

Green Room Student Theater Organization

Constitution

Adopted September 11, 2004

Article I Name and Function

Section 1. Name: The organization shall be known as "Green Room," hereinafter referred to as the same.

Section 2. Green Room is an Illinois based nonprofit student theater organization operating under the auspices of the Associated Student Council of Olivet Nazarene University in Bourbonnais, Illinois (hereinafter referred to as "Olivet").

Article II Mission and Goals

Section 1. Mission: Green Room is a nonprofit student theater organization founded in 1993 whose mission is to promote, organize, produce, strengthen, and instruct in the theater arts, specifically on stage. Green Room's primary focus is in the production of theatrical stage shows and the advancement of student talent with emphases on Christian world view and spiritual development to accompany theatrical accomplishment.

Section 2. Goals: As Green Room is an amorphous organization with constantly changing initiatives and projects, the goals may change from time to time. However, the main, overarching goal of Green Room is to devise, develop, and produce exceptional student theatrical productions.

Article III Olivet Theater Department

Section 1. Cooperation and Compensation: Green Room shall cooperate with the Olivet Theater Department to as full an extent as possible and shall provide reasonable compensation for the use of any Theater Department assets or services where requested by the current head of the Olivet Theater department and where such demands are not deemed unreasonable or excessive by the current Green Room Executive Council.

Section 2. Faculty Advisory: Green Room shall seek out and utilize the advice and input of the current Theater Department head where deemed applicable and as per ASC guidelines, and shall maintain a partnership with the head of the Theater Department for the mutual benefit of both organizations.

Section 3. Information: Unless such cession is in violation of the best interests of Green Room officers or members, constitution, policies, or by-laws, Green Room shall release full knowledge and information of Green Room finances, initiatives, policies, procedures, and any other pertinent information to the current head of the Olivet Theater Department.

Section 4. Scholarship: Green Room shall appropriate 10% of its annual budget to the financing of the Olivet Theater Department's theater scholarship fund.

Article IV Membership

All voting members of Green Room must be academically eligible Olivet students (eligibility as defined by Olivet's extracurricular involvement policy) who have met all Green Room membership requirements. All other participants will be considered Non-Voting/Associate members. Membership is not required to attend Green Room meetings or to be involved in Green Room productions.

Section 1. Eligibility: Membership shall be open to all students of Olivet who support the mission and goals of Green Room. The Executive Council may refuse membership to any individual it believes to be non-compliant or in violation of the constitution, bylaws, or policies of Green Room or the rules and regulations of Olivet. Membership eligibility requirements will be determined by the Executive Council in adherence to Green Room policies.

Section 2. Application: Membership requirements will be determined by the Executive Council and can be periodically revised as per Executive Council discretion.

Section 3. Effective Date: Membership will be considered effective upon successfully meeting initial membership requirements and attending an official Green Room meeting.

Section 4. Attendance: Members must sustain attendance of 75% of available Green Room meetings each semester. Two consecutive semesters in which a member fails to fulfill the attendance requirement without sufficient excuse will result in termination of membership and will require the member to reapply for admission. The following cases are excluded:

4a. Non-attendance due to excused leave of absence from school: If a member is unable to attend one or more semesters at Olivet due to financial restrictions, geographical restrictions, or any other restrictions of a non-disciplinary nature such as suspension or expulsion, their membership will be suspended until return to campus for class attendance, upon which time their membership will be reinstated and bridged to the last attended semester.

4b. Non-attendance due to extended illness: If a member is ill for a period of time sufficient to restrict the member from attending Green Room meetings, the member will be deemed exempt from attendance for the duration of illness, and attendance will be bridged to the last attended meeting. Individual cases may be subject to the Executive Council's discretion.

4c. Non-attendance due to extenuating circumstances: At the Executive Council's discretion, an individual's membership may be suspended and/or reinstated at will, based on attendance, provided reasonable extenuating circumstances exist which restrict attendance by the individual.

Note: If a non-member attends a Green Room meeting, that meeting will count toward their attendance record if they apply for membership within the same semester.

Section 5. Suspension of Membership: If an individual is found to be in violation of the constitution, bylaws, or policies of Green Room or the rules and regulations of Olivet, the individual's membership may be suspended at the Executive Council's discretion for a period not to exceed one semester. The individual's attendance will not be bridged, and any meetings attended during the period of suspension will not be counted toward the individual's attendance record. If a situation is deemed sufficiently grievous by the Executive Council, the individual's membership may be terminated, but only if such an action proves truly necessary.

Section 6. Termination of Membership: If, for whatever reason (barring attendance), an individual's membership is terminated, two full academic semesters (summer semesters do not qualify) must pass after the semester of termination, at which point the individual may reapply, if desired. If an individual's membership is terminated due to failure to meet attendance requirements, they may appeal termination of their membership to the Executive Council.

Termination due to non-attendance shall not exceed one semester following the semester of termination, not including summer semesters.

Section 7. Green Room Record: A member's involvement in any Green Room activity shall be noted on the member's permanent record. Any suspension or termination of membership and reason for such action will also be noted on a member's permanent record, where applicable.

Article V Organization and Governance

Green Room shall be governed and led by a Council in two parts: the Executive Council (administrative) and the Leadership Council (creative & representative).

Section 1. Executive Council: All administrative decisions as well as determinations or creations of policy, rules, fiscal initiatives, creative initiatives, event planning, and any other pertinent matters not under the auspices of an individual Green Room production shall be decided or enacted by the Executive Council. The responsibilities of the Executive Council include, but are not limited to, policy creation and maintenance, budget management, community relations, membership maintenance, member relations, introduction and/or evaluation of new creative initiatives, and appointment of administrative aides (i.e., assistant to Executive and/or Leadership officers such as those in advertising or directing). The Executive Council shall consist of a President, Vice President, Secretary, Treasurer, Director of Communications (comprising advertising and community relations), and a Chaplain. More positions may be added as necessary, pending Executive Council approval.

Section 2. Leadership Council: All individuals in a Leadership and/or authoritative production aspect of any Green Room production will be considered part of the Leadership Council of Green Room, a body specifically responsible for the creative, productive, and representative aspects of Green Room. These responsibilities include, but are not limited to, devising, planning, producing, and directing theatrical productions for Green Room.

2a. Show Production: All individual directors shall be granted as great a degree of autonomy as deemed necessary for the purpose of producing Green Room shows.

2b. Financing:

- i. All individual directors and/or individuals who make expenditures on behalf of a Green Room production must make a full accounting of money spent (i.e., receipts, invoices) if a reimbursement is desired. If an individual fails to provide an account of money spent, the expenditure shall be considered "free-will" and will not constitute a Green Room expense/liability.
- ii. Each director, along with any other involved authoritative individual involved in a Green Room production (i.e., crew heads) shall provide, in advance, a tentative budget for the production of the show in question. The Treasurer will ensure the availability of the funds and appropriate them from the Green Room budget, and the director will then be expected to remain within the confines of the budget set out prior to the production process.
- iii. Additional funding may be acquired, upon Executive Council approval, provided the director of the show requiring additional funds appeals to the Executive Council and provides sufficient justification for the additional funds for a Green Room production.

Section 3. Council Interaction: The Executive Council shall maintain a strict non-interference policy in regards to the production of Green Room shows where creative decisions are concerned. The Leadership Council will, however, be held responsible to the Executive Council fiscally and administratively. Additionally, the Leader of any given production shall be held fully responsible for any creative, visual, thematic, contextual, or other non-technical decisions to which objection or issue may be raised by theater patrons, visitors, Olivet faculty, students, etc. The Executive

Council will be responsible in seeing to the technical production needs of the Leadership Council where appropriate, upon the Leader's request; i.e., the appropriation of funds, obtainment of technical services for Green Room productions, acquisition of technical equipment and materials appropriate to the current and, possibly, future productions, etc.

Article VI Executive Council

The individual Council positions and a brief description of each are provided below:

President: The President's job is primarily to delegate, back new initiatives, and provide direction for the Councils and organization as a whole.

Vice President: An appointed Executive Council position, the Vice President's role is to support the President by taking care of various administrative duties from time to time in addition to acting as a voice for various Council members or individuals that the President may be unable to meet with personally. Also, the Vice President is responsible for overseeing the function of and input from the Class Representatives, determining what input is and is not viable or pertinent to the next available meeting's business. As the Vice President does not possess the elected authority of the general Green Room membership, he/she shall not hold a vote in Executive Council actions, except in the case of a constitutional or policy change, in which case the Vice President shall serve as the voice of the class representatives and, therefore, at-large membership of Green Room.

Secretary: The Secretary is responsible for taking minutes at each meeting, taking attendance at all-Green Room meetings, membership records, and various administrative/Executive duties that may come up from time to time throughout the Green Room academic year.

Treasurer: The Treasurer is in charge of the tracking, dissemination, collection, and general handling of all Green Room funds.

Chaplain: This individual will be available for spiritual needs that may arise among members of Green Room as well as spearheading the spiritual direction that Green Room will take for a given fiscal year. Additionally, the Chaplain will be responsible for organizing and leading various service projects throughout the year in which all of Green Room will be encouraged to get involved.

Director of Communications: The Director of Communications will cover the creation and dissemination of all Green Room literature and advertising as well as public relations both on and off campus.

Article VII Representation

All Green Room members shall be equally represented by class representatives and the Vice President. The Vice President will oversee the representatives.

The class representatives shall be considered a part of the Leadership Council. Their responsibilities shall include, but not be limited to, addressing the questions and concerns of individual Green Room members, actively generating and collecting feedback from Green Room members for the purpose of aiding the Executive Council in their decision making, and aiding other Council members as follows:

- i. Freshman Rep: Assistant to the Secretary
- ii. Sophomore Rep: Assistant to the Director of Communications

- iii. Junior Rep: Producer of off-main stage productions
- iv. Senior Rep: Producer of main stage productions

Article VIII Elections and Elected Officers

Section 1. Qualifications: Each nominee for an elected position within Green Room shall:

- Be a current full-time student at Olivet.
- Maintain a 2.5 or higher GPA.
- Intend to remain at Olivet for two consecutive full-time semesters for service as a Green Room Council officer.
- Be a current voting member of Green Room and must retain active membership status during his/her tenure in office.

For the position of President, and individual must also:

- Have served for at least one year in another Executive or Leadership position in Green Room (see Section 5. No-experience Candidate).
- Be endorsed by another current Council member as having the characteristics, integrity, and Leadership skills to assume the role and responsibilities of the Presidential position. This is in addition to the three-member endorsement covered in "Section 2. Nominations."

Section 2. Nominations: Each individual desiring to run for a Council position must announce their intention to run and have their nomination endorsed by at least three other voting members of Green Room. A list of supported nominees will be provided to the general membership of Green Room prior to the time of election.

Section 3. Election: A year-end meeting will be held, during which time all voting members in attendance shall be provided a ballot with each nominee's name clearly listed. The election will be decided by a secret-ballot vote. Nominees will also vote and may vote for themselves.

Section 4. Chaplain: The new Chaplain will be appointed by the current Chaplain upon approval by the current Executive Council.

Section 5. No-experience Candidate: In the event that no current council members wish to run for the Presidency, a non-council member may run, pending approval from the sitting Executive Council.

Section 6. No-candidate Election: Should any position attract no running volunteers, voting members of Green Room (officers and members alike) may nominate an individual, even if the individual has not expressed a desire to run. The nominee will only become a candidate for election if the nomination is accepted.

- 6a. If no nominee is elected by the end of the academic year, the new council will act through the beginning of the following year with the position vacant until it can be filled as detailed in "Section 7. Vacancy."

Section 7. Vacancy: If, for any reason, a position is vacant, the Executive Council must hold an emergency election at the next available opportunity, pending the selection of a suitable candidate. The President may appoint an interim occupant to execute the duties of the vacated office until a suitable candidate can be found and elected.

Section 8. Multiple positions: No individual may serve in two different council positions concurrently, even if the two positions are not within the same council.

Section 9. Indemnification: To a reasonable extent, all elected or appointed officers of Green Room shall be indemnified against expenses necessarily incurred by him/her in connection with any action, suit, or proceeding to which he/she is made party as a result of having been an elected or appointed official of Green Room, except in matters where he/she is found to have been liable for such action, suit, or proceeding through gross negligence or willful misconduct in performance of his/her duties/responsibilities or where Green Room, as an organization, is unable to provide significant aid in the aforementioned action, suit, or proceeding.

The right of indemnification shall extend to any elected or appointed official of Green Room as referred to in the preceding paragraph, unless such costs or expenses are imposed or incurred at such a time prior to his/her election or appointment or after his/her leave of office.

Article IX Amendments

The Executive Council shall possess the exclusive right, duty, authority, and ability to enact, repeal, or revise the articles of constitution or policies of Green Room. Proposed amendment(s) to these documents shall be evaluated by the Executive Council over the course of two meetings to ensure thorough consideration.

Any member of Green Room may propose an amendment; however, non-council members must submit their proposal to the appropriate class representative. Amendments will be proposed in one of the following manners:

1. If the proposal originates from a current council member, it may be directly proposed to the current Executive Council.
2. If the proposal originates from a current voting member, it must be submitted to the appropriate class representative who will bring it to the Vice President for proposal to the Executive Council.

Where issues involving the Leadership Council members are concerned, the amendment(s) shall be presented to the Leadership Council members separately, prior to release to the general membership of Green Room. Upon evaluation by all concerned member of the Council(s), the proposed amendment shall be released to all voting members of Green Room for evaluation and feedback. Based on member response, the Executive Council must evaluate feedback, and the amendment may be re-evaluated, revised, altered, tabled, dismissed, or consequently adopted upon the next reading unless the revision proves substantive for a re-submittal to the general Green Room membership. Passage shall require a unanimous vote of the then-sitting Executive Council, including the Vice President, who will act as the voice of the general membership.

Article X Dissolution

In the event of Green Room's dissolution, the Executive Council shall, after paying or making provision for the payment of any outstanding liabilities of Green Room's, dispose of all Green Room assets exclusively on the behalf of Green Room, to any organization(s) of charitable, educational, or religious nature in accordance with the policies and guidelines of Olivet and the Associated Student Council for disbursement of organizational assets. Any assets not disposed of shall be released to the authority and possession of the Associated Student Council.

Green Room
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