

# Constitution of the Drama House

Drama House 2015

## Article 1: Rights and Responsibilities of House Members

### Section 1:

All house residents regardless of position are members of a single creative and domestic union and as such have certain prescribed rights and responsibilities. Failure to respect these rights and responsibilities will result in Punitive or Judiciary action as outlined in Article 3.

### Section 2:

- A.** All House members, save the five executives, are House Legislators, their duty to uphold the spirit and image of the house, functioning in good standing and respecting the basic rights and wellbeing of their fellow residents above all. As such, the respect and regard for the house, its cleanliness and upkeep and participation and cooperation in all house activities and events are requisites, as they promote the general welfare of all residents. Additionally, all House Legislators must be willing to submit to house rules and punitive or judiciary actions and to serve as a member of the Judiciary committee if called upon to do so.
- B.** Members of the House Executive share in the responsibility to uphold the spirit and image of the house. An Executive serves to uphold the house before any single of its residents, protecting the rights and liberties of all over respect or privacy for one. House Executives are subject to the rules of the house and the mandates of their position and must act in the best interest of the house. To fail in these regards is a dereliction of duty calling for impeachment.
- C.** All house members have certain responsibilities in the practical realm of house functions.
  - a. Attendance is mandatory at all weekly House meetings. Three or more unexcused absences will result in loss of “Member in Good Standing” status and possible probationary measures. Members are responsible for informing the Publicity Chair at least 12 hours prior to the start of the meeting in the event that they are unable to attend. Last minute absences are under review by officers.
  - b. House members are responsible for submitting a proposal for one House event for which they will be the head coordinator. Large events can be designed together with one other House member and will satisfy the event proposal requirement for both members. There is one house project per year, and failure to complete it will result in immediate loss of “Member in Good Standing” status. All proposals must have the approval of all officers and must contain:
    - i. A short description of the event being planned
    - ii. The estimated cost of the event (in consultation with the financial officer)
    - iii. An outline of space requirements and any audio/ visual or other special equipment needed.
    - iv. The estimated time House members will have to dedicate for set-up, if the event needs a black box theater, band platforms, movement of furniture, or has other special space requirements.
    - v. The estimated attendance of the event

- vi. The total time needed for the event, including time for setting up before and cleaning up afterwards
- vii. A list of House members who have agreed to assist in the set-up and clean-up

*NOTE: If you are doing a House Project that does not require any attendance, for example putting new handles on the cabinet doors, please adjust the structure of the proposal to your needs.*

*\*\*In the event that the Executive board provides a proposal sheet, you may fill this out in the stead of the aforementioned requirements.*

If a House member does not complete a House project during the academic year (or if a proposed project is not executed), he or she will have to reapply through the interview process to live in the House the following fall semester.

- All House members are required to help with at least one individually designed event by another House member during the year, which may entail set-up, clean up, or other tasks.
- Additionally, House members must attend at least five individually designed house projects each year.
- Tuesdays with Drama House and Fireside chats require a 50% attendance rate and barring class/lab conflicts.
- All house members are required to participate in the coordination of the following three mandatory house events:
  - Drama House Annual Thanksgiving Dinner
  - Bacchanalia Open House Party (Spring Semester)
  - Annual Toscars Awards (Spring semester)
- House members are required to help hang up fliers on campus for House events in their assigned campus location or as determined by the House Publicity Department.
- All House Members must become a certified Social Host through the UHS Health Promotion Office and serve as needed throughout the year.

### Section 3:

Any member may submit a bill to the members of the House. The bill will be reviewed by the Executive and upon a majority vote by the Executive be brought up to the full house for a vote. Upon a vote by the simple majority of Legislators the bill will be made into law.

Any bill may, upon rejection by the Executive, be brought up to a full vote of Legislators. Upon an affirmative two-thirds vote by all Legislators, the bill shall be made into law and entered into the House constitution by the Publicity Chair.

A Judiciary Committee may be formed at any time as specified in Article 3 to review house law or constitution. The committee may strike down any law they deem unconstitutional, having any amendments or alterations approved as specified in Section 2 of Article 4.

## **Article 2: Officerships and Special Positions**

### Section 1:

During the spring term of each school year, or as necessity dictates, an Executive election will be held to establish a new Logistics Officer, Scheduling Officer, Technical officer, Publicity Officer, and Finance Officer.

All officers have the power of the Executive Precedent. These private orders dictate how future officers should govern. Executive Precedents are confidential and may be rescinded by an Executive in the office that ordered it at any time.

## Section 2: Logistics Officer

The primary duty of the Logistics Officer (LO) is serving as chief executive operating officer of the Drama House under the directives of supervising and directing the various activities, initiatives and projects of the house as well as ensuring the successful creation and growth of a safe, structured, and satisfying housing community. In line with such directives, the LO is bestowed with the trust, support, and passion of all house members and is responsible for maintaining a mutually-productive relationship that ensures fair and equal representation and consideration for all person(s) and entities involved. When working alongside outside agencies, the LO is the primary voice of the rules, policies, and procedures that the Drama House functions by and as well as the formal representative of the overall theme and image of the house. Furthermore, the powers of the LO are designed to ensure that all aspects of the Drama House are clearly protected by, supported under, and in accordance with the laws and policies of the House Executive, the UR International Theatre Program (URITP), and the administration(s) of the University of Rochester.

### **Responsibilities of the Logistics Officer include:**

- Ensuring the cleanliness and maintenance of the Drama House such that the living environment is both safe and habitable.
  - The LO is responsible for:
- Acting as an official liaison between the Drama House and both University Administration and the UR International Theatre Program (URITP) and effectively coordinating the exchange of information as well as the setting up of formal meetings, project proposals, annual reviews, and house initiatives.
  - The LO is responsible to:
    - Attend and represent the Drama House at all meetings of the Special Interest Housing (SIH) committee as well as in any other formal administrative scenarios.
    - Coordinate and arrange for annual house inspections by both the Production Staff of the URITP and the administrators of Residential Life Services.
    - Represent the Drama House before any formal judicial proceedings held on accord of the university as well as assist in the fair and effect transfer of evidence and testimony if called upon to do so.
    - Acting as the primary voice of the rules, policies, and procedures that the Drama House functions by and as well as the formal representative of the overall theme and image of the house.
- Management of the annual move-in/move-out of all house residents such that the appropriate resources and information are clearly communicated.
  - Ensuring a fair and legal room draw assignment for all returning residents.
  - Deliver all residential living information/occupancy reports to the Office of Residential Life Services in the deadline(s) specified.
- Supervise the annual preservation and updating of the following documents:
  - The Drama House Annual Report
  - The Drama House Constitution (alongside the Publicity Officer)

- Ensure that weekly meetings of both the house and Executive run smoothly and that all appropriate information and resources are exchanged and communicated.
  - As a member of the SIH student-based Executive, the LO serves as the channel for incoming information and notices and is the medium by which the concerns and interests of the entire house are cleared shared and communicated.
- Serve as intermediary between other House members and the Executive such that the various operations of Drama House remain safe and peaceful.
- Manage Annual House officer elections/room draw

### **Section 3: Publicity Officer**

The primary duty of the Publicity Officer (PO) is to effectively translate the policies and procedures of the House Executive with the intent of managing and coordinating a successful community environment. Within this directive, the PO operates as a general manager responsible for the allocation of critical House resources and publications as well as ensuring that all members are informed and up-to-date on all important developments and whose duties include the documentation of all house events and parties over the course of the year, coordinating the digitization and electronic preservation of records, organizing alumni relations, and the consolidation and maintenance of House archives.

Responsibilities of the Publicity Officer include:

- Designs and prints fliers for events (will be compensated for printing charges)
- Organizes fliering sessions with the house, preferably before or after house meetings
  - Each member is required to help flier for their own events
  - Members are required to attend at least two fliering sessions per month
- The PO is responsible for making sure house members fulfill these requirements and reporting a failure to do so to the executive board
- Taking attendance and minutes at all meetings of both the house and the Executive and ensuring successful distribution of such information via email to all members within 24 hours from the conclusion of such meeting(s).
- Managing annual house elections such that the proceedings are both fair and offer equal opportunity to both candidates and voters.
- Manage the procurement and establishment of appropriate house committees.
- The timely distribution of all important documents, publications, and resources as provided by the House Executive with the intent of ensuring that all members are up-to-date on daily developments within the Drama House as well in the outside University community
  - The PO must oversee the distribution and updating of the following documents:
    - House Constitution (alongside the Logistics Officer)
    - House Contact List (to be updated accordingly each semester)
    - House Meeting Minutes/Attendance
    - House Project/Proposal & Evaluation forms
    - House Members Duties Agreement
    - House Member Information Form
    - Party/ Event/Tuesdays/Fireside Chats Sign-Up Forms
    - Any relevant documents provided by the House Executive, University Administration, or the UR International Theatre Program (URITP)
- Acting as official liaison between the Drama House and both University Administration and the UR International Theatre Program (URITP) and effectively coordinating the exchange of information as well as the setting up of meetings and work deadlines. Attending the SIH and URITP meetings when appropriate.

## Section 4: Technical Officer

The Drama House Technical Officer (TO) is a position that oversees the technical (lighting, sound, multimedia) equipment belonging to Drama House (or any equipment on loan from the UR International Theatre Program).<sup>\*</sup> The TO is responsible for checking in/ out this equipment to groups/individuals renting or using it; for maintaining (with the help of House members) the technical equipment storage space; for ensuring that any repairs to the equipment are taken care of; and of seeing that groups and individuals setting up (and striking) the equipment do so in a safe and responsible manner. The TO should work closely with the Production Manager and Technical Director of the URITP, and will serve as the official liaison between Drama House, renting organizations and individuals, and the URITP Technical Director on all technical matters relating to Drama House events.

### Requirements:

*Note: It is not a requirement that the Drama House Technical Officer to be a highly competent technician. The TO must, however, assume responsibility for the position and its duties. The TO must be trained for his/her technical responsibilities by the URITP Technical Director or Production Manager on assuming the position.*

Responsibilities of the Technical Officer include:

- Arrange for a training session with the URITP Technical Director (TD) on assuming the position of TO.
- Take an inventory of the Drama House technical equipment (this includes all lighting and sound equipment, cables, curtains, and pipes).
- Ensure that technical equipment is kept in working order and stored properly
- Report equipment in need of repair or evaluation to the URITP TD immediately
- Check-in and sign-out all Drama House equipment used by groups/individuals renting it.
- Meet with rental groups/individuals to evaluate and review their technical requests
- Ensure that equipment rental fees have been paid to the appropriate DH officer
- Instruct (and train, if necessary) those renting the equipment, ensuring proper and safe operation of the equipment
- Schedule a “walk through” with a representative of the renting group in order to approve the event’s technical setup. The walk-through occurs both prior to and right after the scheduled event, and in a timely manner.
- Documenting and processing all orders for house work and repair
- Ensuring successful annual maintenance and preservation of the various resources and properties of the Drama House

<sup>\*</sup>URITP equipment is not available for Drama House events without express written consent of the URITP Technical Director.

## Section 5: Scheduling Officer

The primary duty of the Scheduling Officer (SO) is to serve as the central scheduling entity of the Drama House such that an organized scheduling system is created that ensures fair and amicable consideration towards each house member’s respective schedule as well as effective coordination with university-based groups, visiting educational classes, and relevant university administrations. In line with such directives, the SO is designated to record and preserve all scheduling requests for the operating year, maintain effective oversight over the registration of house events, and provide timely briefing to house

members regarding events scheduled for a given week.

#### Responsibilities of the Scheduling Officer include:

- Implementing and enforcing a weekly reporting regime that includes: (1) updating the entire house on the assortment of scheduled events for the upcoming week, and (2) resolving any outstanding scheduling requests (i.e. house project dates, etc.).
- Ensuring the proper exchange of scheduling information throughout the house via: (1) direct announcements at weekly house meeting, (2) updating the Drama House calendar, (3) posting an updated schedule on the communal corkboard, and (4) detailed email(s) sent to all members listing all scheduled events for the upcoming week.\*
- Scheduling through University Health Services a date to host the UHS Social Host Training Program; this would apply to all new house member(s) as well as to any outstanding house member(s) who hold out-of-date certification.
- Residing as the formal scheduling liaison for the Drama House. In line with this position, the SO is responsible for:
  - Major events should be discussed at officer meetings before scheduling is finalized with the visiting group.
  - Processing scheduling requests for house usage by e-mail. The SO should acquire information for at least TWO group contacts (if more than one are available), which should include name(s), phone number(s), email(s), and current residence.
  - Explaining, and enforcing all aspects of the Drama House Usage Agreement in the planning and scheduling of the event.
    - *It is the sole responsibility of the SO to explain such clauses and directions to the group representative and resolve any outstanding questions and concerns such that the group is fully aware of all house policies and regulations and is briefed on proper hosting procedures.*
  - Scheduling the date of delivery for the relevant security deposit to the House Financial Officer as well as a formal session with the Technical Officer (if technical resources are needed and requested). Furthermore, the SO is also responsible for scheduling any relevant follow-up meetings with the House Executive.
  - In the event of any post-event concerns or issues, the SO should formally contact such group representatives and arrange any relevant meetings to resolve such dilemmas accordingly.

\*The SO is responsible for carrying out such actions no later than 24 hours after the conclusion of the weekly meeting.

## Section 6: Financial Officer

It is the Financial Officer's (FO) primary duty to serve as the chief supervisor of all financial activities within the Drama House as well as to manage effective collection and allocation of both house fund(s) and the annual operating budget. Within such management, the FO is designated to provide ample economic forecasting for the fiscal operating year and is empowered to provide formal recommendations as to the viability of house projects, work proposals, and event planning. Furthermore, the FO must coordinate with both the faculty of the UR International Theatre Program (URITP) and the administration of Residential Life Services in sustaining and appropriating a respective house budget and documenting the annual spending of history of the Drama House for the current fiscal year.

### Responsibilities of the Financial Officer include:

- Managing the effective collection and allocation of house fund(s) as well as providing ample economic forecasting for the fiscal year such that the annual house-operating budget is appropriately distributed and utilized.
- Coordinating with both URITP faculty and the administration of Residential Life Services in the formal appropriation of the annual operating budget and providing clear economic records documenting fund usage during the fiscal year.
  - The FO is designated to complete and present a formal End-of-Semester Financial Snapshot Report designed to summarize the general spending activities of the house recorded during both the fall and spring semesters. This report must be delivered to both the House Executive and the URITP administration at the conclusion of each semester.
  - Maintain oversight over financial spending such that house fund receipt(s) are delivered to and reimbursed by the URITP administration in a timely fashion.
  - Ensuring that all outstanding financial matters are clearly resolved
- Coordinate with the Scheduling officer in regards to the collection and preservation of security deposits from both visiting group(s) and organized house events and to ensure a fair return of such funds at the conclusion of such events.
  - The FO serves as a liaison between the Drama House and the outside group in regards to all financial affairs regarding the planning of the event, the collection of security deposits, and the assessment of any incurred damages.
  - If House property is damaged during a hosted house event (i.e. an event in which an outside group rents and uses the Drama House and its respective resources), it is the primary responsibility of the FO to:
    - Formally document such damages no later than 24 hours after the conclusion of the event; such documentation can be completed in tangent with the Technical Officer's post-event "walk-through."
    - Coordinate between the House Executive and the URITP (no later than one week after the event) in assessing and finalizing a formal invoice for damage repair(s).
    - Deliver such repair invoice(s) to the responsible party and enforce an effective deadline for full and final reimbursement.

### Section 7: Special Positions

Each special position has room draw points associated with it. Points may be withheld if the member fails to complete his/her duties as described below. The E-board is required to notify the member if they are in danger of losing their points half way through each semester and/or at the beginning of the spring semester, depending on the need. Each officer is responsible for supervising a number of positions to assist with and ensure the completion of tasks.

#### **Event Coordinator**

- The Event Coordinator oversees the planning and organizing of the Drama House Halloween Party, Bacchanalia, and Toscars
- They are responsible for reporting to the officers on progress
- They delegate responsibilities to other members as needed for the successful execution of these events

#### **Kitchen Boss**

- Bosses are NOT solely in charge of cleaning the kitchen, but must keep track of kitchen cleaning assignments per week and making sure to run all ideas through the executive board

- In charge of throwing out any food in the refrigerators that is past the expiration date or obviously spoiled and also anything left un-labeled outside of cabinets
- Reports any general hygiene issues (pests, mold, etc.) to the university through facilities or any other necessary departments
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#### **Webmaster (May be an Associate Member)**

- Must have knowledge of HTML and having knowledge of Adobe Dreamweaver is preferred
- Updates and maintains the website
  - o Keeping the members page up to date including collecting bios and from each member
  - o Coordinating with the Historian and Alumni Relations Chair to keep the History and Alumni pages up to date
- Updates and maintains the website

#### **Section 8:**

The term of all Executive offices ends on the fifteenth of May each year, regardless of date of election, at which time, the officers elected in the spring will take their positions. The outgoing Logistics Officer should provide his or her successor with summer contact information should residency disputes need resolution. In addition, any materials associated with an officer's position (notebooks, documentation) should be passed to the rising officer in that position.

## **Article 3: Judiciary and Punitive Action**

#### **Section 1:**

There is a three-strike system in place for the punishment of minor offenses as determined by the Executive. Should a member be given three strikes by the Executive branch they will fall into bad standing or upon their own request come under review for alternate punitive action by either the Executive or a Judiciary Committee.

#### **Section 2:**

Judiciary committees can be formed at any time for any reason when punitive action is deemed necessary by the Executive. A judiciary committee is composed of five members, elected by the Logistics officer of whom no more than two may be members of the Executive. These members must be confirmed individually by house majority vote. House members have the right and responsibility to vote for confirmation of members of the judiciary committee, including any member at risk of punitive action. Neither the Logistics Officer nor the committee member being confirmed may cast a vote.

Should the Logistics Officer come under Judiciary review, the other members of the executive will elect members of the Judiciary from among the house.

#### **Section 3:**

Any member in risk of punitive action from the Executive board may request the formation of a judiciary committee should they deem it necessary to do so.

#### **Section 4:**

Any member of the Executive may request the formation of a judiciary committee to determine the constitutionality of another Executive's actions or should they believe an Executive to be derelict of duty.

Upon impeachment of an officer of the Executive, the committee will hold session and gather testimony appropriate to judge whether or not the Executive has been derelict in his or her duty to the house and present their ruling to the members. The Judiciary may present any information gathered during the hearings to the members.



#### Section 5:

The committee will keep a record of all proceedings and rulings for the reference of future committees. The Committee may, upon a majority vote, seal any information gathered during hearings from view of the house members, but neither present for future members of the Judiciary.

#### Section 6:

The Logistics Officer will preside over the committee wholly as a moderator of discussion. (S)he shall never give opinion or vote. (S)he shall only speak when asked or when necessary to keep order. Should the Logistics Officer be under impeachment, this duty will be the responsibility of the Publicity Chair.

#### Section 7:

Any disciplinary action recommended by the Judiciary Committee will be enforced by the Executive Officers.

#### Section 8:

No house member who has been subject to the disciplinary actions of the Judiciary Committee may be elected as member of a future Judiciary Committee.

#### Section 9:

Should any house member come under repeated Judiciary Review, or should the Executive Officers so decide, that member may be called into a Review for Dismissal. A Judiciary committee will be formed and testimony gathered, to be shared with the entire house. The member in question will be provided an opportunity to speak in self-defense and then a discussion among house members will follow with the exclusion of the member in question. Following said discourse, a vote of two-thirds the remaining house will determine a continuance or dismissal by a date to be determined by the Executive.

#### Section 10:

The term of the Judiciary ends directly following their ruling. Members may be called upon to serve on Judiciary Committees as often as necessary.

### Article 4: Constitution and Procedure

#### Section 1:

Should a member of the Executive come under review for dereliction of duty, and a Judiciary Committee formed, a review of testimony and house discussion will follow. A two-thirds house vote of No Confidence is necessary for the impeachment of an Executive, and the election of a new house Executive should follow no longer than one week from the impeachment. Room assignments will not be altered following an impeachment.

#### Section 2:

Amendments to the constitution may be proposed by any member. The Judiciary Committee will, if necessary, reword the amendment and propose it to the house for a two-thirds vote of approval.

#### Section 3:

A copy of this constitution in whole, including any amendments, shall be readily available for review by any and all members of the house.

#### Section 4:

Upon ratification of this constitution by a two-thirds majority of its members it will immediately go into effect to be altered at the discretion of the house as outlined above.

#### Section 5:

Any member in good standing may run for Elected Position. Any member may nominate themselves after the new house members have been determined. Elections will take place at a special house meeting during which each candidate will be given time to take place at a special house meeting during which each candidate will be given time to present his or her platform and answer questions from the house body, after which all candidates for the position in question will leave the room allowing the house body time for free discourse without them. All votes shall be cast on secret ballot, tallied by the Publicity Chair and the Logistics Officer. No candidate shall be elected without a majority of the votes cast. Should there be a tie a runoff election will immediately be held.

#### Section 6:

As regards to Executive room draw, officers are given preference in the following order: Logistics, Scheduling, Financial, Technical, and Publicity.

If, all the Officers having chosen their rooms, and there are an odd number of residents involved in the room draw, then the last single, should there be only one remaining, will be given to the senior most member of the sex with an odd number of people.

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Each Legislator will then be assigned a number in the following fashion. They will receive 1 point for each semester they have lived in the house, including the current semester, and ½ point for each year they have attended the University. They will then be awarded ¼ point for each full semester in which they served as Publicity Officer or Webmaster, and ½ point each semester in which they served as an Officer of the Executive. The Legislator with the most points chooses his or her room first. Should any Legislators have the same number of points, a random draw shall decide the order of choosing.

If between semesters a limited room draw must be held, all people who are eligible for a room change, and wish to have one, may. Those who are required must also participate. The order will follow the same as described above.

This combination is drafted for the benefit of those present and future who reside under the roof of the Drama House and should never be exploited for malicious or vituperative reasons. To offend this document is to offend the spirit of the house and its history. May it and the institution it serves be held in as high a reverence and regard as its author held for those to whom its power is commended

### Article 5: Associative Members

Associative members expand the reach of the house to beyond its walls. They provide additional creative input to the house to keep the events new. They can only be past House members who no longer live in the house.

Associate members are able to attend any and all Drama House exclusive events and

meetings. For non-Drama House events held in Drama house, they may attend for free or at a discounted rate as discussed with the visiting group.

Associative members will not be given preference for living in the house. They must apply and attend an interview with the recruitment committee to become a full member of the house.

Associative members will have the responsibilities discussed below. Failure to execute responsibilities will result in an “Associative Member in Bad Standing” Status.

**Responsibilities of Associative Members Include:**

- Participation in a quarter of all house events including but not limited to Fireside Chats and House Projects.
- Must participate in either Drama House Thanksgiving, Bacchanalia, or Toscars.
- Must participate in one fliering session per month.