

## **Bylaws**

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### **ARTICLE I: Nominations and Elections**

#### ***Section 1 Requirements of Nominees***

- A. Anyone running for an office must not have resigned from any other Executive Board position in the same semester in which they receive a nomination for another position.
- B. Nominees for offices must be members of the Society.

#### ***Section 2 Nomination Procedure***

- A. A nomination period for officers must be opened at a General Body Meeting of the Society, which shall take place no later than two weeks before the General Election Meeting and will end one week before the General Election Meeting. Nominations may be submitted in a meeting or in writing during this period.
- B. A. Nominations for the offices of President, Vice President, Business Manager, Publicity Manager, and one Member At Large (the "Spring Member at Large") must occur in a Spring semester meeting, whereas the one remaining Member At Large (the "Fall Member At Large") must be nominated in a Fall semester meeting.
- C. A qualified member can be nominated for any or all offices.

#### ***Section 3 Elections***

- A. A General Election Meeting must be held within forty-five (45) days of the onset of the nomination period.
- B. Voting will be by secret ballot and the winner will be determined by a simple majority.
  - In the event that no one nominee has a simple majority of the votes, the nominee with the lowest number of votes shall be dropped and another vote by secret ballot shall be taken. This process will repeat until a candidate wins with a simple majority.
- C. The following order shall be followed during the election portion of the Spring General Election Meeting:
  - Election of President
  - Election of Vice President
  - Election of Business Manager
  - Election of Publicity Manager

- Election of Member At Large
- D. The election process of each officer shall be as follows:
- Formal acceptance or rejection of nomination,
  - A prepared speech by the candidate with all other nominees outside of the room,
  - An open question and answer period,
  - Closed discussion of all nominees with the nominees outside of the room, and
  - Voting.
- E. There shall be no absentee ballots or voting by proxy.

## **ARTICLE II: Duties of the Executive Board**

### ***Section 1 President***

- A. To preside over the General Body and Executive Board Meetings,
- B. To call Special Meetings, when necessary,
- C. To create committees with the consensus of the Executive Board,
- D. To act as Producer for all productions of the Society,
- E. To approve, with the Business Manager, a budget in accordance with current Student Government Association regulations,
- F. To schedule and secure reservations of rooms for all Society activities,
- G. To be the official representative of the Society to any party not described in the Bylaws or Constitution of this Society, and
- H. To conduct the external correspondence of the Society.

### ***Section 2 Vice President***

- A. To assume the duties of the President in the latter's absence,
- B. To record the minutes of all General and Executive Board Meetings,
- C. To manage internal publicity among current members, including notification of meetings,
- D. To maintain the list of members and the numbers of shows in which they have participated and to present to each member with the Three Show Key after the completion of participation in his or her third major production of the Society . This award shall be a key of definite design, unaltered from year to year,

E. To distribute to all voting members a list of possible nominees to each office within two days prior to the nominations and, to distribute to the same list of nominees to each office no later than 24 hours before the Election Meeting, and

F. To be a member ex-officio of all committees,

G.

### ***Section 3 Business Manager***

A. To manage the Society's finances,

B. To prepare budgets with the assistance of the President in compliance with current Student Government Association regulations,

C. To seek reimbursements in compliance with current Student Government Association regulations,

D. To disburse money for approved expenditures,

E. To present all budget requests of internal expenditures to the Executive Board of the Society, and

F. To be the representative of the Society to the Student Government Association on all matters concerning budget and finance.

G.

### ***Section 4 Publicity Manager***

A. To be responsible for any external publicity, and

B. To coordinate the designing and printing of all tickets, posters, T-shirts, playbills, and any other promotional material for the Society.

### ***Section 5 Members At Large***

A. To organize and prepare all social functions of the Society and to promote these functions within the Society, and

B. To assist Board members in their duties, as needed.

### ***Section 6 Further Responsibilities of the Executive Board***

A. All officers shall keep a logbook of their actions and deadlines which will be passed along to their succeeding officers.

B. Officers shall collectively assume responsibilities of vacant offices until those positions can be filled.

C. The Executive Board shall be responsible for making decisions for the Society when it is impractical for a General Meeting to be held.

D. The Executive Board shall be responsible for interpreting any ambiguities in the Constitution and settling any disputes as they relate to the Society.

E. The Executive Board shall determine what the major production shall be for each of the two

major semesters, Spring and Fall, by Unanimous consensus, and with the discussion and involvement of the General Body.

- F. The Stevens Dramatic Society Appreciation Award shall be awarded at the discretion of the Executive Board and shall read "Given in appreciation to a member of the Stevens Community whose support has been vital to the continuing success of the Stevens Dramatic Society".
- G. Honorary membership may be awarded to any individual not eligible for membership as recognition. Honorary members may not vote
- H. The E-Board as a whole shall appoint one representative for each of the Committee on Student Interests meetings

### ***Section 7 Vacancies***

- A. A vacancy shall be filled by appointment of the Executive Board. The officer shall be installed pending approval by majority vote of the General Body no later than two (2) weeks after the vacancy.
  - In the event a vacancy occurs during the Summer or Winter Recess, or three (3) weeks before a major production, the vacancies shall be filled at the next General Meeting, and not later than two weeks thereafter.

## **ARTICLE III: Production Board**

### ***Section 1 Formation of the Production Board***

- A. At the start of each production, the Executive Board will appoint a Director, Production Manager, Stage Manager, and, when necessary, a Musical Director, and Choreographer. These positions will be considered part of the Production Board, along with the Publicity Manager and Business Manager.
- B. The President of the Society will function as Producer and be considered a member of the Production Board.
- C. The Production Manager will put together a team of designers needed for the successful completion of the show, the "Production Board", with approval from the Executive Board.

### ***Section 2 Responsibilities of the Above***

- A. Producer
  - To arbitrate disputes within a production.
- B. Director
  - To stage the production and choose the cast.
- C. Musical Director
  - To rehearse and direct all music.
  - To choose an orchestra and conduct all performances.
- D. Choreographer
  - To plan and direct all choreography as required and approved by the director.

- E. Production Manager
- To assemble a production team as previously mentioned.
  - To schedule and chair all production meeting and crew calls.
  - To keep all designers updated and informed between meetings with production reports.
  - To ensure completion of all technical aspects of the show including load in and load out, and to ensure the same are completed in time for show week.
- F. Stage Manager
- To schedule and run auditions, rehearsals, and performances.
  - To keep the production team informed with rehearsal reports.
- G. Further Responsibilities of Production Board Members
- The Production Manager shall retain their position until the last day of classes for the given semester. All other Production Board members shall remain in their positions until two weeks beyond the closing night of the production.
  - All members of the Production Board shall maintain a Society logbook of their actions and deadlines, which will be passed along to their succeeding member. The nature of this record shall be at the discretion of the Production Manager.
  - All Production Board members shall keep an inventory of the physical assets pertaining to their position and submit said inventories to the Production Manager at the termination of their duties.

### ***Section 3 Meetings***

- A. Meetings of the Production Board shall follow guidelines previously established for Society meetings in all cases that they apply with the following exception(s) and/or addition(s):
- Production Board Meetings shall be held once prior to the start of rehearsal, once prior to the week before a production and any other time deemed necessary by the Production Manager, Director, Producer, or Stage Manager, or at the request of two members of the Production Board.
  - Notification of meetings will be given by the Production Manager to all Production Board members forty-eight hours before, unless such notification is not practical.
  - Each person, not office, on the Production Board shall have one vote in any matter that may come before the Production Board.

## **ARTICLE IV: Impeachment and Resignation**

### ***Section 1: Impeachment***

- A. Any member of the Executive Board may be impeached and removed from office.
- B. The following impeachment procedure must be followed:
- Charges must be brought before the Executive Board by at least one voting member of the Society.
  - A General Meeting shall be held no more than one week after the charges are brought. If a

- two-thirds (2/3) majority of the voting members vote to continue the proceedings, the office in question shall be considered vacant and the Executive Board shall collectively assume the responsibilities of the position in question, as stipulated above.
- Exactly seven (7) days after the preliminary vote, another General Meeting shall be held, at which time a final impeachment vote shall be taken. A two-thirds (2/3) majority of the voting members of the Society is required for impeachment.
  - Impeachment may be held up to exactly one full day before the mandatory time for a given semester's Nomination Meeting and no later.
  - The President, if impeached, shall retain the role of Producer during production for up to one full day following closing night, unless the Production Board votes otherwise.
  - If all steps of the procedure cannot be completed before the end of a semester, the impeachment will be deferred until the first meeting of the following semester.

### ***Section 2: Resignation***

- A. Any member of the Executive Board shall be allowed to resign at any point in time, so long as they follow the following procedures:
- A resignation letter must be submitted to the President, whereas,
  - Upon receipt of the resignation letter, the officer must continue his/her duties for one week, and
  - Will comply with the Executive Board's requests for aid in transition to the new Executive Board
- B. The requirements set forth in subsection A, may be nullified by discretion of the Executive Board in the case of a medical leave, family emergency, or other extreme situation.