

# Lake State Theatre and Drama Company

## I. Name and Purpose

1. The name of this organization is the Lake Superior Theatre and Drama Company, occasionally known as the “Drama Club.” This organization is officially recognized by the Lake Superior State University administration and student body as an organization for extracurricular drama activities.
2. Our purpose is as follows:
  - Provide the students of Lake Superior State University (hereafter known as “LSSU”) with an extracurricular outlet for theatrical endeavors and opportunities.
  - Provide the students of LSSU opportunities for educational experience in the creative fields of dancing, singing, acting, technical theatre and other performance related arts.
  - Provide students with interests in the theatrical arts a social outlet and network.
  - Provide a wide-range of opportunities to experience the theatrical arts through plays, musicals, workshops and small activities.
  - Provide students of LSSU with official recognition for experience, effort, talent and service to the theatrical arts at LSSU throughout their college years.
  - Teach the collaborative efforts of theatre through hands-on involvement in the planning, constructions and carrying out of fundraisers and events.
  - Provide the opportunity for students of LSSU to become more aware of the theatre effort, creatively and cooperatively.

## II. Requirements of Membership

1. Membership into the Lake State Theatre and Drama Company is gained by the simple attendance of meetings and events held by the company.
2. No minimum amount of attendance is required. Simply showing up implies membership.
3. Membership ends at student's discretion, usually when one stops attending meetings due to personal or school-related issues.

## III. Officers

1. **President:** Leads the organization during meetings and events. Represents the club at formal student body meetings (Presidents' Council, etc.) unless they are unable to attend due to classes, work, etc. This position should be held by someone who has been extensively involved in the theatre program at LSSU and who can serve as a role model for members. This position also serves as a source of contact between LSSU administration and other clubs and outside contacts. Elections held for this position at the last meeting of each Spring semester.
2. **Vice-President:** Second in command. Operates meetings and represents the organization when president is unable to do so. This position should also be held by someone previously involved in the LSSU theatre program. This position will help to assist the president when deemed

necessary. Elections held for this position at the last meeting of each Spring semester.

3. **Secretary:** The person in this position should be available to take minutes at each meeting and keep a record for the club's files. They should have typing skills for items that need to be typed, such as agendas, press releases and minutes. They should also help to ensure that meetings are organized and run smoothly.
4. **Treasurer:** This position will help to keep track of all of the organization's financial situations, including the budget and funds that come from outside sources (such as fundraisers, donations, etc.)

#### IV. Meetings

1. Meetings will first and foremost be used to inform the members of upcoming events, both being put on by the club and by outside organizations.
2. Meetings will serve as a sounding board for ideas for events, fundraisers and trips that the club is interested in, as well as a place where members can voice their concerns and questions.
3. Meetings will be used as an opportunity to plan and work on upcoming events.
4. Meetings will be scheduled according to a time and day agreed upon by all members at a beginning of the year meeting.

#### V. Making Changes

1. If at any time changes are to be made to the bylaws of this organization, all members should have a say. If all members agree on the changes, they shall be made and kept until the need arises to make revisions.
2. Should there be a problem with an officer of the organization, the following steps should be taken before they are revoked of their position:
  - Members with a complaint should take their concerns and address them to the president.
  - Hearing any concerns, the president will talk in private to the officer with whom there is a problem.
  - The officer will have a two-week probationary period to correct the problem. In this time period, the officer must attend all meetings and events (aside from any that they may have been previously excused from) and must meet all of their regularly required duties.
  - If within the probationary period the problem is not addressed by the officer, the members will put to a vote the question of whether or not to remove the officer from their position. With a two-thirds (2/3) vote by the members, the officer will be asked to step down and an immediate election will take place for the replacement.
  - In the event that the complaint is held against the president, all concerns should be directed to the vice-president and the same steps will be taken.
3. Should there be a problem with a non-elected member of the organization, the following steps should be taken before the member is to be removed:

- Any complaints against the member should be taken to the president or any elected official within the organization.
- The elected members will discuss a solution to the problem, along with the member, in a private and secure time and place.
- The member will be put on a two-week probationary period, in which time they are to correct the problem. During this time they should attend all meetings and events that are scheduled and carry out any duties during these gatherings that may have been assigned to them.
- After the two weeks, elected officials will meet to discuss the member's work during the two weeks. If there is sufficient evidence that the member has fixed the problem, the probationary period is removed. If the elected officials see no change, the member will be asked to leave the organization for a time period of at least one (1) full school semester.