

Theatre Student Union Constitution

I. Name

The name of the Union shall be the Theatre Student Union (TSU) of Simon Fraser University (SFU), hereafter referred to as the Union.

II. Objectives

- a. To support current students and alumni in Theatre and Production & Design in their artistic endeavors
- b. To provide an opportunity for our members to gain skills and knowledge outside the FPA courses, by means of workshops, guest speakers, lectures, conferences, etc.
- c. To give the performing arts a greater profile here on campus and in the Vancouver theatre community
- d. To better the educational experience for all Union members
- e. To promote collaboration and interdisciplinary opportunities with other SCA Unions

III. Membership

Automatic membership shall be extended to the following:

All declared or intended Majors and Minors in the Theatre Performance and Production & Design departments of the School for the Contemporary Arts at SFU

IV. Organization

a. Executive Committee

There shall be the following Executive Committee members:

1. President
2. Vice President Operations
3. Treasurer
4. External Relations
5. Public Relations
6. Student-Faculty Liaison
7. Event Coordinator
8. Forum Representative

b. Powers and Duties of the Executive Committee

1. The **President** is the primary liaison with the School for the Contemporary Arts as a representative of the Union. The President is responsible for keeping tabs on the Executive Committee members, ensuring that they are keeping up with the tasks assigned to them. Any concerns between Executives should be resolved through the President. In the event that an Executive is absent for a period of time or fails to fulfill their mandate, the President will intervene in relief. Each term, the President should compile (electronically as well as on paper):

- The register of the Union account (all transactions and balances)
- The minutes from each meeting held
- The contracts and work orders for any workshops organized (see below)
- Each publication submitted on behalf of the Union (see below)
- Copies of all merchandise forecasts, orders, and receipts (see below)
- Copies of all social forecasts, orders, and receipts (see below)
- The President is responsible for informing membership of upcoming meetings

2. **Vice President Operations** acts as the Secretary at Union meetings, recording the minutes. VP Operations is responsible for ensuring that the minutes are revised and sent to the President to be made available for viewing on the Internet. This position may involve maintaining the website and social networking outlets. VP Operations shall relieve the President in the event that the President must abandon his or her position. VP Operations shall work on two main projects:

- [In the Fall] Producing an annual school directory with phone numbers and emails of Union members, compiled and categorized according to majors and year as a one-stop reference for collaboration.
- [In the Spring] Responsible for determining the demand for Union clothing and paraphernalia, placing orders, collecting payment, distributing merchandise, and settling the result with the Treasurer.

3. The **Treasurer** keeps track of the budget and finances of the Union. Using a spreadsheet or accounting software program, all transactions should be recorded and balances should be checked each month with the SFSS records for validity. The Treasurer will report the current balance to the executive once a month at a Union meeting. When possible, the Treasurer should aid the Event Coordinator on current projects and undertakings.

4. **External Relations** is the liaison for all contacts outside of the School for the Contemporary Arts: including but not limited to alumni and external theatre companies, casting directors, agencies, and production management companies. External Relations shall be the primary individual responsible for negotiating speakers, organizing workshops, and ensuring that external agencies looking for performers and technicians have access to Union members.

5. **Public Relations** will liaise with the Peak and other publications to provide background information and contacts for potential interviewees regarding upcoming SFU productions: Directing Projects, Black Box, and Main Stage.

Additionally, Public Relations will investigate all opportunities related to printed and publicized media, such as:

- Updating the TSU board with current productions to see
- Subscribing to magazines, newspapers, and journals with interesting theatre/music content that can be made available to our student population
- If needed, aiding the Theatre Manager in distribution of publicity

When possible, **Public Relations** should aid the VP Operations in current projects and undertakings (eg. the Directory and Merchandise).

6. The **Student-Faculty Liaison** is responsible for being the ombudsperson for student curriculum concerns and for liaising with the faculty regarding course issues. The Student-Faculty Liaison will attend all School for Contemporary Arts faculty meetings (one each month) and provide a feedback report to the executive at the following Union meeting.

7. The **Event Coordinator** is responsible for handling the planning and execution of social events for Union members. Each term, the Event Coordinator should plan at minimum one social event on behalf of the Union, which may or may not include a Main Stage Gala. In advance of the event, the executive should be presented with a forecast of revenues and expenses of the event from the Event Coordinator to ensure that finances will balance.

8. The **Forum Representative** shall act as the liaison between the Union and the SFSS Student Forum, while carrying out his/her duties under the SFSS Constitution. When possible, the Forum Representative shall sit on at least one other student body and aid the Student-Faculty Liaison in attending various meetings.

c. SIGNING AUTHORITY

The President, The Treasurer, and VP Operations should have authority to deposit and withdraw money from the SFSS-maintained Union account. These Executives, may sign contracts on behalf of the Union once terms have been approved at a Union meeting.

5. EXECUTIVE COMMITTEE

- a. The Executive Committee shall consist of the aforementioned positions within the Union
- b. The powers and duties of the Executive Committee shall be limited to the following:
 1. Convening all General Meetings, giving proper notice to the members; and
 2. Drafting and presenting a proposed agenda for all general meetings; and
 3. Authorizing expenditures; and
 4. Ensuring that the decisions made by the Union are carried out; and

5. Representing the Union to the Department, faculty, SFSS, and the University; and
 6. Taking any appropriate action on any student grievance brought to the attention of the Committee
- c. No member of the Committee shall, at the same time, hold an elected position in any other departmental student union or hold two/more positions in the TSU with the exception of VP Operations relieving the position of President.

6. MEETINGS

a. GENERAL MEETINGS

1. There shall be at least two (2) regular General Meetings held during each of the Fall and Spring Semesters. Meetings may not be held during the Summer Semester if FPA courses are not offered
2. Notice for general meetings shall consist of an announcement by email
3. Union meetings should be open to all Union Students to have their voice heard, vote, and be included in the decision-making process spearheaded by the Executive Committee. Each officer should make a brief (2- or 3-minute) report on their activities of the previous week and their intentions for the week to come

b. QUORUM

1. Quorum for all general meetings held during the Fall and Spring semesters shall be eight (8) members, including (3) Executive Committee Members
2. Quorum for all general meetings held during the Summer semester shall be five (5) members, including three (3) Executive Committee Members.

7. ELECTIONS

a. TERMS OF OFFICE

1. The term of office for all elected positions in the Union except for Forum Representatives shall be one year terminating in the general meeting when the election for the position is to occur
2. The term of office for the Forum Representative shall be as provided in the SFSS Constitution

b. TIME OF ELECTIONS

1. All regular elections shall be held in a general meeting, when possible, by anonymous vote in the Spring Semester
2. By-elections shall be held as required

c. ELIGIBILITY

1. Any member of this Union who is entitled to vote is eligible to run for and hold any of the elected positions, except that no Executive Committee member may hold a position on another Student Union or two/more positions in the TSU with the exception of VP Operations relieving the position of President

d. NOTICE OF ELECTIONS

1. Elections must be announced in the notice of the general meeting when they are to be held
2. Nominations shall be open at least one week in advance of the meeting, and they shall remain open until the time of the election

e. VACANCIES

1. Resignations from any elected position shall be made in writing and submitted to the Executive Committee
2. Requests for a temporary leave of office shall also be made in writing and submitted to the Executive Committee. Temporary leave may not exceed one (1) semester and is reserved for cases of Main Stage or Black Box responsibilities or extenuating circumstances
3. Any Executive Committee Member who misses three (3) consecutive Executive Committee and/or general meetings without being excused by the Executive Committee shall be approached regarding temporary leave or resignation
4. In the event that a vacancy occurs in an elected position, the Executive Committee shall appoint a person to fill that position until an election can be called. This election shall be no later than then next regularly scheduled general meeting. Notice for by-elections is the same as for general meetings. In the case of a temporary leave the position shall be filled on an Interim basis until semester's end. Otherwise, the position shall be filled for the remainder of the term of office

f. RECALL

1. Executive Committee members may be removed from office by a two-thirds majority vote of the members present and voting at a general meeting, provided that notice of intent to recall was included in the notice of the General Meeting in which the motion is to be considered.

8. AMENDMENTS

- a. This constitution may be amended by special resolution of the members of the Union passed by a two thirds majority of those present and voting at a general meeting of the Union, provided:
 1. The general nature of the proposed amendment was included in the notice of the General Meeting in which the motion is to be considered
 2. Notwithstanding the above, Article **9. DISSOLUTION** shall not be altered without the prior consent of the Simon Fraser Student Society.

9. DISSOLUTION

In the event that the members decide to dissolve the Student Union, or in the event that this Union becomes inactive, all assets of the Student Union become the property of the Simon Fraser Student Society, to be held in trust for a minimum of two years

1. If, during this period, a new Union is formed to represent the interests of students in the Department, or if this Union becomes, active, the trust shall be dissolved and all assets shall become the property of the Student Union
2. After two years, if the trust has not been dissolved, the Simon Fraser Student Society may dispose of the assets as it sees fit

For the purpose of this article, the Student Union shall become inactive if, for two consecutive semesters, the membership does not hold the minimum quorum for general meetings required by article **6. MEETINGS** of this constitution.

Ratified 87-1

Amended 04/03/03

Amended 10/08/04

Amended 12/15/30