

Constitution of Grupo de Teatro VIDA

Preamble

Grupo de Teatro VIDA (Visión, Identidad, Drama y Arte) is a Spanish language performance group. Its purpose is to produce quality productions that promote language learning and Hispanic culture through live theater in Bloomington. Its productions also aim to bring together IU students, faculty and staff, as well as community members, to facilitate cultural understanding and to celebrate our diversity.

Article I: Membership

Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Article II: University Compliance

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

Article III: Executive Officers

a) Officers, duties and responsibilities

President

- Oversees the organization of Grupo de Teatro VIDA and its productions
- Supports the other executive officers in their duties
- Keeps the advisor current on organization activities
- Calls general and executive meetings
- Develops the meeting agendas with consultation of other officers as well as the advisor
- Keeps the community and other IU organizations informed about forthcoming productions
- Completes university paperwork
- Supports the director of the production and the treasurer in the development and maintenance of the organization and production budget
- Requests and applies for group funding
- It is ideal (but not mandatory) that the president has spent one year in training, and commits to two years of presidency
- In the second or final year acting as President, he/she should train his/her successor

Vice President

- Works alongside President for one year and learns basic responsibilities
- Does his/her best to make a commitment of two years as acting president
- The position of Vice President would only exist every other year which is that of the second year of the President in which he/she trains the Vice-President

Administrating Officer of Productions

- Works with the president on the overall organization and realization of Grupo de Teatro VIDA's productions

- Facilitates communication among the participants in the production, the university departments involved, and the administrators of the venue where the production takes place
- Keeps the president current on organization activities
- Presides in the absence of the president.

Administrating Officer of Publicity and Fundraising

- Supports the producer of Grupo de Teatro VIDA's productions.
- Works with the president and producer to raise funds for forthcoming productions.
- Keeps the community and other IU organizations informed about forthcoming productions
- Keeps the president current on organization activities

Treasurer

- Works with the president and the directors of the productions on the development and maintenance of the organization and production budget
- Maintains records of organization spending
- Keeps the president current on organization activities

b) Requirements for Executive Officers

- Must demonstrate a deep commitment to the realization of plays in Spanish
- Must be students or faculty members at Indiana University Bloomington
- Officers must have worked on at least one of Grupo de Teatro VIDA's productions to be considered for election to the executive board, with exception of the President in Training whose first year may be his/her training year. The positions of President and President in training should be reserved for graduate students, while preference should be given to undergraduate students for all other executive positions.

c) Service of Executive Officers

- Officers serve a minimum of one (1) year, but can be reelected indeterminately
- Officers officially begin their duties in the fall of the academic year and elections for new officers are held in the spring

d) Vacancies and Resignation

- If an officer position is vacant, an announcement will be made to the membership for nominations. An election will follow or the fulfillment of the position will be approved by the president in consultation with the president in training when applicable

e) Executive Officer Meetings

- Executive officer meetings may be held before general membership meetings. Ideally, there should be at least one meeting each semester, with the possibility of additional meetings if deemed necessary. Meetings may be useful directly before and after productions. Meetings in the fall will focus on the upcoming production. Meetings in the spring should focus on the development of the next year's production or additional spring activities. If necessary to accommodate the schedules of the executive officers, the President may meet individually with members of the executive board instead of an executive meeting.

f) Selection and Election of Officers

- Potential officers can either nominate themselves to a position or be nominated by a member of the theatre group.

- Officers will be elected during a general membership meeting at the end of the spring semester or through electronic correspondence. A general email may be sent out to general members so that opportunities may be given to those who show interest.

g) Removal from Office

- If an executive officer is not performing his or her duty as described in this constitution, then he or she may be removed from office. This decision will be made by the concerned parties.
- The concerned parties have the option of writing a letter of concern to the individual in question stating the requirements of his or her position and what expectations are not being fulfilled. This letter will serve as a warning and the officer in question will serve in a probationary status for the rest of his or her term.
- In the event that the individual in question has already received a warning or has demonstrated that his or her removal from office should be immediate, then he or she will receive a letter that conveys the group's decision to remove him or her from office.

Article IV: Advisor

The advisor supports the executive officers in the realization of productions. He or she must be a faculty or staff member of the Department of Spanish and Portuguese. His or her responsibilities and duties are:

- Serves as a liaison between Grupo de Teatro VIDA and the Department of Spanish and Portuguese.
 - Communicates the group's productions to the faculty and staff of the Department of Spanish and Portuguese
 - Identifies opportunities for Grupo de Teatro VIDA and the faculty and staff of the Department of Spanish and Portuguese to collaborate on future projects
- Advises the group if there are problems with the executive board
- The presence of the advisor at executive officer and membership meetings is optional; however, if the advisor is not present, he or she must receive a written copy of the meeting agendas and minutes

Article V: Meetings

a) Regular Membership Meetings

- Regular membership meetings will take place during the fall and spring semesters of the academic year. Fall meetings will focus on the organization of the year's upcoming production. Spring meetings will focus on the organization of the following year's production, the election of new members and/or new innovations that can be made during the spring semester of that year. Additional meetings may be added for the purpose of fundraising and volunteer events.
- Regular membership meetings will be advertised via e-mail to existing members. Call-out meetings will be announced through the use of flyers in Ballantine Hall and the Department of Theatre and Drama. Additional announcements will be made by instructors of Spanish and Portuguese classes, either orally in class or via e-mail.
- Meetings will be called by the president, with the support of the executive board.

b) Meeting Agendas

- The agenda is set by the president. The executive officers, official members and faculty advisor can help develop the meeting agenda. All agendas should include a section for new

business and ideas where members and executive officers can propose new directions for the group.

c) Emergency or special meetings

- Emergency or special meetings are called by the president. All regular members and executive officers are able to suggest the calling of a special or emergency meeting by contacting the president. It can then be decided by the interested member and the president if an emergency or special meeting will take place or if this order of business can be included on the agenda of the next regular meeting.
- If an emergency or special meeting is to occur, official members of Grupo de Teatro VIDA will be contacted via e-mail.

d) Attendance

- This information will be included in the meeting minutes.

Article VI: Elections

Elections will be held once a year, during the spring semester. Potential officers can either nominate themselves to a position or be nominated by a member of the theatre group. Officers will be elected during a general membership meeting at the end of the spring semester. The date of this meeting will be communicated to the general membership at least one week before the meeting will occur. This meeting will focus on the show(s) for the next season as well as the election of new officers. Elections will be held using anonymous ballots. The results of the election will be communicated to the group's general membership via e-mail.

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 & Budgets

- There are no membership dues.
- The budget will be created and maintained by the treasurer and president after careful consultation with the production's director(s) and producer(s).
- The budget is revised at the beginning of each academic year. It is also revised both before and after each production.

Article IX: Finances

- The treasurer and president are in charge of financial affairs. These are supervised by the faculty advisor.
- If the group were to resolve, the remaining money should be transferred to GSAC, the Graduate Student Advisory Committee of the Department of Spanish and Portuguese.

Article X: Personal Gain Clause

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

Article XI: Statement of Non-Discrimination

- Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Article XII: Amendments

- Eligible voting members will be notified of proposed amendments via e-mail.
- In order to ratify an amendment to the constitution, a majority vote of present members is required.
- Once an amendment is approved by the organization, the revised constitution will be submitted to the Student Activities Office for approval.