

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 eleven officers (President, First Vice President, Second Vice President, Secretary-Treasurer, Officer of Awards and Admissions, Officer of Curriculum and Exams, Officer of Professionalization, Officer of Digital Initiatives, International Students Representative, 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. Theatre Program Student Representative to the Graduate Council

The election of the Theatre Program Student Representative to the Graduate Council shall take place each spring under the supervision of the DTSA Board and the DTSA President. Nominations for Theatre Program Student Representative to the Graduate Council 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 March 7. Students shall be notified of their nomination(s) within two days and must accept or decline in writing by midnight on March 9. If a student fails to respond, the nomination will be considered declined. Elections shall be conducted through any accessible, verifiable, and time-

stamped medium chosen by a simple majority vote of the DTSA Board. The ballot must be distributed by midnight on March 12, and the election period shall be closed at 11:59 pm on March 28. Ballots submitted after this time shall be considered invalid. The elected students shall be those nominees or write-ins who received the most votes. Tied ballots shall be decided by the DTSA Board, according to the procedure for ties outlined in III.3.3. DTSA Board. If the winner accepts the position, that individual may not run for any other position on the DTSA Board in that year's DTSA Board election. If the elected nominee does not accept the nomination, the seat shall be filled according to the procedure set forth in III.5. Replacement Due to Vacancy.

III.3.3. 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 by name up to five students from the Theatre Program for each position. Self-nominations are permitted and encouraged. All nominations shall be submitted in writing. The nomination period shall be closed as of midnight on April 1. Students shall be notified of their nomination(s) within three days and must accept or decline in writing by midnight on 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 chosen 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 business days and must indicate acceptance of their position in writing by 11:59 pm on May 10. If the elected nominee does not accept the nomination, the seat shall be filled according to the procedure set forth in III.5. 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 be two years, beginning on June 1 of even numbered years to May 31 of even numbered years.

III.4.2. Officer of Awards and Admissions

The tenure of Officer of 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 eight 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 constitutionally-defined end of a term, the First Vice President will succeed to the Office of the President for the remainder of the term, thus vacating the Office of the First 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 constitutionally-defined 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 ten 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 the 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 the 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;
- At least once per semester, soliciting submissions for the website The Green Room that highlight the activities and accomplishments of the Theatre Program community; and
- Organizing DTSA theatre outings and happy hours for fall and spring semesters.

IV.3. DTSA Second Vice President

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

- Coordinating and chairing the Booth Award Committee.

IV.4. DTSA Secretary-Treasurer

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

- Recording and distributing minutes and notes from DTSA Board meetings;
- Coordinating with the DTSA Officer of Digital Initiatives regarding the management of the DTSA archives;
- 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.5. DTSA Officer of Admissions and Awards

The duties of the DTSA Officer of 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.6. DTSA Officer of Curriculum and Exams

The duties of the DTSA Officer of 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.7. DTSA Officer of Professionalization

The duties of the DTSA Officer of 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.8. DTSA Officer of Digital Initiatives

The duties of the DTSA Officer of Digital Initiatives shall include but not be limited to:

- Managing and maintaining all current and future DTSA digital projects;
- Coordinating with the DTSA Secretary-Treasurer regarding the management of the DTSA archives; and
- Chairing the DTSA website committee.

IV.9. DTSA International Students Representative

The duties of the DTSA International Students Representative shall include but not be limited to:

- The creation and maintenance of a welcome packet to be distributed to incoming international students prior to the beginning of their first academic year in coordination with the Officer of Awards and Admission;
- Hosting an informal information session and Q & A for international students and their mentors at the beginning of the academic year;
- Serving as a point of contact for international students' questions and concerns;
- The facilitation of workshops as needed to address international student concerns and questions;
- The coordination of social outings for international students;
- Advocating for international students to the DTSA board and faculty and, when appropriate, liaising with the DSC Steering Officer for Outreach and the Office of International Students.

IV.10. Theatre Program Representative to the Doctoral Students' Council

The duties of the 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 Secretary-Treasurer.

IV.11. Theatre Program Student Representative to Graduate Council

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

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

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 DTSA Second Vice President will convene and chair the committee. The other members will be nominated from the DTSA. Self-nominations are permitted. After the DTSA Second Vice President closes nominations, the DTSA Board will approve the members of the committee. The committee shall have a minimum of four members. Quorum will be defined as at least 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.1.2. Website Committee

V.1.2.a. Purpose

The purpose of the Website Committee shall be to maintain The Green Room, the DTSA's website.

V.1.2.b. Membership

The DTSA Officer of Digital Initiatives will convene and chair the committee. The other members will be selected by the Officer of Digital Initiatives from the DTSA. The committee shall have a minimum of three members. Quorum will be defined as at least half of the members of the committee.

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 by the DTSA Board. 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 established 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 by the DTSA Board. 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). The meeting shall be chaired by the officers of the Board on a rotating basis, with the President acting as the default chair. It shall be the responsibility of the President to compile an agenda no later than 24 hours before the meeting so that the President may then share that agenda with that meeting's chair. 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. 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.