

# **MARIST COLLEGE CLUB OF THEATRE ARTS**

Marist College

BY-LAWS

Amended July 27, 2013

## **ARTICLE ONE: NAME**

The name of this organization shall be Marist College Club of Theatre Arts (MCCTA).

## **ARTICLE TWO: PURPOSE**

The purpose of this organization is to encourage and develop skills and creativity for the theatre arts; to coordinate all theatrical productions that MCCTA produces; and to foster an appreciation of all theatre arts. Traditional programs include the genres of musical, drama, or comedy that are commercial, popular, or theatrical pieces. Children's Theatre Projects include community service activities in the Hudson Valley area. Experimental Theatre Guild's (ETG) purpose is to stage experimental productions, which may be original works or standard works not likely to be selected for mainstage productions. ETG can also produce stage readings or evenings of monologues.

## **ARTICLE THREE: MEMBERSHIP**

Membership is extended to all students of Marist College that have an appreciation for any of the different aspects of theatre.

**SECTION 1:** A general member is considered active within the club if he/she has earned guild points for at least two activities per academic year, not including general meetings.

**SECTION 2:** Priority points are distributed based on: 1 point for attending at least 3 meetings; 1 point for being involved in 1 show; 2 points for attending at least 3 meetings and being involved in 1 show; or 2 points for being involved in 2 shows.

**SECTION 3:** Only members of the current Marist College student body (part-time or full-time) may participate in MCCTA affiliated events, unless an exception has been made by the MCCTA executive Board.

## **ARTICLE FOUR: MCCTA EXECUTIVE BOARD**

The organization shall be governed by a group of individuals that shall simply be known as the Executive Board which:

**SECTION 1:** Shall act as the executive production manager for every production.

**SECTION 2:** Shall act in conjunction with the general membership as well as the college as the supervisor of all equipment, supplies, and papers involved in or purchased for all productions.

**SECTION 3:** Shall hold and organize a talk back with the production team upon the completion of each production.

**SECTION 4:** Shall have the power and responsibility to grant the titles of Apprentice, Journeyman, Master, and Supermaster.

## **ARTICLE FIVE: VOTING**

Once a motion is placed on the table, and a vote is called for, a majority of votes must be in favor of the motion in order for it to pass.

**SECTION 1:** A majority is defined as half of all present members eligible to vote, plus one.

**SECTION 2:** In order for the result of a majority vote to be overturned, the vote to reverse the decision must be unanimous.

A: In the event that the outcome of a fair vote is questionable, or cause for concern amongst Board members, a second vote may be called for only if a vote to overturn the initial decision results in all Board members' favor and support of such action.

B: If a vote to overturn the initial decision does not have unanimous results, a second vote cannot

be called for, and the results of the first vote stand.

## **ARTICLE SIX: OFFICERS**

The executive board shall consist of: President, Vice President, Treasurer, Secretary, and Managing Directors of: Mainstage, Musical, Children's Theatre, Experimental Theatre, and Technical Theatre and Chairpersons of: Production Management, Costumes/Makeup, Publicity, and House/Box Office. Overseeing the entire entity of MCCTA will be its faculty advisor. All members of the Board shall have equal voting power.

### **SECTION 1: PRESIDENT**

- A: Shall oversee the entire organization to ensure the smooth operations of MCCTA.
- B: Shall be the official spokesperson for MCCTA for external purposes.
- C: Shall preside over the MCCTA Board meetings and general meetings.
- D: Shall have an agenda set for all meetings.
- E: Shall have a working knowledge of parliamentary Procedures, Robert's Rules of Order, and shall see that the by-laws of the organization are followed.
- F: Shall have voting power.
- G: Shall maintain regular meetings with the Faculty Advisor.
- H: Shall approve priority points set by the Secretary.
- I: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/Production manager after every production, and shall ensure that all changes and necessary follow-ups be completed.

### **SECTION 2: VICE PRESIDENT**

- A: Shall be first in command in the absence of the President. This includes taking over all responsibilities and duties of the President.
  - i. In the event of permanent replacement during the current term, the Vice President must be approved for President by the faculty advisor.
- B: Shall have voting power.
- C: Shall be the liaison between alumni and the club.
- D: Shall be the student organizer for the Hall of Fame.
- E: Shall oversee necessary disciplinary actions for all members.
- F: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/Production manager after every production, and shall ensure that all changes and necessary follow-ups be completed.

### **SECTION 3: TREASURER**

- A: Shall be the official manager of all the MCCTA funds.
- B: Shall be responsible for keeping neat and accurate accounts of all receiving and distributing of funds.
- C: Shall maintain all financial records.
- D: Shall work with the President in formulating a budget.
- E: Shall attend the mandatory Budget Meetings.
- F: Shall make a report at the weekly MCCTA Board meetings on the financial status of the club.
- G: Shall have voting power.
- H: Shall preside over "financial meetings" that will take place before each production in order to educate the relevant designers of the most recent policies and procedures regarding the club's funds.
- I: Shall keep the production team updated on specific show budgets and should maintain and update a Google document with the working budget.

J: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/Production manager after every production, and shall ensure that all changes and necessary follow-ups be completed.

#### **SECTION 4: SECRETARY**

A: Shall take roll call at all meetings.

B: Shall take accurate minutes at all Board meetings and shall have them prepared for the following meeting for approval by the MCCTA Board.

C: Shall distribute priority points.

D: Shall maintain guild points.

E: Shall generate all the official communication (such as correspondence and memos) for the club as a whole.

F: Shall maintain the membership list and update the members standing.

G: Shall have voting power.

H: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/Production manager after every production, and shall ensure that all changes and necessary follow-ups be completed.

#### **SECTION 5: MANAGING DIRECTOR OF MAINSTAGE**

A: Shall be the supervising production manager of all mainstage productions of MCCTA.

B: Shall be the acting production manager of all said productions in the absence of a Board Appointed production manager.

C: Shall guide the reading committee in the selection process of all said productions.

D: Shall attend and keep minutes for every mainstage production meeting.

E: Shall have voting power.

F: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/Production manager after every production, and shall ensure that all changes and necessary follow-ups be completed.

#### **SECTION 6: MANAGING DIRECTOR OF MUSICALS**

A: Shall be the supervising production manager of all musical productions of MCCTA.

B: Shall be the acting production manager of all said productions in the absence of a Board Appointed production manager.

C: Shall guide the reading committee in the selection process of all said productions.

D: Shall attend and keep minutes for every musical production meeting.

E: Shall have voting power.

F: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/Production manager after every production, and shall ensure that all changes and necessary follow-ups be completed.

#### **SECTION 7: MANAGING DIRECTOR OF CHILDREN'S THEATRE**

A: Shall be the supervising production manager of all Children's Theatre productions.

B: Shall be the acting production manager of all Children's Theatre productions in the absence of a

Board Appointed production manager

C: Shall guide the reading committee in the selection process of all Children's Theatre productions.

D: Shall attend and keep minutes for every children's theatre production meeting.

E: Shall have voting power.

F: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/Production manager after every

production, and shall ensure that all changes and necessary follow-ups be completed.

### **SECTION 8: MANAGING DIRECTOR OF EXPERIMENTAL THEATRE**

A: Shall be the supervising production manager of all respective Experimental Theatre productions and Festival productions.

B: Shall be the acting production manager of all said productions in the absence of a Board Appointed production manager.

C: Shall guide the reading committee in the selection process of all Experimental Theatre productions.

D: Shall attend and keep minutes for every experimental production meeting.

E: Shall have voting power.

F: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/production manager after every production, and shall ensure that all changes and necessary follow-ups be completed.

### **SECTION 9: MANAGING DIRECTOR OF TECHNICAL THEATRE**

A: Shall reside over a subcommittee.

B: Shall reside over technical aspects of the theatre, including sets, lights, and sound.

C: Shall oversee the safekeeping and maintenance of all related supplies and materials.

D: Shall serve as a resource person for this division.

E: Will be the respective designers for at least one production, and will continually strive to train others interested in said division.

F: If a designer is not found for a show, said director must assume the role.

G: Shall approve the person appointed by the production manager as the designer of respective production.

H: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/production manager after every production, and shall ensure that all changes and necessary follow-ups be completed.

J: Shall have voting power.

### **SECTION 10: CHAIRPERSON OF PRODUCTION MANAGEMENT**

A: Shall oversee technical aspects of the theatre including props, stage managers, assistant stage managers, designers, headsets, and production scheduling.

C: Shall oversee the safekeeping and maintenance of all related supplies and materials.

D: Shall serve as a resource person for this division.

E: Will be the respective designer for at least one production, and will continually strive to train others interested in said division.

F: If a designer is not found for a show, said chairperson must assume the role.

G: Shall approve the person appointed by the production manager as the designer of respective production.

H: Shall approve the person appointed by the production manager as the stage manager/assistant stage manager of a respective production.

I: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/production manager after every production, and shall ensure that all changes and necessary follow-ups be completed.

J: Shall have voting power.

K: Shall schedule props closet clean-outs per semester, if necessary.

### **SECTION 11: CHAIRPERSON OF PUBLICITY**

A: Shall serve as a resource person for this division.

B: Will be the respective designer for at least one production, and will continually strive to train

others interested in said division.

C: If a designer is not found for a show, said chairperson must assume the role.

D: Shall approve the person appointed by the production manager as the designer of respective production.

E: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/production manager after every production, and shall ensure that all changes and necessary follow-ups be completed.

F: Shall oversee and assist with show happenings.

G: Shall update and maintain the club's social media outlets (such as Facebook and Twitter) and shall encourage the use of new media outlets.

H: Shall oversee the writing and distribution of a press release for a show.

I: Shall act as club "Webmaster."

1. Shall update the Webpage after every Board meeting, as deemed necessary.

2. Shall keep up-to-date information regarding auditions, show dates, and other related information, including pictures and news articles.

J: Shall act as club archivist.

1. Collect show posters, programs, news clippings, etc.

2. Make sure photos are taken for each show during the season.

K: Shall have voting power.

L: Shall reside over a subcommittee.

## **SECTION 12: CHAIRPERSON OF HOUSE & BOX OFFICE**

A: Shall serve as a resource person for this division.

B: Will be the respective designer for at least one production, and will continually strive to train others interested in said division.

C: If a designer is not found for a show, said director must assume the role.

D: Shall approve the person appointed by the production manager as the designer of respective production.

E: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/production manager after every production, and shall ensure that all changes and necessary follow-ups be completed.

F: Shall have voting power.

G: Shall reside over a subcommittee.

H: Shall be supervisor for House Design, Program Design, Ticket Design, and Box Office operations.

I: Shall oversee the sales of MCCTA merchandise.

J: Shall keep accurate record of ticket and merchandise sales.

K: Shall make sure the cash box is prepared for each show.

## **SECTION 13: CHAIRPERSON OF COSTUMES & MAKE-UP**

A: Shall serve as a resource person for this division.

B: Will be the respective designer for at least one production, and will continually strive to train others interested in said division.

C: If a designer is not found for a show, said director must assume the role.

D: Shall approve the person appointed by the production manager as the designer of respective production.

E: Shall attend strike for all productions, and ensure that strike and maintenance is satisfactorily completed as per standards set forth by the Executive Board/production manager after every production, and shall ensure that all changes and necessary follow-ups be completed.

F: Shall have voting power.

G: Shall schedule costume loft clean-outs per semester, if necessary.

## **SECTION 14: FACULTY ADVISOR**

- A: Shall make valuable suggestions and ideas to the club.
- B: Shall assist the club in formulating short and long-range goals.
- C: Shall represent the club in faculty, administrative, and other meetings.
- D: Shall assist in evaluating group projects, performances, and progress.
- E: Shall attend all relevant events and functions that the club may have, including Board meetings.
- F: Shall meet with the president and vice president of MCCTA on a weekly basis to discuss organization of plans and problems, along with planning the upcoming Board meeting.
- G: Shall make recommendations concerning and then approve the financial budget.
- I: Shall have voting power.

## **SECTION 15: COMMITMENT TO THE BOARD**

- A: When a Board Member is elected to his or her position, a certain level of commitment to the Board is expected of him or her.
- B: If the Board Member then decides to apply to study abroad, he or she must resign his Board position in anticipation of the very likelihood that he or she will be accepted to the program. This will allow him or her sufficient time to train a replacement while he or she is still present on campus.
- C: In the event that a Board Member takes on an internship or some other work experience, he or she must be able to maintain his or her commitment to regular Board meetings and duties. In the event that maintenance of Board responsibilities becomes difficult or impossible, resignation is encouraged.
- D: If the individual holds the position of President, the Vice-President shall take over their duties. If the individual holds the position of Vice-President, a current board member shall take over their duties.
- E: This is not to discourage Board Members from taking advantage of opportunities, but to maintain a certain level of commitment to the Board to encourage consistency and stability for the best interest of the club.
- F: Shall attend strike for every show.

## **ARTICLE SEVEN: MEETINGS**

**SECTION 1:** General meetings shall take place on a monthly basis during the academic year.

**SECTION 2:** The Executive Board shall meet on a regular weekly basis throughout the academic year.

- A. Unless suspended, all meetings will be run according to Robert's Rules of Order, Newly Revised.
- B: Attendance is mandatory at these meetings. If a Board member cannot attend, they are to notify the Vice-President or President.
- C: Any Board member with two unexcused absences per year shall receive a written letter of possible removal from office. Three tardies will equal one absence. After the third unexcused absence, this member will be removed from his/her position. The Executive Board will appoint a general member to the vacant position.
- D: If a board member needs to be excused from a meeting, they will need to submit a written request a week in advance except in the case of an emergency.

## **ARTICLE EIGHT: COMMUNICATION**

**SECTION 1:** No major communications are to take place without prior notification of the MCCTA Board.

**SECTION 2:** Three separate mailing lists shall be created and maintained for on and off campus

communication, as well as alumni.

## **ARTICLE NINE: PRODUCTION MANAGERS**

**SECTION 1:** All production managers must submit an application and go through the interview process with the MCCTA Executive Board.

**SECTION 2:** Production managers of all shows must attend weekly Board meetings during the rehearsal process, and the meeting following the show's completion to give reports.

### **SECTION 3:**

A: Guild points are due to the Board at the meeting immediately following the conclusion of a given production. Points are subject to approval by the Board, who reserves the right to change the points.

B: A financial statement is to be submitted to the Board at the meeting immediately following the conclusion of a given production.

C: The production manager must report all major production difficulties to the executive Board. If the Board makes a decision or offers a directive; the production manager must abide by the set solution.

**SECTION 4:** Production managers, Executive Board members, stage managers and designers are the only ones allowed access to props and costume lofts. Names along with job/position and CWID Number must be typed and will be held in College Activities and must be submitted there by President/Production manager at the start of each academic year and/or production.

**SECTION 5:** The production manager forfeits the right to audition for said production.

**SECTION 6:** All production managers in conjunction with designers are in charge of organizing strike. Cast and crew members who do not participate forfeit their guild points, unless extenuating circumstances are previously discussed and consent is given.

## **ARTICLE TEN: DIRECTORS**

**SECTION 1:** All directors of MCCTA productions (staff, faculty, professors, students, and other) must be approved by the Board.

**SECTION 2:** Directors forfeit the right to audition for or be cast in the production for which they are chosen to direct.

## **ARTICLE ELEVEN: THE READING COMMITTEE**

### **SECTION 1:**

A: The board will discuss genre specifications for the shows of the season.

B: The Faculty Advisor will form a committee and present a collection of five to seven plays to the board for discussion.

C: Each current managing director shall form a reading committee made up of general members and Board members to select 3-5 scripts from the pool selected by faculty advisers to be considered for the following season.

### **SECTION 2:**

A: The reading committee shall select a minimum of three to four scripts for each production to present to the Executive Board.

B: A majority vote of the Executive Board can ask for additional scripts for consideration if the majority feels that the selection pool does not provide the best possible show for MCCTA.

### **SECTION 3:**

A: The entire season must be determined by the time of the MCCTA Banquet.

B: If circumstances beyond the Executive Board's foreseeable control prevent the season from being determined by the time of Banquet, the season must then be chosen by Summer Session.

## **ARTICLE TWELVE: ELECTIONS**

**SECTION 1:** Elections shall be held as called for by SGA.

**SECTION 2:** The outgoing President, if a graduating senior, will assume the responsibilities of

an elections commissioner, (if the President is not a graduating senior, the Executive Board will appoint a graduating senior of their choosing.) including:

A: Coordinating all elections events with the Executive Board.

B: Shall be in charge of and responsible for the official election results.

C: Ensure that all procedures and policies set forth by the MCCTA by-laws are adhered to.

D: Shall report to the Executive Board weekly during the time of elections.

E: Shall act as an official spokesperson for the official elections during this time period.

F: Shall work with the Executive Board should any problems arise.

G: Shall work with the Vice-President to compose a list of those eligible to vote based on MCCTA's by-laws.

H: Shall create an official ballot that adheres to the standards by the by-laws of MCCTA and Marist Student Government.

I: Shall coordinate candidates and their speeches to ensure that all information is truthful.

**SECTION 3:** Only active members meeting a requirement set by the Board may vote in an election.

**SECTION 4:** Those interested in running shall submit an application along with a resume of theatre experience and a statement of why they are suited for specific positions on the Board.

**SECTION 5:** All candidates must be full-time, undergraduate students at Marist College.

**SECTION 6:** Those interested in running for the positions of President and Vice President shall hold the rank of Master. Those interested in running for the positions of Treasurer, Secretary, Managing Director or Divisional Chair shall hold the rank of Journeyman. In the event that no one of these ranks applies, the Executive Board may open the elections to members of the next-lesser status.

**SECTION 7:** Guild points used in determining election eligibility will be based upon the points as of the last show, event, or meeting of the fall semester, according to SGA elections calendar.

**SECTION 8:** Vote Balloting:

A: A NO vote shall be added to the ballot of a candidate running unopposed. This candidate must receive the majority (50% + 1) of the membership present at the time of the election.

B: Of the election ballot, an abstention vote will be provided. The abstention vote does not count as part of the majority of the members present at the time of the election. Therefore, the winning majority shall be determined from those who voted for one of the candidates.

**SECTION 9:** New officers will begin their term on the date of transition set by Student Government. They will begin to shadow current board members as soon as they are elected to their position. From the time of elections until that date, the Board elect will be the reading committee.

## **ARTICLE THIRTEEN: GUILD SYSTEM**

**SECTION 1:** The maximum number of points one can earn per production role is eight.

**SECTION 2:** Titles will be awarded to individuals at the end of year banquet.

A: The title of Apprentice shall be awarded upon earning 1-10 points.

B: The title of Journeyman shall be awarded upon earning 11-40 points.

C: The title of Master shall be awarded upon earning 41-90 points.

D: The title of Supermaster shall be awarded upon earning 90+ points.

**SECTION 3:** Withholding of Guild Points

A: In the event that a participant in a show (cast member, crew member, or designer) does not attend set strike for that performance, his or her Guild Points will be withheld until he or she makes up the time missed at strike.

I. This member's points will remain "Pending" until work is made up

**SECTION 4:** Performers and Build Hours

A: Each student performer will sign a contract at the first rehearsal for every show produced by MCCTA with stipulations regarding required build hours.



I. The performers will be given a schedule of times the set will be constructed by the technical director(s) as soon as possible

B: If, by the end of the production, the total initially agreed upon amount of hours are not completed, the right of the performer to audition for following shows will be withheld until the hours are completed as specified by board sanctioned events.

I. These events may include work area clean-outs and construction for other productions.

## **ARTICLE FOURTEEN: AWARDS**

**SECTION 1:** The nomination and voting committee shall consist of all incoming and outgoing Board members who have seen all MCCTA productions that year.

**SECTION 2:** The “GERARD A. COX THEATRE ARTS AWARD” will be established as a hall of fame for graduating seniors who have shown outstanding dedication and contribution to the Theatre Arts during their undergraduate years at Marist College. The award shall read, “Gerard Cox Award, Excellence in Marist College Theatre Arts, date.” The MCCTA Board shall have the power to vote upon and bestow this award to nominees each year. The award is given for the quality and quantity of work performed on behalf of MCCTA. Years in the organization is only a factor to be considered.

**SECTION 3:** The “JIM BRITT AWARD” will be established to honor non-students associated with Marist College who has shown outstanding dedication and contribution and contributions to theatre in local community theatre and/or theatre at Marist College. The award shall read, “Jim Britt Memorial Award, Mid-Hudson Theatre Arts, date.” The nomination and voting committee shall have the power to vote upon and bestow this award to nominees each year.

**SECTION 4:** The “JENNIFER DRESSEL AWARD” is given annually to an undergraduate student who has been outstanding in his or her dedication to theatre arts through work behind the scenes of MCCTA’s productions. In an extraordinary year, a second award may be given in this name to a graduating senior who had not been so recognized while an underclassman. However the scholarship grant may go only to an underclassman and the grant must be used at Marist College.

**SECTION 5:** “OUTSTANDING ACHEIVEMENT AWARDS” will be awarded at the end of the year at the MCCTA banquet. These awards will be presented by the Board members and graduating seniors. Award categories will be up to the discretion of the nomination and voting committee. These awards will encompass all four production divisions.

## **ARTICLE FIFTEEN: AMENDMENTS**

These by-laws may be amended by a majority vote of the members of the MCCTA Board, provided that a quorum is present. If such amendments pass by the majority, then it must be presented to the Student Government Association for final approval.

## **ARTICLE SIXTEEN: HAZING**

The Marist College Division of Judicial Affairs holds this policy for the college: Any action, which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are, or include, students at Marist. MCCTA strongly prohibits such actions.

## **ARTICLE SEVENTEEN: POLICIES AND ACTIONS**

Marist College Club of Theatre Arts, and any individual associated with it, shall abide by and conform to all Federal and New York State Laws, all rules and regulations of Marist College, and all directives of the Student Government Association. Any violation of the aforementioned criteria may result in disciplinary action taken on the club’s charter.