Constitution.
 - b. Only the vacant offices will be open to election.
 - c. If an officer wishes to run for another office, s/he must first resign his/her current office.
 - d. If a person in an appointed position wishes to run for a vacant office, s/he is not required to resign his/her position, but must resign it if elected.

C. Emergency General Meetings

1. Any voting member may call an emergency general meeting. This member is responsible for contacting the entire voting membership. At least two executive committee members must be present.

D. Emergency Situations

1. An emergency situation is any situation which demands attention before the next general or scheduled Executive Committee meeting, and which would be detrimental to the existence/continuation of E-52 if not addressed.
 - a. When a situation is deemed of immediate urgency and a collective meeting of the Executive Committee is impossible, half of the Executive Committee members can act and speak for the Committee as a whole and can execute any or all of the Executive Committee's rights.
 - b. If the size of the Executive Committee constitutes an odd number of members, a simple majority must consent to a course of action. The members must be able to justify the action taken and must report the action and the circumstances surrounding it in writing to the Executive Committee at an emergency Executive Committee meeting to be called as soon as possible, and to the general membership. The members should keep in mind that they are acting for the Executive Committee as a whole and are to keep the best interests of the group at heart.
 - c. If the lack of action or the inability to comply with emergency procedures within a 24-hours period shall be detrimental to the group, a single member of the Executive Committee may take action. This member must be prepared to justify his or her actions in writing to the Executive Committee and to the general membership.

IV. Production Proposal Process

- A. Any member wishing to propose a production must present his/her proposal to the Executive Committee at the meeting specified by the Committee for doing so before presenting to the group. If there are conflicts, other means will be decided upon by the Executive Committee.
- B. Each person proposing will submit a preliminary Proposal of Intent to the Technical/Properties Chair and the JAX Chair the week before presenting the Proposal of Intent at the Executive Committee meeting in order for the Technical/Properties Chair and the JAX Chair to review the document and identify potential difficulties with the production's technical aspects. After the Technical/Properties Chair and the JAX Chair conducts such a review, he/she will contact the person proposing to discuss problems and/or solutions for the technical aspects. Before the Executive Committee considers the proposal, the Chairs listed above must have signed their approval to the proposal.

1. Preliminary proposals of intent shall also be delivered to each member of the executive committee.

C. Each person proposing will submit a Proposal of Intent to the Executive Committee and the group, which will include the following:

1. The title and author of the play
2. The name of the director and the names of those filling positions at the time of proposal
3. A synopsis of the play:
 - A list of characters
 - Concise summary of the plot
 - Any other pertinent information
4. The address of the company, which holds the rights
5. The director's concept of production including:
 - Set construction
 - Technical concerns for the production
6. The location of the production
7. Proposed budget, including cost of space, costume rental, publicity, royalties, etc. A final budget must be submitted to the Executive Committee for approval before any money is spent on the production.
8. A detailed production schedule (including auditions)
9. A complete resume of the director

D. The Executive Committee will review the proposal's merits.

For this discussion, directors of proposed shows will not be present. The Executive Committee should invite the Technical/Properties Chair, the JAX Chair, and any other qualified person(s) to participate in the discussion.

E. Proposals require a simple majority of "yes" votes to be approved.

F. Each proposal, which is approved by the Executive Committee, will be presented to the membership for a vote, using major voting procedures.

V. Production Requirements

- A. An E-52 director must either be a voting member of E-52 or be a guest director who has been invited to direct by a voting member and has received the approval of the Executive Committee. Student directors are required to have completed at least one semester at the University.
- B. Each production must have a Publicity Coordinator, who:
 1. Will work with E-52 Publicity Committee on publicity campaign.

2. Will outline what publicity is to be done for the production and discuss this outline with the Publicity Chair.
3. Must have all expenditures approved by budget coordinator.
4. Must give all publicity to Publicity Chair to be proofread.

C. Each production must have a Budget coordinator, who

1. Must make sure that the production's budget is adhered to by working closely with the Treasurer and pre-approving any expenditures to be submitted for reimbursement to the Treasurer.
2. Must sign and document all production receipts and submit them to the Treasurer by eight days after the close of the production.
3. Must keep a detailed list of all expenses to be submitted to the Executive Committee.
4. Must notify the Executive Committee of any overspending in a production.

D. Each production must have a Cast Deputy, who

1. Must be a cast member who is not a member of the Executive Committee.
2. Must be elected by the cast without the presence of the director or the crew.
3. Must attend majority of rehearsals of a production.
4. Will call cast meetings when requested by a cast member or when deemed necessary.
5. Will maintain anonymity of cast members in bringing their concerns to the director or crew.
6. Will work closely with the Executive Chair in maintaining a positive working atmosphere and settling disputes involving the cast and any aspect of the production.

E. Each production must have a Crew Deputy, who

1. Must be a crew-member who is not a member of the Executive Committee.
2. Must be elected by crew without the presence of the director or the cast.
3. Will call crew meetings when requested by a crewmember or when deemed necessary.
4. Will maintain anonymity of crewmembers in bringing their concerns to the director or cast.
5. Will work closely with the Executive Chair in maintaining a positive working atmosphere and settling disputes involving the crew and any aspect of the production.
6. Crew is defined as all persons in a production not including the director, directorial staff, or cast.

F. All itemized receipts for a production's expenses must be signed and turned in to the budget coordinator by the eighth day after the close of that production.

G. The Proposer decides what duties he/she needs for the production, assigns the duties to a titled position (e.g. Stage manager), and fills that position with a qualified person. The Proposer must inform their prospective staff members of the responsibilities entailed by their position (whether or not they adhere to the guidelines in Article V.-H. of the By-Laws) before any staff members agree to serve in that position.

H. Upon completion of the proposal process, the Director is ultimately responsible for all artistic aspects of the production. The Production Manager is responsible for coordinating and managing all production aspects of the show. However, until the completion of the proposal process (i.e. passage by the General Membership), responsibilities should be considered negotiable and worked out according to the best interests of the show and the organization. The following are guidelines for positions of responsibility:

Director

- oversees and manages all artistic aspects of the show
- oversees casting (run auditions/callbacks)
- acquires scripts
- creates and maintains a direction notebook containing:
 - rehearsal schedule
 - contact list
 - lighting plot
 - set design
 - properties list
 - costume list
 - record of rehearsal notes
 - script
- takes and gives notes in rehearsal
- blocks scenes

Stage Manager

- assists in casting (helps run auditions/callbacks)
- creates and maintains a production notebook containing:
 - rehearsal schedule
 - contact list
 - lighting plot
 - set design
 - properties list
 - costume list
 - record of line and blocking notes
 - script
- conducts rehearsals
- conducts warm-ups
- conducts set-up and break-down of rehearsal space
- prompts line and blocking as per schedule and/or necessity
- takes and gives line and blocking notes
- conducts tech week and performances

Production Manager

- oversees and manages all production aspects of the show
- organizes and coordinates rehearsal space with Room Reservation Chair
- schedules and conducts weekly production meetings

Technical Director

- oversees and manages all technical aspects of the show
- schedules and supervises tech days
- coordinates with the Technical/Properties Chair and JAX Chair
- supervises load-in and strike of production/project set

House Manager

- creates and maintains front of house display
- handles ticket acquisition and distribution
- cleans house
- supervises ushering staff
- submits sales and solicitation forms for all performances
- requests Public Safety presence

Budget Coordinator

- collects itemized receipts
- coordinates with Treasurer
- maintains a record of production income and expenses

Publicity Coordinator

- designs, generates, and maintains production publicity (flyers, campus calendar, local media outlets, etc.)
- coordinates with Publicity Chair

Lighting Designer

- confers with Director to design lighting plot
- coordinates with Lighting Operator for plot execution
- oversees hang, focus, and strike of lighting instruments
- coordinates with Master Electrician as needed
- coordinates with Technical Chair for available resources

Sound Designer

- confers with Director to design music and sound effects
- coordinates with Sound Operator
- oversees acquisition and placement of sound equipment
- coordinates with Master Electrician as needed
- coordinates with Technical Chair for available resources

Set Designer

- confers with Director to design scene and set
- coordinates with Technical Director, Master Carpenter, and Master Electrician for set constructions as needed
- oversees acquisition and placement of set
- coordinates with Technical Chair for available resources

Special Effects Designer

- confers with Director to design additional and special effects
- coordinates with Technical Director, Master Electrician, and appropriate staff members as needed
- oversees acquisition of special effects equipment and execution
- coordinates with Technical Chair for available resources

Costume Designer/Costumer

- confers with Director to design costumes and costume plot
- acquires, constructs, and maintains costumes and costume properties
- dresses actors and fits costumes
- creates and maintains a record of all costumes, their placement in the show, and the actors wearing them
- coordinates with JAX chair for available resources

Make-up Designer/Artist

- confers with the Director to design make-up
- acquires and maintains make-up necessary for the production
- coordinates with JAX chair for available resources

Properties Designer/(Master/Mistress)

- confers with the Director to design properties
- acquires and maintains properties
- coordinates with Technical/Properties and JAX chairs for available resources
- provides and runs props for rehearsals and production run under the supervision of the Stage Manager
- acquires and runs rehearsal props in the event production properties cannot be used

- I. Auditions will be held for productions. Any proposer of a project not intending to hold auditions must furnish a cast list with the proposal.

VI. Projects

A project is defined as any E-52 function other than a production or social/fundraising event.

A. Guidelines

1. Each person proposing a project must submit a Proposal of Intent to the Executive Committee with the following:
 - a. Title of the project
 - b. Outline of the project
 - c. Proposer's concept of project
 - d. Location or list of possible locations of project
 - e. Proposed budget, including rights if applicable
 - f. Complete resume of proposer.
 - g. Detailed schedule for project

2. Each person proposing will submit a preliminary Proposal of Intent to the Technical/Properties Chair and the JAX Chair the week before presenting the Proposal of Intent at the Executive Committee meeting in order for the Technical/Properties Chair and the JAX Chair to review the document and identify potential difficulties with the production's technical aspects. After the Technical/Properties Chair and the JAX Chair conducts such a review, he/she will contact the person proposing to discuss problems and/or solutions for the technical aspects. Before the Executive Committee considers the proposal, the Chairs listed above must have signed their approval to the proposal.
3. Projects will be limited to three performances in a given semester. Under special circumstances, an extension of the number of performances may be granted upon submission of a second proposal.
4. Scheduling of project auditions and performances will not conflict with any E-52 production's auditions and performances
5. The Executive Committee votes whether to accept or reject a project.
6. E-52 holds producer's rights over the project.
7. Projects, which are to be sent to competitions, are considered competitive pieces.
8. If the proposer of a project intends for a project to last for the duration of a semester or longer, with or without performances, the project shall be deemed a long-term workshop. (e.g. What?! Improvisational Theatre). As long as the long-term workshop is under the direction of an appointed leader, the workshop may continue.
9. Pre-casting is inappropriate in anything defined by the Constitution as a "Production," and pre-casting is acceptable in areas defined by the Constitution as a "Project."

VII. Producer's Rights

1. The Executive Committee has the right to deny appointment of a person to a production position if the Committee believes that the person is incapable of fulfilling the duties assigned to that position.
2. The Executive Committee has the right to fill any vacancies or assign any production guidelines, which have been overlooked by the director, or fulfill any production requirements that have not been fulfilled by the director.
3. The Executive Committee has the right to relieve the director or any production personnel of any or all of the responsibilities or assignments if the Committee believes unanimously that the person in question is negligent in their responsibilities or assignments.
4. The Executive Committee has the right to alter any policy set in a production when the Committee believes that the policy is in direct conflict with, or in disregard for, the organization's interest, the organization's reputation, or correct procedure according to the Constitution and its by-laws.
5. The Executive Committee has the right to stop a production or project with the committee believes that the production or project is in direct conflict with, or in disregard for, the organization's interest, the organization's reputation, or correct procedure according to the Constitution and its by-laws.

6. If a director or member or the production staff believes any enforcement of the Producer's rights is unjust he may present the issue to the General Membership and the Executive Committee through the procedure of Redress as outlined in the Constitution.

Respectfully Submitted
(Remnants of the Fall 2001) E-52 Constitution Committee
Summer 2003