

## **The Constitution**

## **Of**

## **Studio Theatre**

**Most Recent Edition Revised December 1st, 2022**

### **Article I - Mission**

The Studio Theatre organization of the University of Dayton intends to provide theatrical productions of an experimental and exploratory nature. Studio Theatre is a non-profit organization that provides free theatre to the community of Dayton. Studio Theatre gives students at the University of Dayton a chance to experience theatre in a recreational setting.

### **Article II - Membership**

In accordance with the University of Dayton's statement of dignity, Studio Theatre does not discriminate against any individual because of race, color, creed, national origin, gender, sexual orientation, age, or disability.

**Section 1** -*Full Membership eligibility* -Any full-time or part-time University of Dayton student who is not on academic probation may participate in Studio Theatre productions and is eligible to be a full member.

**Section 2** -*Full Membership*- To be considered a full member, all of the following are required over the course of one academic year:

- a) Attend at least two general meetings.
- b) Participation in one event per academic year, whether it be in the capacity of acting, directing, technical production, actively auditioning, or attending productions.
- c) Studio Board may give Full Membership to an individual on a case-by-case basis.
- d) Membership is not withstanding. There are two ways in which it can be lost:
  - i) Full membership will expire after a year without any participation in club events.
  - ii) Full membership can be revoked if an individual engages in behavior that does not align with Studio's mission.

**Section 3** -*Responsibilities and Privileges of a Full Member*- Any full member has the rights and responsibilities as outlined below:

- a) Full Members can vote in any election or on any issue brought before the whole club.

- i) General balloting shall take place in secret, unless public vote is suggested for expediency and there are no objections. A majority vote is needed to win or pass unless otherwise specified.
- b) Full Members can obtain Directors status outlined in Article V Section 1.

Section 4 -Plagiarism - Studio Theatre defines plagiarism in the same terms as the University does in the academic honor code section III subsection B in the Student Handbook. If a Studio member is found guilty of plagiarism it will result in exclusion from future auditions and participation for the remaining semester and one additional full semester and the inability to run for office for a full year. If an officer is found guilty, their position will be permanently revoked. Studio Theatre does not tolerate plagiarism of the arts in any fashion. This means ensuring proper execution of obtaining rights and honoring rights agreements on a case-by-case basis depending on what the performance is.

### **Article III - Election of the Studio Board**

Section 1 -Eligibility- To be eligible for election to the Studio Board, one must be a full member of Studio Theatre.

- a) It is essential that the nominee be aware of the time requirements and only accept the nomination if they believe they will be able to be a fully functioning member of Studio Board and the nominee must not be graduating in the following school year.
- b) In the case where fewer candidates are nominated than there are open positions, the present Studio Board may nominate eligible candidates.

Section 2 -Election of Board Officers- Elections shall proceed as follows:

- a) Elections shall take place upon the impending graduation, resignation, or removal of one or more Studio Board officers from office.
- b) The present Studio Board shall announce an election meeting, which will occur two months before the vacant office must be filled when possible. The newly elected members of Studio Board will use the training period to shadow current members of Studio Board.
- c) Only full members may nominate eligible candidates, a nominee must have two nominations to be officially nominated.
- d) Only full members may vote.
- e) Elections shall take place by popular vote.
- f) Election procedures shall ensure that a minimum of 2 out of the 5 Studio Board officers shall remain on Studio Board going into the next academic year.

Section 3 -Emergency Elections of Board Officers- In the event that a Studio Board member will be abruptly removed from office, elections shall take place as soon as possible.

- a) Studio Board will nominate eligible candidates who can serve for at least two semesters.
- b) Elections will continue as normal.

#### **Article IV - Studio Board**

**Section 1 -Officers-** The Studio Board shall consist of five Board members, each of equal authority.

**Section 2 -Length of Terms-** Once elected, Studio Board officers shall remain so until undergraduate graduation, resignation, or removal. Studio Board may, or may not, choose to hold elections for a member who cannot complete the entirety of their term.

- a) If a member of Studio Board graduates in the Fall semester they may reserve the right to remain on Studio Board until the end of that academic year if they feel they can still adequately perform their duties.

**Section 3 -Responsibilities** - The responsibilities and jurisdiction of the Studio Board consists of:

- a) Ultimate approval or veto by vote of all proposals for Studio Theatre activities.
  - i) The Studio Board may adopt any number of voting procedures for its internal decision-making (i.e. majority vs. unanimity, secret vs. public) as long as all the Board members agree upon these procedures at the beginning of each academic year.
- b) Administration of Studio Theatre Meetings, generally held once a month or whenever Studio Board deems fit.
- c) Deciding on and securing written permission to perform productions from the publisher(s) of said productions as well as the manager of the venue in which the show will be performed.
- d) Creating and submitting a budget for the year to the Student Government Association (SGA) and communicating this with directors.
- e) Ensuring that all club activities follow guidelines set by the Center for Student Involvement (CSI) as detailed in the Student Organization Resource Guide (SORG).
- f) Hosting The Black Box Awards at the end of the school year in any manner the Board sees fit, with consideration to the will of the general membership.
- g) It is the responsibility of Studio Board to make all decisions regarding club members in a professional manner, to be nonexclusive towards members, and to keep their personal opinions outside of the decision-making.

**Section 4 -Removal of Officers** - A Studio Board officer failing to retain full membership or failing to execute the duties of the office shall be removed.

- a) Any full member can raise concerns about whether an officer is fulfilling their job duties.

- b) An officer shall be removed from office by a two-thirds vote of the full members.
- c) Upon the removal of a Board member from office, an emergency election will occur as soon as possible (see Article III section 3).

## **Article V - Studio Theatre Production Process**

**Section 1** -*Requirements to Direct*- Members of Studio Theatre are eligible to direct if they meet all of the following:

- a) They are a Full member of Studio Theatre
- b) They have been involved in a Studio Theatre production in a non-directing capacity.

**Section 2** -*Obtaining Directors Status*- if eligible to obtain directors status, it may be obtained through ONE of the following ways:

- a) By going through the process outlined in section 3 for shadowing a director in a production of Studio Theatre.
- b) By filling out a form indicating previous directing experience such as High School theatre, Main Stage productions, local theaters, THR 424, etc.
- c) In an absence of eligible directors, full members of Studio Theatre can nominate potential directors..
- d) Being elected to Studio Board

**Section 3** -*Director shadowing*- The requirements for shadowing a director are as follows:

- a) If the prospective director is involved in the show in any capacity, that is as an actor, director, or technician:
  - i) They will attend as many rehearsals as possible. When they are not expected to participate, they should observe the director and assistant director.
  - ii) They will ask appropriate questions and offer their input when appropriate to demonstrate learning.
  - iii) They are not an assistant to the director or assistant director and should not be treated as such.
- b) If the prospective director has the role of assistant director in the show:
  - i) They will be at all rehearsals.
  - ii) They will give feedback to the director, offering their opinion and suggestions.

- iii) They will direct at least one scene with oversight from the director.
- c) If the prospective director is not otherwise involved in the show in any capacity:
  - i) They will attend at least half of the rehearsals, paying attention to the actions and decisions of the director and assistant director.
  - ii) They will ask appropriate questions and offer their input when appropriate to demonstrate learning.
  - iii) They will attend all tech week rehearsals and come to at least one performance as an audience member.
  - iv) If this is not possible, the prospective director should confer with the director and Studio Board to come up with an alternative plan.
  - v) They are not an assistant to the director or assistant director and should not be treated as such.
- d) The director who was shadowed will fill out the “Shadowing Review” form. The prospective director will reflect on their experience by filling out the “Shadowing Experience” form. Studio Board will review these forms and make the decision to award Director’s status.

### Section 3 -Performance proposal process

- a) At the end of the academic year, Studio Board will accept proposals for shows to be performed during the following academic year.
- b) Board members can propose shows.
- c) Board will consider all proposals submitted.
- d) Shows must be approved by Studio Board as well as the owner of the space in which the show will be performed.

### Section 4 -Director's Responsibilities- the responsibilities of a director are as follows:

- a) Secure their own cast and technical staff, in consultation with Studio Board.
- b) Work with their appointed Board Producer, outlined in Article V Section c, to secure materials and space needed for rehearsal and performances. Work with the Board Producer to have shows advertised on Studio’s social media.
- c) Is expected to make and communicate their rehearsal schedule
- d) Remove rehearsal set and props and costumes and return them to their proper place after each rehearsal, and restore the location to the condition needed for conducting daily activity.
- e) Provide publicity for the show. All posters must abide by the rights agreement for the show (if applicable) and be approved by Studio Board as well as CSI.

**Section 5 -Other Essential Roles for a Show-** It is the responsibility of the director to find someone for each of these roles. If The director needs assistance, they may reach out to Studio Board.

- a) Assistant Director- The job of the Assistant Director is to assist the director in managing rehearsals, blocking, cast, and crew. The assistant director does not need director's status and may be obtaining it through assistant directing, having status does not bar you from assistant directing.
- b) Technical Director/Stage Manager- The job of the Technical Director/Stage Manager is to have advanced knowledge of the inner workings of theaters and be able to assist the directors in staying within the theater's capacity. While not a requirement, Technical Directors are highly encouraged to attend light and sound training for the performance venue.
- c) Board Producer- The job of the Board producer is to act as a liaison between the Directors and Board and other necessary parties. Board producers, who are an appointed member of Studio Board, will help book rehearsal and performance spaces, help the director to manage and use their budget, and assist in acquiring set pieces, props, and costumes.
- d) Light Technician- The job of the light technician is to work with the technical director to design the lights for the show. The light technician must have the necessary training for the performance space.
- e) Sound Technician- The job of the sound technician is to work with the technical director to design the sound for the show. The sound technician must have the necessary training for the performance space.
- f) House Manager- The job of the house manager is to ensure the safety of the audience members. The House Manager must be present whenever there are audience members in the theatre. The house manager will welcome guests, count the number of guests, and be prepared to take control in the event of an emergency. The house manager must have attended safety training.

#### **Article VI - Studio Theatre Advisor(s)**

The Studio Theatre advisor(s) shall be a faculty member of the University of Dayton who provides experienced theatrical insights. The goal of the advisor is to provide support to the club, but does not have direct say on the decisions of the club.

#### **Article VII - Amendments to the Constitution**

**Section 1 -Amending the Constitution** - an amendment to the constitution may be proposed by any full member. Board will review the proposal and hold a general meeting to discuss the proposed changes. A separate meeting will occur for voting on the changes. Passage of the amendment requires a majority vote of the full members in attendance at the voting meeting.

## **Article VIII -When Working With The University of Dayton Theatre, Dance and Performance Technology Program (TDP)**

**Section 1** The relationship between these two entities shall be such that:

- a) An atmosphere of cooperation exists rather than competition.
- b) Studio Theatre realizes its responsibility to the quality of theatre on campus.
- c) Studio Theatre holds an educational value.
- d) Both complement each other's efforts.

**Section 2** Requirements of using the Black Box Theatre or other TDP spaces

- a) All shows or events held in said spaces must be approved by the TDP Program Director.
- b) At least one member of the production team for the show must attend safety training.
- c) Light and sound technicians must have the appropriate training.
- d) House announcement must be approved by the TDP Program Director.
- e) Any potentially triggering or upsetting lights, sounds, and/or content matter will also need approval by the TDP Program Director.

## **Article IX- Non Discrimination Statement**

No student is to be excluded from membership or participation on the basis of age, race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, gender identity, sexual orientation, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation, including acting to oppose discrimination or participating in any complaint process on campus or through other human rights agencies. Therefore, anyone who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits required by applicable law, and/or opportunities of any member of the campus 1850 on the basis of their actual or perceived membership in the protected classes listed above (which denial, deprivation or limitation constitutes “discrimination” under this policy) is in violation of the University’s policy on nondiscrimination. When brought to the attention of the University, any such discrimination will be appropriately remedied by the University according to its policies and procedures.

## **Article X Anti Hazing Statement**

Studio Theatre considers hazing to be a most destructive and degrading activity which is inconsistent with the standards of this student organization. Hazing, defined as: Any planned/executed action or activity, by or against an active member, associate member, pledge or potential member or new member of an

organization or group that inflicts physical or mental harm, distress, anxiety, or which may demean, degrade, embarrass or disgrace any person, regardless of location, consent or intention is prohibited. Examples of hazing include but are not limited to forced consumption of food, alcohol, drugs or any other substance, forced physical activity, deprivation of food or sleep, and physical acts such as branding or paddling. Students may not imply that a person would be shunned, removed, or not initiated for failing to participate in any form of hazing. Any action or situation that intentionally or unintentionally endangers a student, who is attempting admission into or affiliating with any student organization, is prohibited. Studio Theatre recognizes the dignity of every individual and opposes all forms of hazing.