

THE CONSTITUTION
of the
THEATRE STUDENTS ASSOCIATION
LAST UPDATED 12/7/20 BY N. PESQUEIRA

PREAMBLE

We, the students, who have assumed the responsibility of unifying and representing the student body during their training at the USC School of Dramatic Arts, do hereby establish and subscribe to this Constitution.

ARTICLE A

NAME

- I. The official name for this organization is the Theatre Students Association.
- II. This organization will use the name or its acronym, TSA, in all publicity materials and correspondence.

ARTICLE B

PURPOSE

- I. The vision for Theatre Students Association is:
 - A. A student organization created by and for the students.
 - B. A unified circle grounded in its mission to empower young students of the art to take responsibility for their education in theatre.
 - C. A flexible organization that functions from a universal mission/purpose, and responds directly to the needs of the student community.

ARTICLE C

MISSION

- I. The purposes for which this organization exists are:
 - A. To act as representatives of and advocates for the School of Dramatic Arts student body to faculty, administration, staff, alumni, and prospective students.
 - B. To unify all students in every program by creating an active, engaging, welcoming, and cohesive community within the School of Dramatic Arts.

ARTICLE D

MEMBERSHIP

- I. Organization of Membership:
 - A. Board Membership: School of Dramatic Arts students currently enrolled in classes, in *at least* their second semester at SDA and USC students heavily involved in SDA are eligible to be voting members. Students may join the Board through application and interview, arranged by the current Board.
 - B. All other USC students and USC staff, faculty, alumni, and alumnae are eligible to be non-voting members.
 - C. All members are required to demonstrate support for the purpose of this organization.

- D. Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.
- E. Executive Board Membership: Board members elected by Board majority vote to the positions of President, Vice President, Secretary, and ISP Chair.

- II. Executive Board members are included in Board membership, and are thus included when “the Board” is referenced.
- III. Board Membership Accountability: Students will be removed from the Board if:
 - A. Absences at weekly Board meetings exceed 5 total in one semester, or more than 2 consecutively, without proof of long-term illness or personal emergency.
 - 1. In the case of long-term illness or personal emergency, the Board member in question will arrange alternative methods of contribution with President and Secretary.
 - 2. Tardies exceeding 5 minutes will count as ½ of an absence.
 - B. Student has exhibited major behavioral infractions, or experiences disciplinary action within the School of Dramatic Arts or University of Southern California in its entirety. In both cases, student will be removed from the Executive Board with a 2/3 majority vote from the Board.
 - C. Student withdraws from the University of Southern California, or switches major to a school outside of the School of Dramatic Arts.
 - D. If a Board member chooses to study abroad while still holding their Board membership position, they are to maintain contact and oversight with their remaining co-chair. Upon return, they will be subject to Board review to confirm their reinstatement to the Board.
 - 1. If the Board member in question has an already existing co-chair, the co-chair will assume responsibilities for the duration of the study abroad period.
 - 2. If the Board member in question does not have an already existing co-chair, a replacement chair will be assigned through the Board application process. Upon return, this replacement chair will become the Board member in question’s co-chair.
 - 3. During the study abroad period, the Board member in question will be listed and referred to as “inactive.”
 - E. In the event that a Board member is removed or quits the Board mid-semester with no co-chair, the Vice President will assume inactive Board member’s responsibilities and take on the title of “Interim Chair.”
 - F. All Board positions continue indefinitely, until the Board member resigns, is removed, changes positions, or graduates. All Executive Board positions have a year-long term and Executive Board members must be re-elected annually.

ARTICLE E
TSA BOARD ORGANIZATION

- I. President:
 - A. Represents TSA in front of the Dean, TSA faculty advisor, administration, faculty, staff, alumni, prospective students, and student body.
 - B. Leads weekly Board meetings, open meetings, and forums.

- C. Oversees initiatives, projects, events, and any other work by chairs or breakout committees.
 - D. Oversees TSA bank account(s) in collaboration with Fundraising Chair. *Only* President and Fundraising Chair will have access to TSA bank account(s).
 - E. Facilitates play selection committee representative elections.
 - F. As an outgoing president, facilitates Executive Board elections for upcoming year.
 - G. Eligibility requirements: For the position of President, student must:
 - 1. Be a current junior and rising senior, or entering equivalent final year at USC.
 - a) In the event that no rising senior is willing and able to serve as President, a rising junior may be elected, but will be limited to one year-long term only.
 - 2. Have served on the TSA Board for at least one year, or two semesters total.
 - 3. Be elected by $\frac{2}{3}$ Board majority vote.
- II. Vice President:
- A. Aids President in overseeing TSA initiatives, projects, events, and any other work.
 - B. Fulfills duties of the President when President is unavailable.
 - C. Assumes the position of the president in the event that the current President steps down, or otherwise leaves position.
 - 1. In the event of emergency vice presidential succession, the Vice President will serve as President only for the remainder of the school year, and then must be re-elected to the position if eligible for the position of President the following year. During this period, they will be referred to as “Interim President.”
 - 2. Vice President will NOT automatically succeed current President. The position of President can only be filled by election, and Vice Presidents may only fill the role of President through end-of-year elections, and emergency Vice President succession.
 - D. Assumes the responsibilities of any Board members being removed or resigning from the Board mid-semester, without a co-chair. During this period, they will be referred to as “Interim Chair.”
 - 1. Vice President will retain Executive Board position, while additionally serving as Interim Chair.
 - 2. Interim Chair position will conclude at the end of semester and a new chair will be assigned through board member application.
 - E. Eligibility requirements: For the position of Vice President, student must:
 - 1. Have served on the TSA Board for at least one semester.
 - 2. Be elected by $\frac{2}{3}$ Board majority vote.
- III. Secretary:
- A. Handles room reservations and scheduling of weekly Board meetings and other Board events.
 - B. Tracks Board attendance at weekly meetings.
 - C. Assembles agendas and minutes for weekly Board meetings.

- D. Take notes at Board, open, and faculty/administration meetings.
 - E. Maintains official email account and Google Drive.
 - F. Facilitates Board applications and interviews.
 - G. Eligibility requirements: For the position of Secretary, student must:
 1. Have served on the TSA Board for at least one semester.
 2. Be elected by $\frac{2}{3}$ Board majority vote.
- IV. **ISP Chair:**
- A. Writes and distributes the ISP Audition Memo each semester.
 - B. Facilitates and oversees the ISP grant application process, in conjunction with staff and faculty.
 - C. Attends Massman Draft as a representative of TSA.
 - D. Serves as a liaison between ISP companies and the School of Dramatic Arts administration.
 - E. Serves as a mediator between ISP companies if necessary.
 - F. Eligibility requirements: For the position of ISP chair, student must:
 1. NOT be currently serving on any ISP board or E-board, or currently fulfilling any major creative team position on an ISP production.
 2. NOT be pursuing any independently produced ISP project in any major creative team capacity.
 3. Have served on the TSA Board for at least one semester.
 4. Be elected by $\frac{2}{3}$ Board majority vote.
 - G. ISP Chair *may not* involve themselves in an ISP production in any capacity (direction, music direction, producing, choreography, fight choreography, design, stage management, or acting) during their time as ISP Chair.
- V. **Diversity/Inclusion Chair**
- A. Acts as a liaison between student body and faculty and staff on issues relating to diversity/inclusion.
 - B. Acts as a “point person” or representative for the student body to approach with questions or issues relating to diversity and inclusion.
 - C. Consults with ISP grant and play selection committee representatives on the basis of diversity/inclusion.
- VI. **Social Media/Marketing Chair**
- A. Maintains all TSA social media platforms and website.
 - B. Works with other Board members to create informative and promotional graphics.
 - C. Oversees all visual materials representing TSA (bulletin boards, apparel, fliers).
 - D. Only the Social Media/Marketing Chair(s) and current President will have login access to official TSA social media.
- VII. **Social Programming/Events Chair**
- A. Selects dates and times for any planned events.
 - B. Handles room/venue bookings for any planned events.
 - C. Independently, or in collaboration with other Board member(s), leads breakout committees in creating, planning, and executing events and fundraising events.
- VIII. **Fundraising Chair**

- A. Maintains TSA bank account(s). *Only* President and Fundraising Chair will have access to TSA bank account(s).
 - B. Facilitates any purchases made by TSA bank account(s) and payments to account(s).
 - C. Reimburses Board members for TSA-related purchases as appropriate.
 - D. Organizes on and off-campus fundraisers benefiting TSA and acts as point of contact for outside organizations for these fundraisers.
 - E. Applies for and represents TSA in requests for USG grants and other funding.
 - F. Assists Social Programming/Events Chair and relevant breakout committees in budgeting events, initiatives, and projects.
 - G. Communicates transparently with the Board regarding current financial status.
- IX. Mentorship Chair
- A. Facilitates freshman and spring admit mentorship programs.
 - B. Acts as a “point person” or representative for the student body to approach with questions or issues relating to the freshman or transfer experience, mentorship programs, and the SDA community.
 - C. When possible, attends SDA-run freshman or transfer orientation/welcome programs and events.
- X. Alumni Chair
- A. Works to foster and maintain relationships between SDA alumni pool and current SDA students.
 - B. Collaborates with and acts as a student representative to the SDA Director of Alumni Relations.

ARTICLE F
TSA PROCEDURES AND PRACTICES

- I. TSA Email and Drive
- A. Official TSA communication with outside entities will be through the official email, usctheatrestudents@gmail.com. Executive Board members will have login access to the official email, and the general cleanliness and organization of the email will be maintained by the Secretary.
 - 1. Other Board members may be given login access on an as-needed basis.
 - B. All TSA materials will be organized in the Google Drive, originating from the TSA official email, with the following ramifications:
 - 1. The general cleanliness and organization of the Google Drive will be maintained by the Secretary.
 - 2. Executive Board members will have login access to the Google Drive.
 - 3. Each departmental position will have a folder in the Drive, which will be shared with the corresponding chair’s personal email.
 - 4. Subcommittees will have a folder in the Drive, which will be shared with the subcommittee members’ personal emails.
 - 5. All Drive materials will be shared with the President’s personal email.

- C. All formal communication will take place via and with the official TSA email account. Daily, informal communication will take place on a separate platform of choice.
- II. Weekly Board Meetings
- A. The TSA Board will meet weekly for approximately one hour. Weekly meetings are structured as follows:
 - 1. Secretary will distribute a meeting reminder email and collect agenda points 48 hours prior to weekly meeting.
 - 2. Secretary will distribute meeting agenda 24 hours prior to weekly meeting.
 - 3. President will lead weekly meetings, prioritizing planned agenda points, then moving to general discussion and/or brainstorming when necessary.
 - 4. Secretary will distribute meeting minutes no more than 24 hours after weekly meeting.
 - B. Weekly meeting time will be voted on via poll before the start of each semester. The meeting time can be any day of the week, but must not be before 10:00 AM, in order to allow for an AEA twelve hour break following the conclusion of SDA rehearsals.
 - C. Weekly meetings *will not* take place during move-in, study days, or university-recognized holidays.
 - D. Additional meetings held outside of the weekly Board meeting will be considered informal. Absences and tardies will not apply to these informal meetings, and usual weekly Board meeting structure (meeting reminders, agendas, and minutes) will not apply.
- III. Subcommittees
- A. For appropriate events, fundraisers, campaigns, or other projects, a subcommittee may be formed to take primary responsibility for said project.
 - 1. Subcommittee assignments will be made by the President, taking into consideration volunteers, requests of the Primary Chair, and needs of the project.
 - 2. The President will assign a Primary Chair, who will lead the subcommittee. The Primary Chair will establish method of communication for the subcommittee.
 - 3. The subcommittee will give updates at weekly Board meetings.
 - 4. A Google Drive folder will be created in the TSA official Drive, and shared with the personal emails of subcommittee members, and the President.
- IV. Elections
- A. Elections will be held during weekly meeting times to select Executive Board members and representatives to the play selection committee, with the following ramifications:
 - 1. An election (win) will be determined by $\frac{2}{3}$ majority vote by the Board.
 - 2. Elections will be facilitated by the President. If the President poses a conflict of interest in facilitating, the Vice President will step in to facilitate.
 - 3. Candidates for Executive Board positions can self-nominate, or be nominated by a fellow board member. Secretary will facilitate nominations before the selected elections date, and set a deadline to submit nominations.

4. Elections will be run through a blind vote. Candidates will not be present, and all board members participating will blindly submit votes.
5. Executive Board elections will take place annually, with new Executive Board members assuming their positions at the start of fall semester.
Executive Board members must be re-elected annually.

V. Play Selection Committee

- A. Two board members will serve on the SDA play selection committee annually. These Board members will be selected by $\frac{2}{3}$ Board majority vote following a presentation process of the current President's choosing.
 1. One additional committee representative in their will be elected each academic year. Committee representatives will serve for two years. Thus, each year a junior will be elected to accompany the previous year's junior, now current senior.
 2. Committee representatives are not tied to the Presidency. While the President may serve as a committee representative, being elected as a representative does not guarantee the Presidency, and vice versa.

VI. Position Changes

- A. If a Board member wishes to change their position they may either:
 1. Run for an Executive Board position during elections.
 2. Inform the President and/or Executive Board of their desired new position (must be an open, non-Executive position) by the deadline to submit Executive Board nominations. The position change will be approved or declined by the board in a $\frac{2}{3}$ majority vote at the same time as Executive Board elections.

VII. Board Member Resignation

- A. If a Board member wishes to resign from the Board the following semester, they must inform the President and/or Executive Board before the deadline to submit Executive Board nominations.
- B. As a courtesy to the rest of the Board, Board members may only resign mid-semester in cases of emergency, unless removal from disciplinary action is in effect. Board members may inform the President and/or Executive Board of their intention to resign mid-semester, but will be required to assist in the maintenance of their position until the conclusion of the semester.

VIII. Board Applications

- A. New Board members will be selected by application, with the following ramifications:
 1. The application and interview process will be facilitated by the Secretary.
 2. Board applications will be held at the conclusion of each semester to select new members for the following semester. The application process will be held after Executive Board elections, and after any position changes have been finalized.
 3. Applications will be accepted online, followed by an in-person interview for an invited, more selective pool of applicants. All Board members will have

access to and will give feedback on online applications, but only Executive Board will be present during in-person interviews.

4. Final decisions will be made by the board as a whole, with Executive Board members giving input from the interview process. Final decisions will be confirmed by a $\frac{2}{3}$ Board majority vote.
5. Board applications will only be held if Board positions are opening, or a co-chair is being added. Thus, applications held at the end of the fall semester for the spring semester's Board may not always take place.

IX. Transfers of power

- A. The outgoing or current Executive Board will hold end-of-year review sessions with individual Board members if deemed necessary and/or requested by either the Executive Board or individual Board member.
- B. Graduating or resigning Board members and Board members switching positions will recuse their duties, and new members and Board members taking on a new position will assume their position at an end-of-semester wrap-up or debrief, or if such a meeting is not held, at the final weekly Board meeting of the semester. If the latter, new Board members should be invited to this final weekly Board meeting.
- C. Outgoing Presidents and Fundraising Chairs will transfer access to TSA bank account(s) at an end-of-semester wrap-up or debrief, or if such a meeting is not held, at the final weekly meeting of the semester, or at an outside meeting *before* the conclusion of finals.
- D. Email and Google Drive logins will be given to incoming Executive Board members at an end-of-semester wrap-up or debrief, or if such a meeting is not held, at the final weekly meeting of the semester, or at an outside meeting *before* the conclusion of finals.
- E. TSA social media logins will be given to incoming Social Media/Marketing Chair(s) at an end-of-semester wrap-up or debrief, or if such a meeting is not held, at the final weekly meeting of the semester, or at an outside meeting *before* the conclusion of finals.

ARTICLE G

CONSTITUTION ACCESS AND REVIEW

- I. The Constitution will be reviewed with the Board at the top of every semester.
- II. If Board member(s) wish to make changes to the Constitution, any additions, edits or removals of any of the above points must be presented to the Board, and confirmed by a unanimous vote.
- III. The Constitution will be displayed publicly on the TSA website.
- IV. The online Board application will include a link to the Constitution's location on the website.
- V. All Board members will have digital access to the Constitution. New Board members will be given access at the time of their assumption of their position.

ARTICLE H

AFFILIATIONS

- I. USC
 - A. This organization is a recognized student organization at the University of Southern California, but is not part of the University itself.

- B. In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.
- C. TSA accepts full financial and production responsibility for all activities it sponsors.
- D. TSA agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of ASP differ, the policies and regulations of USC will take precedence.
- E. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.