

## **Constitution of the Doctoral Theatre Students' Association**

### **I. Name**

The name of this organization shall be the "Doctoral Theatre Students' Association," hereafter "DTSA." The name of the student governing body of this organization shall be the "Doctoral Theatre Students' Association Board," hereafter "DTSA Board."

### **II. Purposes**

The purposes of the DTSA Board shall include but not be limited to:

- promoting an atmosphere of community and sociability for the welfare of students in the theatre program;
- representing the interests of and establishing and enacting policy for students in the theatre program; and
- organizing, in coordination with program standing committees, activities and events of general, professional, and social interest to students in the theatre program.

### **III. Membership**

#### **III.1. DTSA**

All currently matriculated students in the Theatre Program are members of the DTSA, and shall have voice at all DTSA Board meetings.

#### **III.2. DTSA Board**

The DTSA Board shall be composed of ten officers (President, First Vice President, Second Vice President, Secretary, Treasurer, Officer of Awards and Admissions, Officer of Curriculum and Exams; Officer of Professionalization, Theatre Program Representative to the Doctoral Students' Council, Theatre Program Student Representative to Graduate Council). All officers have equal vote at DTSA Board meetings.

#### **III.3 Elections**

##### **III.3.1 Theatre Program Representative to the Doctoral Students' Council**

- The election of the DSC Program Representative(s) shall take place each spring under the supervision of the DSC.

##### **III.3.2. DTSA Board**

- The election of the other nine officer positions on the DTSA Board shall take place each spring under the supervision of the DTSA Board and the DTSA President. Nominations for officers shall open by midnight on March 1, and notice shall be sent to all students in the program at least five days in advance. Any student in the Theatre Program may nominate any other student. Self-nominations are permitted. All nominations shall be submitted in writing. The nomination period shall be closed as of midnight on April 1. Nominated students shall be notified of their nomination within three days and must accept or decline the nomination in writing by midnight by April 7. If a student fails to respond, the nomination will be considered declined. Elections shall be conducted through any accessible, verifiable, and time-stamped medium accepted by a simple majority vote of the DTSA Board. Separate ballots shall be prepared for each

position, and write-in votes shall be allowed on any ballot. All ballots must be distributed by midnight on April 10, and the election period shall be closed at 11:59 pm on the last day of April. Ballots submitted after this time shall be considered invalid. The elected students shall be those nominees or write-ins who received the most votes for that ballot. If a student is nominated on more than one ballot, the votes received on one ballot shall not count towards the other(s). Tied ballots shall be decided by the DTSA Board, which shall first ask the tied candidates to decide among themselves who shall serve and, lacking consensus among or response from all candidates, shall draw names in a chance lottery. Students shall be notified of their election within three days and must indicate acceptance of their nomination in writing by 11:59 pm on May 5. If the elected nominee does not accept the nomination, the seat shall be filled as a replacement due to vacancy.

#### **III.4. Tenure**

##### **III.4.1. Theatre Program Student Representative to Graduate Council**

The tenure of Theatre Program Student Representative to Graduate Council shall for two years beginning on June 1 of odd numbered years to May 31 of odd numbered years.

##### **III.4.2. Officer for Awards and Admissions**

The tenure of Officer for Admissions and Awards shall be September 1 to August 31 of the following year.

##### **III.4.3. Theatre Program Representative to the Doctoral Students' Council**

The tenure of the Theatre Program Representative to the Doctoral Students' Council shall be July 1 to June 30 of the following year, as per the governance of the Doctoral Students' Council.

##### **III.4.4. Other DTSA Board Officers**

The tenure of the other seven DTSA Board Officers shall be June 1 to May 31 of the following year.

##### **III.4.5. Transition**

A double board meeting of the incoming and outgoing DTSA Board Officers shall be scheduled by the outgoing President to occur in the month of May after the elections results have been announced and incoming officers have accepted their positions.

#### **III.5. Replacement Due to Vacancy**

##### **III.5.1. Vacancy of the Presidential Office**

If the Office of the President is vacated due to reasons other than the natural end of a term, the Second Vice President will succeed to the Office of the President for the remainder of the term, thus vacating the office of the Second Vice President to be filled in accordance with III.5.2.

##### **III.5.2. Vacancy of other Offices**

Whenever a seat other than the President's is vacated due to reasons other than the natural end of a term, the candidate who received the next highest number of

votes in the preceding elections for the vacant seat shall be asked to serve out the remainder of the term. This method of selection shall continue until a candidate accepts the position or until the list of candidates is exhausted, in which case the DTSA Board shall appoint a representative by a simple majority vote.

### **III.6. Recall**

The DSC Program Representative(s) shall be subject to recall according to the procedures enumerated in the DSC Constitution. The other nine DTSA Board members are subject to recall from the DTSA Board, either by a signed petition of two-thirds of the students in the program or a three-quarters majority vote of the DTSA Board. A representative cannot be recalled unless they have been notified in writing at least five days before the DTSA Board meeting where the recall petition or a motion to recall is considered.

### **III.7. DTSA Veto Power**

The DTSA shall have the ability to veto any decision of the DTSA Board by a signed petition of a simple majority of total current members of the DTSA, presented to the DTSA President within 20 days of the date that the minutes from the relevant DTSA Board meeting are made public. All decisions of the DTSA Board shall remain in place until the veto is presented to the DTSA President. If an action is irreversible, it cannot be recalled.

## **IV. Officers**

The DTSA Board shall consist of the following officers. No member of the DTSA may hold more than one DTSA Board office at a time. In addition to duties specific to their domains, all officers of the DTSA Board are charged with the following duties:

- Actively promoting activities of the DTSA and DTSA Board within the Theatre Program, the Graduate Center, and to the greater public;
- Actively participating in the social and intellectual life of the Theatre Program; and
- Attending all DTSA Board meetings.

### **IV.1. DTSA President**

The duties of DTSA President shall include but not be limited to:

- Representing student interests as a voting member on the Theatre Program's Executive Committee;
- Communicating student concerns with the Executive Officer of the Theatre Program;
- Serving on special committees as DTSA representative;
- Scheduling and chairing DTSA Board meetings during the academic year;
- Organizing and hosting DTSA social and networking events;
- Serving as primary liaison to the DTSA; and
- Coordinating DTSA Board elections.

### **IV.2. DTSA First Vice President**

The duties of DTSA First Vice President shall include but not be limited to:

- Representing student interests as a voting member on the Theatre Program's Executive Committee;
- Editing and publishing regular installments of *The Green Room*, the Theatre Program Student newsletter highlighting the activities and accomplishments of the Theatre Program community; and
- Organizing DTSA theatre outings for fall and spring semesters.

#### **IV.3. DTSA Second Vice President**

The duties of DTSA Second Vice President shall include but not be limited to:

- Coordinating and chairing the Booth Award Committee.

#### **IV.4. DTSA Secretary**

The duties of DTSA Secretary shall include but not be limited to:

- Recording and distributing minutes and notes from DTSA Board meetings;
- Managing the DTSA archives; and
- Updating the DTSA website.

#### **IV.5. DTSA Treasurer**

The duties of DTSA Treasurer shall include but not be limited to:

- Keeping and maintaining all financial records of the DTSA;
- Preparing preliminary annual budgets for the DTSA;
- Soliciting donations, managing fundraising initiatives, and writing grants for the DTSA;
- Coordinating with the DTSA Theatre Program Representative to the Doctoral Students' Council regarding the use and reimbursement of Doctoral Students' Council Program allocations; and
- Managing all DTSA monies.

#### **IV.6. DTSA Officer for Admissions and Awards**

The duties of DTSA Officer for Admissions and Awards shall include but not be limited to:

- Representing student interests as a voting member on the Theatre Program's Admissions and Awards Committee;
- Acting as the primary student liaison to prospective and incoming students;
- Coordinating and managing a student mentor program for incoming students; and
- Maintaining demographic and other statistical information regarding applications and incoming students.

#### **IV.7. DTSA Officer for Curriculum and Exams**

The duties of DTSA Officer for Curriculum and Exams shall include but not be limited to:

- Representing student interests as a voting member on the Theatre Program's Curriculum and Exams Committee; and
- Polling the DTSA regarding Theatre Program curriculum and exams.

#### **IV.8. DTSA Officer for Professionalization**

The duties of DTSA Officer for Professionalization shall include but not

be limited to:

- Representing student interests as a voting member on the Theatre Program's Professionalization Committee;
- Soliciting feedback from students regarding professionalization activities;
- Coordinating with the Executive Officer regarding planning and execution of professionalization activities;
- Acting as event manager for all Theatre Program professionalization events; and
- Coordinating any professionalization events deemed necessary but not otherwise sponsored by the Theatre Program Professionalization Committee.

#### **IV.9. DTSA Theatre Program Representative to the Doctoral Students' Council**

The duties of DTSA Theatre Program Representative to the Doctoral Students' Council shall include but not be limited to:

- Representing DTSA interests as a voting member on the Doctoral Students' Council;
- Serving as the primary liaison between the DTSA and the Doctoral Students' Council; and
- Authorizing the expenditure of any funds allocated by the Doctoral Students' Council to the Theatre Program or the DTSA during the fiscal year in which those funds are allocated in coordination with the DTSA Treasurer.

#### **IV.10. DTSA Theatre Program Student Representative to Graduate Council**

The duties of DTSA Theatre Program Student Representative to Graduate Council shall include but not be limited to:

- Representing DTSA interests as a voting member on Graduate Council; and
- Serving as the primary liaison between the DTSA and Graduate Council.

### **V. Committees**

#### **V.1. Standing Committees**

The DTSA shall have the following standing committees, which are to be composed of members of the DTSA:

##### **V.1.1. Booth Award Committee**

###### **V.1.1.a. Purpose**

The purpose of the Booth Award Committee shall be to organize and execute an event awarding a theatre practitioner with the DTSA Booth Award, a recognition of excellence in New York theatre.

###### **V.1.1.b. Membership**

The Second Vice President will convene and chair the committee. The other members will be nominated from the

DTSA. Self nominations are permitted. After nominations have closed, the DTSA Board will hold a vote to elect the committee. The committee shall have 3 to 12 members. Quorum will be defined as more than half of the members of the committee.

#### **V.1.1.c. Duties of the Booth Award Committee**

The duties of the Booth Award Committee shall include but not be limited to:

- Soliciting nominations for the Booth Award from the DTSA;
- Coordinating and conducting a method of voting for the artists nominated;
- Organizing an event surrounding the presentation of the Booth Award to its recipient; and
- Performing or delegating all tasks not described here in order to award the Booth Award.

#### **V.2. Ad-Hoc Committees**

The purposes and membership of ad-hoc committees shall be specified at the time of their formation as well as the person to convene the first meeting. All ad-hoc committees shall expire on May 31 unless otherwise renewed. Unless otherwise specified, the committee shall elect its own chair.

#### **V.3. Sub-Committees**

Each standing and ad-hoc committee shall have the power to create sub-committees for investigation, advocacy, and policy-making pertaining to any issue within the committee's purview. Membership in sub-committees shall be limited to the members of the committee that establishes them. The committee shall appoint a sub-committee chair from among the members of the sub-committee. The chair of the committee shall serve as a non-voting *ex-officio* member of all its sub-committees unless otherwise elected, appointed, or specified. All sub-committees shall expire on May 31 unless renewed. Sub-committees and their members shall be subject to all provisions of the committees that create them.

### **VI. Meetings**

The DTSA Board shall meet at least once per month except in January, June, July, and August. All meetings shall be governed by the most recent edition of *Robert's Rule of Order, Newly Revised* and comply with New York State Open Meetings Law (New York State Public Officers Law Article 7 §100-111) and Freedom of Information Law (New York State Public Officers Law Article 6 §84-90). All members of the public may attend any meeting of the DTSA Board without vote and also without voice unless so recognized by the chair. Members of the public may not attend portions of the meeting conducted in a legitimate executive session unless so authorized by the chair. In order to ensure a smooth transition, a double-board meeting (incoming and outgoing DTSA Boards) shall be organized in May shortly after the elections results have been announced and incoming officers have accepted their positions. The date for this meeting shall be announced in advance to all candidates once they accept their nominations.

**VII. Amendments:**

A proposed amendment to this constitution must first be presented in writing to the DTSA Board for advisement and assistance in conducting the vote. Any current member of the DTSA may present an amendment to the DTSA Board. Amendments must be sponsored by a simple majority of DTSA Board members or by at least one third of the DTSA before being presented to the all Theatre Program Students for vote. After an amendment to the constitution receives the necessary sponsorship, the DTSA Board shall present a ballot to the DTSA for consideration of the amendment. An amendment may be passed by a simple majority vote of the DTSA, with at least 10% of the students in the program responding within 20 days of distribution.