

Constitution of the Performing Arts Council of Princeton University

PREAMBLE

We, the members of the Performing Arts Council of Princeton University (PAC), put forth this Constitution in light of the common objectives and problems faced by each member organization. Through procedural efficiency and clear communication, PAC strives to facilitate the showcasing of the diverse artistic talent at Princeton and to foster a spirit of collaboration and innovation amongst the student-run arts groups.

ARTICLE I

Name

Section 1. The name of this student organization shall be the Performing Arts Council of Princeton University.

Section 2. The words "Performing Arts Council" shall not be used by any individual or group of individuals without the consent of the officers or the organization as a whole.

ARTICLE II

Membership

Section 1. The Performing Arts Council will consist of one representative from each member student group. It must be a part of one officer in each group's responsibilities to attend each PAC Council meeting.

Section 2. Membership to this organization will be extended only to performing arts groups approved by the Office of the Dean of Undergraduate Students (ODUS) and the Student Groups Recognition Committee (SGRC), a part of the Undergraduate Student Government (USG). A 'performing arts group' is hereby defined by the following criteria:

- Six (6) or more members
- Live performances of comedy, dance, drama, music and/or performance art as the group's primary objective
- Certification as a Student Group by ODUS and SGRC
- A written constitution or charter kept on file with the PAC Executive Board, detailing the group's mission statement and organizational structure. Each group should have an executive board that includes a president, business manager, and at least two (2) other officers.

Section 3. Upon meeting the required criteria (Section 2), the PAC Executive Board (henceforth PAC Board) must agree unanimously to extend membership to the prospective group.

Section 4. Any group requesting PAC membership may approach PAC as many times as it would like for consideration.

Section 5. If a member group is expelled, it will have as many chances as it would like to reapply, following the aforementioned guidelines, though they will need to demonstrate significant reforms in its internal governance and that it is unlikely for there to be a second expulsion. However, if a group is expelled twice, it will no longer be considered eligible for readmission.

Section 6. The rights and privileges of member groups include but are not limited to the following:

- Access to allocated rehearsal and performance space and technical resources according to PAC Policies;
- Eligibility for participation in PAC-sponsored or co-sponsored events including but not limited to: TigerNight (Fall), This is Princeton (TIP) (Winter), This Side of Princeton (TSOP) (Spring);
- Voting rights at PAC meetings;
- A positive recommendation from the PAC board for ODUS funding by application
- Freedom to express any and all concerns with relating to the Performing Arts Council, its members groups and its relation to the greater Princeton University community

Section 7: The responsibilities of member groups include but are not limited to the following:

- Maintaining membership requirements as detailed in Section 2 and Section 8;
- Attendance at all PAC meetings;
- Upholding rules and bylaws as outlined in the Constitution as detailed in Section 2
- A sincere and visible commitment to uphold the purpose and goals of PAC as outlined in the Preamble.

Section 8: PROBATION

1. If a member group misses two meetings over the course of the PAC Board term, that group will be put on probation. Groups on probation enjoy the same rights, privileges and responsibilities as outlined in Section 6 & 7, with three (3) exceptions:
 - Groups on probation forfeit voting rights at PAC meetings.
 - Groups on probation forfeit their eligibility for participation in the upcoming PAC-sponsored or PAC-co-sponsored event (either TigerNight or TSOP).
 - Groups on probation forfeit full-member priority in allocating rehearsal and performance space.
2. In order to end their probation, a group must demonstrate commitment by attending every remaining meeting in the PAC Board term. If the group misses another meeting in the same term it is eligible for dismissal from PAC at the discretion of the PAC Board.
3. A group's absence at a PAC meeting may be excused at the discretion of the PAC Board if:
 - The meeting occurs on a religious holiday that the delegate observes and he/she can demonstrate that there was not sufficient time to send an alternate;
 - The delegate is ill and can demonstrate that there was not sufficient time to send an alternate;
 - The delegate had a family emergency and can demonstrate that there was not sufficient time to send an alternate;
 - The meeting was scheduled during the member group's mandatory performance event and the times are irreconcilable.
4. An excused absence, as determined by the PAC Board, will not count as one of the two (2) absences that lead to probation.

Section 9: REVIEW

1. Any group that fails to meet its responsibilities as defined in Sections 2 and 7 may be subject to a review by the PAC Board.
2. Any member of PAC may anonymously submit a review to the PAC Board. The PAC Board must deem the review illegitimate or legitimate by unanimous vote.
3. The review must contain the offending group's names, details of the infraction, how this infraction affects the community, and recommended consequences for the group.
4. If the PAC Board unanimously upholds the review, the review must be passed before all of PAC at the next PAC meeting.
5. The offending group reserves the right to speak before PAC at the meeting.
6. The consequences of the review may be enacted by a majority (a majority is henceforth defined as the next integer larger than half). The consequences may include but are not limited to:
 - Probation;
 - Constitutional change;
 - Service to the PAC community;
 - Loss of eligibility for participation in TigerNight and TSOP;
 - Reduced priority in rehearsal and performance space allocation;
 - Removal from PAC

ARTICLE III

Officers

Section 1. There shall be a Performing Arts Council Executive Board of Officers (PAC Executive Board), which shall consist of the following:

- President
- Vice President

- Two (2) Co-Facilities Managers, to be designated either “Rehearsal Space Manager” or “Performance Space Manager” once they have begun their term as officers
- Secretary
- Initiatives Director

Section 2. The PAC Executive Board ensures the efficient functioning of PAC affairs. The responsibilities of the PAC Board include but are not limited to:

- Come to collaborative decisions concerning the membership;
- Call and run PAC meetings;
- Conduct the business and affairs of the organization during periods between meetings of the members;
- Act as arbiters in cases of disagreement among members (Article II Section 9);
- Represent the organization in cases of liability, responsibility, or honors;
- Allot campus resources amongst members with thoughtfulness, consideration and an unbiased perspective;
- Act as a communicator and advocate for each member group;
- Act as a liaison to the administration on behalf of the student groups and meet regularly with University administrators;
- Coordination with the Admissions Office in the production of TSOP.
- Coordination with ODUS in the production of TigerNight.
- Published minutes from each general body meeting;
- Maintaining the PAC webpage, Facebook, Instagram, Tumblr and Twitter accounts;
- Upholding and enforcing all the rules and guidelines set forth in the PAC Constitution.
- Commitment to the full duration (one calendar year) of the officer position. The officer must be enrolled as a Princeton University student for the entirety of the duration of the position.

Section 3: Meetings of the Executive Board or the entire organization shall be held whenever necessary, upon the call of the President or at the request of at least two officers. Ideally, Executive Board meetings should occur at least bi-weekly and PAC meetings should occur at least monthly.

Section 4: The PAC Executive Board officers may not serve simultaneously as President, Artistic Director, Vice President, or Assistant Artistic Director in their respective PAC groups.

ARTICLE IV *Election of Officers*

Section 1. Election of the officers:

- In November of the fall semester, the President will petition members for nominations or self-nominations. Each candidate will have the opportunity to submit a statement.
- Candidate statements will be consolidated and distributed to all members by 11:00pm the night before the election meeting for members to consider the ballot.
- In December, by secret ballot of a majority (next integer larger than 50% of all votes cast) of the organization, the Executive Board is elected. Each group will have one vote, and, in addition, each current Executive Officer will have one vote.
- Each group must have at least two board members present in order to vote.
- Each elected official will serve a term of one year or until the successor for each respective position has been duly elected and has qualified for said position.
- If a candidate does not receive a majority of the votes, a ballotage (second ballot vote) will be held between the two candidates who received the highest amount of votes.
- Elections shall be held for the following officer positions: President, Vice President, Performance Space Manager, Rehearsal Space Manager, Secretary, Initiative Director
- In the case where no candidate receives a majority of the votes, the ballotage will be held among the two candidates who received the most votes.
- The acting ODUS Administrator will preside over all election proceedings and will moderate any disputes

- A representative shall be awarded a proxy vote (any registered member of the company) with valid reason at the discretion of the PAC Board.

Section 2. The Electoral Procedures

- Sign-In and Honor Code
 - Every election will begin with each group representative signing in, and signing an Honor Agreement, pledging that they will not breach any of the voting guidelines. The attending groups will be counted to ensure that a quorum of two-thirds of the total member groups has been reached.
- Time Enforcement
 - Throughout the election proceedings, the secretary will enforce time constraints to ensure that no candidates or voting members exceed the allotted time.
- Elections Moderator
 - The current President will moderate the questions and answers session and the discussion session.
 - In the case where the current president is one of the candidates for re-election, the Vice President will moderate in his/her place.
 - In the case where both the president and vice president are candidates in any given election, the next highest ranking officer who is not running for that office will moderate, with the rankings structured as Rehearsal Space Manager, Performance Space Manager, Secretary, Initiatives Director.
- Order of election of officer roles
 - The officer roles will be elected in the following order: President, Vice President, Rehearsal Space Manager, Performance Space Manager, Secretary, Initiatives Director.
 - Candidates who were not elected for the first position they run for may “drop down” to run for lower position/s. Candidates who run for President and who are not elected may run for Vice President, Facilities Managers, Secretary, and/or Initiatives. Thus, all candidates besides those running for Initiatives Director may run for succeeding positions.
- Order of events
 - The election for each officer role will begin with the reading of the powers and responsibilities of that role from the constitution of the Performing Arts Council.
 - Following the reading of the powers and responsibilities, all candidates for that role make personal statements, with a maximum of five minutes allotted to each candidate.
 - Following the reading of the personal statements, the candidates will have a question and answer session, moderated by the moderator.
 - In the question and answer panel, any PAC member is allowed to pose a question to the panel, to which all candidates will have a maximum of 1 minute to respond. No individual questions will be permitted. The question must be directed to both candidates and both candidates must answer the question. This question and answer session will last no longer than 15 minutes.
 - Each person in attendance may ask at most one question. There will be a one-minute brainstorming session during which members in attendance will be permitted to discuss amongst themselves and draft any questions they wish to pose to the candidates. The names of those who wish to pose questions will then be collected and selected in a random order. The member selected will then have 20 seconds to pose his/her question to the panel.
 - The order in which the candidates respond to the questions will change for each question.
 - Following the question and answer session, the candidates will leave the room and general discussion will begin. General discussion will be moderated by the president with the same contingencies as described above.
 - The discussion will run as follows: the moderator will solicit and display the names of those who would like to speak on behalf/in support of each candidate.

- Then the moderator will solicit and display those who would like to speak in opposition of each candidate.
 - As the discussion proceeds, those who would like to comment in the midst of the discussion or respond to a comment that has been made in support of or in opposition to each candidate will raise their hand. These people's names will be displayed in an "open discussion" category, to be crossed off after that person has spoken.
 - Point of order/clarification questions that are factual in nature will be made in extreme cases.
 - The moderator will distinguish point of order/clarification questions with those that fall under the "open discussion" category.
 - Each comment will be limited to 45 seconds. The discussion will end at the discretion of the moderator.
- Voting
 - Each PAC group must have at least two board members present in order to cast a ballot
 - The number of votes needed to win the respective election will be written on the board.
 - The votes will be cast as follows:
 - Each group will receive one blank index card on which to write the name of the candidate of their choice.
 - The index cards will be collected and counted by PAC board members to ensure a correct count.
 - If the vote comes to a tie between two candidates after the final vote, the moderator will re-open discussion (conducted in the same manner as described above). This second round of discussion will end at the discretion of the moderator.
 - After a winner has been selected, the moderator will announce the winner. The candidates will then be brought back into the room and informed of the decision. The moderator will then begin the election process for the next candidate.

ARTICLE V

President

Section 1. The President is entitled to, but not limited to:

- Organize and preside over all election meetings for membership and for the Executive Board of Officers.
- Organize and preside over Executive Board Meetings, PAC Council meetings, and meetings of the PAC Advisory Board.
- Full access to the ppac@ email account, complete contact lists, and archives.
- Act as the voice representing all arts groups

Section 2: The President is expected to summon at minimum five all-membership meetings all year

- February (addressing TSOP, group contact information)
- March (Spacing, Scheduling, Tigernight)
- September (updates, initiatives, Tigernight)
- November (election procedure)
- December/early January (elections)

ARTICLE VI

Vice President

Section 1. The Vice President (Head of Public Relations) is expected to, but not limited to:

Support the President in all of his or her endeavors

- Assist in all necessary preparations for This is Princeton, This Side of Princeton, and Tigernight
- Involvement with arts-related events
- Assist in selecting the groups to perform in Tigernight (application process)
- Oversee public relations including social networking, advertising events, etc.

ARTICLE VII

Rehearsals Facilities Manager

Section 1. The Rehearsals Facilities Manager is entitled to, but not limited to:

- Create the rehearsal schedules for all PAC groups.
- Attend meetings of the PAC Advisory Board.
- Respond to changes and conflicts regarding these spaces. The job requires utmost organization and promptness.
- Spaces to be scheduled include:
- Rehearsals:
 - Dillon (MPR, GFR, Dance Studio, Martial Arts Room)
 - Wilcox Dance Studio
 - Whitman Dance Studio
 - Bloomberg Dance Studio
 - Hagan Dance Studio
 - Main New South Dance Studio

ARTICLE VIII

Performance Facilities Manager

Section 1. The Performance Facilities Manager is entitled to, but not limited to:

- Create the performance schedules for all PAC groups.
- Attend meetings of the PAC Advisory Board.
- Respond to changes and conflicts regarding these spaces. The job requires utmost organization and promptness.
- Spaces to be scheduled include:
- Performances:
 - Frist Theatre
 - Wilson Blackbox Theatre
 - Whitman Theatre

ARTICLE IX

Secretary

Section 1. The Secretary is entitled to, but not limited to:

- Oversee the organization and distribution of meeting agenda and document the meeting's minutes
- Reserve rooms for all PAC meetings
- Draft proposal letters to relevant administrators or alumni
- Create a comprehensive calendar of the dates, locations, and times of all auditions, callbacks, open houses, and workshops for PAC groups during the first two weeks of each semester

ARTICLE XI

Initiatives Director

Section 1. The New Initiative Director (NID) is entitled to, but not limited to:

- Propose and help execute new projects.
- Manage the PAC group member and board member listservs
- Manage publicity for PAC-produced events when needed (such as This Is Princeton)

ARTICLE XII

Amendments

Section 1. After ratification, amendments to the document will be made with unanimous support from the Executive Board of Officers and $\frac{2}{3}$ majority vote by the membership.

ARTICLE XIV

Ratification

Section 1. This constitution will take effect following a unanimous vote of approval by the existing Executive Board and a $\frac{2}{3}$ majority vote of all existing members.