

# 2020-2021 CONSTITUTION

Students on Stage of North Bay

## **Abstract**

This document contains the rules and regulations that govern all members of the Students on Stage of North Bay organization and ensures its continuation from year to year.

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# Students on Stage of North Bay Constitution 2020-2021

## Mission Statement:

Our goal is to provide North Bay's students and community a progressive outlet for the dramatic arts through theatrical productions in a social setting. Students on Stage will produce a minimum of two plays per year<sup>1</sup> and a charity showcase if the ability arises. This will only be waived in extenuating circumstances. There is no maximum number of plays which the Executive may choose to produce at their discretion.

## Rationale:

We wish to encourage an open atmosphere of dramatic activity that focuses on realizing the ambitions of all students and community members. This organization will be for both experienced drama students and/or those wishing to explore the world of organized theatre.

The role of the executive team as outlined in this document is to serve as a producer for the shows being produced, an advocate for the membership should concerns or problems arise, and to ensure the smooth and continuous running of the organization as a whole.

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<sup>1</sup> A "year" refers to the length of time between executive elections. These elections are set a year apart and originally revolved around the academic year of post-secondary institutions. Now that the club has become an organization, this may change, but elections should still be held about a year apart. Bi-elections can happen at any time.

# Rules Regarding Membership:

## Qualification for Membership:

- ❖ The qualification for membership is to be a lover of theatre. The organization is open to anyone.
- ❖ In order to be a member of executive you must have one year of experience with Students on Stage or equivalent.
- ❖ To be an Alumni Advisor you must have one-year experience in the organization as either an executive team member, director or equivalent and cannot be a director for the year they are offered the position.
- ❖ All members agree to abide by all organization policies as outlined in the following document, including but not limited to, harassment, discrimination, and conflict.
- ❖ All voting members agree to pay a membership fee of \$20.00 CAD in accordance with the yearly financial standing of the organization. This fee helps cover the cost of food, costumes, props, rights to the shows (when applicable), insurance and as well as any other organization expenses. Executive members and directors are exempt from the membership fee as their contributions (and time) to the organization are considered payment. Only one fee is required per individual, no matter how many shows they participate in.
- ❖ Any persons who are not members but contribute to the organization (one-time contributors, set painters, coaches, choreographers, set builder, etc) are not expected to pay the membership fee unless they wish to become voting members of the organization, at which time the membership fee would be due. However, they are invited to all celebrations, as thanks for their contributions to the organization.

## Contracts in Regards to Membership:

At the beginning of every year, all organization members are expected to sign a membership agreement notifying them of their rights, duties, and responsibilities as a voting member of Students on Stage of North Bay.

Directors are also expected to sign a contract specific to their role as a director and their responsibilities, duties, and obligations to organization members.

The Executive Members are expected to sign the constitution as a declaration to uphold and abide by the governing rules and bylaws of the organization, act with discretion in regards to executive matters, and fulfil the responsibilities and duties of their role.

All members of the organization acknowledge that a breach of these rules and regulations may result in their immediate removal from the organization without any refund of dues or compensation.

## Duties in Membership: President

- ❖ Voting member of the Executive
- ❖ Scheduling and facilitating meetings
- ❖ Supervise all external communication
- ❖ President delegates duties if there is an absent executive position
- ❖ Mass E-mail administration
- ❖ Assign rehearsal attendance schedule for Executive members (if necessary)
- ❖ Ensuring rehearsals move forward in conjunction with Director(s)
- ❖ Collection of yearly membership fees in conjunction with the Treasurer
- ❖ Co-ordinates call-backs/auditions with Director(s)
- ❖ Co-ordinates insurance for productions with Director(s) and Treasurer
- ❖ Serves as an Administrator on any and all Facebook groups and group chats used for organizing shows

## Vice-President Communications and Promotions:

- ❖ Voting member of the Executive
- ❖ Vice chair of any necessary sub-committees
- ❖ Organizes all internal and external communications
- ❖ Advertising for public events and productions
- ❖ Assist president with duties
- ❖ Ensure healthy working relationships internally and externally
- ❖ Presidential duties in president's absence
- ❖ Co-ordinates call-backs/auditions with Director(s) and President
- ❖ Either designs or works in conjunction with a designer on all Programs and Posters for all shows in conjunction with Director(s)
- ❖ Co-ordinate and oversee fundraising endeavours in conjunction with President

## Vice-President Technical:

- ❖ Voting member of the Executive
- ❖ Props and set building/organization in conjunction with Director(s)
- ❖ Backstage organization in conjunction with all directors and stage managers
- ❖ Purchasing authority for building materials in conjunction with President
- ❖ Responsible for lights/sound and getting them from outside sources as needed
- ❖ Educate organization members on the technical aspects of a production
- ❖ Contact and Support for members of technical crew
- ❖ Attend Executive meetings and hold regular meetings for technical crew
- ❖ Overseeing all stage managers

## Treasurer:

- ❖ Voting member of the Executive
- ❖ Co-ordinate and oversee fundraising endeavours in conjunction with Vice-President Communications
- ❖ Budgeting in conjunction with Vice-President Communications
- ❖ Receipts collection
- ❖ Refreshment sales during productions (if applicable)
- ❖ Collection of the yearly membership fees in conjunction with the President.
- ❖ Spending reimbursement authority in conjunction with President
- ❖ Co-ordinates insurance for productions with Director(s) and President

## Secretary:

- ❖ Voting member of the Executive
- ❖ Room and venue bookings
- ❖ Organizing internal documents in conjunction with President
- ❖ Copy and distribute scripts in conjunction with the Directors
- ❖ Take notes at each meeting and distribute minutes to Executive members

## Alumni Advisor (Honorary Executive)

- ❖ Non-voting member of the Executive
- ❖ Attend monthly meetings
- ❖ Work as an intermediary between exec and alumni
- ❖ Act as a guide to executives through offering advice, ideas, and alternative perspectives on matters concerning the organization

## Shared (Voting members only):

- ❖ Selection of directors and plays
- ❖ Front of House duties
- ❖ Recruitment
- ❖ Attend and run fundraising, events, auditions and end of year party
- ❖ Elections for next academic year
- ❖ Ensuring areas used by Students on Stage be maintained
- ❖ Attend at least one of the assigned weekly rehearsals
- ❖ Operation and administration of social media in relation to the organization
- ❖ Operate with the objective of progressive expansion of the organization

If any of the executive positions are vacant then the duties of that executive member will be divided amongst the rest of the executive team at their discretion or the executive member will be replaced through a bi-election.

## Directors and Crew

All Directors, Stage Managers, Assistant Directors, and Assistant Stage Managers are to be selected by a majority vote of the Executive. Directors and Stage Managers must have minimum one-year experience with Students on Stage or equivalent experience elsewhere. The roles of Assistant Stage Manager and Assistant Director are to be treated as training positions reserved for members with an interest in becoming full Directors and Stage Managers.

### Full-Length Play Director:

- ❖ Non-voting member of Executive
- ❖ Casting for full-length Production in conjunction with other directors and Exec
- ❖ Co-ordinates call-backs/auditions with Vice-President Communications
- ❖ Submit a proposed cast list to Executive before offering actors roles so that Exec may ensure cast meets constitutional requirements
- ❖ Schedule rehearsals in conjunction with Vice-President Communications
- ❖ Collects cast and crews' applicable schedules (class, medical, work, volunteer, etc.) in conjunction with Vice-President Communications
- ❖ Facilitates rehearsals
- ❖ Prepares scripts for cast in conjunction with Secretary
- ❖ Prepares technical scripts in conjunction with Vice-President Technical
- ❖ Co-ordinates costumes, props, and set in conjunction with President and Vice-President Technical
- ❖ Communicates progress to executive in scheduled production meetings
- ❖ Organizes advertisements and programs in conjunction with the Vice-President Communications.
- ❖ Attend monthly meetings with Executive
- ❖ Secures the rights in conjunction with the President
- ❖ Co-ordinates insurance for productions with President and Treasurer

### Showcase Director (if applicable)

- ❖ Non-voting member of Executive
- ❖ Promotion in conjunction with Vice-President Communications
- ❖ Collect schedules in conjunction with Vice-President Communications
- ❖ Communicates progress to executive in scheduled production meetings
- ❖ Attend meetings with Executive
- ❖ Facilitates rehearsals
- ❖ Coordinates costumes, props, and set in conjunction with President and Vice-President Communications

## Stage Manager:

- ❖ Helps schedule rehearsals
- ❖ Collects cast/crew applicable schedules (class, medical, work, volunteer, etc.)
- ❖ Helps facilitates rehearsals
- ❖ Prepares scripts for cast in conjunction with Secretary
- ❖ Prepares technical scripts in conjunction with Vice-President Technical
- ❖ Co-ordinates costumes, props, and set in conjunction with President and Vice-President Technical
- ❖ Coordinates communication through show Facebook group
- ❖ Organizes advertisements and programs in conjunction with the Vice-President Communications.
- ❖ Organizing production display inside/outside the venue (if the space allows).
- ❖ Secures the rights in conjunction with the President
- ❖ Co-ordinates insurance for productions with President and Treasurer

## Performance Members:

- ❖ Fulfil their role as given by the director
- ❖ Act in all assigned showings of their production
- ❖ Attend all rehearsals/practice on time as required by the director
- ❖ Notify director of any absence or lateness prior to required rehearsals
- ❖ Memorize lines and blocking/work towards developing skills
- ❖ If unable to perform duties must notify director as soon as possible

## Stage Crew:

- ❖ Backstage duties as assigned
- ❖ Follow all safety rules and regulations
- ❖ Must attend required rehearsals and training sessions

## Fight Directors and Intimacy Coordinators:

- ❖ Fight Directors must be engaged for any show which involves stage combat
- ❖ Intimacy Coordinators must be engaged for any show which involves kissing scenes or intimate content
- ❖ Fight Directors are required to either be certified by the Fight Directors Canada or have been trained by a certified instructor, no exceptions.
- ❖ Fight Directors and Intimacy Coordinators may be proposed by Directors; however, the selection must be approved by the Executive.
- ❖ The engagement of Fight Directors and Intimacy Coordinators is to ensure that the safety and comfortability of members is respected and valued in all aspects of production.



## Reports:

Each executive member (voting and non-voting) should deliver an email report of any concerning issues to President and address any major concerns at monthly meetings.

A club member may also choose to file a report with the Executive if they so choose. Any club member or Executive member has the right to remain anonymous if they so choose. The privacy of the individual must be respected and will not affect the seriousness with which their allegations are received.

## Finances:

Cash is not to be handled by anyone other than an executive member, and should be primarily handled by the Treasurer and/or President. In the event that an executive member is unable to perform this duty they may appoint another club member in good standing as a proxy for a predetermined short period of time.

## Meetings:

Meetings of voting members of the Executive will be held at least once every month at the convenience of executives. Non-voting members are encouraged to attend. Minutes will be taken at every meeting. Any club member may request to attend a meeting; however, general members may be asked to step out if sensitive issues are being discussed or voted on. Any club member can request minutes of a meeting and it must be provided to them by the Executive within five to ten business days.

Production meetings for each show will take place at least once a month.

## Neglect of Duties:

In the event that an executive member or director is not performing their duties or maintaining the governing guidelines set out in this constitution, executive members should:

- I. Hold a meeting with the member to express concerns through constructive criticism. Executive council should all work together towards a solution.
- II. If problem persists, executive council will hold a non-confidence vote.

In the event that an actor or crew member is not performing his or her duties, the executive members should:

- I. Hold a meeting with the member to express concerns through constructive criticism. Executive council should all work together towards a solution.
- II. If problem persists, executive council will hold a non-confidence vote.

\*In the event that the cast of a play as a whole does not feel that a director is behaving in an appropriate manner, the cast may hold a non-confidence vote after notifying the Executive. If the cast votes the director out of their position, then the Executive will select a new candidate to replace them as director.

# Rules Regarding Elections:

## Executive Qualifications:

To be eligible for an elected position within the organization in regards to the year-end election, a member must have one year of experience within Students on Stage or an equivalent.

To be eligible for an elected position within the organization in regards to any bi-elections, a member must have either one year of experience within Students on Stage or an equivalent.

This does not include honorary executive positions (Please refer to “Honorary Executives”)

## Elections for executives will be run as follows:

- I. Due notice be given to all active members of positions available, and date of election.
- II. The order of which positions will be filled are as follows:
  - i. President
  - ii. Vice-President Communications
  - iii. Vice-President Technical
  - iv. Treasurer
  - v. Secretary
- III. Speeches will be given by all candidates, with reasonable time for questions after.
- IV. Votes are then recorded by a closed ballot
- V. The votes will be counted by no fewer than two members of the outgoing Executive, who are not candidates for said position.
- VI. The position is filled by a simple majority, in the case of a tie, steps III – V will be followed once, if still tied a bi-election in September takes place.

If an election cannot be held in person, the rules will be followed as closely as possible in an online format.

If a position is vacant throughout the academic year previous candidates for position will be given the chance to run for the position again via a bi-election. If only one candidate is available they will be appointed to the position. If no previous candidates exist the current executive may find and appoint a replacement to the position by majority vote.

## Honorary Executives:

### Alumni Advisor:

The Alumni Advisor will be recommended by the outgoing executive team and chosen through majority vote of the incoming executive team. Voting on this position can be treated like any other motion at an executive meeting.

The incoming executive team maintain the right to turn down any and all recommendations regarding the Alumni Advisor position if the role is deemed unnecessary or no one is suitable to fill the role.

To fill the role, candidates must have been in the organization at least one year and have one year of experience as either director, organization executive, or equivalent. They must also not already be an executive for the year, nor can they be a director for the incoming year.

If the role is originally left unfilled, but the executive team notices a need for the alumni advisor, they can attempt to bring in someone who fits the above stipulations for a candidate. The role can also be set for specific periods of time at the discretion of the Executive.

A no-confidence vote can be used to remove the alumni advisor if they are deemed unhelpful, detrimental, or are found breaking any of the rules laid out in the constitution (be sure to follow the guidelines under “Neglect of Duties”).

Any Alumni Advisor that is left in good standing is invited to any and all applicable celebrations without paying the membership fee. They will be unable to vote on incoming exec.

### Directors:

The Director will be chosen by a simple majority of the incoming and outgoing executive based on the presentation given to both executive councils after elections.

Directors must have a complete copy of the script if they wish to pitch an original show. If they wish to pitch a published script a synopsis will suffice.

Anyone is eligible to become a director; however, it is entirely at the discretion of the incoming and outgoing executive team to make this decision. No director must be approved and no reason has to be given for the executives' decision.

If no suitable director is found for a position, the executive may offer the position to a person of their choosing.

## Miscellaneous:

### Purchasing and Property:

All Students on Stage organization spending must be approved by a minimum of two executive members prior to purchases being made. If this does not happen, re-imbusement may be denied. An inventory list must be kept updated throughout the academic year by Vice-President Communications.

### Mediation of Conflicts:

In the event of conflict, any attending executive(s), including directors, should mediate until a resolution occurs. If resolution is not possible, the attending executive should inform the Vice-President Communications who will attempt to mediate a resolution. If the Vice-President Communications is not able to mediate a solution, the President will attempt to mediate a solution. In the unfortunate situation that no solution can be reached by the President, the entire executive council will step in to mediate.

At all levels of mediation involving any executive member, the conflict and result of mediation must be documented and submitted to the rest of the executive council for communication purposes. All resolved conflict decisions are final unless they violate the Students on Stage Constitution or legal precedent.

If a conflict involving legal matters or any form of abuse is brought to the attention of any executive member, they must immediately inform the President.

### Concerning Celebrations:

The organization will fund a reasonable end of year party for active members who were involved in any aspect of the organization.

### Concerning Inclusivity and Safety:

There will be a zero-tolerance policy regarding harassment, sexual violence, racism, homophobia, or any discrimination regardless of grounds. If this situation occurs, the director and the executive team will bring the offending behaviour to the member's attention. If the behaviour continues the organization member will be removed from the organization. There will be no refund of dues.

Performers limitations and comfortability must be respected in all cases, including but not limited to, physical limitations, gender identity, pronouns, and medical considerations in order to ensure a safe and respectful environment for all members.

## Concerning Casting:

Students on Stage does not permit discrimination of any kind when casting, for example in regards to race, gender, weight, sexuality, appearance etc. The only quality the director should take into consideration is acting ability.

Anyone is allowed to audition for any role. The only restrictions are those outlined below.

Preference should be given to someone who auditions as opposed to someone who does not.

Any actor who is going to be out of town for any extended period of time, should be considered last and should only be cast in a small role in order to ensure a smooth rehearsal process. Exceptions may be made if the individual has access to transportation and is willing to commute for rehearsals.

No President of the Executive may act in a leading role unless there is no suitable person six weeks prior to production dates. Other voting members of the executive team are permitted to act, but must be considered last during the casting process and are discouraged from playing leading roles except as a last resort. This does not affect non-voting members of the Executive.

No Director may cast themselves in their own show unless there is no suitable person six weeks prior to production dates. No stage manager, assistant director or assistant stage manager may be cast in their own show unless there is no suitable person six weeks prior to production dates. However, directors, stage managers, assistant directors and assistant stage managers may audition for another show in the season.

These outlines are to ensure the organization is governed effectively.

## Concerning the Constitution:

The constitution will be permanently amended at the end of each academic year with any changes being agreed to by a simple majority between both the incoming and outgoing Executives. Amendments made during the year are temporary until a permanent vote takes place with incoming and outgoing executives at the end of the academic year.

Any active Students on Stage organization member can put forth a written motion for an amendment change to the Vice-President Communications. However, these motions must be passed by a unanimous vote of the voting executive members.

Any active Students on Stage organization member can obtain a copy of the current Constitution by contacting the President through the organization email.

# Signatures

Below are the signatures of all 2020-2021 exec. By signing this document, they agree to uphold the constitution and do their best to ensure Students on Stage of North Bay continues on past their time in office. They sign with full knowledge of the role they have been elected for and what it entails.

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*Charlotte Lyons,*  
President 2020-2021

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*Julianne Spence,*  
Vice President Communications and Promotions

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*August Jalakas,*  
Vice President Technical 2020-2021

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*Lucas Armstrong,*  
Treasurer 2020-2021