

The Constitution of Masque

Constitution Ratified on April 4th, 2018

Article I - Name

The name of this organization shall be Masque of Worcester Polytechnic Institute or simply Masque when no confusion shall result.

Article II - Purpose

The purpose of this organization shall be to promote an interest in all areas of theatre, to provide opportunities for students to learn and participate in theatre activities, and to carry on these activities in the best interest and in support of the academic mission of Worcester Polytechnic Institute.

Article III – Membership

Membership shall be open to all current and former WPI students, members of the WPI community, and all who support theatre at WPI. Masque does not discriminate on the basis of race, creed, color, religion, age, sex, gender, sexual orientation, disability, veteran status, marital status, or national origin. Masque shall ensure that its membership will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.

Section 1 – General Membership

A general member of Masque shall be anyone who attends a Masque meeting once per term during the academic year. Any member of Masque who will be unable to attend meetings for an entire term may petition the officer board for continued membership. General membership shall be retained until the end of a term in which the general member did not attend a Masque meeting.

Section 2 – Active Membership

An active member of Masque shall be any general member who is a matriculated undergraduate student and whose name appears on the published program of a Masque production as either a member of the cast, a member of a crew, or in a production position during one of the last two terms in which a Masque production was completed. In the event that a member's name is unintentionally omitted from the program, an exception can be made by a unanimous vote of the Masque officers.

Section 3 – Away Status

In the event that a member will be away from campus for an extended period of time, they may petition the officer board to be put on away status. A member on away status will retain the membership status from the last time they were present on campus upon their return. Away status shall be granted on a term-to-term basis by a unanimous vote of the Masque officers.

Article IV - Officers, Duties and Requirements

The officers of Masque shall include a President, four Vice Presidents (Vice President of Scenic, Vice President of Lights and Sound, Vice President of Props and Costumes, and Vice President of Publicity and Graphics), a Treasurer, a Secretary, and a Masquor. No individual may hold more than one Masque office simultaneously. Any active member of Masque is eligible to serve as an officer. The officers of Masque shall be responsible for maintaining a positive morale amongst those working on Masque productions. In the event that the officer board is expected to come to a decision on any matter regarding the business of Masque, the issue shall be decided by a majority vote of the Masque officers, with a tie being decided by the President's vote.

Section 1 - President

The President of Masque shall preside over all meetings, unless unable to do so. The other officers of the club report directly to the President. The President shall be responsible for selecting and staging a C-Term (or other term deemed suitable by the general body) Masque production either as director or producer, either personally or through an appointed representative. The President shall be responsible for ensuring that Masque is appropriately represented when necessary. The President shall act as the liaison between Masque and other organizations or academic departments of WPI. The President shall be responsible for negotiating any agreements, as described in Article X.

Section 2 - Vice Presidents

The four Vice Presidents detailed below shall serve in an advisory position to those individuals holding production positions for any Masque production in addition to any further duties detailed below. The four Vice Presidents shall also advise the Treasurer if any new equipment related to their position needs to be purchased. In the event that the President requires temporary assistance fulfilling their duties, the officer board shall appoint a current Masque Vice President – henceforth V.P. – to assist the President.

V.P. of Scenic: The V.P. of Scenic shall act as a resource for any person working within the scenic department on a Masque show. The V.P. of Scenic shall also ensure the proper and safe use of all Masque equipment and spaces, as well as keep an inventory of supplies owned by Masque for the purpose of scenic design and construction during a Masque production. The V.P. of Scenic shall also ensure there exists adequate scenic supplies for Masque productions.

V.P. of Lights and Sound: The V.P. of Lights and Sound shall act a resource for any person working within the departments of lighting, sound, and multimedia on a Masque show. The V.P. of Lights and Sound shall also ensure that any Masque-owned lighting, sound, and multimedia equipment is properly maintained, used, and inventoried, and shall coordinate any necessary training on any such equipment to the membership of Masque.

V.P. of Props and Costumes: The V.P. of Props and Costumes shall act as a resource for props and costumes personnel for each Masque show. The V.P. of Props and Costumes shall maintain the space in which the Masque props and costumes are stored and keep an up-to-date inventory of those items. The V.P. of Props and Costumes shall ensure that props and costumes borrowed by any outside group or Masque production are returned in a suitable condition.

V.P. of Publicity and Graphics: The V.P. of Publicity and Graphics shall act as a resource in the publicity and graphics efforts for each Masque production. The V.P. of Publicity and Graphics shall be in charge of all club publicity not relating to a specific production. At the request of the producer of a Masque production, the V.P. of Publicity and Graphics shall publicize for auditions accordingly. The V.P. of Publicity and Graphics shall also ensure participation by Masque in all school activities fairs and other related events. The V.P. of Publicity and Graphics shall be responsible for either maintaining Masque's online presence or appointing someone else to do so.

Section 3 - Treasurer

The Treasurer shall authorize and keep clear records of all financial transactions, both from Masque's cash and from Masque's accounts with the WPI Student Activities Office. The Treasurer shall have the charge of the receipts from the sale of tickets. The Treasurer shall be responsible for creating the yearly Student Government Association (SGA) budget request and for distributing the budget amongst the events that Masque produces in that academic year. Should Masque or any Masque production require additional funds, the Treasurer shall, if able, be involved in their requisition.

Section 4 - Secretary

The Secretary shall keep the minutes of all meetings, both general and officers'. The Secretary shall be responsible for maintaining all club-wide communication including maintenance of associated distribution lists and making notices of every meeting available to the general membership. The Secretary shall be responsible for maintaining the lists of general and active members of Masque in accordance with the membership requirements.

Section 5 - Masquot

The Masquot shall be responsible for briefly amusing the members of Masque and for concluding the Masque general body meetings. The Masquot shall be in charge of aiding the President in scheduling social events for the organization's members. The Masquot is also responsible for defending Masque's honor.

Article V - Meetings

Section 1 – General Body Meetings

General body meetings shall take place at 5:00 PM every Friday while classes are in session in a location announced by the Secretary. If this is not feasible, the President shall decide if a meeting

is necessary and then announce the date, time, and place of the meeting. General body meetings are open to the public.

Section 2 – Officer Meetings

Masque officer meetings shall take place as necessary, at the discretion of the President. The officers must meet at least twice per term during the academic year. Masque officer meetings are open to anyone at the discretion of the officer board.

Article VI – Elections and Officer Replacement/Removal

Section 1 – Quorum and Eligibility

A quorum shall be defined as a simple majority of the active membership of Masque. A quorum must be present at all times for any vote of Masque called for in the constitution. Only active members of Masque may vote.

Section 2 – Nominations

All elections must be announced by the officer board at least one week in advance. Nominations shall be open from the time of announcement of elections to the time of voting. A nominee must be present at elections to be eligible for an office, unless the President with the unanimous consent of the officers waives this requirement under extenuating circumstances. If a nominee is unable to attend, the nominee may send in a speech to be read by a representative of the officer board. Unless otherwise specified, newly elected officers take office immediately upon election.

Section 3 - Election Procedure

The Advisor shall be responsible for maintaining the integrity of elections and secrecy of the tallied votes. The elections shall be conducted by the Advisor or a committee appointed by the Advisor. If such a committee exists, immediately before elections, a confirmation vote shall be held for each member of the committee. Such a confirmation vote shall require a two-thirds standing vote of those present and voting. Elections must be conducted such that votes in the elections are to be anonymous to all except the Advisor and any members of the committee who are not participating in the election.

Section 4 - Ballots and Tabulation

In order to be elected, a nominee is required to receive a majority of the votes of those present and voting at the elections. If no nominee receives a majority, a run-off shall be conducted between all those except that of the fewest votes. If multiple nominees together have fewer votes than the nominee with the next fewest, all of those candidates may be eliminated together. If multiple nominees are tied for fewest votes, an elimination vote shall be held for those candidates tied for the fewest votes. The candidate who receives the fewest votes in the elimination vote shall be eliminated. In the case where there is a tie for fewest votes in the elimination vote, one of the candidates tied for fewest votes shall be eliminated randomly. Run-offs may be conducted by taking another poll.

Section 5 – Annual Officer Elections

Elections for all officer positions shall be held annually in C-Term, on a date decided and announced by the officer board. All nominees must be active members of Masque. The order of voting shall be President, Treasurer, V.P. of Scenic, V.P. of Lights and Sound, V.P. of Props and Costumes, V.P. of Publicity and Graphics, Secretary, Masquor. Elections shall follow the procedure described in Sections 2 through 4. All newly elected officers, excluding the President, shall take office immediately following elections. The President shall take office following the closing night performance of the final D-Term Masque production if such a production exists, or during a Masque meeting in D-Term. The previous Treasurer must see the budget request process to completion.

Section 6 – Replacement Officers

In the event that an officer resigns or cannot fulfill their duties for the remainder of their officership or for longer than ten weeks, the club must elect a replacement officer to fill the position for the remainder of that officership. An election must be held as soon as allowable under Section 2 after notification of the vacancy. Elections shall be conducted in accordance with the procedures described in Sections 2 through 4. The remaining officers shall take responsibility for training the newly elected officer.

Section 7 – Interim Officers

In the event that an officer will be away from campus for a period of at least one term and no longer than ten weeks, excluding the summer break, an election must be held at least two weeks prior to the end of their last term on campus. Elections shall be conducted in accordance with the procedures described in Section 2 through 4. Nominees for interim officers must be active members of Masque. The original officer shall relinquish all duties and powers of their office for the duration of the interim officer's officership, take responsibility for training the interim officer, and shall resume their position upon return to campus.

Section 8 – Unplanned Vacancies

In the event that an officer is unexpectedly unable to fulfill their duties, the officer board shall select a course of action appropriate to the officer in question's expected period of absence. The course of action must correspond with either Section 6 or Section 7 for absences longer than three weeks.

Section 9 – Removal from Office

Any member may initiate the removal of a particular officer by providing a letter to the officer board signed by at least one-fifth of the active membership or by a majority of the officer board, excluding the officer in question. At the first general body meeting falling at least one week after the submission of such a letter to the officer board, a vote shall be held. If three-fourths of the active membership present vote to remove the officer in question, the officer will be removed from office. A representative of the officer board must provide at least one week notice to all members of Masque that such a vote has been scheduled. In the event of officer removal, the position shall be filled in accordance with Section 6.

Article VII - Advisor

The Advisor shall be appointed by the officer board of Masque, in consultation with the membership. The Advisor shall be a full-time employee of the university. It shall be the duty of the Advisor to be available as a consultant in all matters pertaining to the organization. The Advisor shall not receive a vote in organizational matters.

Article VIII - Finances

The organization of Masque shall be funded through SGA. This may be supplemented by ticket and merchandise sales revenue.

Article IX – Amendments, Revisions, and Suspension of the Constitution

Any member may propose an amendment to the Constitution of Masque in writing to the officer board at any time. Upon receiving the amendment, the officer board shall present it to the general body in writing within two weeks or at the next general body meeting, whichever time period is longer. Proposed amendments to this constitution must be tabled for at least one week or until the next general body meeting, whichever time period is longer, when a vote on such amendments shall be taken. In order for an amendment to be voted on, a quorum must be present as defined in Article VI, Section 1. If at least two-thirds of the active members present at the meeting vote in favor of such amendments this constitution shall be so amended. Should it be necessary to suspend a clause of the Constitution of Masque for a period of time, the President may call for a vote of the active membership at a meeting at which a quorum is present. In order for the motion to pass, at least three-quarters of the active members present must vote to suspend the constitution. The suspension shall remain in action until the end date voted on by the general body.

Article X – Agreements with Other Groups and Organizations

Any time another group wishes to use any of Masque's supplies or equipment and no standing agreement exists which would cover such use, this agreement must be discussed by the Masque officers on a case by case basis. Masque may set up any other agreements with other groups to be discussed and approved by the Masque officers and the representative of the other group. All such agreements must include a termination clause.

The President of Masque shall be responsible for negotiating any agreements between Masque and any other organizations and departments of the university. Such agreements must be in writing and shall go into effect only if approved by a majority vote of the Masque officers with a tie being decided by the President's vote. A representative of the Masque Officers shall be responsible for keeping a record of all agreements made between Masque and outside groups.

Article XI - SOC Enabling Clause

Masque agrees to abide by the policies of Worcester Polytechnic Institute as well as all federal, state, and local laws. Any changes to this constitution and/or bylaws will follow, in word as spirit, all WPI policies and all federal, state, and local laws.