

# Constitution of the Student Advisory Board for the Department of Theatre, Drama, and Contemporary Dance.

## Preamble

The Student Advisory Board for the Department of Theatre, Drama, and Contemporary Dance, also abbreviated to SAB, exists to serve the student body of our Department. Our mission is to optimize our academic offerings as per the needs of our student body, to facilitate our social and professional network, and create opportunities that will make our Department attractive to both prospective students and future employers.

## Article I: Membership

Our membership is not fixed at any quota, provided that the offices outlined in Article III are filled. SAB shall also seek to include representatives for all the following subsets of the student body: theatre&drama BAs, musical theatre BFAs, graduate students, the stage management area, the design&technology area, and contemporary dance BFAs. Members may concurrently fill multiple offices or representative positions. Non-ranking members will be distributed amongst the Academic Committee, the Fundraising Committee, or the Outreach Committee, based on interest. Non-ranking members may be involved in more than one committee. All members of SAB, regardless of office, shall have an equal stake and equal vote in organizational proceedings.

New members are selected through an application process. Leadership will redesign this application annually accordingly to the values that they seek in incoming members. Returning members need not re-apply. Leadership will then send position offers to incoming members and returning members alike, allotting them the opportunity to accept or decline a position on SAB.

(Note: this application model does not account for freshman who may want to join SAB, which may be an issue to address further down the road.)

## Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

## Article III: Executive Officers

This article outlines the roles and responsibilities of each office in SAB.

**President:** The president should be a senior undergraduate majoring in the department. As the figurehead of SAB, the president's most important responsibilities are upholding the organization's image, status, and reputation in the Department and University at large, as well as reaffirming the member's personal stake in SAB's mission. The president will be the primary point of contact for the faculty advisor and the Department Chair. The president is expected to set the course for SAB, not only over the course of the school year, but with foresight for the years to come. It is important for the president to have a clear vision for the best possible student experience in the department, but also to hear and involve the visions of SAB members in the organization's course. As the organization is designed to handle multiple ongoing projects at once, the president is expected to take advantage of SAB's organizational structure and effectively delegate projects to other officers or committees. The president sets the agenda, timeline, and expectations for organizational meetings and communicates it to the organization. The president must be an effective communicator and transparent leader, which means staying on message at all times and no shady closed-door dealings. They are also expected to work closely with the vice president to train them for taking over the presidency. This means keeping them involved in all presidential activities, and gradually transferring responsibilities over to them throughout the course of the school year, at the president's own discretion.

**Vice President:** The vice president should be a junior undergraduate majoring in the department. The vice president is effectively the right-hand person to the president. The expectation is that the vice president will take over the presidency when they go into their senior year, so it is in their best interest to be as actively involved in the president's responsibilities as possible. They may also begin to take over leadership full-time at the president's discretion.

**Secretary/Historian:** As secretary, this officer is expected to attend all organizational meetings. They should take thorough notes on whatever is discussed and make those notes available on a common platform which is accessible to all members and the public. They are also expected to keep track of follow-up topics and other expectations. They also work closely with the Social Media Officer to create and distribute promotional material for organizational ongoings. They will be the main administrator of SAB's email account, and they are responsible for filtering through emails and directing them to their necessary recipients. They should be involved in all inter-organizational communications, and relay important communications to both the president and vice president. As historian, this officer keeps an archive of organizational ongoings for future reference. Not only that, but they should create a feedback system for members and non-member students to comment on the effectiveness of SAB events and projects. They should also work closely with the president to manage an anonymous feedback system for sensitive student concerns. This role is integral in SAB's ability to improve and build upon progress.

**Social Media Officer:** This officer upkeeps SAB's online presence, specifically the Facebook account. They are the main point of contact for the department's academic advisor and marketing director, and are expected to keep them in the loop on SAB's activities, so that SAB can utilize the reach of their communication systems as well. This officer works closely with the secretary to create and distribute promotional materials.

**Treasurer:** The treasurer is the main point of contact for SOA. All handling of money of any form must go through them and them alone. They should also work closely with the president and fundraising chair to set fundraising goals and benchmarks. It is their responsibility to track SAB's fundraising to

ensure they are making those goals and benchmarks. They facilitate all SOA refunds for members who spend personal funds for SAB activities. They also handle the cash box, keeping tabs its balance and keeping it organized.

**Fundraising Chair:** The fundraising chair leads a committee of members in organizing fundraising events and social events throughout the year. The ultimate goal of fundraising is to put money toward Drama Prom, thereby reducing the ticket price and making the event more accessible. They will work closely with the Secretary and Social Media Officer in advertising activities, and with the Treasurer in creating events that will meet fundraising benchmarks.

**Academic Chair:** This chairperson leads a committee of members with the purpose of ascertaining and addressing the student body's academic needs. This officer will organize a series of town hall meetings throughout the year, working closely with the Secretary and Social Media Officer to spread the word, and they will use these as an opportunity to hear from the student body about what SAB can do to improve the quality of their education. Past Academic Chairs have written new course proposals and rewritten existing class syllabi to better reflect the interests of students. They have also held workshops in areas like auditioning, web design, and make-up tutorials. As Academic Chair, another large expectation for their job is participating in play selection meetings as the undergraduate student representative. They are tasked with collecting play submissions from the student body, then narrowing down the many submissions to a short list of student selections. They take that list into the play selection room and advocate for the students' interests.

**Outreach Chair:** The Outreach Chair leads a committee of members in various projects designed to extend the opportunities available to students in the Department, as well as updating departmental practices to better prepare students for the profession. This includes sustainability initiatives, regional conferences, new student mentorship, alumni and prospective student networking. As this is a more amorphous delineation of duties, the Outreach Chair works closely with the President and Vice President to take on projects which fit within the scope of SAB's mission.

#### Article IV: Advisor

Due to SAB's duty to act as a counterbalance to the Department administration in the most extreme of cases, SAB shall not expect or allow the faculty advisor to take an active part in its decision-making. However, they are an important ally when it comes to accessing Department resources and learning about Department processes. They may also approach SAB with certain opportunities, requests, or tasks from the Department. It is up to the President's discretion how to handle these instances on a case by case basis, according to the scope of SAB's mission.

#### Article VI: Elections

At the present, officers are selected by the leadership from within the ranks of SAB. There is no groundwork for holding elections. This does not mean, however, that SAB may not hold elections. The organization has simply not reached a point which would necessitate elections. When it gets to the point where multiple individuals may be after the same position, then the organization should hold

elections. However, when it comes to basic decision making, the President should try to put as much to vote as possible, rather than dictating the direction of SAB. In such cases, everyone has one vote and a simple majority of members present rules.

#### Article VII: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

#### Article VIII: Dues & Budget

Under no circumstances shall SAB charge dues to its members. Inclusivity is central to the organization's mission. Budgeting is not so much of a concern until we get to Drama Prom season. At that point, the President, Vice President, and Treasurer will take the lead in budgeting Drama Prom expenses and setting ticket prices.

#### Article IX: Finances

The Treasurer will be the individual registered with SAB's Student Organization Account, and shall accord will all of the SOA office policies and procedures.

#### Article X: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

#### Article XI: Amendments

Any proposed amendments to this constitution will be presented at official SAB meetings. An amendment must have a simple majority of members present to pass. Additionally this constitution must be reviewed by every SAB member at the top of each school year, and made subject to revision.

#### Article XII: Programs Involving Children

In the case that SAB participates in an outreach program with minors, the organization will abide by the University's Programs Involving Children (PIC) Policy.

### Article XIII: International Travel

In the case that SAB plans to travel abroad, the organization will coordinate their travel through the Office of Overseas Study.