

Musical Theatre Club: *Constitution*

Preamble

With the shared belief that students should enrich themselves and others in the community with the enjoyment of musical theatre, we herein establish the Fitchburg State University's Musical Falcons.

Article I. Name and Purpose

Section 1— Club Name

The title of this organization's performance group is Fitchburg State's Musical Theatre Club, referred to as "FSU Musical Falcons."

Section 2— Club Purpose

The purpose of this club is to provide a professional extracurricular musical oriented organization that students and alumni may participate in.

Section 3— Club Belief

We as an organization are to be viewed as being for the college community. Any and all productions are recommended 18+ events.

Section 4— Club Involvement

We are an inclusive club looking to collaborate with any and all clubs within the realm of Fitchburg State University to promote widespread appreciation of the fine arts.

Article II. Membership

Section 1— Eligibility

All full-time & part-time Fitchburg State students with a GPA of 2.25 are eligible for membership. To become a member, you have to participate in meetings. To become a performer, you must audition. Alumni are welcome to participate.

Section 2— Member Responsibility

As an active member, members will meet weekly unless otherwise specified, missing no more than one meeting per month unless the member notifies the e-board of extenuating circumstances that occur. Those who fail to meet the standards set by the club; keeping up with rehearsals after a successful audition-both scheduled and on their own time-are subject to removal from the performance. More than one removal may lead to termination from future performances.

Section 3— Discrimination Policy

This club will not discriminate based on race, color, creed, sex, religion, disability or sexual orientation.

Article III. Officers

Section 1— Executive Board

There are five officers; the President, Vice President, Treasurer, Secretary, and Public Relations. These officers make up the executive committee.

The duties of the Executive Board are as follows:

1. Coordinating activities and events while striving for the interests of the community and the club.
2. Ensure compliance with the constitution, by-laws, and any other binding document given by the club.
3. Make certain equal opportunity is given to all participating members and interested parties of the club in all club activities.
4. Make all official club documents available to all those who wish to see it.
5. Have regular meetings with the Advisor to ensure that the club is serving the needs of the student body.
6. Hold a minimum of two club meetings per academic month.
7. Allow for all members of the club to air grievances should any arise.
8. All elected officials must be full time students on a non-probationary status as deemed by the registrar's office.
9. Uphold order in the organization meetings and events.

Section 2— Qualifications Of Officers

To hold or run for an Executive Board position, one must:

1. Be a full time undergraduate student.
2. Be a recognized active member of the club by both the E-Board and its members.
3. Have a minimum 2.5 overall GPA
4. Have a minimum 2.0 semester GPA

Section 3— Duties and Responsibilities

1. Duties and Responsibilities of the President.
 - a. Plan and coordinate the events sponsored by the organization.
 - b. Must be the primary student of contact for the organization.
 - c. Should run, organize, and help out at rehearsals and meetings. The President will reserve rooms for practice.
 - d. President will begin all meetings.
2. Duties and Responsibilities of the Vice President
 - a. The Vice President performs the President's duties in their absence.
 - b. The Vice President should assist the President in running, organizing, and helping out at rehearsals and/or meetings.
 - c. The Vice President is in charge of the performance. They make sure that the performers and host(s) are prepared and they have all they need to perform the show.

- d. The Vice President must attend CCO meeting with SGA twice a semester
3. Duties and Responsibilities of the Secretary
 - a. The Secretary will keep record of all meetings, members, and create the show list. Said list will be reviewed by the President and Vice President two weeks prior to the show.
 - b. Secretary will keep a record of attendance, organizational activities and plans.
 4. Duties and Responsibilities of the Treasurer
 - a. The Treasurer will keep accurate records of all monetary transactions.
 - b. The Treasurer will give a financial report at least once a semester.
 - c. The Treasurer will report how much money was earned at each show and performance.
 5. Duties and Responsibilities of Public Relations Officer
 - a. The Public Relations Officer will delegate or do all the duties related to the advertisement and public relations of the club. This includes but is not limited to electronic and visual means.
 - b. Any and all promotional material will be reviewed by the board for approval.

Article IV. Elections

Section 1— Qualifications

To qualify as an elected official, the conditions of Article III, section 2 must be met.

Section 2— Time Of Election

Elections will be held during a meeting in April to be decided by the E-Board. The E-Board may call upon an emergency election, should the need arise and a position must be filled.

Section 3— Terms Of Service

The term of all club officers shall be one school year from the election. An individual may serve as many terms in a position as long as they meet the requirements described in Article III, section 2.

Section 4— Election Procedures

Elections will be held in accordance with Article IV, section 2. All candidates will have three minutes to deliver their speech. It is mandatory that at least two thirds voting majority is present for the election to be valid. Absentee ballots will be accepted by active members unable to attend.

Section 5— Procedures for Vacancies and Impeachment

If the ability or conduct of an Executive Board member is in question, the remaining club members may vote that person out of the Executive Board

position. This may be done through the submission of a petition containing the names of five or more current members at a Musical Falcons meeting.

Any Executive Board member may be removed with a two-thirds majority vote. This may only be done at a specific meeting for this purpose. Voters are given the chance to speak for two minutes or more regarding their view. In addition, the officer that is subject to removal will be allowed to speak on their behalf for no longer than five minutes. Absentee ballots are not allowed.

Article V. Finances

Section 1—Funding

The organization will be funded by fundraisers and the Student Government Association.

Section 2—Use of Funds

Financial Services must be used exclusively for all club and organization finances.

Section 3—Distribution of Finances

No amount of the earnings will be distributed to members of the organization, advisors, or any other parties. The organization is however, authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set in Article I.

Article VI. Operations

Section 1—New Elected Official

Newly elected officers will start their positions by the next board meeting and will hold their position for the next year.

Section 2—Removal of Officer

To remove someone from office a member must ask the President to call a special meeting to remove the officer. The officer up for removal will remain anonymous until the meeting. There must be a 2/3rds vote from all the members to take someone out of office. You must attend the meeting if you wish to vote.

Article VII. Amendments

Section 1—Proposal

Amendments made to the constitution can be proposed by members of the club.

Section 2—Review

Amendments will be reviewed by the executive committee before making the members vote.

Section 3—Approval

Amendments will be approved and added with a 2/3rds vote by the members of the club.

Article VIII. Meetings

Section 1— Frequency of Meetings
Meetings will be held on a weekly basis

Article IX. Rules Of Conduct

Section 1— Unwanted Physical Contact
All members shall refrain from unwanted physical contact.

Section 2— Acceptance Policy
All members shall make the club a comfortable and respectful environment for all other members through their verbal and physical actions.

Section 3— Violations
If there is a violation of these rules or those mentioned in Article II, section 2, there will be a meeting between the President, Vice President and the violator to determine their membership status.

Article X. Advisor

Section 1— Expectations and Qualifications
The advisor should be familiar with state productions, theatre, and stage movement. To be an advisor, the involved party must be a full time professor.

Section 2— Advisor Selection
The Executive Board will create a list of suitable candidates and contact them to determine their interest in the position. This revised list will be brought to the club with an open discussion of qualifications. Members of the group will vote based off the procedure in Article IV, section 4.

Section 3— Removal
If the executive board is not pleased with their advisor's services they can remove them by:

1. Finding another willing advisor.
2. Face to Face meeting with current advisor to express their services are no longer needed.
3. Must have a majority vote to remove.
4. If an advisor chooses to leave the group, they must give a two weeks notice to the E-Board.

Section 4— Involvement
An advisor shall only involve themselves during meetings when asked and/or sees it

necessary.