

HTAC

The Harrington Theatre Arts Company  
Constitution

Updated April 4th 2024  
For use in the Spring 2024 Semester



The Harrington Theatre Arts Company is a Registered Student Organization at the  
University of Delaware  
The Harrington Theatre Arts Company  
At the University of Delaware

## **CONSTITUTION**

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## **Article I: Name and Purpose**

The Harrington Theatre Arts Company is a completely student-run theatre company. We give students the opportunity to get involved and act as leaders in all aspects of the production of our shows and our company. This company not only enriches the college experiences of our members but the University and its surrounding community as a whole.

This organization shall be named the Harrington Theatre Arts Company (“HTAC”). HTAC is under and compliant to the rules and regulations of the Student Involvement Office, and as a result, the University of Delaware.

## **Article II: Membership**

- A. General Membership applies to anyone who has attended at least one meeting (general or otherwise) and who agrees with the purpose of the company.
- B. Voting Membership requires a general member to meet the requirements outlined in Article IV.
- C. Non-Matriculated Student Membership applies if a member meets all of the requirements outlined in Article IV but is not a matriculated student at the University of Delaware. They obtain all rights given to voting members except for the rights to propose a show. If they desire, they can petition the Board for these rights.
  - a. A matriculated student is defined by the University as follows:  
“Matriculated students have completed the UD application process, have been formally accepted into the University of Delaware as undergraduate or graduate students, and are pursuing a degree program in one of UD’s nine colleges, the Biden School of Public Policy, or the Associate in Arts Program. They may enroll in classes on a part-time or full-time basis”
  - b. Graduate students cannot hold elected positions.
- D. An alumnus/a of HTAC is not a matriculated student at the University of Delaware but was once a General Member as defined by Section A above.
- E. Board
  - a. The Board consists of both the Executive Board (President, Vice President, Treasurer, Secretary) and the Coordinator Board (Technical Coordinator, Publicity Coordinator, Social Coordinator, Fundraising Coordinator, and Alumni/Historian Coordinator)
  - b. To be elected for a board position, one must be a voting member and a full-time matriculated student at the University of Delaware.



- i. If one successfully petitions the board to run without voting rights, they must state that in their board election speech.
  - c. To be elected as President or Vice President, the candidate must hold or have held a position on the Board or must be a Chair Council member who has successfully petitioned for the right to run at the time of the election.
  - d. In the circumstance that there are no voting members nominated for a certain position on the Board, a General Member interested in running for said position may petition the Executive Board for the eligibility to run.
  - e. In the circumstance that there are no members on the Board seeking election for President or Vice President, General Voting Members may petition the Board to run for either position.
  - f. These conditions (in Section E) may be waived by the Board in extenuating circumstances.
  - g. The Chair Council consists of Music Chair, Props/Costumes Chair, Webmaster Chair, and Philanthropy Chair.
    - i. To be elected for a Chair position, one must be a Voting Member and a full-time matriculated student at the University of Delaware.
      - a. In the circumstance that there are no Voting Members nominated for a certain position on the Chair Council, a General Member interested in running for said position may petition to the Executive Board for eligibility.
2. These conditions may be waived by the Board in extenuating circumstances.

**Article III: Voting**

- A. The Board has the right to decide what type of vote classification will be used for all issues and events that call for voting but are not listed.
- B. Votes will be collected and counted by the President and Secretary and so on down the Gavel Order. They will make an irrefutable attempt to ensure that voting is impartial as determined by the President.
- C. The voting procedure will follow one of the below options. The method will be determined by the Board on a case-by-case basis:
  - a. Simple majority determines the result, with a requirement that the winning option receives at least one-half of all votes cast (with the exception of the major vote).
  - b. Alternate vote determines the result based off of ranked ballots where the lowest candidate is eliminated, and votes are redistributed based off ranking.
  - c. **Primary Vote**
    - i. A vote that greatly alters the future of the company. This vote will be used for but is not limited to: Board Elections, Proposals, and



Amendments to the Constitution, Bylaws, and Production Staff Manual.

- ii. All Primary Votes will be determined by ranked voting.
- iii. Only Voting Members are allowed to participate in a Primary Vote, and at least 10 ballots must be cast.
- iv. When voting on amendments to the Constitution, Bylaws, or Production Staff Manual, the number of votes cast from the General Membership must exceed the number of the Board and Chair Members.
- v. The President will record their vote at the end of the ballot collection before counting commences, but the President's vote will only be counted in the case of a tie.

**d. Major Vote**

- i. A primary vote deemed a critical level of importance to the company, so that a two-thirds majority is necessary. This vote will be used for, but is not limited to, Board and Chair Council impeachments.

**e. Secondary Vote**

- i. A vote that is part of the day-to-day operations and procedures of the company. This vote will be used for, but is not limited to, recreational decisions for the Company (i.e. types of merchandises or dates for social events).
- ii. Any General Member may participate.
- iii. Vote can be conducted via hand-raising, paper ballots, or a Google-form.
- iv. If a tie exists in a Secondary Vote when there are more than two options being voted on, the two tied options will be subject to a revote. If there are only two options being voted on, the President will cast the deciding vote.

**f. Board Votes**

- i. The Executive Board votes on disciplinary actions and purchasing applications over the expense threshold set by the Treasurer; the Treasurer can approve purchasing applications under this set amount without an executive board vote.
  - 1. Treasurer should have said threshold approved by the Executive Board.
- ii. All Board Members Present vote on Production and Event Matters. A minimum of 8 Board Members are required to hold a vote, but all present at a meeting can participate in the vote.
  - 1. Only the Executive Board votes on budget extensions.
- iii. The President's vote is the tie-breaker. The President casts their vote last, but the vote is only counted in the results in the case of a tie.



1. If the President cannot assume their role as tie-breaker, they must go down the gavel order to appoint an impartial board member to act as President in their absence.
- iv. A Board Member can motion for a secret ballot. If the President cannot be impartial in counting the votes, they must go down the gavel order to appoint an impartial board member to act as President in their absence.
- v. In the case that a vote concerns a member of the Board, that board member will be excluded from the conversation Use the above procedure in an instance where a board member is absent.

**g. Mid Semester Voting**

- i. Should the mid semester voting occur before either show closes, temporary voting rights shall be granted to those that have completed all show requirements up until that point.
- ii. Should the mid semester voting occur after the closing of the first show but prior to the closing of the second show, rights will be granted to those who have earned them for the first show and temporary voting rights to those who have completed all show requirements for the second show up until that point. General members who are on track to complete their voting rights requirements by the end of the semester will be granted temporary voting rights.
- iii. It is the responsibility of the person initiating a mid-semester vote to approach the Secretary at least 3 weeks prior to voting.
- iv. The mid semester vote must be announced to the general membership at least 1 week prior to voting.
- v. If a member is granted temporary voting rights votes in a mid-semester election, that member must obtain voting rights by the end of the semester in order to attend semi-formal or formal.

**h. Voting in Extenuating Circumstances**

- i. In the event that normal voting procedures or requirements cannot be upheld (pandemic, war, etc.) the Executive Board reserves the right to craft a contingency plan for production alterations.
  1. The entire board will be included in discussions and decisions about voting procedures and requirements.
- ii. The Executive Board reserves the right to make time-sensitive decisions in accordance with university policy in emergency situations.

**Article IV: Voting Stipulations**

In order to obtain voting rights, a member must fulfill the voting rights requirements as outlined by their position(s). Completion of requirements must be reported to the



Secretary, as well as the Production Manager if applicable. If a member is involved in a production, they must have a signed production contract on file with the Vice President to maintain their membership.

**If a member is committed to more than one of the roles listed below, they are responsible for fulfilling all requirements for each of those roles.**

A. Option 1: Fulfill All Requirements of a Production Staff Member, Cast Member, or Pit Member

Production Staff, Cast Member, and Pit Member requirements include:

- Attend one General Meeting that is not a voting meeting (i.e., board voting/proposal meeting)
- Fulfill your role requirements as outlined in the Production Contract at the discretion of the Production Manager
- Sign the production contract at the discretion of the Vice President by the due date set by the **Vice President**
- Complete the post show report at the discretion of the person compiling the post show report
- Attend tech training at the discretion of the Technical Coordinator (Fall Semesters only)
- Attend 1 Technical Day at the discretion of the Technical Director of the production.
- Attend move in and strike at the discretion of the Technical Director
- Complete three “production points” from the following list:
  - 1 point for between 25-35 publicity points at the discretion of the Publicist
  - 1 additional point for exceeding 35 publicity points
  - 1 point per ADDITIONAL tech day attended beyond the one required at the discretion of the Technical Director.
  - 1 point for attending additional non-voting general meeting in addition to the required (maximum 1) at the discretion of the Secretary

Requirements can be waived if extenuating circumstances arise; see Option 6.

B. Option 2: Fulfill All Requirements as a Member of the Executive Board

Executive Board Requirements include:

- attending all Executive Board, Board, General, and Constitution/Bylaws meetings at the discretion of the President
- attending tech safety training at the discretion of the Technical Coordinator (Fall Semester only)



- attending Move-In, Strike, or Attending at least 3 hours of a tech day for those who are not already involved with the production either consecutively or separate tech days totaling 3 hours at the discretion of the tech director to compensate for the equal amount of time spent by other members at Strike and Move-In per show at the discretion of the Technical Director, who will then report attendance to the Secretary.
- fulfilling all duties outlined in their respective sections of the Constitution and Bylaws at the discretion of the President
- if applicable, fulfilling all duties outlined in the Production Staff Manual at the discretion of the Production Manager

Requirements can be waived if extenuating circumstances arise; see Option 6.

#### C. Option 3: Fulfill All Requirements as a Member of the Coordinator Board

Coordinator Board Requirements include:

- attending all Board, General, and Constitution/Bylaws meetings at the discretion of the Vice President
- attending tech safety training at the discretion of the Technical Coordinator (Fall Semester only)
- attending Move-In, Strike, or at attending at least 3 hours of tech days either consecutively or separate tech days totaling 3 hours at the discretion of the tech director to compensate for the equal amount of time spent by other members at Strike and Move-In per show at the discretion of the Technical Director, who will then report attendance to the Secretary
- fulfilling all duties outlined in their respective sections of the Constitution and Bylaws at the discretion of the Vice President
- if applicable, fulfilling all duties outlined in the Production Staff Manual at the discretion of the Production Manager

Requirements can be waived if extenuating circumstances arise; see Option 6.

#### D. Option 4: Fulfill All Requirements as a Member of the Chair Council

Chair Council Requirements include:

- attending all meetings with their respective coordinator, at the discretion of their coordinator
- attending all Board, General, and Constitution/Bylaws meetings at the discretion of the Vice President
- attending tech safety training at the discretion of the Technical Coordinator (Fall Semester only)
- attending Move-In, Strike, or attend at least 3 hours of tech days either consecutively or separate tech days totaling 3 hours at the discretion of





the tech director to compensate for the equal amount of time spent by other members at Strike and Move-In per show at the discretion of the Technical Director, who will then report attendance to the Secretary

- fulfilling all duties as outlined in their respective sections of the Constitution and Bylaws at the discretion of the Vice President
- if applicable, fulfilling all duties outlined in the Production Staff Manual at the discretion of the Production Manager

Requirements can be waived if extenuating circumstances arise; see Option 6.

#### E. Option 5: Fulfilling All Requirements as a General Member

Requirements for members not involved in a production as a member of the Cast, Production Staff, or Pit include:

- Attending 3 General Meetings and a combination of 2 additional General Meetings or activities. If you are unable to attend General Meetings due to a conflict, you may attend 8 activities at the discretion of the Secretary.
- Activities and events include kiosk or publicity stunt participation, selling concessions or ushering at a show, attending tech days, attending a constitution meetings and bylaws meeting, and other activities at the discretion of the Board. Stage crew and technical crew members will receive one activity/event point for each performance in which they participate.

#### F. Option 6: Excusal of Production Requirements

When attempting to excuse production requirements for voting rights, before petitioning the Executive Board, the order of discretion is as follows: relevant Production Staff member, Production Manager, Vice President. Production Staff members and the Production Managers should agree when granting voting rights. If Production Staff members and Production Managers do not agree, then the Vice President (or next impartial board member down the gavel order) will be the tie-breaking vote.

#### G. Option 7: Petition the Executive Board

If extenuating circumstances preclude a member from meeting the requirements for the other options above, they may petition the Board by formal e-mail submitted by the date and time of the Executive Board meeting prior to the General Meeting where voting will occur. The result of the petition will be a yes or no vote.

- One must first petition the Executive Board for voting rights.



- If that petition is unsuccessful, one can petition the Board to run for a board position or propose a show without voting rights.

## **Article V: Elected Officials**

The Officials are listed in gavel order.

### **A. The Executive Board**

- a. The Executive Board is the governing body of the company and its members are responsible for attending all Executive Board and Board Meetings, General Meetings, and weekly office hours, as well Move-In, Strike, OR one tech day per production. The Executive Board oversees all company productions.
- b. The **President** will:
  - i. Be the liaison between the company and the University, other Registered Student Organizations (RSOs), and outside organizations.
  - ii. Be the liaison between the Board and the General Membership.
  - iii. Call, open, run, and close all General Meetings.
  - iv. Maintain law and order at General Meetings.
  - v. Act as the tie-breaking vote in all voting matters.
  - vi. Oversee the Executive Board to ensure that they are fulfilling their Board requirements.
  - vii. Assume the responsibilities of the Executive Board in their absence.
- c. The **Vice President** will:
  - i. Be the liaison between the Board, the Production Staff(s), cast(s), and pit(s) of the current show(s).
  - ii. Open, run, and close all Board Meetings.
  - iii. Oversee the show proposal process.
  - iv. Assume the responsibilities of the President in their absence.
  - v. Assume the responsibilities of the Coordinator Board in their absence.
  - vi. Oversee the Coordinator Board to ensure that they are fulfilling their Board requirements.
  - vii. Supervise the Production Managers.
  - viii. Report to the President.
- d. The **Treasurer** will:
  - i. Maintain the company's checking and internal accounts.
  - ii. Check and monitor all funds available to the company.
  - iii. Record all transactions into a permanent ledger.
  - iv. Maintain and oversee the board budget.
  - v. Serve as Treasurer for all Production Staffs.
  - vi. Report to the President.



- e. The **Secretary** will:
  - i. Handle all official correspondence within the company.
  - ii. Keep copies of all correspondence.
  - iii. Record minutes at all Board and General Meetings.
  - iv. Record attendance at all General Meetings.
  - v. Distribute and collect absentee ballots.
  - vi. Maintain membership voting rights.
  - vii. Be responsible for running voting during General Meetings, and therefore does not vote in General meeting votes. They do, however, participate in all Board voting.
  - viii. Report to the President.

**B. The Coordinator Board**

- a. In addition to their position-specific responsibilities, the Coordinator Board oversees company non-production matters (including but not limited to Formal, Showcase, Coffeehouse, etc.) and its members are responsible for attending all Board and General meetings, and weekly office hours, as well as Move-In, Strike, OR attend at least 3 hours of tech days either consecutively or separate tech days totaling 3 hours at the discretion of the tech director to compensate for the equal amount of time spent by other members at Strike and Move-In
- b. The **Technical Coordinator** will:
  - i. Maintain all company storage spaces, tools, and theatrical equipment.
  - ii. Supervise the current technical positions of each production staff.
  - iii. Oversee the Music and Props/Costumes Chairs to ensure that they are fulfilling their chair requirements.
  - iv. Facilitate weekly technical staff meetings for each show at the discretion of the tech coordinator.
  - v. Maintain an up-to-date inventory of the Technical Closet in Pearson Hall.
  - vi. Report to the President and Vice President.
- c. The **Publicity Coordinator** will:
  - i. Publicize the company's general events and maintain the company's branding and public presence.
  - ii. Be responsible for overseeing graphics for company events.
  - iii. Supervise the current Publicists of each production staff.
  - iv. Oversee publicity for each show.
  - v. Facilitate weekly publicity team meetings for each show.
  - vi. Oversee the Webmaster Chair to ensure that they are fulfilling their chair requirements.
  - vii. Report to the Vice President.
- d. The **Social Coordinator** will:
  - i. Initiate and plan all company social events.



- ii. Organize social events with other RSOs if such an event is desired.
- iii. Report to the Vice President.
- e. The **Fundraising Coordinator** will:
  - i. Purchase all items to be sold at productions.
  - ii. Plan periodic fundraisers for the company.
  - iii. Design company merchandise.
  - iv. Oversee the Philanthropy Chair to ensure that they are fulfilling their chair requirements.
  - v. Report to the Vice President.
- f. The **Alumni/Historian Coordinator** will:
  - i. Be the liaison between the company and its alumni.
  - ii. Maintain an up-to-date alumni list.
  - iii. Send out a newsletter to the alumni each semester.
  - iv. Take photos at all social events, move-ins, and strikes, Coordinate with the publicity team to ensure the taking of production photos, and record all productions.
  - v. Report to the Vice President.

### C. The **Chair Council**

- a. The Chair Council consists of chair positions, each of which has a designated coordinator position to report to, and its members are responsible for attending all General Meetings, office hours, Move-Ins and Strikes, attending at least one technical day per production, and attending all Board meetings.
- b. The **Music Chair** will:
  - i. Maintain all company music equipment and oversee the pits for both productions each semester (if applicable).
  - ii. Be the liaison between HTAC and the School of Music and/or resident ensemble players for reservations according to the space reservation agreement with the School of Music and resident ensemble players
  - iii. Aid the Pit Director(s) with responsibilities as outlined in the Production Staff Manual.
  - iv. Maintain an up-to-date pit roster.
  - v. Consult the Technical Coordinator when necessary.
- c. The **Props/Costumes Chair** will:
  - i. Maintain the company's props and costumes which includes, but is not limited to, clothes, hats, shoes, hair and makeup supplies, properties, and furniture.
  - ii. is responsible for communicating with outside organizations (Resident Ensemble Players) when looking for props and costumes
  - iii. Maintain an up-to-date inventory of the Props/Costumes closet in Pearson Hall.



- iv. Consult the Technical Coordinator when necessary.
  - a. The **Webmaster Chair** will:
    - i. Update the website and StUDent Central events in a timely manner with relevant information about the company and its productions.
    - ii. Consult the Publicity Coordinator when necessary.
  - b. The **Philanthropy Chair** will:
    - i. Organize and run all outreach activities and all activities that collect donations for charity.
    - ii. Ensure that each production has a philanthropy night with a charity.
    - iii. Consult the Fundraising Coordinator when necessary.
- B. The Faculty Advisor** will:
  - a. Act in accordance with the University of Delaware's Faculty Advisor Handbook.
  - b. Attend semi-formal and formal.
    - i. In the event that the Faculty Advisor is not able to attend, the company will find another chaperone for the event.
- C. Board and Chair Resignation**
  - a. In the case that a Board or Chair Council member resigns, the President will fulfill the responsibilities of that position until an election for said position is held.
  - b. In the case that the President resigns, the Vice President will fulfill the responsibilities of the President until a new member is elected.
    - i. In the event that President and the Vice President both resign, the responsibilities will go down the gavel order.
  - c. Nominations for the position will take place during the general meeting immediately after the resignation.
  - d. One week after nominations, an election will be held, and all duties will be given to the newly elected Board or Chair Council member.
  - e. All resignations are final.

**Article VI: Alcohol/Drug Policy**

All members are expected to abide by the University's code of conduct involving drugs and alcohol. The University prohibits alcohol intoxication (regardless of age): the unauthorized possession, use, consumption, manufacture, sale or distribution of alcohol: and driving while impaired due to alcohol consumption.

**Article VII: Disciplinary Code**

Disciplinary action shall be taken when any individual or any group of individuals commits a violation. Refer to Article IX in the company Bylaws.

**Article VIII: Amendments, Bylaws, and Production Staff Manual**



Amendments can be made to and from the Constitution, Bylaws, and Production Staff manual via primary vote.

In addition to our Constitution, please read our Bylaws and Production Staff Manual for supplemental guidelines.

**Article IX: Non-Discrimination Clause**

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full-time undergraduate students and we do not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, or sexual orientation.

**Article X: Disbursal of Organizational Assets**

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

