Theatre Club Constitution
Hillsborough Community College/Ybor campus

The HCC Ybor Theatre Club endeavors to increase awareness of theatre within the HCC Community. We seek to provide a network for theatre enthusiasts and an opportunity for students to collaborate on theatre projects at the college and the community. We resolve to create a framework within which:

A. Those interested in theatre can obtain information about classes, performances, workshops and choreographic opportunities both on and off campus.

B. Members have access to HCC Theatres and performance areas for rehearsals and performances.

C. Instructors of various areas of theatre are commissioned to teach Master Class Workshops for the membership as well as the college community.

Club Organization:

Membership: The Theatre club is open to all those within the HCC community who are interested in dance and committed to the purposes and activities of the club. A registered member must ensure that his or her name is placed on the phone and E-mail lists. It is SGA policy that he or she must currently be taking 6 credit hours and have an over-all GPA of 2.0 or higher.

A. Active: Participates actively in theatre club functions and meetings, as well as enrolled and (at the very least) participates heavily in the HCC Ybor Theatre department fall and spring production.

B. General Member: Attends meetings and occasionally supports and attends club functions.

Requirements for Nomination of a Theatre Club Officer:

A. Nominee must have at least one semester as an active member.

B. Nominee must show concern for the group as a whole and dedication to the responsibilities of the office.

C. Nominee must currently be taking 6 credit hours at any HCC campus and have an over-all GPA of 2.5 or higher.
Requirements of Office:

I. President
A. Must attend and conduct all theatre club meetings.
B. Oversees all activities to make sure that students are performing their assigned jobs.
C. Addresses suggestions and complaints.
D. Makes sure that all decision/motions are legally voted on by the majority of the club before being executed.
E. Maintains contact with current SGA president and Student Activities advisor.

II. Vice President:
A. Must attend the majority of all theatre club meetings.
B. Assists president in overseeing all activities and helps to make sure that club members are performing their jobs.
C. Addresses suggestions and complaints.
D. Makes sure that all decision/motions are legally voted on by the entire board before being executed.
E. Ensures that the President is working up to the clubs constitutional expectations.
F. Create and post flyers/posters throughout campus to advertise next club meeting.

III. Treasurer:
A. Prepares the yearly SGA request packets for the club’s allocation.
B. Keeps clear records of the Theatre Club budget.
C. Keeps a financial notebook with copies of all E-forms, previous budget proposals, contracts, and any other financial paperwork.
D. Records hours of pay for technicians and guest artists; Makes sure these people are paid in a timely manner.
E. Ensures that all money acquired through master classes and any other fund raisers is deposited into the general fund of the club and applied to the needs of the club.

IV. Secretary:
A. Records minutes of the club meetings; A copy of these minutes should be kept on file (in a notebook) and given to each club member at the next meeting.
B. Maintains files that include the minutes, a list of HCC Ybor Theatre club members’ phone numbers, email addresses, and street addresses, and a list of all past and present artists that the club has worked with.
C. Responsible for keeping track of any important paperwork the Theatre club needs.
D. Send phone and email messages to club members.

VI. Historian
A. Records activities and events of the club through photography and video.
B. Each and every event should have at least 5 photos to document the event.
C. It is the historian’s responsibility to have the equipment, film etc. to hold this office. It is up to the board, if they would like to provide these supplies for the position.
D. Copies of all photos and videos should be given to the sponsor in a timely manner.

Delegation of Responsibility:
A. Each officer does not have to personally perform all of the responsibilities listed in the job description. Tasks may be assigned to other members. However, it is the officer's duty to ensure that each assignment is completed in a timely manner, and he or she is ultimately responsible that the requirements are accomplished.

B. Formation of Committees:
1. In order to achieve the goal of getting more Theatre Club members involved and to alleviate the duties of the board, committees may be established.
2. Committees should be headed by a theatre club member, and he or she should report weekly at the meeting and directly to the president.

Elections:
Yearly elections are to be held in January and the new Board members are installed immediately. The Board members will hold office until the following January. This term structure ensures that the previous officer has one full semester to properly train the successor. This system offers a smoother transition between Boards and prevents disruption of the club's activities.

I. Structure:

In the first two weeks of the spring semester, candidates will run for all offices by secret ballot, and the new board will be elected. Copies of the Theatre Club Constitution will be available at the election. Members must understand the duties of an office before running for that position. Once elected, the officer is given a copy of the constitution as reference.

II. Removal of an Officer:
A. Grounds for Removal:
1. Failure to uphold the goals of the group as stated in the mission statement.
2. Failure to fulfill the duties as specified by the Constitution.
3. Failure to maintain a respectful and helpful manner toward other officers and members.
5. The sponsor has given one warning of improper conduct or failure to meet the requirements of the office, and if he or she has not made
significant improvement, the sponsor has the authority to retire the officer and ask for an election for the open position.

III. Resignation of an Officer:

A. In the event that an officer resigns, he or she must continue performing the duties of the position until a replacement can be elected.

B. The Club must conduct a formal election to fill the position.

Changes in the Constitution:

Changes in the Constitution may be suggested by any member of the Theatre Club. The suggestion must be approved by an official Board vote before the Constitution can be amended.