

Florida Players Constitution

Updated: August 2013

Article I Name of Organization

The name of this organization shall be Florida Players. This organization will utilize the initials FP in publicity material and correspondence.

Article II – Mission 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 theater and its allied arts, to foster an interest in and an appreciation of, theater and the performing arts at the University of Florida and to facilitate the acclimation of students in the professional theater environment.

Florida Players shall serve as an umbrella organization under which shall exist the subgroup Floridance.

Florida Players shall also mount a Production Season.

Article III Compliance Statement

Upon approval by the Department of 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, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV University Regulations

In order to be registered, student organizations must comply with the University of Florida's Non-Discrimination, Sexual Harassment, and Hazing Policies. Constitutions must include the verbatim sections below. A student organization whose primary purpose is religious will not be denied registration as a Registered Student Organization on the ground that it limits membership or leadership positions to students who share the religious beliefs of the organization. The University has determined that this accommodation of religious belief does not violate its Non-Discrimination policy.

Section A. Non-Discrimination

Florida Players agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment

Florida Players agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

Section C. Hazing

Florida Players agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Responsibility to Report

If this organization becomes aware of any such conduct described in this article, Florida Players will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

ARTICLE V – Membership

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled 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.

ARTICLE VI- Officers

The Officers of Florida Players are the members of the Executive Board. Term of office for each position may last no longer than one (1) year with possibility of reelection. These officers shall be announced and honored at both the UF SOTD convocation and Florida Player's annual banquet. They will officially be installed at the close of the mandatory Transition Meeting. The Transition Meeting will consist of break – out sessions in which the old board member will conference with the new board member and hand over a working handbook for the position. This meeting will also include an open forum between the old board and new board to allow for questions and discussion. At this meeting all incoming and returning board members will sign his or her Rights and Responsibilities Contract. The old secretary will close the meeting at which time their terms of office will commence. All positions are elected by the voting membership with the exception of Assistant Web Manager, and Director of Publicity, which are appointed.

Section 1 – President/ Artistic Director

The office of Artistic Director shall equivalent to the office of President as per Student Government regulations. The office shall here in be referred to only as the Artistic Director (AD). The responsibilities of the Artistic Director shall be the following:

- 1) To preside over all Florida Players meetings and conduct or delegate all Florida Players business.
- 2) To serve as ex-officio of all Florida Players committees.
- 3) To serve as chair of the Executive Board.
- 4) To call special meetings of the Florida Players general body of the Executive Board when he or she deems such action necessary.
- 5) To conduct meetings in accordance with Roberts Rules of Order if she or he deems necessary. The necessity of Roberts Rules of Order will be determined at the final executive board meeting previous to the general body meeting. Roberts Rules of Order can be found at <http://www.robertsrules.com/>
- 6) To have Co-sign authority with the Director of Finance on all Student Acquisition Requests (SARs).
- 7) To coordinate all master classes sponsored by the organization.
- 8) To serve as liaison to the University of Florida's School of Theater and Dance as a whole on behalf of Florida Players.

9) To report on the state of Florida Players to the University of Florida's School of Theater and Dance at the University of Florida's School of Theater and Dance Faculty meeting at least once each semester.

10) With the assistant artistic director, to arrange for private meetings with each officer on the executive committee to discuss performance and any personal disputes twice a semester, once halfway through the fall/spring semester and once at the end of the fall/spring semester.

11) To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

12) To arrange regularly scheduled board meetings and to attend every arranged board meeting.

13) To sit in at auditions, callbacks and the casting meeting. To give input at these events if solicited.

14) The artistic director holds the right to sit in on any meeting as long as they have given the appropriate person 24 hour notice.

15) To plan and produce one workshop with assistance from the assistant artistic director.

Section 2 – Vice President/ Assistant Artistic Director

The office of Assistant Artistic Director shall be equivalent to the office of Vice President as per Student Government regulations. The office shall here in be referred to only as Assistant Artistic Director. The responsibilities of the Assistant Artistic Director shall be the following:

1) To assume the duties of any officer in the event of their absence or inability at the discretion of the executive board and to serve until a special election is held.

2) To serve as parliamentarian at all general body meetings.

3) To serve as liaison between Florida Players and the greater UF and Gainesville community.

4) To turn in all office log hours at the end of every month.

5) To oversee the planning, scheduling, and the execution of regularly scheduled workshops, to be defined later in this constitution.

6) To oversee the mentorship program to be defined later in this constitution.

7) With the Director of Special Events to create and manage any new programs the Executive Board shall decide to implement in its experimental phase. (staged readings)

8) With the Artistic Director, to arrange for private meetings with each officer on the Executive Board to discuss performances and any professional disputes twice during a semester, once halfway through the fall/spring semester and once again at the end of the fall/spring semesters.

9) To appoint an Executive board member to attend each meeting of the Student Government Senate and the Fine Arts College Council.

10) To reserve space for general body meetings. (workshops as well)

Section 3 – Secretary

The responsibilities of the Secretary shall be the following:

1) To keep minutes of all Florida Players meetings.

- 2) To coordinate minutes from all committee meetings and to report the same to the Executive Committee.
- 3) To keep a record of attendance of the Voting Membership.
- 4) To keep a record of attendance of the Executive Board and to notify the Executive board of any excessive absences.
- 5) To receive and organize applications for membership in Florida Players.
- 6) To keep the minutes of all Executive Board meetings and to report the same to the voting membership at each subsequent Florida Players meetings.
- 7) To notify all current members of the time and place of all meetings.
- 8) To keep track of all members Florida Players points and member status.
- 9) To assign points as seen fit for undefined production positions.
- 10) To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.
- 11) To keep and maintain the designated Florida Players Board in the School of Theater and Dance hallway.
- 12) To maintain the integrity and proofread of all records and official Florida Players publicity, social media and paperwork. (programs, email as well)
- 13) To plan and produce one workshop with assistance from the Assistant Artistic Director.

Section 4 – Treasurer/Director of Finance

The office of Director of Finance shall be equivalent to the office of Treasurer as per Student Government regulations. The office shall here in be referred to only as Director of Finance. The responsibilities of the Director of Finance shall be the following:

- 1) To keep accurate records of all Florida Players revenues and expenditures.
- 2) To serve as chair of the Finance Committee.
- 3) To keep an accurate current balance of all Florida Players finances and to keep said balance available for review at all meetings.
- 4) To maintain a close working relationship with the Student Government Treasurer the SG Finance Office, the Accountant and the Senate.
- 5) To have co-sign authority with the President of Florida Players on all Student Acquisition Requests (SARs).
- 6) To prepare the budget request proposal for Student Government Finance.
- 7) To oversee the proposition of any and all special allocation requests and to attend the special allocation committee meetings.
- 8) To ensure the delegation of funds from the overall Florida Players' budget to their appropriate subgroups as pre-determined in the Year's budget.
- 9) To propagate budget changes proportionally through Florida Players and its subgroups.
- 10) To serve as primary liaison between Florida Players and its subgroups.
- 11) To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.
- 12) To meet with the treasurer of all Florida Players subgroups twice every semester for a report of the financial health of these subgroups.
- 13) To plan and produce one workshop with assistance from the Assistant Artistic Director.

Section 5 – Production Manager (PM)

The responsibilities of the Production Manager shall be the following:

- 1) To serve as chair of the Production Selection Committee.
- 2) To act as liaison between Florida Players and the representative in charge of space scheduling and the upkeep of the performance and the rehearsal spaces.
- 3) To act as the liaison between Florida Players any technical representative of the University of Florida School of Theater and Dance, Digital Worlds and Florida Players.
- 4) To act as liaison between the chosen directors and producers as well as the Florida Players finance committee.
- 5) To coordinate and successfully mount the Production season as outlined in the Production Manager Operational Handbook.
- 6) To oversee the submission of Student Acquisition Request (SARs) related to the mounting of the production season.
- 7) To manage the casting meeting held after callbacks every production season and to regulate the posting of cast lists for each production.
- 8) To handle, maintain and keep on record the various Production Contracts.
- 9) To ensure the eligibility of proposals in regards to the director's standing in his or her specific program within the University of Florida's School of Theater and Dance.
- 10) To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.
- 11) With the Artistic Director, to update proposal guidelines and New Works Proposal Guidelines and make them available to members at least 2 weeks before the proposal deadline.
- 12) To plan and produce one workshop with assistance from the assistant artistic director .The office of Production Manager shall be succeeded by the Assistant Production Manager.

Section 6 – Assistant Production Manager (APM)

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

- 1) To assist the Production Manager with any of the aforementioned responsibilities outlined in Article VI Section V.
- 2) To assist in keeping track of all Florida Players inventory and storage unit status and to arrange the return of any and all materials to the storage unit post-production in a timely manner.
- 3) To coordinate and successfully production manage one show as specified by the Production team.
- 4) To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.
- 5) To plan and produce one workshop with the assistance from the assistant artistic director.

The Assistant Production Manager shall succeed the office of Production Manager. The office of Assistant Production Manager shall be appointed by application by the Production manager with majority approved from the executive board.

Section 7 – Director of Publicity

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

- 1) To serve as chair of the Publicity Committee.
- 2) To develop or delegate the development of all Florida Players production programs as defined in the Director of Publicity's Operational Handbook, which shall meet the approval of the Director of Publicity and each productions director and producer.
- 3) To send out all press releases public service announcements etc. Regarding all Florida Players productions, events and fundraisers as defined in the director of Publicity's Operational Handbook.
- 4) To keep track of all media published about Florida Players.
a timely fashion prior to the show.
- 6) With the Director of Special Events, to assure that all Florida Players meetings and events are adequately publicized at least two weeks in advance.
- 7) In coordination with the Historian and each production's producer, to ensure that Photocall takes place for each production.
- 8) To plan and orchestrate the creation and hanging of a tarp for each production.
- 9) To maintain an officer's Operational Handbook to be passed down to the subsequent holder of this office.
- 10) To plan and produce one workshop with assistance from the assistant artistic director

The office of Publicist shall be succeeded by the Assistant Publicist at the discretion of the executive board. The office of Assistant Publicist is a position appointed by application by the Publicist with approval of the executive board.

Section 8 – Assistant of Publicity (ADP)

The responsibilities of the Assistant Publicist shall be the following:

- 1) To assist the Director of Publicity with any of the aforementioned responsibilities outlined in Article VI- Section VII
- 2) To maintain and update the Press Contact List.
- 3) To coordinate the house management for every Florida Players production as defined in the Officer's Operational Handbook.
- 4) To maintain an officer's Operational Handbook to be passed down to the subsequent holder of this office.
- 5) To plan and produce one workshop with assistance from the assistant artistic director

The Assistant of Publicity is a position appointed by application by the Director of Publicity with approval by the executive committee.

Section 9 – Director of Development and Events (Special Events)

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

- 1) To serve as chair of the Development and Events Committee.
- 2) To communicate with the Artistic Director and Director of Finance in regards to raising donations, expenditure and financing of events.
- 3) To set a donation raising goal in the beginning of the year.

- 4) To organize and oversee all donation raising for the organization.
- 5) To coordinate with the Director of Publicity and Secretary regarding the publicity for said donation raising.
- 6) To keep the Florida Players sponsorship letter updated.
- 7) To organize and oversee all events excluding those assigned to the Production Management Team outlined in Article VI- Section 5 and Article VI Section 6 for the organization.
- 8) To organize and oversee Banquet and a Holiday event at the discretion of the executive board.
- 9) With the Assistant Artistic Director, to create and manage any new programs the Executive Board shall decide to implement in its experimental phase.
- 10) With the Secretary, Director of Publicity and Director of Special Events, to assure that all Florida Players meetings and events are adequately publicized at least two weeks in advance.
- 11) To coordinate the Opening Night Toast for each Florida Players Production.
- 12) To maintain an officer's Operational Handbook to be passed down to the subsequent holder of this office.
- 13) To plan and produce one workshop with assistance from the assistant artistic director

Section 10 – Web Manager

The responsibilities of the Web Manager shall be the following:

- 1) to assure that the Florida Players website is constantly maintained and updated.
- 2) To work with the Director of Finance and Director of Special events to ensure that the Website does not lapse.
- 3) To maintain an officer's Operational handbook to be passed down to the subsequent holder of this office.
- 4) To plan and produce one workshop with assistance from the assistant artistic director

The office of Web Manager shall be succeeded by the Assistant Web Manager at the discretion of the executive board and the Web Management team. The office of Assistant Web Manager is a position appointed by application by the Web Manager with approval of the executive board and the Web Management team.

Section 11 – Assistant Web Manager

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

- 1) To assist the Web Manager in any way necessary.
- 2) To maintain an officer's handbook to be passed down to the subsequent holder of the officer.
- 3) To plan and produce one workshop with assistance from the assistant artistic director

The Assistant Web Manager is a position appointed by application by the Web Manager with approval by the executive committee and the Web Management team.

Section 12 – Historian

The responsibilities of the Historian shall be the following:

- 1) To keep a digital and paper archive of all savable content including but not limited to posters, programs etc.
- 2) In coordination with the publicist and each individual production's producer, to ensure that a photo-call takes place for each Florida Players production.
- 3) To acquire photos as a source for all members.
- 4) To attend all Florida Players events and ensure that photos are taken at/of each event.
- 5) To record and document Florida Players rehearsals, technical rehearsals and performances at the discretion of each production's Director and Producer as outlined in their production contracts.
- 6) To serve as resource of content for Director of Special Events.
- 7) To maintain an alumni registry.
- 8) To keep and maintain the Florida Players' camera and insure that it is returned safely to the Florida Players' Storage Unit on the off-season.
- 9) To maintain a professional relationship with the Smathers Library Archivist and to archive documents and records throughout the year.
- 10) To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.
- 11) To plan and produce one workshop with assistance from the assistant artistic director

Section 13 – General Requirements of the Executive Board Officers

A. Office hours

- 1) All officers are required to record no less than two (2) office hours per week or eight (8) office hours per month to ensure we retain said 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. Contracts

- 1) All Executive board members are required to sign their respective Rights and Responsibilities contracts prior to taking office. Being found in breach of contract may be grounds for impeachment at the discretion of the executive board.

C. Attendance

Board members are required to attend:

1. All general body meetings
2. SOTD convocation
3. Opening nights of every Florida Players production
4. 1 strike per semester
5. 1 load – in per semester
6. 1 build per semester
7. all events related to his or her department
8. *Attendance of all builds load-ins and strikes to be coordinated at beginning of the semester by the production team.

If an officer is unable to attend for any reason, he must inform the Artistic Director no less than forty – eight (48) hours before the event is to take place.

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

Section 14 – Leave of Absence

- A. In the event that an officer takes a leave of absence for medical or curricular reasons, so long as the leave does not directly interfere with his or her performance, the carrying out of duties as outlined in this constitution and his or her respective Executive board contract, and in meeting the point of requirement for membership outlined in Article V Section I, a special provision may be granted by the Executive Board for his or her to continue to hold this office during said leave.
- B. Should the Executive Board find that the officer in question has not maintained a standard of expectations outlined prior to their leave, the officer in question MUST forfeit their right to impeachment and is to step down at the request of the Executive Board. The Executive Board is to appoint an interim replacement until a special election can be held.
- C. In the event that no eligible replacement can be appointed, the Assistant Artistic Director and/or the Artistic Director may step in and fulfill a positions executive duties until such a time when a replacement is selected or elected.

Section 15 – Impeachment of Executive Board Members

- 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 present shall be necessary to remove that officer.
- B. All executive board members are required to sign their respective Rights and Responsibilities Contractions prior to taking office. Being found in breach of contract may be grounds for impeachment at the discretion of the Executive board.
- C. His or her 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 unless this creates a conflict of interest.
- D. If the impeachment does not follow the procedure outlined in Article VII section 4 of the constitution then the impeachment is found to be null and void.

Article VII – Elections

Section 1 – Election of the Executive Board

- A. Nominations of all elected board positions shall be made and closed at the last regular meeting of the spring semester in April.
- B. Nominees for each executive board position will be given the opportunity to speak before elections are held.
- C. The election of board members shall be held at the last meeting of the spring semester using secret ballots. A plurality of quorum is needed for election.
- D. In the case of a vacancy in officer a meeting will be called to elect a replacement, with election necessitating a plurality of total Voting Membership present.
- E. In the case of appointed positions, if no person applies for the position then a special election will be called during which an election for that position will be held at the discretion of the Executive Board.
- F. In the case of a tie between two nominees, a run—off election will be held between the top tiered nominees. A plurality of the total Voting Membership is needed for election.

Section 2 – Election Policies

- A. The current Artistic Director shall preside over all elections unless this creates a conflict of interest, in which case the Assistant Artistic Director or the Faculty Advisor shall preside.
- B. Secret ballots shall be used at all elections
- C. Absentee allotting is NOT permitted in any election
- D. Special elections may be called by the Artistic Director as necessary.
- E. Election results shall be posted no later than forty-eight (48) hours after the election.
- F. Two Executive board members will count the ballots. The Faculty Advisor shall be present at this counting. No Executive committee members running in said election may be permitted to count ballots.
- G. Nominees must be present at the election to accept an elected position.
- H. Florida Players WILL NOT be allowed to preside over the elections of its subgroups. Officers may provide assistance to the request of the subgroup but all elections for a subgroup will be upheld to the letter of that sub-group's constitution. The officers may provide assistance in any way requested with the exception of influencing elections.

Section 3- Eligibility

- A. Executive Board Requirements:
 - 1) All potential elected board members must have held a voting membership in Florida Players for two (2) semesters before the date of election. This may include the semester in which the election was held. If no interested parties meet these requirements, exceptions for one (1) semester of membership may be made at the discretion of the Executive Board.
 - 2) All potential appointed board members must submit a letter of intent and a resume to the board member who currently holds the position or senior position in which he or she is interested. It is suggested that appointed board members should have held voting membership in Florida Players for two (2) semesters before appointment; however, if

no interested parties meet this requirement, exceptions for one (1) semester of membership may be made at the discretion of the Executive Board.

- 3) All potential board members must meet all requirements of the Student Organization Officers put forward by the Office of Student Activities.
- 4) All potential board members must have the awareness of and willingness to accept the responsibilities of the office as outlined in Article IV of this constitution and are required to sign the respective Rights and Responsibilities Contracts prior to taking their position.
- 5) It is highly recommended that those who run for a board position sit on a standing committee for at least one (1) semester.

Section 4 – Replacement and Removal of Production Selection Committee Members

- A. Production Selection Committee members who are not fulfilling their duties as outlined in Article XII – Section 3 of this Constitution shall be removed from their seat by a majority vote of the Executive Board.
- B. The Executive Board shall immediately appoint a Florida Players voting member to fill the vacancy. This appointment shall be approved by the voting membership at the next regularly held general meeting.

Article VIII – Faculty Advisor

Section 1 – Responsibility

The responsibilities of the Faculty Advisor shall be the following:

- 1) To be present at all scheduled Florida Players voting meetings including but not limited to, elections and impeachments.
- 2) To serve as an ex-officio member on all Florida Players standing committees.
- 3) To serve as a liaison between Florida Players and the University of Florida's School of Theater and Dance.

Section 2 – Appointment of the Faculty Advisor

- A. The faculty Advisor shall be appointed by the majority vote of the Executive Board in the fall semester.
- B. The faculty advisory must be a faculty or staff member employed at UF.
- C. Term of office for Faculty Advisor may last not longer than one (1) year with possibility of re-appointment.

Section 3 – Process of Replacement

- a. In the event where the Faculty Advisor steps down from their position for whatever reason, the Florida Players Executive Board will hold a meeting with the University of Florida's School of Theatre and Dance Director.
- b. Upon recommendation by the director, the executive board will vote in a new Advisor

Article IX – Finance

Section 1 – Source of Funding

The Florida Players Director of Finance shall prepare and submit a budget request each year in order to request funding from Student Government. Other finances are derived

from donations made by individuals, corporations or departments. There are no dues charged to any members of this organization.

Section 2 – Management

- A. The finances of Florida Players are to be managed by the Director of Finance and the finance committee of Florida Players according to the policies outlined by Student Government.
- B. The management of Florida Players finances comes in the discretion 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. Before the budget is submitted it must be approved by a simple majority of the Executive Board.

Section 4 – Special Allocations

Special Allocations are to be submitted to the Student Government of the University of Florida at the discretion of the Production Manager and Director of Finance. Before the Special Allocation is submitted it must be approved by a simple majority of the Executive Board.

Article X Dissolution of Organization

In the event this organization dissolved, all money left in outside revenue, after outstanding debts and claims have been paid, and all other assets after liquidated, shall be donated to Broadway Cares Equity Fights AIDS.

Article XI – Meetings

Section 1 - Meeting Times

- A. Florida Players shall call a general meeting of the Full membership at 5:00pm or 5:30pm on the first Wednesday of each month of the fall and spring semesters in a place to be determined by the Artistic Director.
- B. Special meetings are called by the Artistic Director as he or she deems necessary.

Section 2 – Meeting Policies

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

- 1) all meetings shall be open.
- 2) All committees must take minute of their meetings. The chair of each committee shall provide them to the origination's Secretary in due time, and give a report at each Florida Players general meeting.
- 3) All meeting times, locations and agenda 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.

- 4) No other Florid Players related event is allowed to occur during scheduled general body meetings.

Article XII Programs and Special Events

Section 1 – Programs

Florida Players shall maintain the following programs outside for the Production Season:

- 1) Mentorship Program
 - a. Florida Players will provide its newer members to be mentored by seasoned Florida Players in a constructive manner.
 - b. Florida Players will hold events to foster meaningful mentor/mentee relationships.
- 2) Monthly Workshops
 - a. Florida Players will provide its members with a monthly workshop as coordinated by the Assistant Artistic Director.
- 3) New Programs
 - a. Florida Players may undertake new programs at the discretion of the Executive Board without amending this Constitution as long as the new program remains in its experimental phase.
 - b. Once a new program has reached maturation this Constitution must be amended for its continued existence.

Section 2- Special Events

Florida Players shall maintain the following events outside of the Production Season:

- 1) Florida Players annual events including the:
 - i. End-of – the –Year Florida Players Banquet (Mandatory)
 - ii. Florida Players Holiday Party (Optional)
- 2) Show specific events seeking to gain financial support from alternative sources.
- 3) Community service events and programs such as Relay for Life
- 4) Events coordinated by the Mentorship program
- 5) Workshops
- 6) Various events to promote Florida Players sense of community

Article XIII – Standing Committees

Florida Players shall have the following standing committers: The Executive Committee (Board), the Finance Committee, the Production Selection Committee, the Special Events Committee, The Publicity Committee and the Community Outreach Committee.

Section 1 – The Executive Committee (Board)

This board shall consist of the Artistic Director, who shall serve as chair, the Assistant Artistic Director, the Secretary, the Director of Finance, the Production Manager, the Assistant Production Manger, the Director of Publicity, the Assistant Director of Publicity, the Director of Special Events, the Web Manager, the Assistant Web Manager and the Historian. The Faculty Advisor shall serve as ex-officio member of this committee. The duties of the Executive Board shall be the following:

- 1) To enforce and interpret this constitution according to the three-fold artistic mission of this organization.
- 2) To expedite Florida Players policy
- 3) To act as liaison Board to all outside organizations as well as those organizations under the umbrella of Florida Players.
- 4) To review the Florida Players Constitution annually no later than at the start of the spring semester and make changes as seen fit.

Section 2 – Finance Committee

This committee shall consist of the Director of Finance, who shall serve as the chair, any interested Florida Players member approved by the Director of Finance. Sub-groups named in Article II of this constitution are encouraged to select a member to serve as a representative on the finance committee. The Faculty Advisor shall serve as an ex-officio member on this committee.

The duties of the Finance Committee shall be the following

- 1) to create the overall budget for Florida Players.
- 2) To oversee all revenues and expenditures of Florida Players
- 3) To approve the budgets of all sub0groups named in Article II of this Constitution under the umbrella organization Florida Players.
- 4) To allocate Student Government Funds to produce quality and free entertainment for the University and its Students.

Section 3 – Production Selection Committee

This committee shall consist of the Production Manager, who shall serve as the chair, the Assistant Production Manager and six (6) students to be elected by the Florida Players Voting Membership. It is highly recommended that these six (6) shall be: a graduate performance student, a graduate production student, an undergraduate performance student, and undergraduate production student, an undergraduate stage manager and a dance student. These selection committee members shall be appointed by the artistic director and production manager and approved by a majority vote of the executive board. This is to ensure that those choosing the season are those who the Artistic director believes will carry out the artistic vision of the company while making their selections. The artistic director will be allowed to sit-in on selection committee hearings to give input about the artistic vision of the theater.

The faculty advisor shall serve as ex-officio member of this committee. The main duty of the Production Selection Committee shall be to select the Florida Players Production Season as outlined in Article XIII of this Constitution. Elections for the Production Selection Committee must occur no later than the third general body meeting of the fall semester. In selection committee chair is to find a suitable substitute for that category – the Assistant Artistic Director and/ or the Artistic director may step in at the discretion of the Production Selection Committee Chair.

The duties of selection committee shall be as follows:

- A. To read all proposals and plays and come prepared to the selection committee hearing ready to discuss each proposal.
- B. To uphold the constitution when making selections.
- C. To be free of bias when voting for proposals.

Section 4 – Special Events Committee

This committee shall consist of the Director of Special Events, who shall serve as the chair and any interested Florida Players members as approved by the Director of Special Events. The duties of this committee shall be the following:

- 1) To plan and organize special events which both serve the three-fold artistic mission of the organization and provide a social outlet for the members of Florida Players
- 2) To plan and organize Florida Players annual events including the
 - A. End-of-the-Year Florida Players Banquet (Mandatory)
 - B. Florida Players Holiday Party (Optional)
- 3) To encourage institutional development on the following level:
 - A. Financial – to innovate and maintain methods to gain financial support from alternative sources.

Section 5- Publicity Committee

This committee shall consist of the Director of Publicity who shall serve as the chair, the Assistant Director of Publicity, and any interested Florida Players members as approved by the Director of Publicity. Publicity included, but is not limited to, the following: programs, brochures, posters, flyers, signs, press releases, tarps and any other forms of advertising. The duties of the Publicity Committee shall be the following:

- A. To coordinate with the Director of Finance the proper allocation of the publicity Budget
- B. To provide publicity for all meetings, events and productions
- C. To organize the design, acquisition and distribution of all seasonal tee shirts
- D. To innovate and maintain methods of publicizing Florida Players.
- E. To plan and orchestrate the creation and hanging of a tarp for each production.

Section 6 – Community Outreach Committee

This committee shall consist of the Assistant Artistic Director, who shall serve as the chair, and any interested Florida Players members as approved by the Assistant Artistic Director. The duties of Community Outreach Committee shall be the following:

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

Section 7- Appeals

In the event that a decision made by any committees is contradictory to this Constitution any Florida Players member may move to appeal that decision at any Florida Players meeting. A two-thirds (2/3) vote of the total voting Membership present shall be necessary to effect such a reversal.

Article XIV – Productions

In order to provide students with a better laboratory experience for training and experimentation, Florida Players shall establish a laboratory theater 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 show.

- 1) The plays to be produced shall be established by the Production Selection Committee.
- 2) Only Voting members who have maintained membership for two semesters including the semester of the time proposals are eligible to propose shows. It is the responsibility of the secretary to ensure that all incoming proposals are submitted by those holding voting membership.
- 3) Proposals for these shows shall be made in writing to the Production Selection Committee, and shall include the information outlined in the Production Proposal Guidelines.
- 4) A director may not propose a show if they have a conflict with a University of Florida School of Theater and Dance production mandated by their department unless permission is given by his or her department head.
- 5) The committee shall select the most promising of these proposals after each producer and director is interviewed by the committee regarding their intentions and overall concept for the piece.
- 6) 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.
- 7) The third slot of the fall semester shall be a New Works Festival unless no New works is proposed.
- 8) Florida Players will fully mount all productions selected as a part of the production season fairly, evenly, and without prejudice, bias or favoritism doing its best to meet all technical, financial and personal needs as it fitting to the Florida Players Budget and to each shows specific budget.

Section 2 – Production Requirements

The following requirements must be met for each show in a season:

- 1) Directors, Producers and Stage Managers must all meet with the Production Manager to discuss expectations, rights, and responsibilities as well as to sign Production Contracts prior to accepting their roles on a production.
- 2) It is not mandatory, however, it is highly suggested that the Directors have some directing or assistant directing experience, preferably with a Florida Players Production.
- 3) Open auditions must be held.
- 4) Directors and Producers are not permitted to act in their own show.
- 5) Designers and performers must sign production contracts before accepting their positions and roles on a production.
- 6) Designers may not design a Florida Players production if they have a conflict with a University of Florida School of Theater and Dance production mandated by their department head unless permission is given by his or her department head.
- 7) A director must consult with the other directors in that season at a casting meeting presided over by the Production Manager and come to a mutual agreement before finalizing any casting decision of informing anyone of their status as a cast member.
- 8) The cast lists for each production are to be regulated and posted by the Production Manager.

- 9) It is highly recommended that all involved with the shows are students at the University of Florida. Any exceptions must be approved by the Executive Board.

Section 3 – The New Works Festival

Florida Players shall produce a New Works Festival in the third slot of the fall semester.

- 1) The Assistant Production Manager shall serve as the New Works coordinator unless he or she has a conflict with a University of Florida School of Theater and Dance production.
- 2) In order for a work to be eligible for submission, the work must have been written by a student at the University of Florida at the time of proposal. Additionally, all proposed works must have never been previously produced and/or financially supported by another institution.
- 3) The play produced shall be established by the Production Selection Committee.
- 4) Proposals for these new works shall be made in writing to the Production Selection Committee and shall include the information outlined in the New Works Proposal Guidelines.
- 5) After each playwright is interviewed by the Production Selection Committee regarding their intentions and overall concept for their piece, the committee shall select the most promising of these proposals.
- 6) Members of the committee who have proposals under consideration shall abstain from voting. The chair of the Production Selection Committee shall vote only in the event of a tie.
- 7) The amount of works passed on to the festival is at the discretion of the Production Selection Committee.
- 8) The director(s) and producer of the production are also prohibited from acting.
- 9) In the event that a new work is passed, edits to the script will be permitted within reason at the discretion of the Assistant Production Manager up to three weeks prior to opening night
- 10) It is highly recommended that all involved with the show are students at the University of Florida. However, exceptions can be approved by the executive committee.
- 11) It is recommended that no more than three new works are featured in any one festival, however this is left to the discretion of the Production Selection Committee based upon length of work and difficulty of execution.
- 12) The New Works Festival shall be mounted as a singularly produced festival sharing a single design team and budget.

Section 4 – Production Contracts

Any person involved in a Florida Players production must sign and adhere to the contract designated for their specified role in the show. Failure to do so will nullify their involvement in the production.

Section 5 – Feedback

The directors, designers and actors of each show will be allowed the option to participate in a talkback, organized by the show's producer, director and stage manager and moderated by the

Artistic Director of Florida Players or his or her designee, space and time permitting. If a space is not available or scheduling conflicts are too burdensome, a director may elect to include feedback inserts in their programs. The questions for these feedback inserts will be created through collaboration between Artistic Director, Production Manager and Director of the production.

Section 6 – Behavioral Documentation Process

- 1) 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 show, or if any member of a show is in major breach of contract, a Behavioral Documentation Form must be filed with the Artistic Director 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.
- 2) After one (1) Behavioral Documentation Forms have been filed against the same individual, the Artistic Director will step in to mediate the issue between the respondent and the Complainant.
- 3) After two (2) Behavioral Documentation Forms have been filed against the same individual, his/her position in the show will be re-evaluated by the Director, Stage manager, Production manager, Artistic Director and the Faculty Advisor.
- 4) 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 Artistic Director will step in to mediate the issue between the Respondent and the Complainant.
- 5) In the case that either the Artistic Director is the Complainant or the Respondent, the Assistant Artistic Director or Production Manager will take his or her place in the mediation and re-evaluation process.
- 6) Behavioral forms will be filed in quintuplicate with one copy being kept by the Artistic Director, one copy being filed with the Florida Players' faculty advisor, one copy being filed with the head of the respondent's department (if applicable), one being filed with the complainant and one being filed with the respondent.
- 7) When the incident in question involve 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 procedure put forth by the University of Florida in regards to sexual harassment or physical assault.
- 8) Florida Players reserves the right to deny or revoke membership to any member by majority vote of the Executive Board and ask any person to leave any event sponsored or co-sponsored by Florida Players in response to a behavioral issue or in response to a history of behavioral issues.
- 9) Florida Players retains the right to archive Behavioral Forms and breached contracts. Florida Players also retains the rights to have archived Behavioral Forms and breached contract brought into discussion in good faith during elections and during Production Selection Committee Meetings.

Article XV Adoption and Authority

Section 1 – Adoption of this constitution

This constitution upon the adoption by the Voting Membership and approval by the University of Florida 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 all rules and regulations of The Student Body Constitution of the University of Florida and all rules and regulations governing the University of Florida and its students.

Article XVI – Amendments to the Constitution

Section1 - 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-third (2/3) are present.

Section 2 – Approval of Amendments

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