The Constitution of The Masque of La Salle University

Ratified 17 February 1998
Amended 25 June 2005
Amended 27 February 2009

CONSTITUTION OF THE MASQUE OF LA SALLE UNIVERSITY

ARTICLE I - NAME

The name of this organization is: The Masque of La Salle University

ARTICLE II - PURPOSE

The purpose of The Masque of La Salle University is to provide opportunities to experience theatrical arts and sciences. The Masque of La Salle University recognizes its dual responsibilities to its members as well as the larger La Salle community. The three goals of the organization are: service, primarily through the development and execution of theatrical productions; education of its member about all aspects of theater, appreciation for theater, and recognition of theater as a liberal art; and the development of a theatrical community. Through these goals, The Masque of La Salle University hopes to promote personal growth as well as a sense of dedication to and love of theater.

ARTICLE III - MEMBERSHIP

1. Membership is open to all full- and part-time students of La Salle University who are interested in the goals and purposes of the organization.
2. Membership will not be based on color, race, gender, physical ability, major, religion, national or ethnic heritage, or sexual preference.
3. A registry of the membership will be maintained.
4. An honorary member may be voted on by the membership.

ARTICLE IV - THE ROLE OF THE ADVISOR

The advisor to The Masque of La Salle University is the Programming Coordinator of University Life. The advisor:
1. Is appointed by the Division of Student Affairs after consultation with the organization's executive board.
2. Reports to the Assistant Dean of Student.
3. Is a non-voting member of the Executive Board of The Masque of La Salle University, as well as a non-voting member of The Masque of La Salle University's general population.
4. Is the co-signer, along with the Vice President of Business Affairs, for payments made by the organization.
5. Is the co-signer, along with the Producer and President, for all contractual agreements entered into by The Masque of La Salle University.
6. Is the liaison between The Masque of La Salle University and the University at large.
7. Is responsible for advising and overseeing the organization and its productions.
8. Is responsible for the collection and counting of all votes of the membership, including absentee votes.

ARTICLE V - ELECTED OFFICERS

1. The officers of The Masque of La Salle University are: Producer and President, Vice President of Technical Affairs, Vice President of Business Affairs, Vice President of Publicity, Vice President of Personnel and Vice President of Alumni Relations and Records. These officers are elected for a one-year term by the membership. Elected officers shall maintain the Masque of La Salle University Office regarding its maintenance and organization.

2. The Producer and President of The Masque of La Salle University serves as the president of the organization and oversees all organizational and production-related activities. It is required that the Producer and President be an active member for one year prior to his/her election, has previously served on the Executive Board in some capacity, and has participated in the inductions process. The Producer and President is responsible for the following responsibilities:
   A. Contacts the directors and other hired professionals, and remains in contact throughout the production period.
   B. Orders and peruses scripts and royalties, which are then reviewed by the Dean of Students.
   C. Calls meetings and establishes a calendar for distribution to the Executive Board.
   D. Oversees other Executive Board members, and consults Executive Board members regarding delegation of authority.
   E. Reserves campus facilities for all organizational functions.
   F. Maintains contact with the advisor.
   G. Checks the mailbox, e-mail, and answering machine regularly.
   H. Represents the cast and crew to the director.
   I. Works with the director throughout the production to ensure financial feasibility in accordance with University policies.
   J. Represents The Masque of La Salle University at University functions
   K. Collaborates with the Vice President of Business Affairs to determine financial allocations based on fiscal availability.
   L. Is responsible for hiring an outside source, or La Salle student(s), for the recording of each Masque show.

3. The Vice President of Technical Affairs is responsible for the coordination of all the technical aspects of The Masque of La Salle University's productions. This officer serves as the Vice President of The Masque of La Salle University. The Vice President of Technical Affairs has the following responsibilities:
   A. Appoints the heads of the production team, after consultation with the Producer
and President
   B. Oversees the entire production team
   C. Must seek approval for all purchasing and construction with the Producer and President and the Vice President of Business Affairs.
   D. Works to achieve, within reason, the director’s vision for the technical aspects of the production.
   E. Serves as the President of the Technical Theatre Association, and maintains the guidelines and history of this sub-group.
   F. Shall be responsible for the preventative maintenance and repair of the facilities and equipment of the Masque of La Salle University, including, but not limited to, the following areas: Technical Theatre Association Office, Costume Room, Green Room, and the Dan Rodden Theatre.
   G. Along with the Producer and President, the Vice President of Technical Affairs shall act as liaison between the Masque of La Salle University with the Director of Union Services, and must gain clearance from La Salle University Physical Facilities Department before embarking on any capital improvements of La Salle University Student Union Property.

4. The Vice President of Business Affairs is responsible for the management of the monetary issues related to The Masque of La Salle University, the management of the House, and the coordination of the box office. This officer serves as the Treasurer for The Masque of La Salle University. The Vice President of Business Affairs has the following responsibilities:
   A. Works on the budget proposal for each academic year.
   B. Updates regularly and accurately (weekly is recommended) records of money that has been spent and remaining funds. There should be a current financial report available at every meeting.
   C. Is responsible for issuing reimbursements for members, with the approval of The Advisor, who have made purchases or payments on behalf of the Masque of La Salle University.
   D. Is responsible for managing the staff for the distribution of tickets and concessions.
   E. Provides payment to hired personnel according to agreed salary contracts, once approved by the Producer and President and the Advisor.
   F. Collaborates with the Producer and President to represent financial issues associated with the Masque of La Salle University.
   G. Determines ticket prices upon consultation with the Executive Board.
   H. Represents the Masque of La Salle University to the funding board.
   I. Shall maintain the upkeep of the Box Office.

5. The Vice President of Publicity is responsible for external communications associated with the Masque of La Salle University. This officer has the following responsibilities:
   A. Promotes Masque of La Salle University events effectively and timely, especially auditions and production performances.
   B. Compiles and coordinates the publication of the programs. This includes the collection of biographies and advertisements.
   C. Maintains The Masque of La Salle University Marquee.
   D. Serves as the liaison between the Masque of La Salle University and the
Information Technology Associate (Portal Announcements, etc.).

E. Is responsible for upkeep and maintenance of The Masque of La Salle University website, or appointment of a current member as webmaster.

6. The Vice President of Personnel is responsible for the internal communications of the current members organization, and the recruitment of new members. It is required that this officer has participated in the induction process. The Vice President of Personnel has the following responsibilities:
   A. Serves as the liaison between the membership and the Executive Board. This officer is responsible for establishing a relationship with the Masque of La Salle University members.
   B. Ensures that members are informed via email, online social networks, etc. of upcoming Masque of La Salle University events.
   C. Coordinates "Meet the Masque" activities.
   D. Represents the Masque of La Salle University at the student activities fair.
   E. Plans and coordinates social events for the organization.
   F. Oversees the planning of the Masque of La Salle University banquet/formal.
   G. Coordinates and plans the inductions process with input from the Executive Board.

7. The Vice President of Alumni Relations and Records is responsible for communication with the alumni. This officer is the acting historian designated to maintain and preserve the student run theatre at La Salle University. The Vice President of Alumni Relations and Records serves as the Secretary for The Masque of La Salle University. This officer has the following responsibilities:
   A. Maintains communication with alumni via email, mailings, newsletters, online social networks, etc.
   B. Is responsible for updating and maintaining the alumni mailing list, in coincidence with the Office of Alumni Relations of La Salle University.
   C. Is required to maintain all records of The Masque of La Salle University activities, to be filed in The Masque of La Salle University office.
   D. Is responsible for transferring information to University Archives in efforts to keep another back record of past activities.
   E. Coordinates and plans alumni activities following production-closing performances.
   F. Oversees the selection of Honorary Members, and pinning ceremony for outgoing members.
   G. Is responsible for keeping minutes at general and Executive Board meetings, and recording the attendance of general meetings.
   H. Is responsible for the upkeep of The Masque Family Tree.
   I. Is responsible for the appointing a current general member responsible for the copying, sales, and distributions of show DVDs.
   J. Is responsible for assembling the Constitution Committee, and appointing its representatives, if/when a conflict between the current membership and the guidelines of the constitution arise.

8. The general duties of the Executive Board include, but are not limited to:
   A. Participating in an apprenticeship program for each member of the Executive Board-Elect and providing a solid foundation for the new Executive Board members.
B. Actively supporting and participating in Masque of La Salle University sponsored events.

C. Maintain involvement with, and support of other University student organizations.

9. In the event that a member of the Executive Board should no longer hold his or her position, the existing members of the Executive Board will assume the duties of that office until an election is held. In the case of the Producer and President, the Vice President of Technical Affairs shall assume the role of acting Producer and President until an emergency election can be held. Immediate action should be taken to remedy the situation, with the Executive Board proceeding to hold nominations and elections within twenty-one school days to breach the gap in leadership.

ARTICLE VI - MEETINGS

Regular meetings are to be determined by the Executive Board at the beginning of each semester. It is recommended that general meetings be held twice a month, and Executive Board meetings be held biweekly. Additional meetings will be held as deemed necessary. General Meetings will consist of the following:
1. Recording a list of attending members which will be performed by the Vice President of Alumni Relations and Records.
2. Individual Executive Board Officers shall present a brief report and update on recent Executive Board decisions.
3. An opportunity for members to voice questions and concerns, and to have those issues answered by the Executive Board.

ARTICLE VII – VOTING GUIDELINES AND PROCEDURES

1. All members who have had adequate attendance (to be determined by the Executive Board) will have a vote.
2. All voters must have been involved in a main stage production and/or umbrella organization.
3. A majority of the votes collected will determine approval of the membership.
4. Absentee votes are to be submitted to the Advisor prior to the election.
5. The Advisor is responsible for collection and counting the vote.
6. The Producer and President will withhold his or her vote except in the case of a tie.
7. Literature regarding the vote must be posted at least one week prior.
8. An election for Executive Board members are to be held early in the second semester-February is recommended. These elections should proceed according to the following guidelines:
   A. Nominations will be held at the meeting prior to the election. All nominations are to be made at this meeting. Self-nominations are accepted. Nominated parties need not be present at this meeting, but may decline at later date if so inclined. If a person is running unopposed, additional nominations can be accepted until one week prior to voting.
   B. All nominations must be seconded.
   C. A nominating party cannot nominate more than one individual per office, per
D. A person cannot run for more than three Executive Board positions at one election.

E. Parties who accept the nomination must post a platform one week prior to the election.

F. If a person remains unopposed, a "Yes" or "No" vote will be taken. In the event that a "No" vote is chosen by the membership, that particular candidate cannot run for that office again, and elections for said office will be postponed until such a time when additional nominations can be made.

F1. Parties nominated for the position of Producer and President may not run unopposed. If only one member who has previously served on E-Board is nominated for this position, or if the only eligible parties are senior members, the nomination for this position is open to the general membership.

G. In the case that no nominations for a position are obtained, elections for said office will be postponed until such a time that nominations can be made.

H. Elections will be held for the Executive Board positions in the following order:
   1. Producer and President
   2. Vice President of Technical Affairs
   3. Vice President of Business Affairs
   4. Vice President of Publicity
   5. Vice President of Personnel
   6. Vice President of Alumni Relations and Records

I. Each member of the Executive Board-Elect will participate in an apprenticeship program with the respective Executive Board members they are replacing for the remainder of the semester.

J. Officers may be voted into multiple terms of any office.

9. In order to vote for a show for the up-coming season:
   A. Voters must have been involved with a main stage show from the current season.
   B. All members who have had adequate attendance (to be determined by the Executive Board) will have a vote.
   C. Senior members of The Masque are to be included in the show voting process.

ARTICLE VIII – THE CONSTITUTION COMMITTEE

The Constitution Committee, which will be headed by the Vice President of Alumni Relations and Records, will be assembled if and only if the guidelines set forth by the constitution are deemed unclear or if an active member recognizes a relevant problem or error. The purpose of the committee is to amend all constitutional errors and make any updates necessary to ensure the cohesiveness of the constitutional guidelines and mission of The Masque of La Salle University.

1. The Constitution Committee shall consist of:
   A. The Vice President of Alumni Relations and Records who will act as the moderator of this committee and record/post the minutes of each meeting.
   B. An active member of the general membership from each class whose responsibility is to attend each Constitution Committee Meeting, acting as Representative for his/her class.
2. Constitution Committee meetings are open to the general membership, but must include the Vice President of Alumni Relations and Records and the Class Representatives.

3. If a representative from each class cannot be found, the Vice President of Alumni Relations and Records may appoint a member of the current E-Board to serve in the place of the missing representative.

4. Any amendments edited or created by the Constitution Committee must follow all amendment guidelines stated in Article IX.

ARTICLE IX - AMENDMENTS

Amendments to the Constitution of The Masque of La Salle University may be proposed at any Executive Board or general membership meeting, but said amendment must be posted one week before a vote can be taken. No amendment will become effective until approved by the simple majority of those with adequate attendance.