

Carroll Players Constitution

Preamble

The following Constitution is based on the previous constitution of the Carroll Players, written February 27, 2001 and ratified March 4, 2001.

On June 5th, 1896, Carroll University students, under the direction of Professor May Nickell Rankin, performed Bulwer Lyton's *Richelieu* at the Silurian Casino in Waukesha.

The performance, part of the commencement celebration, marked the beginning of a rich heritage of campus and community theatre, and established the Carroll Players as Wisconsin's first college and university theatre fraternity. The Carroll Players, which have been active in theatre production since that date, is today recognized as Wisconsin's oldest active theatre organization.

At the time of the original production until about the 1930s the name, the Carroll Players, was not employed in identification of theatre activity at Carroll. Diverse theatre activity, such as classes, productions, studio/experimental shows, lectures, banquets, and workshops existed under Departmental Sponsorship. In the 1930s, the Carroll Players assimilated most non-classroom functions and became the central identification of Carroll theatre. This centrality continued until the mid 1950s when, once again, the Drama Department, under the professorship of Dorothy Sainsbury-Steinmetz, retained most controls and regulated the Carroll Players to a social and support role. At that time, a Carroll Nu Tau chapter of Alpha Psi Omega, National Honorary Dramatics Fraternity, was also established and functioned until disbandment in 1979.

With the appointment of Professors Wayne L. Christensen and David Molthen in 1970, the Carroll Players activity and role declined further. Throughout the 1970s, Carroll Players existed largely as a name on mastheads with all aspects of productions, curriculum, and fraternal activity under the control of the Department faculty and student majors/minors. Alpha Psi Omega continued to function as an honorary society, but by 1979, its membership had waned and activity was sporadic.

In 1979, the Theatre Arts Department inaugurated its new home, the Otteson Theatre, and began to investigate a renewal of the Carroll Players. A committee of students and faculty met in a period of May to October, 1980, and effectively reestablished the Carroll Players as a social and educational organization.

The Carroll Players continued throughout the 1980s and 1990s in both social support roles for the Department of Theatre Arts, as well as remaining involved in campus activities and community service.

In 2001, with high member involvement and continued interest from outside the department of Theatre Arts, the Carroll Players remained an important part of the Carroll tradition. David Molthen, as faculty advisor to the Carroll Players for over 20 years, continued to guide the organization into the new millennium.

In 2003, Professor Scott M. Boyle, assistant professor of theatre arts, took on the role of faculty advisor. His enthusiasm for the organization and theatre helped to continue the ambitions of the Carroll Players in the years to come.

In 2013, the current executive board re-examined the constitution and updated it for the first time in 10 years. The mission statement was revised and the roles of the executive board were more clearly defined, under the supervision of the current Theatre & Arts Management Program faculty, Professor James Zager and Professor Jennifer Dobby. In 2014, the Theatre Arts Program was renamed the Theatre & Arts Management program hereafter referred to as the TAM program, and Professor Jennifer Dobby took on the role of the Carroll Players' primary advisor.

In 2016, the new Executive Board members met before the end of the academic year and revised the constitution. The mission statement was changed to be more precise and clear. The names and responsibilities of the Executive Board members were updated to fit the current needs of the organization. Our relationship to the Theatre Arts Management Program was revised. This constitution will be i

The following document outlines the intentions and responsibilities of the organization. It is our goal to present to Carroll University and the community of Waukesha an image of an active and socially responsible theatre organization. It is our goal to present to Carroll University and the community of Waukesha an image of an active and socially responsible theatre organization.

Name

The name of this organization is the Carroll Players.

Mission Statement

Our purpose is to give all students the opportunity to explore every aspects of theatre.

By-Laws

Article I: Purposes and Expectations

The Carroll Players exists to further the artistic, academic, and educational concerns of the Theatre & Arts Management Program and the Carroll University campus community by:

- a. Encouraging active theatre participation among students and the greater Carroll community.
- b. Recognizing outstanding achievement in theatre at Carroll through membership and awards.
- c. Establishing and maintaining connections with past Carroll Players and Theatre & Arts Management Alumni.
- d. Preserving and recognizing the heritage and history of the Carroll Players through photographs, written accounts, theatrical memorabilia, and alumni contact.
- e. Providing social and educational activities to create fellowship and growth.
- f. Ensuring that all members and executive board members follow all guidelines set in place by the Carroll University Student Organization handbook.

Article II: Membership

Section I: Qualifications for Membership

Potential Carroll Players members shall possess an interest in the art of theatre, both within and beyond Carroll University, and must be a currently enrolled Carroll University student who adheres to all member responsibilities.

Consistent with all applicable federal and state laws and Carroll University policies, this organization and its subordinate bodies. Officers shall not discriminate on the basis of race, color, sex, age, religion, gender, sexual orientation, national origin, or disability.

Section II: Responsibilities of Members

The Responsibilities of Carroll Players active members include, but are not limited to, the following:

- a. Volunteer time and/or services to at least one Carroll Players event per semester, deemed acceptable by the Carroll Players executive board
- b. Members must attend at least one meeting a month. Exceptions to this rule are up to the digression of the Executive Board.

c. Members are encouraged to attend all TAM productions.

Article III: Honorary Membership

Section I: Honorary Membership

Honorary Player Membership is awarded to persons who have rendered outstanding service to theatre at Carroll University.

The Executive Board of the Carroll Players shall nominate persons for Honorary Membership at an Executive Board meeting prior to the Annual Carroll Players Formal. The nomination shall be presented with a description of credentials for the award. Nominations must be approved by a majority vote of the Carroll Players Executive Board and approved by the members of the organization. All persons, including non-members, are eligible for the Honorary Player membership.

Honorary Player membership is lifetime unless the member receives written notification. No dues are required. Privileges include, but are not limited to, attendance of all social, educational, and business activities of the Carroll Players, including a complimentary seat for the member and a guest at Carroll Players student organization productions. Names of honorary players shall be prominently displayed in the Otteson Theatre lobby or Green Room. Honorary membership does not include the right to vote or hold office.

Article IV: Executive Board and Faculty Advisor

Section I: The Executive Board of Carroll Players

Executive Board of the Carroll Players shall consist of:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Webmaster
- f. Social Chair
- g. Public Relations Chair

These officers shall serve a one-year term following an announcement at the annual Carroll Players Formal.

Section II: Voting Executive Board Members into Office

- a. In the spring semester of each academic school year, the current Carroll Players Executive Board will release an application for current members to apply for the following year's executive board. The board will use these applications to put together their choice for the new executive board.

Once the board has put together their choice for the new Executive Board, the choice must be presented at a general Carroll Players meeting and voted upon by a minimum of 2/3 of the present members.

- b. A vacancy in any office will be filled by special election. The newly elected officer will complete the remaining term.

Section III: Voting Faculty Advisor into Office

The Carroll Players shall request that a member of the Carroll University Theatre & Arts Management Faculty be designated faculty advisor. Once a new Executive Board has been voted into office, the board will elect a Faculty member to fill the role of Faculty Advisor.

If accepted, the faculty advisor continues in office until resignation from the Carroll Faculty, or a majority lack of confidence vote from the voting membership.

Section III: Duties of the Board

The Executive Board shall:

- a. Attend all Executive Board meetings
- b. Be present at all general meetings, with the exception of extenuating circumstances, as approved by the Executive Board. In the event that an Executive Board member is absent from three consecutive meetings, including general and Executive Board meetings, and does not obtain permission, the other Executive Board members may hold a vote of no

confidence. The abandoned position may then be appointed through a special election within a week of the vote.

c. Annually review, and if necessary, update the Carroll Players Constitution.

d. Guide the Carroll Players towards social, educational, and support roles for the theatre and community.

e. Be responsible for the training of newly elected officers.

f. Keep the lines of communication open within the Carroll Players and the Executive Board.

g. Be responsible for recruiting and welcoming new members before the first general meeting and throughout the academic year.

h. Be responsible for communication of meeting dates, times, and locations via the Carroll Players bulletin board, e-mail, LMS site, and the Weebly page.

i. Set semester goals at the last meeting of each semester and will update throughout the semester.

j. Participate in Carroll University events including Homecoming, Student Involvement Fair, 45 at 4 and 5, etc

k. Be responsible for maintaining and organizing the property of the Carroll Players.

The President Shall:

a. Fulfill duties of President as described by Student Activities.

b. Preside at all general meetings, executive board meetings, and the Annual Carroll Players Formal.

c. Be the representative of the Carroll Players at all TAM program meetings.

d. Attend, or arrange for another Carroll Players member to attend, all Carroll University Organization Presidents' meetings.

e. Be responsible for the preparation and execution of the Carroll Players Formal.

f. Perform other duties as necessary.

The Vice President shall:

- a. Preside at all general and Executive Board meetings in the absence of the President.
- b. Represent Carroll Players at all TAM program meetings in the absence of the President.
- c. Will oversee the running of committees.
- d. Coordinate any volunteer opportunities that the Players see fit.
- e. Assist President in all aspects of running the Carroll Players student organization.
- f. Perform other duties as necessary.

The Treasurer shall:

- a. Prepare an annual budget proposal to be presented at the Student Senate Spring budget hearings.
- b. Present the annual budget at the first general meeting of the school year.
- c. Receive income and disperse expenditures.
- d. Maintain accurate financial records of income and expenditures on google drive.
- e. Coordinate all fundraising projects, including merchandise sales.
- f. Provide financial guidance to all members of the Executive Board.

The Secretary shall:

- a. Record the minutes of all general meetings and e-mail them to the members within 24 hours and post meeting minutes to the LMS site.
- b. Maintain membership records and the activities roster, including phone numbers and e-mail addresses.
- d. Send reminders for all upcoming meetings and events to all Carroll Players members 72 hours prior to start time.
- e. Check the Carroll Players mailbox located in the Student Involvement Center on a weekly basis.
- f. Ensure all paperwork required by Student Activities is completed on time and correctly.
- g. Will run the google drive to be shared with the Executive Board.

The Social Chair Shall:

- a. Chair committees responsible for social and educational events to be supervised by the Vice President.
- b. Compile a list of recommended events to present at the last meeting of the academic year for the upcoming year, and accept ideas for events from members throughout the year.
- c. Create a list of recommended events and dates for the upcoming year for approval to be submitted to Student Activities.
- d. Coordinate and oversee any events required by Student Activities or requested by the organization.
- e. Reaches out to new members and invites them to meetings and events
- f. Acts as a mediator between Executive Board and current/new members.

The Public Relations Chair shall:

- a. Create posters and promotional materials for all Carroll Players events and productions.
- b. Update and maintain all social networks of the Carroll Players.
 - a. Update and maintain the Carroll Players Weebly website.

The Webmaster shall:

- a. Fulfill duties of Web Master as described by Student Activities.
- b. Update the LMS website as needed, with all calendar and membership information.
- c. Update and maintain the Carroll Players Weebly website.

Article V: Meetings

Section I: Parliamentary Procedure

- a. Executive Board meetings shall be held on a weekly basis, at a time and location determined by the current Executive Board. The intent of these meetings is to set the agenda for the following general meeting and to discuss any issues relevant to the Carroll Players.

b. General meetings are to be held on at least a biweekly basis, barring extenuating circumstances, such as theatre productions. At least two meetings must be held every month during the regular school year. General meetings are to be considered informal, in order to perpetuate a social and comfortable atmosphere. While the meetings are presided over by the President, the intent is to provide an open forum for organization members to discuss ideas and upcoming events. The actual time will be decided upon by the current executive board and voted on at the first general meeting of the school year.

c. The Carroll Players shall organize and hold the Annual Carroll Players Formal at the end of the Spring Semester, in recognition of the achievements of the TAM program and the Carroll Players. The agenda should include, but is not limited to the following:

- a. Presentation of awards, including Bettys, Ollies, Senior Awards, and any honorary awards.
- b. Bestowment of honorary Player status, if applicable.
- c. Review of the Carroll Player activity for the past year.
- e. Announcement of the next school year's production season.
- f. Presentation of graduating seniors.
- g. Social activity (i.e. dinner, dancing, etc...)

The Annual Carroll Players formal is to be considered an all campus event.

Section II: Voting Procedure

Voting and decision making shall be held informally with the intent of determining group interest and involvement in activities and events. In order to ratify a motion, a majority of the voting members present at the meeting must accept the motion.

Section III: Location

General meetings of the Carroll Players are to be held in the Otteson Theatre, unless otherwise predetermined.

Article VII: Amendments

Amendments of these by-laws may be written and proposed by any active Carroll Players member. Amendments are to be reviewed by the Executive Board and presented at a general meeting for discussion and voted upon. A two-thirds majority of voting members present must ratify the amendment in order for it to pass.

This constitution was revised and approved by the following members of the Carroll Players Executive Board on April 28, 2016 at 5:46 PM.

Allison Klauke, President

Emma Gonet, Vice President

Tim L'Empereur, Treasurer

Cadence McGary, Secretary

Griffin Idelman, Social Chair

Andrea Klohn, Public Relations Chair

Andrew Schmidt, Webmaster

Jennifer Dobby, Faculty Advisor

The undersigned Carroll Players have read and approved this Constitution on April 28th, 2016.