**Florida Players Constitution**

**Updated: May 2014**

**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**

Florida Players is a student-run theater company providing opportunities and support for its members to explore, create, and showcase their discoveries within the world of theater. Florida players is sponsored by UF Student Government and open to all University of Florida students regardless of major as well as the greater Gainesville community. Florida Players offers members the chance to explore all aspects of theater, including but not limited to: direction; design; performance; and play-writing, as well as leadership positions. Florida Players also acts as an umbrella organization for the dance company Floridance.

**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 Webmaster and Director of Publicity, which are appointed.

Section 1 – President/ Artistic Director

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 a 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 and 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 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 of 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 execution of regularly scheduled workshops, to be defined later in this constitution.

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

7) To create and manage, with the Special Events Director, 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, ones 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)  ToserveaschairoftheFinanceCommittee.
* 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)  Tohaveco-signauthoritywiththePresidentofFloridaPlayersonallStudentAcquisition  Requests (SARs).
* 6)  TopreparethebudgetrequestproposalforStudentGovernmentFinance.
* 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)  TopropagatebudgetchangesproportionallythroughFloridaPlayersanditssubgroups.
* 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.

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Section 5 – Production Manager (PM) The responsibilities of the Production Manager shall be the following:

* 1)  ToserveaschairoftheProductionSelectionCommittee.
* 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)  Tohandle,maintainandkeeponrecordthevariousProductionContracts.
* 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.

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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)  ToassisttheDirectorofPublicitywithanyoftheaforementionedresponsibilitiesoutlined in Article VI- Section VII
* 2)  TomaintainandupdatethePressContactList.
* 3)  TocoordinatethehousemanagementforeveryFloridaPlayersproductionasdefinedin  the Officer’s Operational Handbook.
* 4)  Tomaintainanofficer’sOperationalHandbooktobepasseddowntothesubsequent  holder of this office.
* 5)  Toplanandproduceoneworkshopwithassistancefromtheassistantartisticdirector

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.

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* 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.

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Section 12 – Historian The responsibilities of the Historian shall be the following:

* 1)  Tokeepadigitalandpaperarchiveofallsavablecontentincludingbutnotlimitedto posters, programs etc.
* 2)  Incoordinationwiththepublicistandeachindividualproduction’sproducer,toensurethat a photo-call takes place for each Florida Players production.
* 3)  Toacquirephotosasasourceforallmembers.
* 4)  ToattendallFloridaPlayerseventsandensurethatphotosaretakenat/ofeachevent.
* 5)  TorecordanddocumentFloridaPlayersrehearsals,technicalrehearsalsandperformances  at the discretion of each production’s Director and Producer as outlined in their production  contracts.
* 6)  ToserveasresourceofcontentforDirectorofSpecialEvents.
* 7)  Tomaintainanalumniregistry.
* 8)  TokeepandmaintaintheFloridaPlayers’cameraandinsurethatitisreturnedsafelyto  the Florida Players’ Storage Unit on the off-season.
* 9)  TomaintainaprofessionalrelationshipwiththeSmathersLibraryArchivistandtoarchive  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) AllExecutiveboardmembersarerequiredtosigntheirrespectiveRightsand

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.

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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 lease 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. ShouldtheExecutiveBoardfindthattheofficerinquestionhasnotmaintainedastandard 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. Intheventthatnoeligiblereplacementcanbeappointed,theAssistantArtisticDirector 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

1. Amotiontoimpeachanofficermaybemadebyanyvotingmemberatanymeeting.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 I made. At this, meeting, a two-thirds (2/3) vote of the total Voting Membership present shall be necessary to remove that officer.
2. AllexecutiveboardmembersarerequiredtosigntheirrespectiveRightsand Responsibilities Contractions prior to taking office. Being found in breach of contract may be grounds for impeachment at the discretion of the Executive board.
3. Hisorherofficeshallbefilledbyaspecialelectionimmediatelyafterconviction.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.
4. If the impeachment does not follow the procedure outlined in Article VII secton4 of the constitution then the impeachment is found to be null and void.

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Article VII – Elections

Section 1 – Election of the Executive Board

1. Nominations of all elected board positions shall be made and closed at the last regular  meeting of the spring semester in April.
2. Nomineesforeachexecutiveboardpositionwillbegiventheopportunitytospeakbefore  elections are held.
3. Theelectionofboardmembersshallbeheldatthelastmeetingofthespringsemestersing  secret ballots. A plurality of quorum is needed for election.
4. In the case of a vacancy in officer a meeting will be called to a elect a replacement, with  election necessitation a plurality of total Voting Membership present.
5. Inthecaseofappointedpositions,ifnopersonappliesforthepositionthenaspecial  election will be called during which an election for that position will be held at the  discretion of the Executive Board.
6. 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

1. 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.
2. Secretballotsshallbeusedatallelections
3. AbsenteeallottingisNOTpermittedinanyelection
4. Special elections may be called by the Artistic Director as necessary.
5. Electionresultsshallbepostednolaterthanforty-eight(48)hoursaftertheelection.
6. 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.
7. Nominees must be present at the election to accept an elected position.
8. 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)  AllpotentialelectedboardmembersmusthaveheldavotingmembershipinFlorida 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)  Allpotentialappointedboardmembersmustsubmitaletterofintentandaresumeto 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

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no interested parties meet this requirement, exceptions for one (1) semester of

membership may be made at the discretion of the Executive Board.

* 3)  AllpotentialboardmembersmustmeetallrequirementsoftheStudentOrganization  Officers put forward by the Office of Student Activities.
* 4)  Allpotentialboardmembersmusthavetheawarenessofandwillingnesstoacceptthe  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)  Itishighlyrecommendedthatthosewhorunforaboardpositionsitonastanding committee for at least one (1) semester.

Section 4 – Replacement and Removal of Production Selection Committee Members

1. 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.
2. TheExecutiveBoardshallimmediatelyappointaFloridaPlayersvotingmemberto  fill the vacancy. This appointment shall be approved by the voting membership at the nest regularly held general meeting.  Article VIII – Faculty Advisor

Section 1 – Responsibility The responsibilities of the Faculty Advisor shall be the following:

* 1)  TobepresentatallscheduledFloridaPlayersvotingmeetingsincludingbutnot  limited to, elections and impeachments.
* 2)  Toserveasanex-officiomemberonallFloridaPlayersstandingcommittees.
* 3)  ToserveasaliaisonbetweenFloridaPlayersandtheUniversityofFlorida’sSchoolof  Theater and Dance.

Section 2 – Appointment of the Faculty Advisor

1. ThefacultyAdvisorshallbeappointedbythemajorityvoteoftheExecutiveBoardin  the fall semester.
2. ThefacultyadvisorymustbeafacultyorstaffmemberemployedatUF.
3. TermofofficeforFacultyAdvisormaylastnotlongerthanone(1)yearwith  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

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from donations made by individuals, corporations or departments. There are no dues charged to any members of this organization. Section 2 – Management

1. The finances of Florida Players are to be managed by the Director of Finance and the  finance committee of Florid Players according to the policies outlined by Student  Government.
2. ThemanagementofFloridaPlayersfinancescomesinthediscretionoftheTreasurer  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

1. FloridaPlayersshallcallageneralmeetingoftheFullmembershipat5:00pmor  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.
2. SpecialmeetingsarecalledbytheArtisticDirectorasheorshedeemsnecessary.

Section 2 – Meeting Policies Florida Players shall maintain the following policies for all general and committee meetings:

* 1)  allmeetingsshallbeopen.
* 2)  Allcommitteesmusttakeminuteoftheirmeetings.Thechairofeachcommitteeshall  provide them to the origination’s Secretary in due time, and give a report at each  Florida Players general meeting.
* 3)  Allmeetingtimes,locationsandagendamustbepostedatleastforty-right(48)hours  in advance, except in the case of special meetings called by the chair of that committee or the President of Florida Players.

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4) NootherFloridPlayersrelatedeventisallowedtooccurduringscheduledgeneral body meetings.

Article XII Programs and Special Events

Section 1 – Programs Florida Players shall maintain the following programs outside for the Production Season:

* 1)  MentorshipProgram
  1. Florida Players will provide its newer members to be mentored by seasoned Florida  Players in a constructive manner.
  2. Florida Players will hold events to foster meaningful mentor/mentee relationships.
* 2)  MonthlyWorkshops

a. Florida Players will provide its members with a monthly workshop as coordinated by

the Assistant Artistic Director. 3) NewPrograms

1. 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.
2. 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)  FloridaPlayersannualeventsincludingthe:
  1. End-of – the –Year Florida Players Banquet (Mandatory)
  2. Florida Players Holiday Party (Optional)
* 2)  Showspecificeventsseekingtogainfinancialsupportfromalternativesources.
* 3)  CommunityserviceeventsandprogramssuchasRelayforLife
* 4)  EventscoordinatedbytheMentorshipprogram
* 5)  Workshops
* 6)  VariouseventstopromoteFloridaPlayerssenseofcommunity  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:

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* 1)  Toenforceandinterpretthisconstitutionaccordingtothethree-foldartisticmissionofthis organization.
* 2)  ToexpediteFloridaPlayerspolicy
* 3)  ToactasliaisonBoardtoalloutsideorganizationsaswellasthoseorganizationsunderthe  umbrella of Florida Players.
* 4)  ToreviewtheFloridaPlayersConstitutionannuallynolaterthanatthestartofthespring  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)  tocreatetheoverallbudgetforFloridaPlayers.
* 2)  TooverseeallrevenuesandexpendituresofFloridaPlayers
* 3)  Toapprovethebudgetsofallsub0groupsnamedinArticleIIofthisConstitutionunderthe  umbrella organization Florida Players.
* 4)  ToallocateStudentGovernmentFundstoproducequalityandfreeentertainmentforthe  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:

1. To read all proposals and plays and come prepared to the selection committee hearing ready to discuss each proposal.
2. Toupholdtheconstitutionwhenmakingselections.
3. Tobefreeofbiaswhenvotingforproposals.

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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)  Toplanandorganizespecialeventswhichbothservethethree-foldartisticmissionofthe organization and provide a social outlet for the members of Florida Players
* 2)  ToplanandorganizeFloridaPlayersannualeventsincludingthe A. End-of-the-Year Florida Players Banquet (Mandatory) B. FloridaPlayersHolidayParty(Optional)
* 3)  Toencourageinstitutionaldevelopmentonthefollowinglevel: 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, sighs, press releases, tarps and any other forms of advertising. The duties of the Publicity Committee shall be the following:

A. TocoordinatewiththeDirectorofFinancetheproperallocationofthepublicityBudget B. Toprovidepublicityforallmeetings,eventsandproductions C. Toorganizethedesign,acquisitionanddistributionofallseasonalteeshirts D. To innovate and maintain methods of publicizing Florida Players.

E. Toplanandorchestratethecreationandhangingofatarpforeachproduction. 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 hall be the following:

1. To provide service to the surrounding theater community by sharing Florida Players’ resources of talent and education.
2. Tointroducetheaterasanoutletandactivitytothepeopleofthecommunity.
3. Tousetheaterasatooltospreadimportantideasandmessagesthroughoutthecommunity.

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

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and predominantly student run. Faculty may be invited to supervise by the student proposing the show.

* 1)  TheplaystobeproducedshallbeestablishedbytheProductionSelectionCommittee.
* 2)  OnlyVotingmemberswhohavemaintainedmembershipfortwosemestersincludingthe  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)  ProposalsfortheseshowsshallbemadeinwritingtotheProductionSelectionCommittee, and shall include the information outlined in the Production Proposal Guidelines.
* 4)  AdirectormaynotproposeashowiftheyhaveaconflictwithaUniversityofFlorida School of Theater and Dance production mandated by their department unless permission is given by his or her department head.
* 5)  Thecommitteeshallselectthemostpromisingoftheseproposalsaftereachproducerand director is interviewed by the committee regarding their intentions and overall concept for the piece.
* 6)  Membersofthecommitteewhohaveproposalsunderconsiderationshallabstainfrom voting. The chair of the committee shall vote only in the event of a tie.
* 7)  ThethirdslotofthefallsemestershallbeaNewWorksFestivalunlessnoNewworksis proposed.
* 8)  FloridaPlayerswillfullymountallproductionsselectedasapartoftheproductionseason 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,ProducersandStageManagersmustallmeetwiththeProductionManagerto  discuss expectations, rights, and responsibilities as well as to sign Production Contracts  prior to accepting their roles on a production.
* 2)  Itisnotmandatory,however,itishighlysuggestedthattheDirectorshavesomedirecting  or assistant directing experience, preferably with a Florida Players Production.
* 3)  Openauditionsmustbeheld.
* 4)  DirectorsandProducersarenotpermittedtoactintheirownshow.
* 5)  Designersandperformersmustsignproductioncontractsbeforeacceptingtheirpositions  and roles on a production.
* 6)  DesignersmaynotdesignaFloridaPlayersproductioniftheyhaveaconflictwitha  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)  Adirectormustconsultwiththeotherdirectorsinthatseasonatacastingmeeting 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)  ThecastlistsforeachproductionaretoberegulatedandpostedbytheProduction  Manager.

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9) ItishighlyrecommendedthatallinvolvedwiththeshowsarestudentsattheUniversityof 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)  TheAssistantProductionManagershallserveastheNewWorkscoordinatorunlessheor she has a conflict with a University of Florida School of Theater and Dance production.
* 2)  Inorderforaworktobeeligibleforsubmission,theworkmusthavebeenwrittenbya 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)  TheplayproducedshallbeestablishedbytheProductionSelectionCommittee.
* 4)  ProposalsforthesenewworksshallbemadeinwritingtotheProductionSelection  Committee and shall include the information outlined in the New Works Proposal  Guidelines.
* 5)  AftereachplaywrightisinterviewedbytheProductionSelectionCommitteeregarding  their intentions and overall concept for their piece, the committee shall select the most  promising of these proposals.
* 6)  Membersofthecommitteewhohaveproposalsunderconsiderationshallabstainfrom  voting. The chair of the Production Selection Committee shall vote only in the event of a  tie.
* 7)  TheamountofworkspassedontothefestivalisatthediscretionoftheProduction  Selection Committee.
* 8)  Thedirector(s)andproduceroftheproductionarealsoprohibitedfromacting.
* 9)  Intheeventthatanewworkispassed,editstothescriptwillbepermittedwithinreasonat  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

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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)  Inthecasethatanycastorcrewmemberhascommittedanactthatmaybedeemedas  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)  Afterone(1)BehavioralDocumentationFormshavebeenfiledagainstthesame individual, the Artistic Director will step in to mediate the issue between the respondent and the Complainant.
* 3)  Aftertwo(2)BehavioralDocumentationFormshavebeenfiledagainstthesame 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)  Inthecasethataformisfiledagainstanindividualwhodeniesthattheincidentoccurred 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)  InthecasethateithertheArtisticDirectoristheComplainantortheRespondent,the Assistant Artistic Director or Production Manager will take his or her place in the mediation and re-revaluation process.
* 6)  BehavioralformswillbefiledinquintuplicatewithonecopybeingkeptbytheArtistic 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)  Whentheincidentinquestioninvolvesexualharassmentorphysicalassault,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)  FloridaPlayersreservestherighttodenyorrevokemembershiptoanymemberby 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)  FloridaPlayersretainstherighttoarchiveBehavioralFormsandbreachedcontracts. 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.

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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.

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