



# Bylaws of the RPI Players

## Article I. Purpose

These Bylaws shall provide additional governance beyond the scope of the RPI Players Constitution.

## Article II. Definitions

- A. "Posted" shall be defined as submission of an email to the current RPI Players General Membership mailing list.
- B. "Notified" shall be defined as sending of an email or providing with a physical letter.
- C. "Mainstage Production" shall refer to the budgeted fall play, winter evening of one-acts, and spring musical.
- D. "Active Participation" shall be defined as
  - (a) Having held and completed at least one Production Role or
  - (b) Having provided at least ten hours of service to the club; an individual must present the Executive Committee with documentation of this service which complies with Article III, Section A, subsection (c), item ii of these Bylaws.

## Article III. Membership

### A. Initiation of New Members

- (a) An initiation cycle shall begin at the ending of the previous cycle. An initiation cycle shall end at the initiation ceremony, which shall occur at the close of each Mainstage Production. Participation in the initiation ceremony shall not be required to obtain membership.
- (b) The Executive Committee shall post a list of all individuals who have qualified for membership no fewer than 3 days prior to the initiation ceremony.
- (c) Gaining Status through hours
  - i. Individuals who wish to gain Apprentice or Player status through service hours must submit their documentation to the Executive Committee prior to the day of the initiation.
  - ii. Documentation for service hours must include:
    - (1) The start time, stop time, and date of service
    - (2) A description of the service provided
    - (3) The signature of the member for whom the service was performed.

- (d) The Executive Committee may seek to verify the hours claimed in the documentation. An explanation shall be provided to any individual whose documentation is determined to be insufficient for obtaining membership.

#### B. Voting Rights

- (a) Petitions for Voting Rights must be submitted to the Executive Committee in writing by either email or paper no later than five days after the announcement of an impending vote. Petitions must explain why a member should be granted Voting Rights.
- (b) Request to rescind Voting Rights must be submitted to the Executive Committee no later than three days prior to a vote.

#### C. Revocation of Membership

- (a) The chair for a Disciplinary Hearing shall be the highest ranking officer in attendance.
- (b) The procedure for a Disciplinary Hearing shall be as follows:
  - i. The chair shall take attendance and call the hearing to order.
  - ii. The chair shall state the charges against the defendant.
  - iii. The chair shall provide any relevant information or evidence to support the charges.
  - iv. If present, the defendant shall be given the opportunity to speak on their behalf.
  - v. The hearing shall recess for no more than ten minutes while the Executive Committee discusses the disciplinary action to be taken.
  - vi. The chair shall call the hearing back to order.
  - vii. The chair shall state the disciplinary action to be taken and call for a vote of the Executive Committee.
  - viii. The meeting shall be adjourned at the conclusion of the vote.

### **Article IV. Officers**

The procedure for an impeachment hearing shall be as follows:

#### A. Hearing Preparation

No fewer than three days before the hearing the chair shall create a ballot to be used for voting which lists the reasons for impeachment. This ballot shall be made available to the General Membership no fewer than three days before the hearing.

#### B. Hearing Procedure

- (a) Calling to order
  - i. Upon calling the meeting to order the chair shall take attendance and determine if there is quorum in accordance with Article IV, Section E, subsection (b), item vi of the Constitution.
  - ii. After determining that quorum has been met, the chair shall read the reasons for impeachment from the impeachment petition. The chair shall then read Article IV Section E, subsection (b), item viii of the Constitution of the RPI Players.
  - iii. After the hearing has been called to order no one may speak without

recognition from the chair.

(b) Presentation of Impeached Officer's Case

- i. The chair shall grant the impeached officer 10 minutes to present their case against removal from office.
- ii. During this time the impeached officer may call and interview witnesses, present evidence, and/or present argument to the General Membership.

(c) Speaking of the General Membership

- i. After the conclusion of the impeached officer's arguments or the elapsing of the allowed 10 minutes, the chair shall open the floor to Voting Members who wish to speak.
- ii. The impeached officer may respond to speakers during this portion of the hearing.
- iii. This portion of the hearing shall end when a motion to end discussion is passed by a unanimous vote.

(d) Vote

- i. The chair shall read the reasons for impeachment from the impeachment petition. The chair shall then read Article IV, Section E, Subsection (b), item viii of the Constitution.
- ii. Upon finishing the reading, the chair shall call for a vote for removal of the impeached officer from office.
- iii. This vote shall be by secret ballot.
- iv. In accordance with Article IV, Section E, subsection (b), item vii of the Constitution of the RPI Players, a two-thirds vote is required to remove the impeached officer from office.
- v. Upon counting the ballots the chair shall read the count in favor and against. If the vote is sufficient the impeached officer shall be removed from office effective immediately.

(e) Adjourning the Hearing

- i. Upon reading the ballots and the outcome of the hearing the chair shall adjourn the hearing.
- ii. No punishments in addition to removal from office may be levied at this hearing.

## **Article V. Advisors**

This Article has been intentionally left blank.

## **Article VI. Policies**

### **A. Absentee Ballots**

- (a) A physical ballot must be submitted to an Executive Committee Member no less than three days before the vote is to be held.
- (b) The ballot must be placed in a signed and sealed envelope.
- (c) The Secretary-Historian shall ensure that a form for Absentee Ballots is available on the RPI Players website.

## Article VII. Committees

### A. Executive Committee

This Subsection has been intentionally left blank.

### B. Elections Committee

(a) The election procedure for the permanent chair shall be as follows:

- i. The first order of business at the first meeting of the Elections Committee shall be to elect a permanent chair.
- ii. The temporary chair shall call a secret ballot to confirm the chair's position.
- iii. If the vote fails, the temporary chair shall solicit nominations for a new chair. Self-nominations are permitted.
- iv. The temporary chair shall call a secret ballot to elect a permanent chair from the list of nominees.
- v. If the vote fails, there shall be a discussion lasting no longer than ten minutes.
- vi. At the conclusion of the discussion a secret ballot shall be held.
- vii. The discussion and voting process shall be repeated until a chair is selected.

(b) The nomination procedure for candidates shall be as follows:

- i. The Elections Committee shall meet no later than one week prior to the February General Meeting.
- ii. Nominations for candidates shall be opened at the February General Meeting.
- iii. The chair of the Elections Committee shall post a list of individuals who have been nominated within three days following the General Meeting.
- iv. Additional nominations may be made at any Executive Committee Meeting or additional General Meeting following the February General Meeting.
- v. A representative from the Elections Committee shall attend all General Meetings and Executive Committee Meetings while nominations are being accepted.
- vi. Nominations shall be accepted until two weeks prior to the Elections Meeting.
- vii. The Elections Committee shall notify individuals who have been nominated within three days of the nomination. Nominees shall accept or decline by informing the Elections Committee of their decision no later than one week prior to the Elections Meeting.
- viii. The Elections Committee Chair shall post a list of all candidates who have accepted their nomination no later than five days prior to the Elections Meeting.

(c) Nomination are subject to the following requirements:

- i. Any member in attendance may offer a nomination or second a

- nomination.
  - ii. Self-nominations are not valid.
  - iii. Any member who is expected to be eligible for office at the time of the Elections Meeting, as defined in Article IV, Section B of the Constitution, may be nominated.
  - iv. Candidates must receive a nomination and a second.
- (d) In the event that the minimum number of members for Elections Committee cannot be met, the Executive Committee shall maintain the candidate list.

## **Article VIII. Meetings**

### **A. Executive Committee Meetings**

- (a) The procedure for Executive Committee Meetings shall include at least the following:
- i. The chair shall verify quorum and call the meeting to order.
  - ii. The officers shall relate any open business that has been resolved since the last meeting.
  - iii. The membership shall be given the opportunity to ask questions or present new business.
  - iv. The chair shall close or adjourn the meeting.
- (b) The Executive Committee may only close a meeting for one of the following reasons:
- i. Appointing positions.
  - ii. Discussing business related to Rensselaer Union policy changes.
  - iii. Discussing matters related to disciplinary action.
  - iv. At the request of a non-Executive Committee member.

### **B. General Meetings**

- (a) The procedure for General Meetings shall include at least the following:
- i. The chair shall verify quorum and call the meeting to order.
  - ii. The membership shall be given the opportunity to ask questions or present new business.
  - iii. The chair shall adjourn the meeting.

### **C. Elections Meeting**

- (a) Nominations
- i. Nominations for the March Elections Meeting shall occur in accordance with Article VII, Section B, subsection (b) of these Bylaws.
  - ii. Nominations for an election to replace an officer shall occur at the start of the meeting. Candidates shall be nominated and seconded and must accept their nomination.

(b) Procedure

Elections for each office shall proceed in rank order. An election to replace an officer due to early departure shall follow the same procedure, with the exception of step x. The chair may add to, but not alter the following procedure, with the exception of time limits. All time limits are recommendations and may

be altered at the chair's discretion. Time limits may not be longer than 1 hour.

- i. The responsibilities of the office as defined by the Constitution shall be read.
- ii. The candidates, as nominated in subsection (a) of this Section, shall be announced.
  - (1) If there are no candidates, additional nominations from the floor will be solicited.
  - (2) If there is only one candidate, an opening speech shall be given. The candidate shall then leave the room and the chair shall mediate a 30 minute discussion. At the conclusion of the discussion, the election shall proceed with item viii of this subsection.
- iii. The opening speeches shall be given as follows:
  - (1) All candidates for the office shall leave the room.
  - (2) In a random order each candidate shall re-enter, present their reason for seeking office, and exit. Each candidate shall have two minutes to speak.
- iv. The Q&A sessions shall be conducted as follows:
  - (1) The membership shall construct a list of questions to ask all candidates for this office and a list of questions for individual candidates for this office. This process shall take thirty minutes in total.
    - a. The chair shall be responsible for mediating the synthesis of similar questions and rejection of irrelevant questions.
  - (2) The chair shall select the final set of questions and order to best fit the time limits.
  - (3) In a random order, each candidate shall re-enter, respond to their Q&A session, and exit. A maximum of two minutes shall be given to answer each question. After each answer, a maximum of five minutes will be allowed for members to ask the candidate to elaborate.
- v. After Q&A sessions have been completed, the candidates shall remain outside.
- vi. A secret ballot survey shall be taken.
  - (1) This survey is specifically not a vote, and the results are nonbinding.
  - (2) The chair will announce the results of this survey. The number of votes for each candidate, as well as the number of abstentions, will be announced.
  - (3) Candidates do not participate in the survey.
- vii. The chair shall mediate a 30 minute open discussion.
  - (1) Any Voting Member may make a motion to close discussion early. This motion must be seconded, and approved unanimously

by the Voting Members present.

- viii. Candidates shall return after the open discussion to cast their votes. Voting shall be in accordance with subsection (c) of this Article.
- ix. Once an officer has been elected, a vote of 75% from the Voting Membership in attendance shall be required for Approval of the fairness of the implementation of the election procedure. If the officer is not Approved, election of that officer shall be repeated. If a Voting Membership Approval vote fails twice in a row the results from that discussion are voided. Any results that are voided in such a way are to be the business of another election scheduled at least a week later.
- x. A short break may be taken, and then elections shall proceed with the next office.

(c) Voting

- i. Voting is by secret ballot.
- ii. The assistant to the chair may vote but may not be placed on the discussion queue.
- iii. A simple majority is required for election to office.
- iv. In the event of no majority between multiple candidates, there shall be an immediate runoff vote between the two candidates who received the highest number of votes.
- v. If this immediate runoff vote does not produce a majority for either candidate, those candidates shall leave the room and the number of votes for each candidate and number of abstentions shall be announced. Discussion will be reopened in accordance with subsection (b), item vii of this Section.
- vi. At the conclusion of the discussion, the candidates shall re-enter and a second runoff vote shall be taken.
- vii. If this second runoff vote does not produce a majority, items v and vi of this subsection shall be repeated until a candidate is elected.

(1) If it is determined that additional candidates are needed, a motion may be made during the discussion to adjourn the Elections Meeting and reopen nominations at the following General Meeting. A subsequent Elections Meeting shall be called within 3 weeks. This does not invalidate any previously elected positions.

D. Production Selection Meeting

(a) Preliminary Selection Meeting

- i. A Preliminary Selection Meeting shall be held to select shows to be presented at the Production Selection Meeting.
- ii. The Preliminary Selection Meeting shall be held at least two weeks prior to the Production Selection meeting.
- iii. The announcement, chair, attendance, quorum, and voting requirements for the Preliminary Selection Meeting shall be the same as

for the Production Selection Meeting, as defined in Article VIII, Section D the Constitution.

- iv. The preliminary selection meeting shall be bound by the rules and guidelines set by the Secretary Historian and approved by the Executive Committee.
- v. The shows to be presented at the Production Selection Meeting shall be reduced to no more than seven per production under consideration.

(b) Production Selection Meeting Procedure

- i. Before the voting, the list of shows selected at the Preliminary Selection Meeting shall be presented to the membership. The membership shall be given an opportunity to discuss each production.
  - (1) The Secretary-Historian may create additional procedures whereby certain shows are removed from conversation prior to the final vote.
- ii. Productions shall be selected in the order they will be performed.
- iii. Selection shall be by secret ballot; the votes will be counted by the chair of the Production Selection Meeting.
- iv. A simple majority vote shall be required for the selection of a production.
- v. In the event that no production has the majority, there shall be an immediate runoff vote between the two productions with the greatest number of votes.
- vi. In the event that the vote between two productions results in a tie, the selection process shall restart for that production.
- vii. Immediately following the selection of a production, a vote of 75% from the Voting Membership in attendance shall be required for Approval of the selected production.
- viii. If the selected production is not Approved, selection of that particular production shall be repeated.
- ix. If a Voting Membership Approval vote fails twice in a row the results from that discussion are voided. If a previous production has already been confirmed, those results are not voided. Any results that are voided in such a way are to be the business of another meeting scheduled at least a week later.

**Article IX. Productions**

- A. The Executive Committee shall select professional directors no later than six months prior to the opening of the production.
- B. The need for additional paid positions, including but not limited to, a musical director, choreographer, accompanist, and pit orchestra, shall be assessed by the Executive Committee in consultation with the director.
- C. The Executive Committee shall select a Producer for each Mainstage production no later than two months prior to the opening of the production.



D. A Show Selection Committee for An Evening of Performance shall meet at least four weeks before the end of the Fall semester.