

# **FLORIDA PLAYERS CONSTITUTION**

## **ARTICLE I – NAME**

The name of this organization shall be Florida Players.

## **ARTICLE II – PURPOSE STATEMENT**

This organization is constructed by the students for the students and is of a not-for-profit nature.

The purpose of this organization shall be to produce plays, to study theatre and its allied arts, to foster an interest in, and an appreciation of, theatre and the performing arts at the University of Florida, and to facilitate the acclimation of students into the professional theatre environment.

Florida Players shall serve as an umbrella organization under which shall exist Floridance. Florida Players shall also produce a Showcase Season.

## **ARTICLE III - COMPLIANCE STATEMENT**

Upon approval by the Center for Student Activities and Involvement, Florida Players shall be a registered student organization at the University of Florida. Florida Players shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Hazing, Commercial Activity, and Student Leader Eligibility.

## **ARTICLE IV- NON-DISCRIMINATION**

In compliance with the University of Florida Non-Discrimination Policy (Regulation 6C1-1.006), Florida Players will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

## **ARTICLE V – MEMBERSHIP**

Membership in this organization is open to enrolled students at the University of Florida. Non-students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

### **Section 1 – Voting Membership**

Voting membership for Florida Players, which is approved by the organization's Secretary, is open to all registered students at the University of Florida who fulfill the following Florida Players requirements:

- 1) Members must complete an official application form.
- 2) In their first semester, members must achieve seven (7) Florida Players points, which are defined later in this Constitution. They must then achieve four (4) points in each subsequent semester to remain active voting Florida Players members.
- 3) The President and Vice President of the umbrella organization named in Article II of this Constitution will fulfill the requirements stated in their own Constitution and any other requirements listed in Article V.

#### Section 2 – Non-Voting Membership

- A. The Non-Voting Membership shall consist of those who:
  - 1) Have received at least one (1) Florida Players point.
  - 2) Are ineligible for Voting Membership.
- B. Voting Members who become Non-Voting may not apply for Voting Membership within the semester that they become Non-Voting.
- C. The Secretary shall determine the validity of all excuses. For an excuse to be considered, it should be submitted to the Secretary no later than twenty-four (24) hours prior to the meeting.
- D. In order to be reinstated as a Voting Member, a Non-Voting Member must meet all qualifications as stated in Section 1 of this article.

### **ARTICLE VI – OFFICERS**

The Officers of Florida Players are the members of the Executive Committee. Term of office for each position may last no longer than one (1) year, with possibility of re-election. These officers shall be installed at the annual Florida Players Banquet, at which time their terms of office shall immediately commence.

#### Section 1 – President/Artistic Director

The responsibilities of the President shall be the following:

- A. To preside over all Florida Players meetings and conduct or delegate all Florida Players business.
- B. To serve as an ex-officio member of all Florida Players committees.
- C. To serve as chair of the Executive Committee.
- D. To call special meetings of the Florida Players and of the Executive Committee when he or she deems such action necessary.
- E. To conduct meetings in accordance with Robert's Rules of Order if she or he deems necessary.
- F. To have co-sign-off authority with the Treasurer of Florida Players on all Student Acquisition Requests (SAR).
- G. To coordinate all master classes sponsored by the organization.

## Section 2 – Vice President

The responsibilities of the Vice President shall be the following:

- A. To assume the duties of any officer in the event of their absence or inability to serve until a special election is held.
- B. To serve as chair of the Student Advisory Board.
- C. To serve as parliamentarian at all general meetings.
- D. To serve as chair of the Community Outreach Committee.
- E. To turn in all office log hours at the end of every month.

## Section 3 – Secretary

The responsibilities of the Secretary shall be the following:

- A. To keep minutes of all Florida Players meetings.
- B. To coordinate minutes from all committee meetings, and to report the same to the Executive Committee.
- C. To keep a record of attendance of the Voting Membership and to notify the Executive Committee of any excessive absences.
- D. To receive and organize applications for membership in Florida Players.
- E. To keep the minutes of all Executive Committee meetings and to report the same to the Voting membership at each subsequent Florida Players meeting.
- F. To notify all current members of the time and place of all meetings.
- G. To keep track of all members' Florida Players points and member status.
- H. To keep an ordered, independent and complete record of each production.
- I. To maintain all other orderly records and historical materials pertaining to the organization.

## Section 4 – Treasurer

The responsibilities of the Treasurer shall be the following:

- A. To keep accurate records of all Florida Players revenues and expenditures.
- B. To serve as chair of the Finance Committee.
- C. To keep an accurate current balance of all Florida Players finances and to keep said balance available for review at all meetings.
- D. To maintain a close working relationship with the Student Government Treasurer, the SG Finance Office, the Accountant and the Senate.
- E. To have co-sign-off authority with the President of Florida Players on all Student Acquisition Requests (SAR).
- F. To prepare the budget request proposal for Student Government Finance.

## Section 5 – Production Manager (PM)

The responsibilities of the Production Manager shall be the following:

- A. To serve as chair of the Showcase Committee.

- B. To act as the liaison between Florida Players and the Departmental representative in charge of the space scheduling book and for upkeep of the performance spaces.
- C. To act as the liaison between any Technical representative of the Department and Florida Players.
- D. To act as a liaison between the chosen directors and producers and the Finance Committee.
- E. To coordinate and successfully produce the Showcase.

#### Section 6 – Assistant Production Manager (APM)

The responsibilities of the Assistant Production Manager shall be the following:

- A. To assist the Production Manager in any way necessary.
- B. To assist in keeping track of Florida Players inventory and storage unit status.

#### Section 7 – Director of Publicity

The responsibilities of the Director of Publicity shall be the following:

- A. To serve as chair of the Publicity Committee
- B. To develop or delegate the development of all Florida Players playbills, which shall follow a uniform template.
- C. To send out all press releases, public service announcements, etc. regarding all Florida Players productions, events, and fundraisers.
- D. To keep track of all media published about Florida Players.
- E. To assist producers in developing a production poster in a timely fashion prior to the show.
- F. To assure that all Florida Players meetings are adequately publicized at least three (3) days in advance.

#### Section 8 – Assistant Publicist (AP)

The responsibilities of the Assistant Publicist shall be the following:

- A. To assist the Director of Publicity in any way necessary.
- B. To maintain and update the Press Contact List.

#### Section 9 – Director of Development

The responsibilities of the Director of Development shall be the following:

- A. To serve as chair of the Institutional Development Committee.
- B. To set a fundraising goal in the beginning of the year.
- C. To organize and oversee all organizational fundraisers.
- D. To coordinate with the Director of Publicity regarding the publicity for said fundraisers.
- E. To keep the Florida Players sponsorship letter updated.
- F. To organize and oversee all special events for the organization.

#### Section 10 – Webmaster

The responsibilities of the Webmaster shall be the following:

- A. To assure that the Florida Players website is constantly maintained and updated.

## Section 11 – General Requirements of Executive Committee Officers

### A. Office Hours

- 1) All officers are required to record no less than 2 (two) office hours per week or 8 (eight) office hours per month to ensure we retain said office. This requirement will remain so long as Florida Players retains an office in the Reitz Union, or another location which requires members to put in hours to retain the office. This requirement may not be waived.

### B. Attendance

- 1) All officers are required to attend each Florida Players event. If an officer is unable to attend for any reason, he must inform the Artistic Director no less than 48 (forty-eight) hours before the event is to take place.
- 2) All officers are required to attend Florida Players executive and general meetings. If an officer is unable to attend for any reason, he must inform the Artistic Director no less than 48 (forty-eight) hours before the meeting is to take place.

## **ARTICLE VII – ELECTIONS**

### Section 1 – Election of the Executive Committee

- A. Nominations of officers, except for the Faculty Advisor, shall be made and closed at the third-to-last regular meeting of the Spring semester.
- B. Nominees for each executive board position will be given the opportunity to speak before the elections are held.
- C. The election of officers shall be held at the second-to-last meeting of the Spring semester using secret ballots. A simple majority of the Total Voting Membership is needed for election.
- D. In the case of a vacancy in office, a meeting will be called to elect a replacement, with election necessitating a simple majority of the Total Voting Membership.

### Section 2 – Other Standing Committees

#### A. Student Advisory Committee Elections:

- 1) Each umbrella organization under Florida Players shall elect its own representative to fill a seat on the Student Advisory Committee.
  - 2) This election shall be held in accordance with Article XI, Section 3, Paragraphs B, C, D, and F of this Constitution, and shall take place no later than one week after the first Florida Players meeting of the year.
- B. Nominations and elections for all members of all standing committees other than the Executive Committee shall be held at the first meeting of the Fall semester.

### Section 3 – Election Policies

- A. The current President shall preside over all elections.
- B. Secret ballots shall be used at all elections.
- C. Absentee balloting is not permitted for unexcused absences in any election.
- D. Special elections may be called by the President as necessary.
- E. Election results shall be posted no later than forty-eight (48) hours after the election.
- F. The Secretary and Vice President will count all ballots. The Faculty Advisor shall be present at this counting.

### Section 4 – Eligibility

- A. Executive Committee Requirements:
  - 1) All potential committee members must have held voting membership in Florida Players for two (2) semesters before the date of election. This may include the semester in which the election is held. (NOTE: The Faculty Advisor is exempt from this requirement.)
  - 2) All potential committee members must meet all requirements of Student Organization Officers put forward by the Office of Student Activities.
  - 3) All potential committee members must have the awareness of and willingness to accept the responsibilities of the office as outlined in Article VI of this Constitution.
  - 4) It is highly recommended that those who run for office sit on a standing committee for at least one (1) semester.
- B. Other Standing Committee Requirements:
  - 1) All potential committee members must have held voting membership in Florida Players.
  - 2) All potential committee members must have the awareness of and willingness to accept the responsibilities of the office as outlined in Article XII of this Constitution.

### Section 5 – Impeachment of Officers

- A. A motion to impeach an officer may be made by any Voting member at any meeting. After discussion, a special meeting for the purpose of voting shall be scheduled to take place between seven (7) and ten (10) days after the motion is made. At this meeting, a two-thirds (2/3) vote of the Total Voting Membership shall be necessary to remove that officer.
- B. Her or his office shall be filled by a special election immediately after conviction. This special election shall be presided over by the current President, or if the President has been removed, the meeting shall be presided over by the current Vice President.

### Section 6 – Removal of Committee Members

- A. Committee members who are not fulfilling their duties as outlined in Article XII of this Constitution shall be removed from their seat by a majority vote of the Executive Committee.
- B. The Executive Committee shall immediately appoint a Florida Players member to fill the vacancy.
- C. This appointment shall be approved by the Voting Membership at the next regularly scheduled general meeting.

## **ARTICLE VIII - FACULTY ADVISOR**

### Section 1- Responsibility

The responsibilities of the Faculty Advisor shall be the following:

- A. To be present at all scheduled Florida Players meetings and Executive Committee meetings.
- B. To serve as an ex-officio member on all Florida Players standing committees.
- C. To serve as a liaison between Florida Players and the School of Theatre and Dance.

### Section 2 – Election of the Faculty Advisor

- A. The Faculty Advisor shall be nominated by the Executive Committee and elected in the Fall semester, along with the other standing committees. As with other Executive Committee nominees, the nominees for Faculty Advisor will be given the opportunity to speak before the final elections are held.
- B. The faculty advisor must be a faculty or staff member employed at UF.
- C. Term of office for the Faculty Advisor may last no longer than one (1) year, with possibility of re-election.

## **ARTICLE IX - FINANCE**

### Section 1 – Source of Funding

The Florida Players Treasurer shall prepare and submit a budget request each year in order to request funding from Student Government. Other finances are derived from general fundraising and any other donations made by individuals, corporations, or departments. There are no dues charged to any members of the organization.

### Section 2 – Management

- A. The finances of Florida Players are to be managed by the Finance Committee and Treasurer of Florida Players according to the Finance Manual of Florida Players. The Finance Manual shall be approved and amended by a majority vote of the Finance Committee with the further approval of the majority of the Executive Committee.
- B. The management of Florida Players finances comes under the direction of the Treasurer of Student Government of the University of Florida.

### Section 3 – Budgets

Budgets are to be submitted to the Student Government of the University of Florida at such times and in such a manner as may be prescribed by the by-laws of that body. The budgets are to be prepared by the Florida Players Treasurer and the Finance Committee.

## **ARTICLE X - DISSOLUTION OF ORGANIZATION**

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, and all other assets after liquidated, shall be donated to Broadway Cares.

## **ARTICLE XI – QUORUM AND MEETINGS**

### Section 1 – Quorum

A quorum shall consist of a simple majority (one-half plus one) of the Voting Membership of this organization as recorded by the Secretary. A majority vote (one-half plus one) of the quorum of the Voting Members present shall be necessary to decide all matters considered at any meeting unless otherwise stated in this Constitution.

### Section 2 – Meeting Times

- A. Florida Players shall call a general meeting of the Full Membership at 5:00 p.m. on the first Wednesday of each month of the Fall and Spring semesters in a place determined by the Executive Committee.
- B. Special meetings are called by the President as he or she deems necessary.

### Section 3 – Meeting Policies

Florida Players shall maintain the following policies for all general and committee meetings:

- A. All meetings shall be open.
- B. All Committees must take minutes of their meetings. The chair of each committee shall provide them to the organization's Secretary in due time, and give a report at each Florida Players general meeting.
- C. All meeting times, locations, and agendas must be posted at least forty-eight (48) hours in advance, except in the case of special meetings called by the chair of that committee or the President of Florida Players.

## **ARTICLE XII – STANDING COMMITTEES**

Florida Players shall have the following standing committees: the Executive Committee, the Finance Committee, the Showcase Committee, the Institutional Development Committee, the Student Advisory Committee, the Publicity Committee, and the Community Outreach Committee.

### Section 1 – Executive Committee

This committee shall consist of the President/Artistic Director, who shall serve as the chair, the Vice President, the Secretary, the Treasurer, the Production Manager (PM), the Assistant Production Manager (APM), the Director of Publicity, the Assistant Publicist

(AP), the Director of Development, and the Webmaster. The Faculty Advisor and a student representative elected by each of the umbrella organizations named in Article II of this Constitution shall serve as ex-officio members of this committee. The duties of the Executive Committee shall be the following:

- A. To enforce and interpret this Constitution according to the three-fold artistic mission of the organization.
- B. To expedite Florida Players policy.
- C. To act as a liaison committee to all outside and umbrella organizations.

### Section 2 – Finance Committee

This committee shall consist of the Treasurer, who shall serve as the chair, the PM, and three (3) students to be elected by the Florida Players Voting Membership. It is highly recommended that these three (3) shall be: a graduate student, a production student, and a performance student. A student representative elected by each of the umbrella organizations named in Article II of this Constitution may also be a part of this committee. The Faculty Advisor shall serve as an ex-officio member of this committee.

The duties of the Finance Committee shall be the following:

- A. To create the overall budget for Florida Players.
- B. To oversee all revenues and expenditures of Florida Players.
- C. To approve the budgets of all umbrella organizations under Florida Players.
- D. To allocate Student Government funds to produce quality and free entertainment for the University and its students.
- E. To appoint one member to attend all meetings of the Student Government Senate.
- F. To amend and approve the Finance Manual of Florida Players.

### Section 3 – Showcase Committee

This committee shall consist of the PM, who shall serve as the chair, the APM, and five (5) students to be elected by the Florida Players Voting Membership. It is highly recommended that these five (5) shall be: a graduate performance student, a graduate production student, an undergraduate performance student, an undergraduate production student, and a dance student. The Faculty Advisor shall serve as an ex-officio member of this committee. The main duty of the Showcase Committee shall be to select and oversee the Florida Players Showcase Season as outlined in Article XIII of this Constitution.

### Section 4 – Institutional Development Committee

This committee shall consist of the Director of Development, who shall serve as the chair, and students elected by the Florida Players Voting Membership. The duties of the Institutional Development Committee shall be the following:

- A. To plan and organize special events that both serve the three-fold artistic mission of the organization and provide a social outlet for the members of Florida Players.
- B. To plan and organize Florida Players annual events, including the:

- 1) End-of-the-Year Florida Players Banquet
- 2) Florida Players Holiday Party
- C. To encourage institutional development on the following levels:
  - 1) Financial – to innovate and maintain methods to gain financial support from alternative sources.
  - 2) Literary – to innovate and maintain methods to support Florida Players members with dramatic material.
  - 3) Outreach – to maintain an alumni registry

#### Section 5 – Student Advisory Committee

This committee shall consist of the Vice President, who shall serve as the chair, and three (3) students to be elected by the Florida Players Voting Membership. It is highly recommended that these three be: a graduate student, a production student, and a performance student. It is also recommended that a student representative elected by each of the umbrella organizations named in Article II of this Constitution is included as well. The duties of the Student Advisory Committee shall be the following:

- A. To review student grievances and to bring them to the attention of the Executive Committee.
- B. To keep an open line of communication among the Florida Players Membership, the Florida Players umbrella organizations, and the Executive Committee.

#### Section 6 – Publicity Committee

This committee shall consist of the Director of Publicity, who shall serve as the chair, the AP, and students elected by the Florida Players Voting Membership. Publicity includes, but is not limited to, the following: programs, brochures, posters, flyers, signs, press releases, and any other forms of advertising. The duties of the Publicity Committee shall be the following:

- A. To coordinate with the Treasurer the proper allocation of the Publicity Budget.
- B. To provide all Florida Players members with the information and assistance necessary to publicize all meetings, showcases, and umbrella organizations.
- C. To organize the design, acquisition, and distribution of show and seasonal T-shirts.

#### Section 7 – Community Outreach Committee

This committee shall consist of the Vice President, who shall serve as the chair, and students elected by the Florida Players Voting Membership. The duties of the Community Outreach Committee shall be the following:

- A. To provide service to the surrounding theatre community by sharing Florida Players resources of talent and education.
- B. To introduce theatre as an outlet and activity to the people of the community.
- C. To use theatre as a tool to spread important ideas and messages throughout the community.

### Section 8 – Appeals

In the event that any Voting Member of Florida Players should object to a decision of any committee, he or she may move to appeal that decision at any Florida Players meeting. A two-thirds (2/3) vote of the Total Voting Membership shall be necessary to effect such a reversal.

### Section 9 – Quorum of Committees

A quorum of any committee shall consist of one-half (1/2) of its Voting Membership.

## **ARTICLE XIII – SHOWCASES**

In order to provide students with a further laboratory experience for training and experimentation, Florida Players shall establish a laboratory theatre program.

### Section 1 – Selection and Funding

Florida Players shall fund productions in the Fall and Spring semesters to be student produced and predominantly student run. Faculty may be invited to supervise by the student proposing the showcase.

- A. The plays to be produced and their budgets shall be established by the Showcase Committee.
- B. Only Voting Members are eligible to propose showcases.
- C. Proposals for these shows shall be made in writing to the Showcase Committee, and shall include the following information:
  - 1) The name and contact information of the student proposing the showcase.
  - 2) The title and genre of the play proposed, and its writer, composer, etc.
  - 3) The character breakdown of the play (cast size and descriptions).
  - 4) A brief synopsis of the play.
  - 5) The main themes or ideas to be presented with the production.
  - 6) Royalties information (company, rights per performance, etc.)
  - 7) A thorough budget breakdown.
  - 8) The technical requirements of the play, including a space request.
  - 9) The proposed personnel of the showcase (director, designers, etc.)
  - 10) A description of the benefits of the showcase to Florida Players, the University of Florida, and the community.
  - 11) A thorough description of the proposed concept for the showcase.
  - 12) Seven (7) copies of the script.
- D. The committee shall select the most promising of these proposals after each Producer/Director is interviewed by the committee regarding their intentions and overall concept for the piece.

- E. The Showcase Committee shall make their final selection by secret ballot. Members of the committee who have proposals under consideration shall abstain from voting. The chair of the committee shall vote only in the event of a tie.
- F. This committee shall establish the rules and regulations by which the respective Producers shall spend their budgets. These rules and regulations shall be approved by the Executive Committee.
- G. Directors and Producers are not permitted to act in their own show.
- H. Open casting is always highly recommended.

### Section 2 – Levels of Production

- A. Level A – Fully Mounted Production. This includes:
  - 1) Pulling rights from the Departmental Costume Shop. Time in Scene Shop as available per the Department.
  - 2) Open auditions are required.
  - 3) Performances will take place in the Phillips Center for Performing Arts Black Box or the Nadine McGuire Black Box, provided it is available and funds are adequate.
- B. Level B – Minimally Mounted Production. This includes:
  - 1) Time in scene shop as available per the Department.
  - 2) Performances may take place on- or off-campus.
- C. Level C – Repertory Support. This includes:
  - 1) Time in scene shop as available per the Department.
  - 2) Performances may take place on- or off-campus.

### Section 3 – Talkbacks

The directors, designers, and actors of each showcase will participate in a talkback, moderated by the President of Florida Players or his or her designee, that will take place within a week of the closing performance.

### Section 4 – Director’s Bill of Rights

The following Bill of Rights shall govern the activities and decisions of a Director of any Florida Players showcase:

- A. A Director has right to lead the artistic vision of his/her showcase.
- B. A Director holds all authority in regards to the casting of his/her showcase. However, a Director has responsibility to not only his/her own showcase, but to the other showcases in the Florida Players season. It follows that a Director must consult with the other Directors in that season and come to a mutual agreement before finalizing any casting decisions or informing anyone of their status as a cast member.
- C. A Director of a showcase is entitled to the full support and commitment of Florida Players. Likewise, a Director is committed to the success of Florida Players as a theatre-producing organization, and serves as a representative of the

organization and its image throughout the rehearsal and production process according to the three-fold artistic mission of the organization.

- D. A Director must abide by all rules regulated by the University of Florida School of Theatre and Dance in regards to rehearsal rooms, the scene shop, properties, lighting and sound equipment, and building security as put forth in the University of Florida School of Theatre and Dance Production Policy Manual.

#### Section 5 – Behavioral Documentation Process

- A. In the case that any cast or crew member has committed an act that may be deemed as inappropriate during an official rehearsal or performance of a showcase, a Behavioral Documentation Form must be filed with the Production Manager in order to record the incident. This form must be filed within three (3) days of the incident, and must be signed by: the individual filing the form (the *Complainant*), the individual who the form is being filed against (the *Respondent*), and two (2) witnesses. If the form is not filed within three (3) days, the incident will be considered null and void.
- B. After two (2) Behavioral Documentation Forms have been filed against the same individual, the Assistant Artistic Director will step in to mediate the issue between the Respondent and the Complainant.
- C. After three (3) Behavioral Documentation Forms have been filed against the same individual, his/her position in the showcase will be re-evaluated by the Director, the Stage Manager, the Production Manager, the Assistant Artistic Director, and the Faculty Advisor.
- D. In the case that a form is filed against an individual who denies that the incident occurred or insists that the incident has been misrepresented, the Assistant Artistic Director will step in to mediate the issue between the Respondent and the Complainant.
- E. In the case that either the Production Manager or the Assistant Artistic Director is the Complainant or Respondent, the Artistic Director will take his/her place in the mediation and re-evaluation processes.

When the incident in question involves sexual harassment or physical assault, the Complainant must file a University of Florida Complaint/Intake Form with the Office of Human Resource Services and follow the procedures put forth by the University of Florida in regards to sexual harassment or physical assault.

## **ARTICLE XIV – ADOPTION AND AUTHORITY**

### Section 1 – Adoption of this Constitution

This Constitution, upon the adaptation by the Voting Membership and approval by the Center for Student Involvement, shall go into effect immediately. It shall supersede and void all previous Constitutions of Florida Players.

### Section 2 – Authorities over this Constitution

This Constitution comes under the intrinsic authorities of The Student Body Constitution of the University of Florida and all rules and regulations governing the University of Florida and its students.

## **ARTICLE (XV) AMENDMENTS TO CONSTITUTION**

### Section 1 – Proposal of Amendments

Amendments to this Constitution may be proposed by any Voting Member at any meeting. A two-thirds (2/3) vote of the Total Voting Membership at the next regular meeting shall be necessary to pass such an amendment. The vote may be taken at the same meeting if the two-thirds (2/3) are present.

### Section 2 – Approval of Amendments

All amendments to the constitution must immediately be submitted directly to the Center for Student Activities and Involvement in writing for review and approval.