

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

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 the subgroups Floridance and Student Upstart Films. Florida Players shall also mount a Production 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. Florida Players does not participate in or condone hazing.

Section 1 – Voting Membership

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

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, with at least three (3) points coming from production participation. They must then achieve four (4) points in each subsequent semester to remain active voting Florida Players members, with at least one (1) points coming from production participation.
- 3) Production participation points shall be issued at the discretion of the Secretary. If there is a discrepancy with the points issued a member must address the Secretary. If the discrepancy is with the Secretary a member may take the issue up with Executive Board.
- 4) 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.
- 5) The President and Vice President of the organization(s) 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. 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 – EXECUTIVE COMMITTEE

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 reelection. These officers shall be installed at the annual Florida Players Banquet, at which time their terms of office shall immediately commence. All positions are elected by the voting membership with the exception of the Assistant Production Manager, Assistant Director of Publicity, Director of Publicity, Assistant Web Manager, Web Manager, Director of Finance, and the Faculty Advisor.

Section 1 – President/Artistic Director

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

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

- 1) To preside over all Florida Players meetings and conduct or delegate all Florida Players business.
- 2) To serve as an ex-officio member of all Florida Players committees.
- 3) To serve as chair of the Executive Committee.
- 4) To call special meetings of the Florida Players and of the Executive Committee when he or she deems such action necessary.
- 5) To conduct meetings in accordance with Robert's Rules of Order if she or he deems necessary.
- 6) To have co-sign-off authority with the Treasurer of Florida Players on all Student Acquisition Requests (SAR).
- 7) To coordinate all master classes sponsored by the organization.
- 8) To appoint an Executive Committee member to attend each meeting of the Student Government Senate and of the Fine Arts College Council.
- 9) To serve as liaison to the University of Florida's School of Theatre and Dance as a whole on behalf of Florida Players.
- 10) To report on the state of Florida Players to the University of Florida's School of Theatre and Dance at a University of Florida's School of Theatre and Dance Faculty Meeting at least once each semester.
- 11) 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 semesters and again at the end of the fall/spring semesters.
- 12) To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

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 committee and to serve until a special election is held.
- 2) To serve as parliamentarian at all general meetings.
- 3) To serve as chair of the Community Outreach Committee.
- 4) To turn in all office log hours at the end of every month.
- 5) To oversee the planning, scheduling, and execution of Weekly 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 Development, to create and manage any new programs the Executive Committee shall decide to implement in its experimental phase.
- 8) With the Artistic Director, to arrange for private meetings with each officer on the executive committee to discuss performance and any personal disputes twice during a semester, once halfway through the fall/spring semesters and again at the end of the fall/spring semesters.

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

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

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 Committee and to notify the Executive Committee of any excessive absences.
- 5) To receive and organize applications for membership in Florida Players.
- 6) To keep the minutes of all Executive Committee meetings and to report the same to the Voting membership at each subsequent Florida Players meeting.
- 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.

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 Treasurer 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-off authority with the President of Florida Players on all Student Acquisition Requests (SAR).
- 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 over all 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.

Section 5 – Production Manager (PM)

The responsibilities of the Production Manager shall be the following:

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

- 1) To serve as chair of the Production Selection Committee.
- 2) To act as the liaison between Florida Players and the representative in charge of space scheduling and for upkeep of the performance and the rehearsal spaces.
- 3) To act as the liaison between any Technical representative of the University of Florida's School of Theatre and Dance and Florida Players.
- 4) To act as a liaison between the chosen directors and producers and the Finance Committee.
- 5) To coordinate and successfully mount the Production Season as outlined in the Production Manager Operational Handbook.
- 6) To submit Student Acquisition Requests 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 Theatre and Dance.
- 10) To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

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 Florida Players inventory and storage unit status.
- 3) To coordinate and successfully produce the New Works Festival as the New Work's Festival Coordinator.
- 4) To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

The office of Production Manager shall be succeeded by the Assistant Production Manager. The office of Assistant Production Manager is a position appointed by application by the Production Manager with approval by the executive committee.

Section 7 – Director of Publicity

The responsibilities of the Director of Publicity 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 production's 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.

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

- 5) To assist producers in developing a production poster in a timely fashion prior to the show.
- 6) With the Secretary and Director of Development, to assure that all Florida Players meetings and events are adequately publicized at least three (3) days in advance.
- 7) In coordination with the Historian and each production's producer, to ensure that Photocall takes place for each production.
- 8) To maintain an officer's Operational Handbook to be passed down to the subsequent holder of this office.

The office of Director of Publicity shall be succeeded by the Assistant Director of Publicity.

Section 8 – Assistant Director of Publicity (ADP)

The responsibilities of the Assistant Publicist shall be the following:

- 1) To assist the Director of Publicity in 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.

The office of Director of Publicity shall be succeeded by the Assistant Director of Publicity. The office of Assistant Director 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

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 the Director of Finance in regards to raising donations, expenditures, and the financing of event
- 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 committee.
- 9) With the Assistant Artistic Director, to create and manage any new programs the Executive Committee shall decide to implement in its experimental phase.
- 10) With the Secretary and Director of Development, to assure that all Florida Players meetings and events are adequately publicized at least three (3) days 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.

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

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 Development and Events to ensure that the Web Site does not lapse.
- 3) To maintain an officer's Operational handbook to be passed down to the subsequent holder of this office.

The office of Web Manager shall be succeeded by the Assistant Web Manager at the discretion of the executive committee and the Web Management team. The office of 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 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 this office.

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

The Assistant Web Manager is exempt from Article VII - Section 3 Requisite 1, eligibility based upon attaining voting membership, however, he/she must be a nonvoting member, must obtain membership within his/her first semester in office, and are still accountable to the board and Student Government Disciplinary actions. He/she is exempt from no other requirements or regulations pertaining to any nonspecific member of the Executive Committee.

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 resource 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 productions Director and Producer as outlined in their Production Contracts.
- 6) To serve as resource of content for the Director of Development and Events and the Development and Events.
- 7) To maintain an alumni registry.

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

- 8) To keep and maintain the Florida Player's 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 Smather's 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.

Section 13 – 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. Contracts

- 1) All Executive Committee Members are required to sign their respective Right and Responsibility Contracts prior to taking office. Being found in breach of contract may be grounds for impeachment at the discretion of the executive committee.

C. 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.

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 in his or her respective Executive Committee Contract, and in meeting the point requirement for membership outlined in Article V - Section I, a special provision may be granted by the Executive Committee for him or her to continue to hold this office during said leave.

B. Should the Executive Committee 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 Committee. The Executive Committee 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 position's executive duties until such a time when a replacement is selected or elected.

Section 15 – Impeachment of Executive Committee 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

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

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 Committee Members are required to sign their respective Rights and Responsibility Contracts prior to taking office. Being found in breach of contract may be grounds for impeachment at the discretion of the executive committee.

C. 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.

D. If the impeachment does not follow the procedure outlined in Article VII Section 4 of the Constitution, then the impeachment is to be deemed null and void.

Section 16 -Vacancy of Executive Committee Positions

D. In the event of officer resignation or ineligibility, a special provision may be granted to the remaining officers to appoint an interim replacement until an election can be held.

E. In the event that no eligible replacement can be appointed, the Vice President/Assistant Artistic Director and/or the President/Artistic Director may step in and fulfill a position's executive duties until such a time when a replacement is selected or elected.

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 the month of April.

B. Nominees for each executive board position will be given the opportunity to speak before the 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 office, a meeting will be called to elect a replacement, with election necessitating a plurality of the total Voting Membership present.

E. In the case of appointed positions, if no applicant 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 tied nominees. A plurality of the total Voting Membership present 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 balloting is NOT permitted in any election.

D. Special elections may be called by the Artistic Director as necessary.

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

- E. Election results shall be posted no later than forty-eight (48) hours after the election.
- F. Two Executive Board members will count all 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 at 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 the elections.

Section 3 – Eligibility

A. Executive Board Requirements:

- 1) All potential elected board 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. If no interested parties meet this requirement, 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 the 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 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 VI 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 – Impeachment of Executive Board Members

- A. A motion to impeach a board member 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. Her or his office shall be filled by a special election immediately after conviction. This special election shall be presided over by the current Artistic Director, or if the Artistic Director has been removed, the meeting shall be presided over by the current Assistant Artistic Director.
- C. If the impeachment does not follow the procedure outlined in Article VII - Section 4 of the Constitution, then the impeachment is to be deemed null and void.

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

D. Florida Players WILL NOT be allowed to preside over the impeachment of officers within its subgroups. Officers may provide assistance at the request of the subgroup but all impeachments for a sub-group 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 the impeachment.

Section 5 – 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 scheduled 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 Theatre and Dance.

Section 2 – Appointment of the Faculty Advisor

A. The Faculty Advisor shall be appointed by a majority vote of the Executive Board in the fall semester.

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-appointment.

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 the 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 outline by Student Government.

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

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. Before the budget is submitted it must be approved by a simple majority of the Executive Committee.

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 dissolves, all monies 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 5:00 p.m., or by 5:30 p.m. on the first Wednesday of each month of the fall and spring semesters in a place 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 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.
- 3) 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.
- 4) No other Florida Players related event is allowed to occur during scheduled general meeting times.

ARTICLE XII – PROGRAMS AND SPICAL EVENTS

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

Section 1 – Programs

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

- 1) Mentorship Program
 - a. Florida Players will provide its members with the chance of
- 2) Weekly Workshops
 - a. Florida Players will provide its members with a weekly or bi-monthly workshop as scheduled 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 an 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 for the Mentorship Program
- 5) Weekly Workshops
- 6) Various events to promote Florida Players sense of community

ARTICLE XIII – STANDING COMMITTEES

Florida Players shall have the following standing committees: the Executive Committee, the Finance Committee, the Production Selection Committee, the Development and Events Committee, the Publicity Committee, and the Community Outreach Committee.

Section 1 – Executive Board

This Board shall consist of the Artistic Director, who shall serve as the chair, the Assistant Artistic Director, the Secretary, the Director of Finance, the Production Manager, the Assistant Production Manager, the Director of Publicity, the Assistant Director of Publicity, the Director of Development and Events, the Web Manager, Assistant Web Manager, and 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 the organization.
- 2) To expedite Florida Players policy.
- 3) To act as a liaison Board to all outside organizations as well as those organizations under the umbrella of Florida Players.

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

- 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 as approved by the Director of Finance, and any interested sub-group member as 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 of 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 sub-groups named in Article II of this Constitution under the umbrella organization of 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 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, an undergraduate stage manager and a dance student. Of these five (5) the Production Manager will be responsible for appointing the graduate production student, the graduate performance student, and the dance student. The Faculty Advisor shall serve as an ex-officio member of this committee. The main duty of the Production Selection Committee shall be to select the Florida Players Showcase 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 the event that no eligible interested party is elected or able to be appointed, the Production 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. As New Works Festival Coordinator, the Assistant Production Manager shall moderate the business regarding the New Works Festival at the Selection Committee meeting at the discretion of the Production Selection Committee chair.

Section 4 – Development and Events Committee

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

- 4) 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.

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

- 5) 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)
- 1) 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 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 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 seasonal tee shirts.
- D. To innovate and maintain methods of publicizing Florida Players.

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 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 7 – Appeals

In the event that a decision made by any of the committees is contradictory to this Constitution 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 present shall be necessary to effect such a reversal.

ARTICLE XIV – Productions

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 CONSTITUTION

Revised 15th January 2012

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.

- 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 at the time proposals are due are eligible to propose showcases. 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 Showcase 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 Theatre 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 the New Works Festival.
- 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 personnel needs as is fitting to the Florida Players Budget and to each shows specific budget.

Section 2 – Production Requirements

The following requirements must be met for each showcase 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 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 Theatre and Dance production mandated by their department unless permission is given by his or her department head.

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

- 7) A director may not propose a show if they have a conflict with a University of Florida School of Theatre and Dance production mandated by their department unless permission is given by his or her department head.
- 8) 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 decisions or informing anyone of their status as a cast member.
- 9) The cast lists for each production are to be regulated and posted by the Production Manager.
- 10) It is highly recommended that all involved with the showcases are students at the University of Florida. Any exceptions must be approved by the Executive Committee.

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 Festival Coordinator
- 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 previously been produced and/or financially supported by another institution.
- 3) The plays to be 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 showcases 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.

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

- 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 showcase. Failure to do so will nullify their involvement in the production.

Section 5 – Show Feedback

The directors, designers, and actors of each showcase production will be given 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 the Artistic Director, Production Manager and the Director of the production.

Section 6 – Behavioral Documentation Process

- 1) In the case that any cast or crewmember has committed an act that may be deemed as inappropriate during an official rehearsal or performance of a showcase, or if any member of a showcase 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 showcase will be re-evaluated by the Director, the Stage Manager, the Production Manager, the Assistant 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 Respondent, the Assistant Artistic Director or Production Manager will take his or her place in the mediation and re-evaluation processes.
- 6) Behavioral Forms will be filed in quintuplicate with one copy being kept by the Artistic Director, one copy being maintained by the Florida Player's Faculty Advisor, one copy being filed with the head of the respondent's department (if

FLORIDA PLAYERS CONSTITUTION

Revised 15th January 2012

applicable), one being filed with the complainant, and one being filed with the respondent.

- 7) 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.
- 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 contracts 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 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 XVI – 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.