

Boston University Shakespeare Society Constitution

I. Mission Statement

The Shakespeare Society intends to produce Shakespearean plays for local audiences. These plays may include works written by William Shakespeare or his contemporaries as well as plays written about Shakespearean drama or the Elizabethan Age (cf. *Rosencrantz and Guildenstern are Dead*, *Doctor Faustus*). Condensed productions of Shakespeare's work may be presented to children in the Boston area who would otherwise not be exposed to such theater.

The Shakespeare Society will also gather with the purpose of facilitating the contemplative discussion of William Shakespeare's works through literary analysis and attendance to plays and lectures in the Boston area related to Shakespearean theater.

The Shakespeare Society vows to promote engagement, appreciation, and accessibility of Shakespearean and Elizabethan works.

II. Principles

1. Shakespeare Society will not discriminate against anyone wishing to participate in the organization, regardless of race, gender, religion/philosophy, sexual orientation, past experience, previous membership, etc.
2. Shakespeare Society is an undergraduate, student-run organization, but graduate students are welcome to participate.
3. Our productions are available for public viewing.
4. Profits incurred from our productions are reinvested into the group for future productions and group activities.
5. Membership is not based on dues paid to the group.

III. Definition of a voting member

1. Someone who has participated in one or more productions in the past year (2 semesters).
2. Someone who has shown involvement through attendance to events and GMs, and/or by actively contributing to Bardfeed over the previous semester.

IV. Executive Board responsibilities

President: The President is the official spokesperson of Shakespeare Society and the overseer of the Executive Board. They are responsible for managing the activities of the club and inter-group relations among other theater groups on campus, as well as relations with Student Activities

Office, and be a resource for club officers and members. The President should also lead General Meetings and should be knowledgeable on all subjects regarding the group.

Vice President: The Vice President oversees the email and the website(s) of the club. They lead all Bardfeed-related projects, and plan events outside of the monthly group meetings. They also assume the President's responsibilities at any time that the President is unable to do so. The VP should also assist the President in any capacity necessary, and be a primary resource for directors.

Treasurer: The Treasurer oversees the Shakespeare Society financial account (Budgets and Revenue Funds) and manages paperwork related to finance, Student Activities Office, Student Activities Business office, and the Allocations Board. They are responsible for submitting requests to the Allocations Board and submitting all reimbursements and/or payments that occur during shows. They also attend AB meetings regarding those requests. The Treasurer should facilitate payment between all necessary parties, but also make sure the group is using its money responsibly.

Secretary: The Secretary is responsible for record-keeping, requesting spaces and reservations for various events on campus on 25Live, and assist in planning special events for the group. They will also take minutes at Executive Board meetings. The Secretary will also keep a copy of the most recently updated constitution.

Technical Advisor: The Technical Advisor is responsible for creating tech lists every semester, keeping the cage clean and inventory updated, scheduling tech meetings every semester, managing safety trainings, and writing and managing rental agreements. This includes communicating with Tech Directors, and with Tech Advisors from other groups. They are also responsible for helping manage tech-related events, including Tech Olympics.

Production Manager: The Production Manager is responsible for all social media and outreach to local groups. This includes but is not limited to communicating to local groups, Facebook, Facebook Events, Instagram, Twitter, Snapchat, advertising for each production. They are also responsible for reaching out to Production Managers and Publicity heads from other groups (when organizing events or otherwise), and for and co-running BardFeed.

V. Productions

1. Auditions and casting

- a. Every semester, the Executive Board will conduct auditions for productions. Auditions are free and open to all undergraduates and graduate students of Boston University. In the event that a role is open and there is nobody available who

originally auditioned for the production to fill the role, the director of that production may choose someone to fill the role at their discretion.

2. Scene Festival

- a. In the event that no production is pitched for the semester, Shakespeare Society can produce a Scene Festival, in which several individual directors each direct one scene from a play written by William Shakespeare or his contemporaries. Scene Festivals may also include monologues, but focus primarily on full scenes. This production is typically low-budget and produced in a stage-style lecture hall, but can be in any location.

3. Guest Directors

- a. In the event that no production is pitched for the upcoming semester, the Executive Board may invite a director to produce a production for and with the club. This director may be an alumnus, a professor, a member of another theater group on campus, or anyone else, to the Executive Board's discretion.

4. Multiple pitches

- a. In the event that more productions are pitched than the club is able to undertake for one semester, the E-board will send an email to its members containing descriptions of the pitches and a poll for members to vote on which show(s) to produce.

VI. Meetings

Group Meetings will be held when the Executive Board deems it necessary, usually once or twice a month. They should include a Shakespeare-themed activity in the second half of the meeting, after announcements. Biweekly group meetings are encouraged, but not necessary.

Executive Board meetings will be held as the Executive Board deems necessary, at least weekly, the date and time of which will be decided by the Executive Board.

VII. Election of Executive Board Members

Executive Board members are elected at the last GM of the academic year. Email of intent to run for any Executive Board position must be sent to the Shakespeare Society email account and should include the applicant's name and Executive Board position the applicant would like to run for. All candidates for the Executive Board must be present at the last GM of the academic year. In the case that there is only one applicant per position, a vote is not necessary.

VIII. Complaint and Impeachment Procedure for Executive Board Members (adapted from the Constitution of BU's Wandering Minds)

1. A member must submit a complaint in writing to the President. Should a complaint pertain to the President's conduct, the complaint should be submitted to the Vice

President. If the complaint concerns both these members, it may be submitted to another Executive Board member.

2. The Executive Board member who receives the complaint holds a closed meeting of the Executive Board. They bring the complaint forward to the entire Executive Board, who will discuss the complaint with the member at issue. The member in question may defend themselves. The rest of the Executive Board will decide whether impeachment is necessary, and if so, a vote at a General Meeting may be held.

IX. Voting

Productions, Executive Board positions, constitutional amendments, and impeachments will be voted on by anonymous poll, at the discretion of the Executive Board. If there is a tie, a vote will occur within the Executive Board to determine the results. In a time-sensitive situation in which there is no opportunity to hold a General Meeting, the Executive Board will have the authority to make decisions.

X. Pitches

1. A member may pitch a show to be directed by themselves. In this instance, they must have been a voting member of the group for at least one semester.
2. Multiple members may pitch a show to be directed in tandem. In this instance, at least one member of the directing group must have been a voting member of the group for at least one semester.

XI. Pitch Requirements

For a pitch to be valid, the play must be by Shakespeare, one of his contemporaries, or relate to Shakespeare in some way (e.g. *Rosencrantz and Guildenstern are Dead*). If a pitch does not fall into one of these categories, it is up to the discretion of the Executive Board as to whether or not to accept it.

Email of intent to pitch a show must include at a minimum: director name, show title, author, creative vision for the show, preferred location(s), cast/tech breakdown, and approximate costs. Email of intent must be accompanied by an electronic or hard copy of the script ONLY if the show pitched is not within the public domain. The Executive Board will decide on the feasibility of the potential production, and decide whether or not to accept it as a pitch. The Executive Board will decide the number of mainstage and special projects that will be staged for the next semester.

XII. Amendments

A review of this Constitution is recommended at least every two years. Amendments can be suggested by anyone who is a voting member of BUSS. Whether or not to make changes to the

Constitution is at the discretion of the Executive Board. The Executive Board may also choose to include the membership in discussion or voting on the amendment.

1. Bardfeed: BU Shakespeare Society establishes Bardfeed, an online satirical platform that parodies other comedic news sites. Its content includes, but is not limited to articles, quizzes and videos. Topics surround Shakespeare, theatre in general, and/or any current/past/future productions. (Amendment made December 13th, 2018.)
2. Reimbursements: BU Shakespeare Society moves that upon requesting a reimbursement for purchase of any production materials, the individual must submit a receipt to the Treasurer by the end of the semester in which the purchase was made. Reimbursements are the purchaser's prerogative and the Treasurer is not responsible for tracking down receipts. (Amendment made December 13th, 2018)
3. Cast/Crew Agreement: BU Shakespeare Society moves that when an individual is assigned to a show, be it in an acting or technical role, they must sign an agreement to stay with the production until its end. If this agreement cannot be honored, the individual must inform the E-board of the development at least 5 weeks before the production, so that there is ample time to find a replacement. If the cancellation occurs after the one-month deadline, the individual is placed on probation from productions; they will be unable to audition or work tech, but will still be allowed to participate in Bardfeed and attend Group Meetings. (Amendment made December 13th, 2018; and will go into effect the Spring 2019 season.)