



Constitution of the RPI Players

Article I. Name

This organization shall be known as the *RPI Players*.

Article II. Purpose

The purpose of the RPI Players is to foster an interest in all phases of the theater among RPI students and the surrounding community, and to provide theatrical entertainment for those same communities.

Article III. Membership

Section A: Obtaining Membership

- (a) Persons eligible for membership shall be reviewed and confirmed by the Executive Committee at the close of each initiation cycle. Initiations shall occur at least once per semester.
- (b) To be eligible for membership a person must:
 - i. be eligible for one of the types of membership described in Section C of this Article.
 - ii. be eligible for Apprentice status as described in Section D of this Article.
- (c) Membership decisions may be appealed to the Executive Committee for additional review.

Commented [1]: Language change: "approved" implied that the E Comm has the power to deny membership to someone who has met the qualifications for a subjective reason

Commented [2]: Our current practice of reviewing membership before initiations rather than at the close of the production works well. Due to side shows, the latter would cause complications in the middle of the semester.

Commented [3]: Apprenticing defines the minimum requirements for membership.

Section B: Participation

Anyone who wishes to participate in RPI Players activities, regardless of membership type or status, is welcome to do so.

Section C: Membership Types

- (a) Regular Membership
 - Regular Membership may be obtained by:
 - i. currently registered RPI students who have paid the Rensselaer Union full-time activity fee or
 - ii. spouses of currently registered RPI students who have paid the Rensselaer Union full-time activity fee.
- (b) Associate Membership
 - Associate Membership may be obtained by:

Commented [4]: This statement is integral to defining how the RPI Players functions. It is important to have in the constitution because:

1. it informs non-students interested in joining the organization that they can be involved
2. it establishes within the union that there will be non-students involved in the organization

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

- i. RPI Students, Faculty, Staff, or Alumni or
- ii. spouses of RPI Students, Faculty, Staff or Alumni or
- iii. legal dependents of a currently registered RPI student who has paid the Rensselaer Union full-time activity fee or
- iv. students enrolled in one of the Hudson-Mohawk Consortium schools

who do not qualify for Regular Membership.

(c) Community Membership

Community Membership may be obtained by:

- i. individuals who do not qualify for Regular or Associate Membership.

Section D: Membership Status

All members, regardless of type, are eligible to gain a status. Membership and Apprentice status shall be gained in the same initiation cycle.

(a) Gaining a Status

- i. Persons eligible for gaining a status shall be reviewed and confirmed by the Executive Committee at the close of each initiation cycle.
- ii. An individual may not gain more than one status per initiation.

(b) Types of Status

i. Apprentice

Apprentice status shall be conferred upon individuals who have provided service to the club, as demonstrated by one of the following:

- (1) Having held and completed at least one Production Role.
- (2) Having provided at least ten hours of service to the club. An individual must present the Executive Committee with documentation of this service if they wish to be Apprenticed.

A Production Role shall be defined as:

- (1) a position to which a person has been appointed by one of the following:
 - a. The Executive Committee
 - b. The Producer
 - c. An individual appointed by the Producer
- (2) and which requires:
 - a. work to be done outside of tech rehearsals and show nights and/or
 - b. attendance at all tech rehearsals and show nights.

ii. Player

Player status shall be conferred upon individuals with Apprentice status who have demonstrated commitment to the club, as demonstrated by one of the following:

- (1) Having held and completed at least one Named Production Role as an Apprentice.

Commented [5]: The Apprenticing/Playing process should be completely objective. A system which allows or requires the E-Comm to judge the value of someone's work and then grant or not grant them apprenticing or playing is unfair to both the E-Comm and the membership. Personal bias should not play a role in membership status.

Commented [6]: This requires an individual to demonstrate long term commitment as well as hours. We feel that

Commented [7]: Accounts for people who "hold" a production role but then drop it

Commented [8]: This lifts the responsibility from the E-Comm to keep track of other peoples' hours

Commented [9]: the following restrictions allow any standard member of the production team (master roles, actors, assistants) as well as positions which would put in 10 hours (stage crew, non-rotating ops) to be apprenticed, without including jobs which would not put in 10 hours (rotating ops, ushers, random helping roles).

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

- (2) Having provided at least 50 hours of service to the club as an Apprentice. An individual must present the Executive Committee with documentation of this service if they wish to be Played.

A Named Production Role shall be defined as:

- (1) a position to which a person has been appointed by one of the following:
- a. The Executive Committee
 - b. The Producer
 - c. An individual appointed by the Producer
- (2) and which requires work to be done outside of tech rehearsals and show nights.

Commented [10]: This prevents playing from stage crew or op-ing (roles which would not put in 50 hours)

Section E: Voting Rights

(a) Obtaining Voting Rights

- i. All Regular Members with Player status who have attended one of the two previous General Meetings shall have Voting Rights.
- ii. General Meetings from the previous academic year shall not count towards Voting Rights.
- iii. All members with Voting Rights at the conclusion of the last General Meeting of the academic year shall retain their Voting Rights for the first two General Meetings of the next academic year.
- iv. Any Regular Member with Player status who has failed to attend one of the two previous General Meetings may petition the Executive Committee for Voting Rights for a specific vote. If the Executive Committee denies this request, it must provide a reason.

(b) Privileges of Voting Rights

- i. Only members with Voting Rights can vote in business and election matters.
- ii. Each member with Voting Rights shall have one vote.
- iii. Any Voting Member may request the list of current Voting Members at any time.
- iv. A request to voluntarily rescind Voting Rights may be submitted by a member if extenuating circumstances will prevent them from being able to participate in a vote. The member must provide the Executive Committee with a written explanation of their circumstances. The Executive Committee shall review the request and notify the member if it is approved.

Commented [11]: If a member knows they will be unable to show up to a meeting, this will allow them to not negatively impact quorum. However, members should not be able to give up their voting rights just because they don't feel like going to a meeting.

Commented [12]: Leaving this open to interpretation by the e-comm is preferable to trying to list all possible acceptable reasons

Section F: Revocation of Membership

- (a) If a person has violated the rules of the Rensselaer Union or Rensselaer Polytechnic Institute, or taken action to intentionally harm the RPI Players or its members, the Executive Committee may call an open Disciplinary Hearing at which partial or total membership benefits and rights of said person may be removed by a simple majority vote of the Executive Committee.

Commented [13]: These cover the reasons someone should have their rights of membership revoked (voting and running for office)

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

- (b) Notice of this hearing must be posted no fewer than five calendar days before the date of the meeting.
- (c) The person subject to disciplinary action or suspension of the impending proceedings must be notified, within three days following the hearing being posted.
- (d) If the person subject to disciplinary action or suspension wishes to attend the hearing, the hearing must be scheduled at a time when they can attend. If they cannot attend within two weeks of the hearing being posted, it may be conducted in their absence.
- (e) A quorum shall consist of three Executive Committee members.
- (f) Disciplinary actions resulting in the withdrawal of membership benefits or rights for student, faculty, or staff members of the Rensselaer Community may be referred to the Rensselaer Union Judicial Board as an appeal case. The disciplinary action or suspension remains in effect unless or until overturned by the Rensselaer Union Judicial Board.
- (g) The withdrawal of membership benefits or rights of any other members may be appealed to the Rensselaer Union Executive Board, including, but not limited to, alumni, and Associate Members participating by virtue of the Hudson-Mohawk Consortium relationship.

Section G: Membership Groups

- (a) The General Membership shall consist of all Regular Members with Player status and all other members who have Actively Participated in the last 12 calendar months.
- (b) The Voting Membership shall consist of all General Members with Voting Rights.
- (c) The Old Timer Membership shall consist of all members who have not Actively Participated in the last 12 calendar months. These members shall retain their membership status as defined in Section D of this Article, but shall be considered inactive and shall not have any rights or responsibilities associated with the organization.

Article IV. Officers

Section A: Titles and Duties of Officers

- (a) The officers of the RPI Players, in order of rank, shall be the President, Business Manager, Technical Director, Membership Chair, and Secretary-Historian. These officers shall compose the RPI Players Executive Committee.
 - i. The President shall be chair of the Executive Committee. The President shall be titular head of the organization; the President shall oversee the general functioning of and long-term direction for the RPI Players. The President shall be responsible for all relations among the RPI Players, the Rensselaer Union, RPI, and the surrounding community. The President shall be responsible for delegating all official duties of the RPI Players not delegated to another officer.

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

Commented [14]: The meeting is open, but the membership does not vote so the quorum is only based upon the Executive Committee.

Commented [15]: (a) and (b) are for clarity when this terminology is used throughout the document

Commented [16]: Without an inactive membership group, old timers will lose their Player status. A desire to be able to retain this title was expressed, and we may as well accommodate them

Commented [17]: Secretary Historian and Membership Chair should be elected in the opposite order during elections. Membership chair requires a more specific skill-set than Secretary-historian. It is more likely that a candidate who loses the election for Membership Chair will also be viable for Secretary Historian than the other way around.

Commented [18]: This gives the president the authority to manage the random issues that arise

- ii. The Business Manager shall manage all financial matters of the RPI Players. The Business Manager shall oversee and manage all monies used by the club, keep permanent records of all financial transactions, and maintain all financial correspondences. The Business Manager shall be responsible for creating and managing the budget of the RPI Players. In addition to these duties, the Business Manager shall work with the Rensselaer Union Administration Office to create and maintain a yearly budget for the RPI Playhouse.
- iii. The Technical Director shall manage all equipment and supplies belonging to the RPI Players and the RPI Playhouse. In collaboration with the Rensselaer Union Administration Office, the Technical Director shall also manage the general maintenance and scheduling of the RPI Playhouse. The Technical Director shall also work with the Rensselaer Union Administration Office to ensure that qualified personnel are chosen to manage and use RPI Players and RPI Playhouse equipment and facilities, and that qualified supervision is present during any event which takes place in the RPI Playhouse.
- iv. The Membership Chair shall act as a liaison between the Executive Committee and the members. The Membership Chair shall also be chief mediator for internal disputes which disrupt the functioning of the club. The Membership Chair shall be responsible for maintaining and submitting a list of the membership of the RPI Players to the Rensselaer Union Executive Board following each initiation ceremony. The Membership Chair shall be responsible for the recruitment of new members and preside over the induction of new members into the RPI Players. The Membership Chair shall also be responsible for all receptions or gatherings held by the RPI Players.
- v. The Secretary-Historian shall keep the minutes of all General Meetings and Executive Committee meetings and maintain the archives of the RPI Players. The Secretary-Historian shall be the Chair of the Production Selection Committees. The Secretary-Historian shall be required to submit a contact list with the names, addresses, phone numbers, and student ID numbers of the officers of the RPI Players to the Rensselaer Union Administration Office in accordance with Rensselaer Union Executive Board guidelines. The Secretary-Historian shall maintain alumni correspondence.
 - (b) In the event that an officer is absent from an RPI Players function, the duties of that officer shall be fulfilled by the highest ranking officer in attendance.

Section B: Eligibility for office

- (a) Any Regular Member with Player status and Voting Rights who intends to maintain Regular Membership for the next academic year shall be eligible for election to office.

Commented [19]: Language change: does not require a candidate to know the future

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

- (b) A person may not hold more than one office concurrently.
- (c) No person shall hold any one office for more than 30 calendar months.

Section C: Election Procedures

Officers shall be elected in accordance with Article VIII, Section C.

Section D: Term of Office

- (a) Term of office shall begin on the last day of classes of the spring semester.
- (b) Term of office for an officer filling a vacancy shall begin at time of election.
- (c) Term of office shall end at the beginning of the next term of office.

Section E: Early Departure from Office

- (a) Resignation

If at any point in time an officer feels that they are unable to continue to fulfill their duties, they may resign.

- (b) Impeachment and removal from office

- i. The General Membership may impeach an officer by submitting a physical petition to a member of the Executive Committee.
 - (1) The petition must include legibly printed names with accompanying signatures of at least one-half the Voting Membership.
 - (2) The petition must include a statement of reason for impeachment.
 - (3) The requirement of Article VI, Section A, subsection (b) must be fulfilled.
- ii. The impeached officer must be notified, within 24 hours of impeachment by the highest ranking officer that has not been impeached.
- iii. A date for an open hearing to try the impeached officer must be determined within one week of the impeachment. The hearing must occur within three weeks of the impeachment unless the removal of the officer would cause more than two offices to be vacant. In that case, the hearing must be held within three weeks of one of the vacant offices being filled. If a hearing does not occur within the established time period, the officer is found not guilty.
- iv. If the officer is able to attend a hearing within the mandated time period, the hearing must be scheduled at a time when they can attend.
- v. The hearing shall be chaired by the highest ranking officer that has not been impeached.
- vi. Quorum for the hearing shall be two-thirds of the Voting Membership.
- vii. A two-thirds vote shall be required to convict and remove from office.
- viii. An officer can only be removed from office if convicted of one or more of the following offences:
 - (1) Misuse of RPI Players or RPI Playhouse funds, facilities or equipment.
 - (2) Gross violation of policies laid down by the Rensselaer Student

Commented [20]: This equates to 2.5 regular semesters. Eliminates potential issues with winter/summer semesters

Commented [21]: Tying the term of office to the picnic was nonideal because the picnic is really just a ceremony and can change based upon park availability, weather, or interest from the membership.

The academic calendar will always have a strong influence on the structure of the season.

Commented [22]: -lays down specific reasons that an officer may be removed so that the meeting has a focus and way to evaluate the actions under examination. Creates a standard to hold the impeached officer

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

Union or Rensselaer Union Executive Board.

- (3) Gross violation of the rules or procedure laid down by this Constitution or its Bylaws.
- (4) Intent to harm the RPI Players or its members.
- (5) Abuse or negligence of the office held.

(c) Filling a Vacated Office

- i. In the event of an office being vacated before the February General Meeting, the highest ranking officer shall call an election within three weeks to fill the position. If the vacancy occurs while Rensselaer is not in session, the highest ranking officer can choose to delay the meeting until Rensselaer is in session, and shall call the meeting no more than three weeks after the start of the semester. The replacement election procedures shall follow the relevant procedures of The Election Meeting as described in Article VIII, Section C.
- ii. An Elections Committee, as described in Article VII, Section B shall not be assembled for a replacement election. The chair for the replacement election shall be selected by the Executive Committee.
- iii. Until the office is filled, the duties of the vacant office shall be delegated to the remainder of the officers by the highest ranking officer.

Commented [23]: if the position is vacated after this point, we might as well wait for regular elections

Commented [24]: This is necessary for expediency

Article V. Advisors

Section A: Purpose

The Faculty/Staff Advisor(s) shall serve as the liaison(s) between the RPI Players and Rensselaer Polytechnic Institute. The Faculty/Staff Advisor(s) shall help to provide continuity for the RPI Players.

Section B: Selection

The Faculty/Staff Advisor(s) shall be selected by a simple majority vote of the Voting Membership in attendance at a General Meeting.

Section C: Tenure

- (a) The Faculty/Staff Advisor(s) shall serve in this position as long as that person is able to fulfill the obligations of this position and is a member of the faculty or staff of Rensselaer Polytechnic Institute.
- (b) The Faculty/Staff Advisor(s) may leave the position by the following means:
 - i. Resignation or Retirement
 - ii. Departure from RPI
 - iii. Impeachment and removal
- (c) Should a Faculty/Staff Advisor be impeached, the procedure for removal shall follow the procedure outlined for officers in Article IV, Section E, excluding subsection (b), item x. An Advisor may be impeached for failing to adequately fulfill their purpose as described in Section A of this Article or at the recommendation of the Executive Committee.

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

Article VI. Policies

Section A: Club Policies

(a) Parliamentary Procedure

For parliamentary procedure not specified in this Constitution or its Bylaws, *Robert's Rules of Order - Revised* shall be used as a reference.

(b) Conducting Business

- i. To conduct any business of the RPI Players which requires action from the General Membership, a quorum must have at least 12 Voting Members.
- ii. Notice shall be posted by the Executive Committee if the Voting Membership is below this minimum.
- iii. Unless otherwise specified in this Constitution or its Bylaws, a quorum of the Voting Membership shall be two-thirds.
- iv. If a quorum cannot be obtained for any meeting, the procedure shall be as follows:
 - (1) The chair shall open the meeting.
 - (2) A new date for the meeting shall be set.
 - (3) The chair shall adjourn the meeting.

(c) Absentee Ballots

Unless otherwise specified in this Constitution or its Bylaws, if a Voting Member cannot attend a meeting where a vote will be held, an Absentee Ballot may be submitted. An Absentee Ballot does not count towards quorum.

Section B: Union Policies

(a) Equal Opportunity and Hazing

- i. It is the policy of the RPI Players to provide, to the maximum extent feasible, equal opportunity to all qualified individuals without regard to race, color, religion, national origin, gender, sexual orientation, or disability for all aspects of the club's activities.
- ii. Hazing, reckless or intentional endangerment to health, or forced consumption of alcohol or other drugs for the purpose of initiation into or continued membership of the RPI Players is strictly prohibited.

(b) Language

The official language of all business meetings shall be English, unless by unanimous vote of all those present in the meeting, an alternative language is preferred.

(c) Membership

The total percentage of Community Members shall not exceed 25% of total club membership without the annual approval of the Rensselaer Union Executive Board.

(d) Supremacy Clause

- i. In the event that a portion of this Constitution comes in conflict with any

Commented [25]: this protects the membership from
1. a minority taking advantage of a small voting membership to pass through an impeachment
2. the e comm doing whatever they want by controlling the vote in impeachments, removal from office votes, overturning e comm decision votes, general meeting votes, amendments, etc.

Commented [26]: the membership should not be able to prevent the e comm from working by not requesting voting status.

Commented [27]: 12 is the minimum number for there to be enough non-e comm members to out vote the E-Comm and therefore the minimum number for a meaningful vote

11 people- 7 people to pass, 7 non e comm
10 people- 7 people to pass, 6 non e comm
(11 people voting + 1 nonvoting chair with voting member status = 12 people minimum in the voting membership)

Commented [28]: This is as per Robert's Rules of Order. Writing into the Constitution will help the E-Comm deal with this situation without having to look it up.

Commented [29]: This is in its own section to identify these statements as mandatory parts of the constitution

Commented [30]: Wording is from starter constitution. May have to be under membership

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

- Rensselaer Union policy, then that portion of this Constitution will be superseded by that policy.
- ii. In the event that any decision made by the Executive Committee comes in conflict with any Rensselaer Union policy, then that decision will be superseded by that policy.
 - iii. Club officers must attend mandatory Union activities throughout the year or face Union Executive Board judgments.

Article VII. Committees

Section A: Executive Committee

- (a) Definition

The Executive Committee shall act on behalf of the club as the governing body of the RPI Players.
- (b) Members

The Executive Committee shall consist of the President, Business Manager, Technical Director, Membership Chair and Secretary-Historian.
- (c) Chair

The chair of the Executive Committee shall be the President.
- (d) Duties

The Executive Committee shall manage all operations and determine all policies of the RPI Players.
- (e) Meetings

The Executive Committee shall meet in accordance with Article VIII, Section A.
- (f) Overturning Decisions

The actions of the Executive Committee are subject to review and approval by the membership of the RPI Players. Any action of the Executive Committee may be overridden by the following procedure.

 - i. A justification for the decision in question must be requested prior to beginning a petition.
 - ii. A physical petition must be submitted to a member of the Executive Committee. The petition must include:
 - (1) A specific statement of the decision which is to be overturned.
 - (2) The justification for the decision provided by the Executive Committee.
 - (3) A statement of reason for overturning the decision.
 - (4) Legibly printed names with accompanying signatures of at least two-thirds of the Voting Membership.
 - iii. The requirement of Article VI, Section A, subsection (b) must be fulfilled.
 - iv. Upon receipt of a petition, the decision is invalidated and a new decision must be reached by the Executive Committee within one week and announced at the following Executive Committee Meeting.

Section B: Elections Committee

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

Commented [31]: A requirement for some level of discussion prior to overturning a decision will hopefully prevent the membership from making an uninformed decision.

By not mandating that a general meeting be held to provide a forum for discussion, this prevents the potential to drag out the process

This gives the e comm an opportunity to defend their decision and try to resolve the issue without a petition. The e comm can always call a general meeting if they want to open a forum for discussion

Commented [32]: This requires that anyone signing the petition has been presented with both sides of the argument.

(a) Definition

The Elections Committee will perform preparatory duties for the Elections Meeting.

(b) Members

The Elections Committee can be joined by any Regular Member with Voting Rights who is ineligible for office. There must be at least three individuals on the committee.

(c) Chair*

- i. The Membership Chair shall appoint a temporary committee chair.
- ii. At the first committee meeting, the committee shall either confirm the temporary committee chair or elect a replacement.

(d) Duties

- i. The committee shall select a chair for the Elections Meeting. The meeting chair must be eligible for Elections Committee, as defined in subsection (b) of this Section.
- ii. The committee shall select an assistant to the chair for the Elections Meeting.
- iii. The committee shall maintain a list of candidates for the Elections Meeting.
- iv. The Elections Committee Chair shall post a list of all candidates who have accepted their nomination no later than five calendar days prior to election.

Commented [33]: According to Union policy, all chairs must be students

Commented [34]: This duty is left vague in the constitution to allow for specifics to be addressed in the bylaws

(e) Meetings

- i. Meetings shall be closed.
- ii. There shall be at least one meeting.
- iii. The chair may call additional meetings as needed.

(f) Voting

A two-thirds majority shall be sufficient to pass on all matters.

(g) In the event that the minimum number of members for Elections Committee cannot be met, the Executive Committee shall prescribe a chair and assistant for the Elections Meeting.

Commented [35]: In the event that there is no elections committee, a chair will still be selected

Section C: Production Selection Committee

(a) Definition

The Production Selection Committee shall be responsible for selecting the shows for the following season.

(b) Members

The Production Selection Committee can be joined by any General Member.

(c) Chair

The chair of the Production Selection Committee shall be the Secretary-Historian.

(d) Duties

- i. The chair shall solicit recommendations for productions from the

Commented [36]: committee doesn't produce a list of shows to be voted upon. Ideas are solicited from the membership.

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

General Membership during the time preceding the Production Selection Meeting.

- ii. The Production Selection Committee shall be responsible for researching all productions being considered.

(e) Meetings

The Production Selection Committee shall meet as prescribed in Article VIII, Section D.

Section D: Other Committees

The Executive Committee shall have the power to form other committees to carry out specific duties. Any decisions made by committees formed by this Section may be vetoed by the Executive Committee and shall be subject to the same rules of Section A, subsection (f) of this Article.

Commented [37]: The creation of a Tcomm should be up to the discretion of a TD. Having a structured Tcomm laid out in the const, does not give the TD the flexibility to delegate work and responsibility as he/she sees fit

Article VIII. Meetings

Section A: Executive Committee Meetings

(a) Definition

The Executive Committee shall discuss its recent, ongoing, and new business relevant to the organization.

(b) Frequency and Announcement

- i. The President shall call an Executive Committee Meeting at least once every other week during the fall and spring semesters.
- ii. Notice of Executive Committee Meetings shall be posted by the President.
- iii. At the request of two or more members of the Executive Committee, the President shall call a meeting within three calendar days.

Commented [38]: This prevents the ecomm from reducing communication by only having a meeting at the beginning and end of the month

(c) Chair

The chair of the Executive Committee Meetings shall be the President. Should the President be unable to attend, the meeting shall be chaired by the highest ranking officer in attendance.

(d) Attendance

All Executive Committee Meetings shall be open to the General Membership unless voted closed by a majority of Executive Committee members. The Executive Committee may invite specific persons to any meeting.

(e) Quorum

A quorum shall consist of three Executive Committee members, and shall be sufficient to conduct all business of the RPI Players Executive Committee.

(f) Voting

- i. The chair of the meeting shall only vote to break a tie. Each other officer in attendance shall have exactly one vote.
- ii. A simple majority of all officers shall be sufficient to pass on all matters, unless otherwise stated in this Constitution or its Bylaws.

Section B: General Meetings

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

(a) Definition

General body meetings shall be a forum for discussion of the recent, ongoing, and future activities of the club.

(b) Frequency and Announcement

- i. The President shall call a General Meeting at least once per calendar month during the fall and spring semesters. If the semester begins after the first Sunday of a month, a General Meeting is not required for the first month of that semester.
- ii. The General Meeting in March shall take place after the Elections Meeting.
- iii. Notice of General Meetings shall be posted by the President no less than one week in advance.
- iv. At the request of one-quarter of the Voting Membership, the President shall call a General Meeting.

(c) Chair

The chair of the General Meetings shall be the President. Should the President be unable to attend, the meeting shall be chaired by the highest ranking officer in attendance.

(d) Attendance

All General Meetings shall be open to the public.

(e) Quorum

A quorum shall consist of one-half of the Voting Membership.

(f) Voting

A two-thirds majority shall be sufficient to pass on all matters.

Section C: Elections Meeting

(a) Definition

The Election Meeting shall be held to select officers for the following term of office.

(b) Frequency and announcement

- i. The Elections Committee shall call a meeting on the first Sunday in March or in the first two weeks of March that occur while school is in session.
- ii. Notice of the Elections Meeting shall be posted no less than one week in advance.
- iii. The results of the election shall be posted within a period of two weeks following the election.

(c) Chair

The Election Meeting shall be chaired by an individual as selected in accordance with Article VII, Section B.

(d) Attendance

The Election Meeting shall be open.

(e) Quorum

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

A quorum shall consist of two-thirds of the Voting Membership.

- (f) Voting
 - i. Only members with Voting Rights may vote.
 - ii. A candidate must receive a majority vote to be elected.

Section D: Production Selection Meeting

- (a) Definition

The Production Selection Meeting shall be held to select the productions for the upcoming season.
- (b) Frequency and Announcement
 - i. The Production Selection Meeting shall be held immediately preceding the December General Meeting.
 - ii. The order in which productions are selected is at the discretion of the Secretary – Historian or otherwise the chair of the Production Selection Meeting.
 - iii. Notice of the Production Selection Meeting shall be posted no less than one week in advance.
 - iv. The results of the meeting shall be posted within a period of two weeks following the election.
- (c) Chair

The chair of the Production Selection Meeting shall be the Secretary-Historian. Should the Secretary-Historian be unable to attend, the meeting shall be chaired by the highest ranking officer in attendance.
- (d) Attendance

The Production Selection Meeting shall be open to the public.
- (e) Quorum

A quorum shall consist of two-thirds of the Voting Membership.
- (f) Voting

All members may participate in the Production Selection Meeting and may vote on the productions.

Commented [39]: There is no advantage to cementing the pre and full show selection in the constitution. It is unnecessarily restrictive, and it may not be necessary to have 2 meetings in the future

Article IX. Productions

Section A: Director

- (a) The Executive Committee shall be responsible for selecting the Director for professionally directed shows.
- (b) The Director shall be responsible for all creative aspects pertaining to the show.

Commented [40]: This excludes EOP

Section B: Other Hired Positions

The Executive Committee shall be required to approve all paid positions.

Commented [41]: musical director, choreographer, etc.

Section C: Producer

- (a) The Executive Committee shall be responsible for selecting a Producer for each production.
- (b) The Producer shall be responsible for all non-creative aspects of the production, including but not limited to:

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- i. Scheduling in conjunction with the Director.
- ii. Finance under the guidance of the Business Manager.
- iii. Room and building reservations for rehearsal and performance space.
- iv. Communication with the Executive Committee.

Section D: Production Team

The Production Team shall consist of the Producer, Director, and any other people chosen by the Producer to assist in the production of a show.

Section E: Ratio

- (a) Individuals who are not activity fee paying students shall not comprise more than 20% of the cast of any production.
- (b) Individuals who are not activity fee paying students shall not comprise more than 20% of the unpaid crew of any production.
- (c) If a role(s) cannot be filled by a student, at the request of the Producer the ratio for that production may be increased by a unanimous vote of the Executive Committee.

Commented [42]: does not include director, musical director, choreographer, pit orchestra

Commented [43]: Formalizing this in the constitution will provide authority to this restriction.

Article X. Finance

Section A: RPI Players Budgetary Policy

- (a) The Executive Committee shall consult with the RPI Players Faculty/Staff Advisor and Rensselaer Union appointed Student Activities Resource Person about long term goals and projects.
- (b) The Executive Committee shall be responsible for compiling and soliciting budgetary proposals from the General Membership of the RPI Players.
- (c) The Executive Committee shall be responsible for presenting the budget of the RPI Players to the Rensselaer Union Executive Board in compliance with Rensselaer Union Executive Board policies.
- (d) These duties are delegated to the Business Manager, as outlined in Article IV, Section A.

Section B: RPI Playhouse Budgetary Policy

- (a) The Executive Committee shall consult with the RPI Players Faculty/Staff Advisor and Rensselaer Union appointed Student Activities Resource Person about long term goals and projects.
- (b) The Executive Committee shall be responsible for compiling and soliciting budgetary proposals from all groups who use the Playhouse.
- (c) The Executive Committee shall be responsible for presenting the budget of the RPI Playhouse to the Rensselaer Union Executive Board in compliance with Rensselaer Union Executive Board policies.
- (d) These duties are delegated to the Business Manager, as outlined in Article IV, Section A.

Article XI. Honor Society

The RPI Players is affiliated with the Delta Xi Cast of Alpha Psi Omega. This affiliation solely

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Commented [44]: -the union has indicated that they are confused by our relationship. we need to indicate that we are not responsible for the actions of AYW or we could be held accountable in the future

identifies the RPI Players membership as the primary source of the cast's candidates for induction, and does not imply any influence over the cast's operations or any governing relationship.

Article XII. Bylaws

The Bylaws shall provide additional governance beyond the scope of this Constitution. In the event that a portion of the Bylaws comes in conflict with this Constitution, then that portion of the Bylaws will be superseded by this Constitution.

Section A: Minimum Requirements

The Bylaws shall contain, at a minimum, the following topics:

- (a) Definition of "Posted"
- (b) Definition of "Notify"
- (c) Definition of the initiation cycle
- (d) Definition of "Active Participation"
- (e) Procedure minimums for a revocation of membership hearing
- (f) Procedure minimums for an impeachment hearing
- (g) Procedure for election of Elections Committee chair
- (h) Procedure for nominations for the Elections Meeting
- (i) Procedure minimums for the Elections Meeting
- (j) Procedure minimums for the Production Selection Meeting
- (k) Date for selection of professional directors
- (l) Date for selection of Mainstage Producers

Section B: Creating and Passing Bylaws

- (a) The Bylaws of the Club shall be defined, passed, or amended by a majority vote of the Voting Membership at a General Meeting.
- (b) Bylaws shall be effective immediately upon ratification and subsequent approval by the Rensselaer Union Executive Board.

Article XIII. Amendments and Ratifications

Section A: Amendments

If it becomes necessary that any part of this Constitution be changed, or that additions are to be made, a two-thirds majority vote of the Voting Membership and subsequent approval by the Rensselaer Union Executive Board must be obtained.

Section B: Ratification

- (a) This Constitution shall be effective immediately upon ratification by a two-thirds majority of the Voting Members as defined by the current Constitution of the RPI Players and subsequent approval by the Rensselaer Union Executive Board.
- (b) This Constitution may be voted upon no sooner than the first General Meeting after its original presentation to the RPI Players membership.

Section C: Abrogation

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.

This Constitution abrogates all previous constitutions and Bylaws. This shall not be construed as to deny any office or position to anyone serving out a term elected under a previous constitution.

*The Elections Meeting Chair and the Elections Committee Chair are two separate positions. They may be two different people or be the same person and it is up to the Elections Committee to make that determination through their selection for each position.