The Behrend Theatre Club

**Article I - Name and Affiliation**

**I. Name**

1. The official name of this organization shall be The Behrend Theatre Club

**II. Affiliation**

1. The Behrend Theatre Club are not affiliated with any national organization, it is local to the Penn State Behrend Campus.

**Article II - Mission Statement**

1. The mission of this organization is to promote the expression of the performing arts, including stagecraft, acting, dance, singing, and other modes of performance. The club will allow for students from any major or program to express themselves through the performing arts and allow for students to both organize and perform in student-led projects and performances.

**Article III - Membership**

1. **Eligibility**
   1. The Behrend Theatre Club is open to all Graduate or Undergraduate students at Penn State Behrend
   2. An accurate listing of our members must be maintained on BehrendSync, with a minimum of 10 members
   3. Only Penn State Behrend students are eligible to hold officer positions, solicit funds, and vote. Faculty/Staff, Alumni, or Community members are not permitted to make decisions on behalf of the organization, solicit funds, or vote.
   4. The Behrend Theatre Club will follow the University’s Non-Discrimination Policy will not discriminate membership based on any protected class outlined at [PSU Policy AD91](https://policy.psu.edu/policies/ad91)
2. **New Members and Recruitment**
   1. All new members will be given full disclosure during recruitment, including but not limited to:
      1. Access to the organization’s GroupMe
      2. A copy of the University Hazing policy, prescribed by [Policies and Rules for Student Organizations](https://policy.psu.edu/policies/ad98)
   2. All members reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
   3. All interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws
3. **Non-Hazing Compliance Statement**
   1. The Behrend Theatre Club and The Pennsylvania State University do not tolerate hazing. Hazing is prohibited for any University recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the University.
   2. Organizations or individuals found responsible for hazing under this Policy, whether occurring on or off campus, will be subject to disciplinary action by the University, and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law, 18. Pa. C.S. § 2801, et seq.
   3. Annually, The Behrend Theatre Club will share the [University Hazing Policy](https://policy.psu.edu/policies/ad98) with the entire membership, prescribed by [Policies and Rules for Student Organizations](https://studentaffairs.psu.edu/involvement-student-life/student-organizations/student-organization-policies-procedures/policies).
4. **Membership Conduct**
   1. In the case of violations of constitution policies and/or a conflict between members, the highest-ranking officer not involved in the instance, with assistance from the Faculty Advisor and/or Student Leadership and Involvement staff will facilitate a mediated conversation.
   2. Membership may be terminated if a member is found to violate any proceedings or fails to meet membership criteria outlined above.
   3. If a member is at-risk of removal, the President and faculty advisor will have a meeting with the Member to let them know of their at-risk status prior to removal and outline immediate and sustainable changes that must occur to maintain membership.
   4. If a member fails to make the necessary changes, the executive board will vote on removal and the outcome will be shared with the member in question.
   5. Officer removal/replacement is outlined in the Officers section

**Article IV - Officers**

1. **Executive Officers**
   1. All Executive Officers reserve the right to participate in showcases and apply to run showcases provided that they are not serving as the specific showcase’s Producer
   2. PRESIDENT
      1. Presides over all Executive and membership meetings
      2. Maintains the BehrendSync Page for the organization
      3. Works with interested students to organize performances
      4. Can act in the role of a Producer if no others are available
   3. VICE-PRESIDENT
      1. Assists the President in fulfilling the goals of the organization
      2. Assists with organizing the schedules for events
      3. Works towards recruitment based events
      4. Can act in the role of a Producer if no others are available
   4. TREASURER
      1. Keeps financial records updated and accurate
      2. Balance the Theatre Club’s transactions and all accounts
      3. Manages fundraisers and purchases made by the club
      4. Can act in the role of a Producer if no others are available
   5. SECRETARY
      1. Assists with the planning, organization, and execution of organization events
      2. Works with staff and faculty for the planning of events
      3. Takes minutes of each general and Executive Board meeting for organization record.
      4. Can act in the role of a Producer if no others are available
   6. PRODUCER
      1. Oversees all student-led showcases
      2. Reports to the Executive Board with progress relating to the showcases
2. **Appointment of Officers**
   1. Term of Office
      1. Each Executive Officer position shall be appointed once every academic year toward the end of the Spring Semester, prior to the final day of classes
      2. The incoming officers shall serve from Fall to Spring Semester of the following academic year
   2. Election Procedure
      1. Elections shall be conducted electronically and anonymously no later than the last week of classes in the Spring Semester preceding the beginning of term of office.
      2. Votes shall be counted only from members present during the meeting at which elections are taking place. Members who cannot make this meeting can reach out to an Executive Officer to cast their votes.
      3. The position of President shall be restricted to within members of the current Executive Board excluding any extraneous circumstances
      4. To be eligible to run for an Executive Officer position, the following conditions must be met:
         1. The candidate must have attended half (>50%) of the general meetings, excluding extraneous circumstances, in the academic year during which they are running
         2. The candidate must have the intent to serve one full academic year on the Executive Board
         3. The candidate must maintain a GPA of over 2.5
   3. Officer Removal
      1. If an officer is at-risk of removal for violating organization policies or culture, or a failure to complete their duties, the President and Advisor will have a meeting with the officer to let them know of their at-risk status prior to removal and outline immediate and sustainable changes that must occur to maintain an officer position. If the President is the officer at-risk, the next highest ranking officer and advisor will meet with the President.
      2. If the changes are not sustained and an officer needs to be removed, the Executive Board must discuss and vote
      3. The highest ranking officer and advisor will notify the officer immediately
   4. Officer Replacement
      1. If an officer needs to step down or has been removed outside of regular election time, the Behrend Theatre Club Executive Board will appoint a replacement officer

**Article V - Operating Procedure**

1. **Meetings**
   1. A meeting of the Behrend Theatre Club will be held no less than bi-monthly and no more than weekly
   2. Adequate advance notice must be given to all student members
   3. Rehearsals for student led showcases do not constitute as attendance for a general meeting
2. Showcases
   1. The Behrend Theatre Club will allow general members to apply to host student-led showcases relating to the performing arts
      1. These would include musicals, plays, dance showcases, musical exhibitions, etc.
   2. The Executive Board will vote on approval of each of these before allowing them to run.
      1. The Faculty Advisor will have the power to override the Executive Board on the approval of a student’s showcase application
   3. If approved, a student running a showcase will be required to have one or more executive board members overseeing the project alongside the faculty advisor acting in the role of a Producer.
      1. The student will have decision making power in all regards to the showcase, but the Executive Board and Advisor will have veto power over anything regarding funds or purchases
   4. Students running showcases will be required to provide bi-weekly reports on their showcase to the Executive Board.
   5. The Executive Board reserves the right to deny or cancel any showcase in the case of the student breaking the rules outlined in the constitution, by SLI, or by the university as a whole.
      1. This process requires a majority vote of the Executive Board
      2. In the event of a tie, the President will abstain from voting
3. Decision Making Process
   1. The Executive Board shall put-to-vote any decisions being made concerning the general membership of the Behrend Theatre Club to the Executive Officers.
   2. A majority vote of all voting members constitutes a passing vote
4. Amending the Constitution Bylaws
   1. Amendments to this document may be made at any time by a simple majority of the Executive Board or General Membership.
   2. Amendments must pass an affirmative vote following the Decision-Making process above and be presented to the entire membership
   3. All amendments must be submitted and approved by the Student Leadership & Involvement Office as an updated constitution to ensure compliance with university regulations
   4. Constitution Renewals are due to the Student Leadership & Involvement Office every 2 years but may be submitted sooner. Student Leadership & Involvement will contact leadership at the time of renewal

**Article VI - Advisors**

1. **Requirements of the Faculty/Staff Advisor**
   1. The advisor must be a full-time faculty/staff member on the University Park Campus, selected by the Executive Board
   2. If our organization has a Co-Advisor, that advisor may be a University Park Campus faculty/staff member, or a current Graduate Assistant (GA) or Graduate Teaching Assistant (TA), or a Non-PSU Community member affiliated with your organization
   3. Co-Advisors are not required
2. Duties of the Faculty/Staff Advisor
   1. The advisor shall be available to mentor the students in the general membership and assist them with procedures when necessary
   2. Advisors/Co-Advisors do not have voting rights
   3. Advisors/Co-Advisors may not conduct business on behalf of the organization

**Article VII - Financial Statement**

1. **Finances**
   1. The finances of the Behrend Theatre Club are handled by the Treasurer. All purchases must go through the President and Vice-President for approval.
   2. In extenuating circumstances, the President or any other Executive Office with the appropriate training may fulfill the duties of the Treasurer
2. Funding
   1. The Behrend Theatre Club will receive funds from the SGA or SAF. It is free to join the club
   2. The Club will hold fundraisers and accept donations from community members following the appropriate SLI guidelines

**Article VIII - Enabling Clause**

1. This constitution was reviewed and ratified by the Executive Board on , at the founding of the club.
2. The entire membership and Executive Board have reviewed and agreed to this document.
3. **Amendments**
4. This constitution was fully amended on 4/21/24. A vote approving the amendments was passed on . Changes include:
   1. Formatting
   2. Changes to how meetings are organized
   3. Organization Name
   4. Executive Board Positions
   5. Conduct Rules