

THE HARRINGTON THEATRE ARTS COMPANY  
AT THE UNIVERSITY OF DELAWARE  
**BYLAWS**

***Article I: Elected Officials and Committees***

A. The **President** will:

- i. Be a member of the executive board
- ii. Be the chief executive officer of the company
- iii. Be personally responsible for any and all company productions, events, and activities
- iv. Complete the Student Involvement Office's President's Training program
- v. Attend Performance Group Council meetings or select a Board member as the representative
- vi. Be responsible for keeping in contact with other University RSOs
- vii. Be made aware of all company communications and dealings with outside organizations
- viii. Run all general meetings and create an agenda with the assistance of the other Board members
- ix. Reserve a table at Student Activities Night
- x. Maintain contact with the group's Faculty Advisor
- xi. Be a non-voting member of the Board in general voting
- xii. Take the Vice President's place as the liaison between the production staff and the Board if the Vice President is in a rehearsal staff position for a production
- xiii. Be responsible for making all correspondence readily available to the Secretary
- xiv. Take meeting minutes when necessary if the Secretary is absent
- xv. Collect and implement suggestions from the general membership
- xvi. Pass along the code to the lockbox and the cashbox
- xvii. Run a constitution review workshop once a year to initiate annual revisions to the company's Constitution and Bylaws
- xviii. Be responsible for giving a current copy of the Constitution and Bylaws to the Student Involvement Office
- xix. Submit key lists to the Perkins Student Center information desk (permanent office keys for Board members, and sign-out access for chair positions and production staff members)
- xx. Oversee the reservation of spaces (e.g. rooms for events, kiosks) for all company productions and activities. In extenuating circumstances, another Board member can make reservations
- xxi. Must keep track of and report all position expenses

- xxii. If a Board Vote is requested, the President will conduct the vote by the following Board meeting
- xxiii. Oversee the Executive Board

B. The **Vice President** will:

- i. Be a member of the Executive Board
- ii. Run all Board meetings and create an agenda, with the assistance of the President, for those meetings. These meetings may be closed at the discretion of the Vice President.
- iii. Be the liaison between the Board and each company production via the Production Manager
- iv. Attend all production staff meetings for the current productions and/or receive all minutes from these meetings
- v. Apply for the rights to produce productions, work with the President and Treasurer to handle the production contracts, and handle and return rented production materials
- vi. Coordinate the usage of Perkins Student Center's room 310 for rehearsal spaces with the President of E-52
- vii. Distribute a post-show question sheet, which every member of the production staff and cast must fill out. The Vice President will compile the post-show report to be kept on file for future production staffs.
  - a. In the case that the Vice President is involved in the production, the President will be responsible for compiling the report, and so on down the gavel order.
  - b. In the event that all members of the Board are involved in the production, a committee will be selected with an impartial member to collect and compile the post-show report.
- viii. Supervise all company committees and make reports, if necessary
- ix. Schedule all non-technical workshops
- x. Must maintain the company's Production Staff Manual in both hard copy and electronic copy to distribute it each semester to all individuals on all production staffs.
- xi. Must maintain and distribute the Production Staff Contract and the Production Materials Contract in some medium for distribution to appropriate individuals.
- xii. Must keep track of and report all position expenses
- xiii. Oversee the Coordinator Board

C. The **Treasurer** will:

- i. Be a member of the Executive Board
- ii. Complete Treasurer's training
- iii. Apply for allocations each semester
- iv. Apply for Student Center Allocations Board budget requests each year, as well as event and capital supplemental forms when appropriate

- v. Manage the company's checking and internal accounts
- vi. Oversee the budget for all current and proposed productions
- vii. Keep the books balanced
- viii. Keep and file all bank receipts, bank reports, and canceled checks
- ix. Train the House Manager of each production and oversee the completion of Sales and Solicitations forms.
- x. Be readily available to the company's membership to process reimbursement forms and distribute checks
- xi. Give budget reports at no fewer than one Board meeting per month
- xii. Must keep track of and report all position expenses
- xiii. Ensure that there is change in the cash box for shows and other HTAC events
- xiv. If the treasurer wishes to reimburse him/herself, the President must oversee the reimbursement
- xv. Maintains budget records of productions

D. The **Secretary** will:

- i. Be a member of the Executive Board
- ii. Maintain a complete listing of the company's general membership with their email, attendance, and voting rights status
- iii. Manage the company's mailing lists
- iv. Check the company email account daily and respond to all correspondence within one business day
- v. Maintain a record of all official correspondence
- vi. Record minutes at all general meetings, which must be available to the general membership within forty-eight hours.
- vii. Record minutes at Board meetings that will be distributed to Board members within forty-eight hours. Additionally, all Board minutes will be archived for viewing purposes to the general membership.
- viii. Distribute absentee ballots to the general membership for all primary and major votes
- ix. Maintain and update the company's Constitution and Bylaws documents
- x. Keep track of the company's activities and events (event name, category, dates, times, location, and attendance)
- xi. Keep a record of all post-shows and make them available to the general membership
- xii. Maintain StUDDent Central's membership roster and coordinates members with email roster
- xiii. Must keep track of and report all position expenses

E. The **Technical Coordinator** will:

- i. Be a member of the Coordinator Board

- ii. Oversee respective Chair positions
- iii. Report to the Vice President
- iv. Be the sole person responsible for the management of technical and storage keys
- v. Keep a running inventory of what is in the technical and properties/costumes closets and other storage spaces, and must maintain cleanliness of that space
- vi. Maintain close contact with the Technical Director of each production
- vii. Know the procedures to rent vehicles and dumpsters for said technical events
- viii. Schedule necessary company technical events including all technical workshops
- ix. Be responsible for the upkeep of all technical items
- x. Have a working knowledge of possible future technical expenditures, where to find them, and bring them to the attention of the company
- xi. File a complete inventory of set designs from all company productions when possible
- xii. Must keep track of and report all position expenses
- xiii. Oversee all technical aspects of company events

F. The **Publicity Coordinator** will:

- i. Be a member of the Coordinator Board
- ii. Oversee respective Chair positions
- iii. Report to the Vice President
- iv. Handle all the general publicity for the company
- v. Publicize the company through appropriate social media outlets
- vi. Find ways to publicize the group off-campus
- vii. Supervise the publicity for all shows by maintaining close contact with the Publicist of each production
- viii. Oversee publicity stunts for each company production
- ix. Have a list of previous publicity-related works, including production publicity, their designers, and the printers
- x. Produce an ad for each semester to be used for Student Activities Night or social events or general flyers, etc.
- xi. Must keep track of and report all position expenses
- xii. Responsible for the creation and distribution of publicity survey questionnaires for each production and must update the Google Drive accordingly

G. The **Social Coordinator** will:

- i. Be a member of the Coordinator Board
- ii. Oversee respective Chair positions
- iii. Report to the Vice President
- iv. Be responsible for all company social events, including the hayride, Thanksgiving potluck, "HTAC Goes to the Rep," and others
- v. Be responsible for planning the semi-formal in the fall and the formal in the spring

- vi. Ensure that all social events follow the rules and regulations of the Student Involvement Office
- vii. Work with other groups to plan joint social events
- viii. Maintain a record of past social event venues and services
- ix. Must keep track of and report all position expenses
- x. Attend programmer's training

H. The **Fundraising Coordinator** will:

- i. Be a member of the Coordinator Board
- ii. Oversee respective Chair positions
- iii. Report to the Vice President
- iv. Plan periodic fundraisers for the company
- v. Purchase and sell all items during the run of a production
  - a. In the event that the Fundraising Coordinator is in the production, they must appoint a committee or ushers to sell the items in their absence.
- vi. Be responsible for the purchase, storage, and sale of company merchandise
- vii. Attend programmer's training
- viii. Must keep track of and report all position expenses
- ix. Coordinates with the publicists of shows to ensure additional shirts are ordered for other company purposes

I. The **Alumni/Historian Chair** will:

- i. Be a member of the Chair Council
- ii. Report to the Social Coordinator
- iii. Be the liaison between the company and its alumni
- iv. Maintain a list of the alumni and their contact information
- v. Create at least one alumni newsletter a semester that includes information about alumni nights, the semester's productions, and general company news
- vi. Collect and store company memorabilia
- vii. Document company events with photos, including production photos, headshots, and social event photos
- viii. Run the company's table at Student Activities Night
- ix. Work with the Social Coordinator to plan a reunion if desired
- x. Maintain the company's Facebook alumni page
- xi. Keep a complete chronological listing of the group's productions
- xii. Be responsible for senior gifts and the end-of-the-year slideshow at spring formal
- xiii. Must keep track of and report all position expenses

J. The **Webmaster Chair** will:

- i. Be a member of the Chair Council
- ii. Report to the Publicity Coordinator
- iii. Regularly update the website with relevant information
- iv. Update the website and StUDent Central with all relevant company information
- v. Must keep track of and report all expenses made
- vi. Maintains contact with the Production Managers for relevant show information for the website

K. The **Philanthropy Chair** will:

- i. Be a member of the Chair Council
- ii. Report to the Fundraising Coordinator
- iii. Organize and run all philanthropic events for the company
- iv. Adhere to all University regulations regarding donations
- v. Will serve as a team representative for UDance. This includes attending weekly meetings and philanthropic events.
- vi. Must keep track of and report all position expenses
- vii. Attend programmer's training
- viii. Organize at least one philanthropy night for each production

L. The **Costume Chair** will:

- i. Become a member of the Chair Council
- ii. Report to the technical coordinator
- iii. Organize the costumes owned by the company
- iv. Oversee the use of the costumes for shows and proposals
- v. Maintain the cleanliness of the costumes owned by the company
- vi. Ensures that all of the costumes are clean and reusable

M. The **Props Chair** will:

- i. Become a member of the Chair Council
- ii. Report to the technical coordinator
- iii. Organize the props owned by the company
- iv. Oversee the use of the props for shows and proposals
- v. Maintain the cleanliness of the props and furniture owned by the company
- vi. Ensures all of the props and furniture are clean and reusable

N. **Committees**

- i. A member of the Board or Chair Council may create any committee and appoint a committee head for said committee.

- a. This committee head will report directly to the appropriate Board or Chair Council member.
- ii. The purpose of said committee may be amended via a proposal by the committee head and approval by the Board.
- iii. The said committee can, at any time, be disbanded or the committee chair removed by a vote by the Board.

#### **O. Transition of Officers**

- i. To accept a nomination and run for a position, a voting member interested in a Board or Chair position must attend an informational meeting with the current officer.
- ii. At the end of the fall semester, Board and Chair Council members who have maintained their board requirements may remain in their position without re-election. Board and Chair Council members who are stepping down will be decided on by a primary vote.
- iii. In the spring, all positions must undergo an election for the following fall semester.
- iv. The Vice President must initiate a transition meeting after each Board and Chair Council election is held to help facilitate the new Board and Chair Council.

## ***Article II: Production Process***

### **Section A: Proposal Process**

#### **A1. Initial Stages**

- i. A general member intending to propose a show must meet with the Vice President to discuss the process.
- ii. Upon the awareness of a potential proposal, the Vice President must apply for the rights to produce the show being proposed from the licensing company.
- iii. The proposer must intend to be the Production Manager, Artistic Director, Technical Director, Music Director, Stage Manager, or Choreographer of the proposed show
- iv. The proposer must fill the aforementioned roles before proposing a show (if all are applicable)
- v. If the proposer is not a voting member, he or she must be approved by the Board.

- vi. The proposer must have been involved in at least two HTAC productions as either a cast member or member of a production staff. If they have not but wish to propose, they may petition the Board.

## **A2. Board Review**

- i. A voting member intending to propose must bring a proposal to the Board for review, where suggestions on how to improve the proposal can be made.
- ii. This meeting must take place by the Board meeting two weeks prior to the proposal at the general meeting.
- iii. At the review, the proposal must have selected a Production Manager, Artistic Director, Technical Director, and a Music Director and Choreographer if applicable, and all proposed budget leads unless an extenuating circumstance arises.
- iv. Whoever presents the proposal to the Board must be ready to answer any questions from Board members regarding all aspects of the proposal.
- v. The proposer is not obligated to adjust his or her proposal to the suggestions made by the Board.
- vi. The Board does not have the right to reject a proposal.
- vii. The proposer must obtain approval from the Treasurer/Technical Coordinator about show budget and set feasibility prior to the Board Review.

## **A3. Proposing**

- i. Proposals will be voted on by the general membership via primary vote.
- ii. Absentee ballots will be distributed to the voting membership prior to the day of the meeting when the proposal is taking place.
- iii. Voting members have the right to abstain on a proposal vote.
- iv. The Rehearsal Staff of a proposed show may not perform in a scene or musical number as an actor during the proposal (if applicable).

## **Section B: Production Staff**

### **B1. Production Staff Roles**

- i. The proposed Production Manager must have previously been involved in at least two HTAC productions, with at least one being a position on a rehearsal staff or leading production staff member.
- ii. The Production Manager must clarify the jobs and responsibilities of each production staff member as outlined in the production manual once the show has been passed.
- iii. All production staff members must sign the Production Staff Contract following the show's proposal. These documents must be kept on file by the Vice President.

- iv. Once a proposal has been voted in, the proposer must adhere solely to the responsibilities of his/her designated production staff role.

## **B2. Production Staff Meetings**

- i. The production staff must hold a meeting at least once a week during the production process to discuss all aspects of the production's progress.
- ii. The Production Manager will run this meeting.
- iii. The budget manager must update the production staff of the budget
- iv. If a production staff member cannot attend a production staff meeting, he or she must schedule a separate meeting with the Production Manager. Failure to do so will result in the loss of production staff credits towards voting rights.
- v. The President must oversee all correspondence with individuals or organizations outside of the company.

## **B3. Apprentices**

- i. An apprentice shadows a production staff member with the intention of learning about their position.
- ii. Apprentices can only be approved by the member of the production staff that they are shadowing under.
- iii. Since apprentices are not official members of the production staff, they can obtain voting rights by following Article IV Section C of the Constitution.

## **B4. Fulfillment of Responsibilities**

- i. Production staff members that do not fulfill their duties as agreed to in the Production Contract and the Production Staff Manual must be approached by their Production Manager.
- ii. If discussions amongst the staff do not resolve conflicts, the offending member will be issued a formal warning by the Executive Board. If the Production Manager is the offending individual, discussion is not required to take place prior to the issuance of a formal warning.
- iii. Based on the severity of the offenses, the Executive Board may initiate disciplinary action as outlined by *Article IX* upon offenses following the issuance of one warning.

## **Section C: Auditions**

### **C1. Audition Panel**

- i. The audition panel must consist of four or fewer members of the production staff to be approved by the Board prior to proposals.
- ii. Prior to auditions, the audition panel must meet with the President and the Vice President to review the company's audition policies.

- iii. All members of the audition panel must remain the same for all audition and callback dates.
- iv. The production manager may facilitate casting deliberation
- v. No members other than the audition panel and the production manager may be present during casting deliberation.

## **C2. Auditionee Stipulations**

- i. Every cast member of a company production must have auditioned for the show.
  - a. If the audition panel believes an audition for a potential cast member is unnecessary, the matter must be brought to the Board.
- ii. Anyone, including those that are not matriculated students of the University of Delaware, is eligible to audition for a company show.
- iii. Members of the audition panel cannot audition for the show.
- iv. Production staff members may not be cast in the show that they are responsible for
  - a. Should a member of the production staff believe they can feasibly be cast in a show, they may petition the Production Manager for the ability to audition
  - b. Audition sheets must be required to ask if the auditionee is a member of the production staff

## **Article III: Production Stipulations**

### **A. Production Voting and Licenses**

- i. In the event that a show passes without being granted a license to produce the show, the proposer has a two-week window to obtain the license. At the same meeting, a re-vote will take place which will only include shows that have valid licenses and will be voted on via primary vote. The winning show of the re-vote will be produced in the case that the original winning show is not able to obtain a license in the two-week window.
- ii. If a show is unopposed, it must be notified about a license or the results of an appeal for a license by the last meeting of the semester.
  - a. Otherwise, a primary vote must be held to determine whether or not to wait for a response from the licensing company.

### **B. Mandatory Meetings**

- i. As soon as possible after a production has passed, the President and Vice President will meet with the Production Manager, Artistic Director, Music Director, and Publicist for an orientation meeting.
  - a. Immediately after a production is passed, the Production Manager, Artistic Director, Music Director, and Publicist must meet with the President to review the contract of

the production as well as the rules and regulations of the rehearsal space. A copy of the contract and the list of rules and regulations of each venue must be made available to each member of the production staff in a timely manner.

- ii. Immediately after a production is cast, the entire cast of said production must meet with the Vice President to review the contract of the production, as well as the rules and regulations for the venue in which it is being performed. A copy of the contract and the list of rules and regulations of each venue must be made available to each member of the cast in a timely manner.
- iii. All members of the production must sign the Production Contract.
- iv. Once the productions have been voted on, the Vice President must meet with the President of E-52 in order to determine rehearsal days and times for the next semester in Perkins Student Center, room 310.

#### C. **Cast Representatives**

- i. Two cast representatives must be elected by a secret ballot vote at the start of the rehearsal process.
- ii. They must hold cast meetings at least once a week during the rehearsal process. Additional cast meetings can be held at the discretion of the cast reps.
- iii. Cast representatives cannot be members of the production staff or the Board.
- iv. The representatives must report cast meeting minutes to the rehearsal staff immediately following the cast meeting. The Production Manager will then communicate the minutes to the rest of the production staff.
- v. A training must be held by the President and Vice President of the company before the first cast meeting.

#### D. **Production Staff Changes**

- i. Any desired changes to the lead roles of the production staff after a production has passed by general membership must be approved by the Board. Any other changes to the production staff can be approved by the Production Manager and must be communicated to the Board and Chair Council.

#### E. **Production Materials**

- i. As described in the Production Contract, all company and non-company owned materials must be used in a responsible manner, and stored or returned as described by the appropriate Board or production staff member.
- ii. Failure to abide by regulations set by this individual will result in disciplinary action as described in *Article IX*.

#### F. **Budget Receipts**

- i. Any receipt of purchase for a company production must be:

- a. Discussed with the production staff lead in question prior to reimbursement (e.g. House Manager for house, Costume Designer for costumes, etc.)
  - b. Handed into the Treasurer or in the receipts box in office by one week following purchase or at the discretion of the Treasurer.
  - c. At the discretion of the Treasurer, receipts that are submitted later than one week of purchase may not be reimbursed
- ii. If the preceding statements are not observed, the member seeking reimbursement cannot be refunded for the purchase.

#### **G. Budget Extensions**

- i. Only the Production Manager may present a budget extension request to the Board.
- ii. In extenuating circumstances, the Production lead may present the budget extension request.
- iii. In the presentation, a report of all expenses for that particular budget must be made available to the Board.

#### **H. Rehearsals**

- i. A current company production may not hold rehearsal during the time of the weekly general meeting up until the production moves into the theater.
  - a. Production members must not be withheld from attending the weekly general meeting.
  - b. Board members involved in a production must not be withheld from attending Board meetings.
- ii. It is up to the discretion of the Technical Director whether or not there is a rehearsal on move-in day
- iii. It is up to the discretion of the Technical Director when rehearsals are able to take place on the set.

#### **I. Mandatory Event Absences**

- i. Absences from move-in, strike, and publicity related events will be excused at the discretion of the Production Manager and the appropriate production staff member. Make-up activities may be assigned to the excused individuals by the appropriate production staff member.

### ***Article IV: Meeting Stipulations***

General HTAC meetings will only be canceled due to University closings or at the discretion of the Board.

## **Article V: Workshops**

- A. A workshop should be an educational project in which company members work together to improve upon some set of theatre-related skills.
- B. Any general member may propose a workshop or approach a Board member to inquire about proposing a workshop.
  - i. A proposal for a workshop must consist of a general budget and an outline of the workshop's goals.
  - ii. The budget of any workshop must be approved at the workshop's proposal. Extensions must be presented to the Board in a timely manner for approval.
- C. All workshops must be approved by the Board.
- D. Workshops must be open to any member of the community unless the proposer or workshop leader has requested to the Board that it be made exclusive.
  - i. The workshop's leader is the person selected by the Board to lead a workshop.
  - ii. It is his or her responsibility to adhere to all guidelines put forth by the Board and to follow all rules and regulations in the company's Constitution and Bylaws.
- E. The Board may shut down a workshop at any time and pursue disciplinary action if guidelines are not followed.

## **Article VI: Winter Session Provisions**

- A. If **Board positions are missing** during winter session, the Board will reassign duties to the present members of the Board.
- B. If Chair Council members are missing during winter session, their respective Coordinators will fulfill the Chair Council member's responsibilities
- C. In the event that a newly elected **Board or Chair Council member is absent** during winter session, the previous Board or Chair Council member in said position will retain all of the position's responsibilities until the spring semester.
  - i. If said Board or Chair Council member does not wish to have these responsibilities or is no longer a matriculated student at the University, refer to *Section A*.
- D. Voting members **retain their voting rights** during winter session.
  - i. General members will receive credit for one activity point in the spring when attending two winter session meetings.

## **Article VII: Expenditures and Payments**

- A. All expenditures for the company, including those made by Board or Chair Council members, must be approved by the Executive Board if said expenditures are not included in the approved budget of a production.
- B. Any recurring expenditures (e.g. weekly prizes and show concessions) must be approved by the Treasurer.
- C. Any outstanding balances owed to the company must be paid within a given time frame to be determined by the Treasurer.
- D. Failure to comply with these guidelines will result in reprimands stated in *Article IX*.

### ***Article VIII: The Office***

- A. Usage of the office will follow University guidelines, including a minimum of 12 office hours per week and compliance with all maintenance and security rules.
- B. All Board, Chair Council, and production staff members and production staff members are responsible for the upkeep of the company's office.
- C. Nothing may be left in the office without previous approval by the Executive Board.
- D. At the end of each school year, the President will re-apply for the office.
- E. Professional hours will be maintained from 8 AM to 3 PM in the office.

### ***Article IX: Disciplinary Code***

Disciplinary action shall be taken when any individual or group of individuals commits a violation, as defined below.

- A. A **violation** shall consist of any failure to follow the company Constitution, Bylaws, Production Staff Manual, UD codes, or specific guidelines set forth by the Board and Chair Council.
  - i. The Executive Board will vote as to whether or not an action constitutes a violation, not including any Executive Board members accused.
  - ii. Any act of review will be announced to the general membership.
- B. The Executive Board will determine whether all other violations will be heard and voted on by the general membership via primary vote.
  - i. Parties will receive an opportunity to present a case to the Executive Board or the general membership if accused of a violation.
  - ii. In all cases adjudicated solely by the Executive Board, the general membership will be made aware of the violation, parties involved, and disciplinary actions taken in a timely manner.

- C. All violations deemed worthy of **impeachment** (removal from the Board, Chair Council, and/or Production Staff) will be voted on by the general membership via major vote.
  - i. Impeachment procedures will occur before the general membership. Both sides will have the opportunity to provide witnesses and evidence.
  - ii. The Vice President will act as the Prosecution. If the Vice President is accused, the President will act as Prosecution, and so on down the gavel order.
  
- D. Any **non-removal violation of a Board, Chair Council, or Production Staff member** will be brought immediately to the general membership for trial after a list of actions is constructed by the Executive Board.
  - i. At the next Executive Board meeting, a series of three disciplinary options will be made, one of which must be “No Punishment.”
  - ii. This meeting must be open to the general membership to participate in.
  - iii. At the general meeting following the Executive Board meeting, the disciplinary actions will be voted on via major vote.
  - iv. Board members may not be deprived of their right to vote in Board voting. Board Members or Chair Council members cannot be denied the right to run for re-election. This must be a consequence of impeachment (*Section C*).
  
- E. The Executive Board will propose disciplinary actions for a **violation by a general member** and will vote on it accordingly.
  
- F. Ties in voting on disciplinary matters:
  - i. In the event of a tie within the Executive Board, the vote will be passed to the general membership.
  - ii. If there is a tie in general membership voting, the President will cast the deciding vote. If the President is accused of a violation, the Vice President will cast the deciding vote, and so on down the gavel order.
  
- G. Disciplinary action may **deprive any member of the right to vote**, but it must be precise in the voting that will be denied. The purpose of differentiating between voting opportunities is to create levels of severity in disciplinary actions.

HTAC