



# The Harrington Theatre Arts Company

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## Constitution

Updated May 2<sup>nd</sup>, 2017  
For use in the Fall 2017 Semester

The Harrington Theatre Arts Company is a Registered Student Organization at the  
University of Delaware

THE HARRINGTON THEATRE ARTS COMPANY  
AT THE UNIVERSITY OF DELAWARE  
**CONSTITUTION**

***Article I: Name and Purpose***

The purpose of this particular student organization shall be to produce quality in all areas of theatre. The intended results of this organization will be to not only enrich the participants, but also the University and its surrounding community as a whole. This organization shall be named the Harrington Theatre Arts Company (“HTAC”). HTAC is under and compliant to the rules and regulations of the Student Involvement Office, and as a result, the University of Delaware.

***Article II: Membership***

- A. **General membership** applies to anyone who has attended at least one meeting (general or otherwise) and who agrees with the purpose of the company.
- B. **Voting membership** requires a general member to meet the requirements outlined in *Article IV*.
- C. **Non-undergraduate membership** applies if a member meets all of the requirements outlined in *Article IV* but is not a matriculated undergraduate student at the University of Delaware. They obtain all rights given to voting members except for the right to serve on the Board. If they desire, they can petition for these rights and the Board will appeal to the University.
- D. An **alumnus of HTAC** is no longer a matriculated undergraduate student at the University of Delaware but was once a general member as defined by *Section A* above.
- E. **Board**
  - i. The Board consists of both the executive board (President, Vice President, Treasurer, Secretary) and the coordinator board (Technical Coordinator, Publicity Coordinator, Social Coordinator, and Fundraising Coordinator)
  - ii. To be elected for a Board position, one must be a voting member and a matriculated student at the University of Delaware.
  - iii. To be elected for the position of President, the candidate must hold a position on the Board at the time of the election.
  - iv. In the circumstance that there are no nominations for a certain position on the board, a general member interested in running for said position may petition to the Executive Board for the eligibility to run.



- v. These conditions (in *Section E*) may be waived by the Board in extenuating circumstances.

#### **F. Chair Council**

- i. The Chair Council consists of Alumni/Historian Chair, Webmaster Chair, Costume Chair, Props Chair, and Philanthropy Chair
- ii. To be elected for a Chair position, one must be a voting member and a matriculated student at the University of Delaware.
- iii. In the circumstance that there are no nominations for a certain position on the Chair Council, a general member interested in running for said position may petition to the Executive Board for the eligibility to run.
- iv. These conditions (in *Section F*) may be waived by the Board in extenuating circumstances.

### ***Article III: Voting***

- A. The Board has the right to decide what type of vote classification will be used for all issues and events that call for voting but are not listed.
- B. The voting procedure will follow one of the following two options. The method will be determined by the Board on a case by case basis:
  - i. **Simple majority** determines the result, with a requirement that the winning option receives at least one-half of all votes cast (with the exception of the major vote).
  - ii. **Alternate vote** determines the result based off of ranked ballots where the lowest candidate is eliminated and votes are redistributed based off ranking
- C. Votes will be collected and counted by two impartial non-voting Executive Board members. They will make an irrefutable attempt to ensure that voting is impartial.
- D. **Primary Vote**
  - i. A vote that greatly alters the future of the company. This vote will be used for, but is not limited to, Board elections, proposals, and amendments to the Constitution and Bylaws.
  - ii. Secret ballot will be used and the results will be counted by two impartial Board members, as determined by the President.
  - iii. Only voting members are allowed to participate in a primary vote and at least 10 ballots must be cast.



- iv. When voting on amendments to the Constitution or Bylaws, the number of votes cast from the general membership must at least be equal to the number of votes cast from members of the Board.

**E. Major Vote**

- i. A primary vote deemed a critical level of importance to the company, so that a two-thirds majority is necessary. This vote will be used for, but is not limited to, Board and Chair Council impeachments.

**F. Secondary Vote**

- i. A vote that is part of the day-to-day operations and procedures of the company. This vote will be used for, but is not limited to, decisions on events that the company must vote on.
- ii. Any general member may participate.

- G. If a **tie** exists in a primary, major, or secondary vote when there are more than two options being voted on, the two tied options will be subject to a revote. If there are only two options being voted on, the vote-counter who is higher in the gavel order will cast the deciding vote.

**H. Board Votes**

- i. The Board votes on any and all company matters
  - a. The Coordinator Board votes solely on production and event matters
- ii. The President only votes in the case of a tie.
- iii. A Board member can motion for a secret ballot. The President will collect the votes if the secret ballot is via email. If the vote concerns the President, the next highest member of the gavel order who is not affected will collect the votes.
- iv. In the case that a vote concerns a member of the Board, then a forum, excluding that member, must be initiated by the highest ranking member of the gavel order in order to discuss and hold the vote.

## **Article IV: Voting Stipulations**

In order to obtain voting rights, one of the following eight options must be fulfilled in its entirety by a general member. If a member is involved in more than one committed role, they are responsible for fulfilling all requirements for each of their roles. If a member is involved in a production they must have a signed production contract on file with the Vice President to maintain their membership.

Committed roles include: board members, chair council members, cast members, production staff members, and pit members. Activities and events (for options A and C) include: kiosk



or publicity stunt participation, selling concessions or ushering at a show, attending tech days, and others at the discretion of the Board. Pit orchestra members, stage crew, and technical crew members will receive one activity/event credit for each performance in which they participate. Attendance, barring academic conflicts, is expected from the cast at daily rehearsals, tech rehearsals, and performances in order to receive voting rights.

**A. Option 1: Fulfill All Requirements of a Production Staff Member**

This includes attending all production staff meetings, (unless an extenuating circumstance arises) attending Move-in and Strike, attending at least one technical day, and one publicity event all at the discretion of the Production Manager, submitting a post-show report on time.

**B. Option 2: Fulfill All Requirements of a Cast Member**

This includes abiding by attendance expectations listed in section E, attending Move-in and Strike, attending at least one technical day, attending one publicity event all at the discretion of the Production Manager, (unless an extenuating circumstance arises) and submitting a post- show report on time.

**C. Option 3: Attend Meetings/ Participate in Activities**

Members not involved in a production as either a member of the cast, production staff, or pit member must attend 5 general meetings and participate in 3 activities OR participate in 8 activities.

**D. Option 4: Perform in a Pit Orchestra**

Play for all of a production's performances (unless in an extenuating circumstance) as a member of the pit orchestra and complete a post-show report.

**E. Option 5: Fulfill All Requirements as member of the Executive Board**

This includes attending all Executive Board, Board, General, and Constitution/Bylaws meetings and all move-ins and strikes unless an extenuating circumstance arises and fulfilling all duties outlined in their respective sections of the Bylaws and Constitution

**F. Option 6: Fulfill All Requirements as member of the Coordinator Board**



This includes attending all Board meetings, General meetings, Constitution/Bylaws meetings, and move-ins and strikes (unless stated otherwise) unless an extenuating circumstance arises and fulfilling all duties outlined in their respective sections of the Bylaws and Constitution

#### G. Option 7: Fulfill All Requirements as member of the Chair Council

This includes attending all meetings with his/her respective coordinator, General meetings, Constitution/Bylaws meetings, and move-ins and strikes (unless stated otherwise) unless an extenuating circumstance arises and fulfilling all duties outlined in their respective sections of the Bylaws and Constitution

#### H. Option 8: Petition the Executive Board

If extenuating circumstances preclude a member from meeting the requirements for the other options above, they may Petition the Executive Board by formal e-mail submitted by the date and time of the Executive Board meeting prior to the general meeting where the voting will take place. The result of the petition will be a yes or no vote.

### ***Article V: Elected Officials***

#### A. The **Executive Board**

- i. The Executive Board is the governing body of the company and its members are responsible for attending all Executive Board and Board meetings, general meetings, weekly office hours, and move-ins and strikes. The Board oversees all company productions.
- ii. The **President** will:
  - i. Be the liaison between the company and the University, other Registered Student Organizations (RSOs), and outside organizations
  - ii. Call, open, run, and close all general meetings
  - iii. Maintain rule and order at general meetings
  - iv. Be the only non-voting member of the Board in general voting. If there is a tie between the coordinators, then the President will be the tie-breaking vote
  - v. Oversee the Executive Board to ensure that they are fulfilling their board requirements
- iii. The **Vice President** will:
  - i. Be the liaison between the Board and the general membership



- ii. Be the liaison between the Board and the production staff(s) of the current show(s)
  - iii. Open and run all Board meetings
  - iv. Assume the responsibilities of the President in his or her absence
  - v. Oversees the Coordinator Board to ensure that they are fulfilling their board requirements
  - vi. Report to the President
- iv. The **Treasurer** will:
- i. Maintain the company's checking account
  - ii. Check and monitor all funds available to the company
  - iii. Record all transactions into a permanent ledger
  - iv. Maintaining the company's checking and internal accounts.
  - v. Serve as budget manager for all productions
  - vi. Report to the President
- v. The **Secretary** will:
- i. Handle all official correspondence within the company
  - ii. Keep copies of all correspondence
  - iii. Record minutes at all Board and general meetings
  - iv. Record attendance at all Board and general meetings
  - v. Distribute and collect absentee ballots
  - vi. Maintain membership voting rights
  - vii. Report to the President
- B. The **Coordinator Board**
- i. The Coordinator Board oversees all company production matters and its members are responsible for attending all Board meetings, general meetings, weekly office hours, and move-ins and strikes (unless stated otherwise).
  - ii. The **Technical Coordinator** will:
    - i. Maintain all company storage spaces, tools, musical equipment, and theatrical equipment
    - ii. Supervise the current technical positions of each production staff
    - iii. Report to the Vice President
    - iv. Oversee respective chair position(s) to ensure that they are fulfilling their chair requirements
  - iii. The **Publicity Coordinator** will:
    - i. Publicize the company in general
    - ii. Supervise the current Publicists of each production staff
    - iii. Oversee a publicity stunt for each show
    - iv. Report to the Vice President



- v. Oversee respective chair position(s) to ensure that they are fulfilling their chair requirements
- iv. The **Social Coordinator** will:
  - i. Initiate and plan all company social events
  - ii. Organize social events with other RSOs if such an event is desired
  - iii. Report to the Vice President
  - iv. Oversee respective chair position(s) to ensure that they are fulfilling their chair requirements
- v. The **Fundraising Coordinator** will:
  - i. Update the Board periodically with any news or events
  - ii. Purchase all items to be sold at productions
  - iii. Plan periodic fundraisers for the company
  - iv. Report to the Vice President
  - v. Oversee respective chair position(s) to ensure that they are fulfilling their chair requirements

### C. The **Chair Council**

- i. The Chair Council consists of chair positions, each which has a designated coordinator position to report to, and its members are responsible for attending all general meetings, office hours, and move-ins and strikes (unless stated otherwise) and will keep the board updated periodically.
- ii. The **Alumni/Historian Chair** will:
  - i. Be the liaison between the company and its alumni
  - ii. Maintain an up-to-date alumni list
  - iii. Send out a letter to the alumni each semester
  - iv. Maintain the company scrapbooks and memorabilia
  - v. Report to the Fundraising Coordinator
- iii. The **Webmaster Chair** will:
  - i. Update the website and all digital platforms in a timely manner with relevant information about the company and its productions
  - ii. Report to the Publicity Coordinator
- iv. The **Philanthropy Chair** will:
  - i. Organize and run all outreach activities and all activities that raise money for charity
  - ii. Report to the Social Coordinator
- v. The **Costume Chair** will:
  - i. Inventory and maintain the company's costumes which includes clothes, hats, shoes, and hair and makeup supplies
  - ii. Report to the Technical Coordinator



- vi. The **Props Chair** will:
  - i. Inventory and maintain the company's properties which includes properties and furniture
  - ii. Reports to the Technical Coordinator
- D. The **Faculty Advisor** will:
  - i. Be nominated by the Board and voted on by the membership via primary vote
  - ii. Act in accordance with the Faculty Advisor Handbook
  - iii. Attend the semi-formal and the formal
    - i. In the event that the faculty advisor is not able to attend, the company will find another chaperone for the event
- E. **Board and Chair Resignation**
  - i. In the case that a Board or Chair Council member resigns, the President will fulfill the responsibilities of that position until an election for said position is held.
  - ii. In the case that the President resigns, the Vice President will fulfill the responsibilities of the President until a new member is elected.
  - iii. Nominations for the position will take place during the general meeting immediately after the resignation.
  - iv. One week after nominations, an election will be held and all duties will be given to the newly elected Board or Chair Council member.
  - v. All resignations are final.

## **Article VI: Alcohol/Drug Policy**

All members are expected to abide by the University's code of conduct involving drugs and alcohol.

## **Article VII: Disciplinary Code**

Disciplinary action shall be taken when any individual or any group of individuals commits a violation. Refer to *Article IX* in the company Bylaws.

## **Article VIII: Amendments, Bylaws, and Production Staff Manual**

Amendments can be made to and from the Constitution, Bylaws, and Production Staff manual via primary vote.



In addition to our Constitution, please read our Bylaws and Production Staff Manual for supplemental guidelines.

### ***Article IX: Non-Discrimination Clause***

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, or sexual orientation.

### ***Article X: Disbursal of Organizational Assets***

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

