

Florida Players Constitution

Article I — Name of Organization

The name of this organization shall be Florida Players. This organization may utilize the initials FP in publicity material and correspondence.

Article II — Purpose Statement

Section 1 — Mission Statement

Explore. Create. Engage.

Section 2 — Purpose Statement

Florida Players is an explorative student-run theatre company that provides diverse opportunities for artistic and professional growth through hands-on work in live theatre. Florida Players will produce engaging works that challenge both its members and audiences. Florida Players members will collaborate on all aspects of live theatre, including but not limited to: direction, design, performance, playwriting, stage management, and leadership. Florida Players also acts as an umbrella organization for the dance company, Floridance. Florida Players is sponsored by the UF Student Government and is open to all University of Florida students, regardless of major, as well as the greater Gainesville community.

Article III — Compliance Statement

Upon approval by the Department of Student Activities and Involvement, Florida Players shall be a registered student organization at the University of Florida. Florida Players shall comply with all local, state, and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes, but is not limited to, the university's regulations related to non-discrimination, sexual harassment (including sexual misconduct, dating violence, domestic violence, and stalking), hazing, commercial activity, and student leader eligibility.

Article IV — University Regulations

Section 1 — Non-Discrimination

Florida Players agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section 2 — Sexual Harassment

Florida Players agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking.

Section 3 — Hazing

Florida Players agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section 4 — Responsibility to Report

If this organization becomes aware of any such conduct described in this article, Florida Players will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

Article V — Membership

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members, however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

Article VI — Officers

The officers of Florida Players are the members of the Executive Board, which consists of: the President/Artistic Director, Vice President/Associate Artistic Director, Treasurer/Director of Finance, Secretary, Production Manager, Technical Director, Assistant Production Manager(s), Assistant Technical Director(s), Director of Publicity, Outreach Coordinator, Director of Special Events, Webmaster, and Historian. Term of office for each position may last no longer than one (1) year with possibility of reelection. These officers may be announced and honored at the University of Florida School of Theatre and Dance convocation and will be announced at the Florida Players End-of-the-Year Banquet. They will officially take office at the close of the mandatory Transition Meeting (see Florida Players By-Laws).

Section 1 — President / Artistic Director

The office of Artistic Director shall be equivalent to the office of President as per Student Government regulations. The office shall be referred to only as Artistic Director. The Artistic Director shall be elected by the general body. The Artistic Director will have one (1) vote as an Executive Board member. The responsibilities of the Artistic Director shall be the following:

1. To preside over all Florida Players meetings and conduct or delegate all Florida Players business.
2. To lead the Artistic Vision of the season.
3. To serve as ex-officio of all Florida Players committees.
4. To serve as chair of the Executive Board.
5. To re-register Florida Players as a student organization on GatorConnect at the beginning of each fall semester.
6. To contact the School of Theatre and Dance at the beginning of each fall semester to speak on behalf of Florida Players at the University of Florida School of Theatre and Dance convocation.
7. To secure the Florida Players Student Organization Advisor as selected by the Executive Board.
8. To call special meetings of the Florida Players general body or the Executive Board when they deem such action necessary.
9. In the event a vote needs to be conducted by the Artistic Director, $\frac{2}{3}$ of the eligible voting body must be present. Of those present, a $\frac{2}{3}$ majority will be required to pass the proposal with the exception of Executive Board elections (see Article XII, Section 2, Point 3).
10. To have co-sign authority with the Director of Finance on all Student Acquisition Requests (SARs).

11. As per Student Government regulations, to preside over Florida Players SG-labelled special equipment (lighting equipment, etc.).
12. To give a toast at the opening night of all Florida Players productions.
13. To coordinate, in conjunction with the Associate Artistic Director, all master classes sponsored by the organization.
14. To act as liaison to the University of Florida's School of Theatre and Dance as a whole on behalf of Florida Players.
15. To report on the state of Florida Players to the Director and Production Manager of the University of Florida School of Theatre and Dance.
16. To arrange, with the Associate Artistic Director, private meetings with each officer on the Executive Board to discuss performance and any personal disputes at the end of the fall semester.
17. To arrange regularly scheduled Executive Board meetings twice a month and to attend every arranged Executive Board meeting.
18. To sit in at auditions, callbacks, and casting meetings and to oversee these events, in conjunction with the Production Manager. At these meetings, the Artistic Director may give input. At casting meetings, the Artistic Director may give advice and retains final determination in resolving casting disputes.
19. To have the ability to give notes to the director(s) of all Florida Players productions. The final say on production questions is left to the show's director(s). In the event the Artistic Director is the show's director, this responsibility falls to the Asst. Artistic Director. In the event of concerns by the Artistic Director about some non-design entities, the Asst. Artistic Director will step in and treat the situation as a conflict, with the potential of suspending the director's final say.
20. To lead design meetings in the event that both the Production Manager and Assistant Production Manager(s) cannot attend.
21. The Artistic Director holds the right to sit in on any Florida Players meeting or rehearsal as long as they have given the appropriate person 24-hour notice.
22. For as long as Florida Players is a federal and state non-profit, the Artistic Director and Director of Finance must complete all tax documents and other non-profit documents in accordance with their respective Operational Handbook.
23. The Artistic Director and Director of Finance shall have access to the Florida Player's bank account. They will each hold one Debit card that gives them authorization to make purchases for Florida Players.
24. To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

Section 2 — Vice President / Associate Artistic Director

The office of Associate Artistic Director shall be equivalent to the office of Vice President as per Student Government regulations. The office shall be referred to only as Associate Artistic Director. The Associate Artistic Director shall be elected by the general body. The Associate Artistic Director will have one (1) vote as an Executive Board member. The responsibilities of the Associate Artistic Director shall be the following:

1. To assume the duties of any officer in the event of their absence or inability at the discretion of the Executive Board and to serve in said position until a special election is held.
2. To serve as parliamentarian of all of Florida Players.
3. To oversee the planning, scheduling, and execution of regularly scheduled workshops as defined in the Florida Players By-Laws, Article III, Section 1.
4. To oversee the Mentor/Mentee program as defined in the Florida Players By-Laws, Article III, Section 1.
5. To register Florida Players for the Organization Fair in a timely manner at the beginning of each semester.
6. To create and manage, in conjunction with the Director of Special Events, any new programs the Executive Board shall decide to implement in its experimental phase.
7. To arrange, in conjunction with the Artistic Director, private meetings with each officer on the Executive Board to discuss performances and any professional disputes at the end of the fall semester.
8. To reserve spaces for all general body meetings and workshops.
9. To act as a moderator for conflict resolution for all of Florida Players.
10. To serve as collaborator with any Executive Board members concerned with general body relations (namely, the Secretary, Director of Outreach, Director of Special Events, Director of Publicity, Historian and Webmaster) in maintaining a cohesive, positive Florida Players identity. This may include proofreading, assisting upkeep (such as the FP board and website) and inquiry response (such as through the Facebook page).
11. To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

Section 3 – Treasurer / Director of Finance

The office of Director of Finance shall be equivalent to the office of Treasurer as per Student Government regulations. The office shall be referred to only as Director of Finance. The Director of Finance shall be elected by the general body. The Director of Finance will have one (1) vote as an Executive Board member. The responsibilities of the Director of Finance shall be the following:

1. To keep accurate records of all Florida Players revenues and expenditures.
2. To establish a Finance Committee, if so desired, and to serve as chair of the Finance Committee.
3. To keep an accurate current balance of all Florida Players finances and to keep said balance available for review at all meetings.
4. To maintain a close working relationship with Student Government Finance and the Student Government Senate.
5. To submit Student Acquisition Requests (SARs) for any and all Florida Players expenditures prior to purchase.
6. To submit Student Acquisition Requests (SARs) for any and all Florida Players subgroup expenditures as predetermined in the year's budget.
7. To have co-sign authority with the Artistic Director of Florida Players on all Student Acquisition Requests (SARs).
8. To serve as primary liaison between Florida Players and the Florida Players budget outreach advisor.
9. To prepare the next academic year's budget request proposal for Student Government Finance, and attend Student Government budget hearings in the spring semester.
10. To oversee the proposition of any and all special allocation requests and to attend the special allocation committee meetings.
11. To ensure the delegation of funds from the overall Florida Players budget to their appropriate subgroups as predetermined in the year's budget.
12. To propagate budget changes proportionally through Florida Players and its subgroups.
13. To serve as primary finance liaison between Florida Players and its subgroups.
14. To maintain a working relationship with the treasurer of all Florida Players' subgroups in order to oversee the financial health of these subgroups.
15. For as long as Florida Players is a federal and state non-profit, the Artistic Director and Director of Finance mustn complete all tax documents and other non-profit documents in accordance with their respective Operational Handbook.
16. The Artistic Director and Director of Finance shall have access to the Florida Player's bank account. They will each hold one Debit card that gives them authorization to make purchases for Florida Players.

17. To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

Section 4 – Secretary

The Secretary shall be elected by the general body. The Secretary will have one (1) vote as an Executive Board member. The responsibilities of the Secretary shall be the following:

1. To keep minutes of all Florida Players Executive Board and general body meetings. In the event of the secretary's absence, this responsibility will fall to the Associate Artistic Director.
2. To report all discussions on constitutional and policy changes to the general body at least one week prior to voting by the general body.
3. To keep a record of attendance at all Florida Players events.
4. To keep a record of attendance of the Executive Board and to notify the Artistic Director and Associate Artistic Director of any Executive Board member's excessive absences (3 or more per semester) from events the Executive Board member is required to attend (see Florida Players By-Laws, Article I, Section 3).
5. To distribute email notifications of all Florida Players news and events to the general body.
6. To keep track of all members' points and membership status.
7. To assign points toward membership as seen fit at the discretion of the Secretary.
8. To keep and maintain the designated Florida Players bulletin board in the School of Theatre and Dance hallway.
9. To maintain the integrity of and proofread all records and official Florida Players' publicity and paperwork in conjunction with the Director of Publicity.
10. To assist the Webmaster in the management of the Florida Players library.
11. To distribute production invitations to all School of Theatre and Dance faculty.
12. To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

Section 5 – Production Manager

The Production Manager shall be an appointed position. This appointment shall be made upon recommendation by the current Production Manager and shall be approved

by majority vote of the Executive Board, no later than one (1) month prior to Executive Board Elections. The Production Manager may only serve for one (1) year in said position. The Production Manager will have one (1) vote as an Executive Board member. Their vote shall reflect the opinions of the Production Management team. The responsibilities of the Production Manager shall be the following:

1. To serve as chair of the Production Selection Committee.
2. To act as liaison between Florida Players and the representatives in charge of space scheduling.
3. To reserve all rehearsal spaces and performance venues, and to submit event permits for all Florida Players productions.
4. To enforce all rules and regulations of rehearsal spaces and performance venues.
5. To act as liaison between Florida Players and any technical representatives of the University of Florida School of Theatre and Dance, The Curtis M. Phillips Center for the Performing Arts, Reitz Union Event Services, and other venues.
6. To serve as the primary point of contact for all those involved in Florida Players productions.
7. To coordinate and successfully mount the production season as outlined in the Production Manager's Operational Handbook.
8. To oversee, in conjunction with the Director of Finance, the submission of Student Acquisition Requests (SARs) related to the mounting of the production season.
9. To collect and oversee, in conjunction with the Director of Finance, the submission of all production receipts to Student Government Finance.
10. To schedule and manage the casting meeting held after callbacks every production season, in conjunction with the Artistic Director.
11. To regulate the posting of cast lists for each production.
12. To handle, maintain, and keep on record the various production contracts.
13. To ensure the eligibility of potential directors and designers in regards to the University of Florida School of Theatre and Dance program requirements.
14. To secure designers and advisors (as needed) for each production in conjunction with the Technical Director.
15. To update all proposal guidelines in conjunction with the Artistic Director, and make them available to members at least two (2) weeks before the proposal deadline.
16. To appoint the Assistant Production Manager(s), one of whom shall inherit the office of the Production Manager in the following year upon receiving approval of the Executive Board.

17. In the event that the Assistant Production Manager(s) are not approved by the Executive Board or do not accept appointment, open applications may be accepted.
18. To schedule and facilitate all production and design meetings.
19. To update the Design Process Guide in conjunction with the Technical Director.
20. To enforce all design deadlines as established in conjunction with the Technical Director.
21. To relay and confirm any special needs such as projections, haze, etc. to the performance venue.
22. To facilitate prop weapon safety as outlined in the Prop Weapon Safety Guidelines in conjunction with the Technical Director.
23. To schedule and facilitate a post-mortem for every Florida Players production.
24. To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

Section 6 – Technical Director

The Technical Director shall be an appointed position. This appointment shall be made upon recommendation by the current Technical Director and shall be approved by majority vote of the Executive Board, no later than one (1) month prior to Executive Board Elections. The Technical Director may only serve for one (1) year in said position. The Technical Director will have one (1) vote as an Executive Board member. Their vote shall reflect the opinions of the Technical Direction team. The responsibilities of the Technical Director shall be the following:

1. To plan, coordinate, and run the build, load-in, and strike for each production, which may include the creation of a build schedule, build drafts, and a technical ground plan.
2. To create a tech week schedule for each production in conjunction with the Production Management Team.
3. To update the Design Process Guide in conjunction with the Production Manager.
4. To confirm any special needs such as projections, haze, etc. with the designers and to relay this information to the Production Manager.
5. To create estimation packages for the designs of each production and aid in conforming to the budget established by the Production Manager.
6. To plan and produce, in conjunction with the Associate Artistic Director, at least one technical theatre workshop.
7. To assist the Production Manager in securing designers for each production.

8. To attend all design and production meetings, unless otherwise excused by the Artistic Director or Production Manager.
9. To lead design meetings in the event that the Production Manager, Assistant Production Managers, and Artistic Director cannot attend.
10. To maintain an inventory of the Florida Players storage unit.
11. To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

Section 7 – Assistant Production Manager(s)

The Assistant Production Manager(s) shall be an appointed position. The Assistant Production Manager(s) does not have an independent vote, but is represented by the vote of the Production Manager (see Article VI, Section 5). The responsibilities of the Assistant Production Manager(s) shall be the following:

1. To assist the Production Manager with any of the aforementioned responsibilities outlined in Article VI, Section 5.
2. To coordinate and successfully serve as "Show-Specific Production Manager" for one show as specified by the Production Manager.
3. An Assistant Production Manager shall inherit the office of Production Manager. The office of Assistant Production Manager shall be appointed by application to the Production Manager with majority approval from the Executive Board.
4. In the event that the Assistant Production Manager(s) are not approved by the Executive Board or do not accept appointment, open applications may be accepted.
5. To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.
6. In the event that the Production Manager is unable to make an executive board meeting, one of the Assistant Production Manager(s) will gain the right to vote for that meeting.

Section 8 – Assistant Technical Director(s)

The Assistant Technical Director(s) shall be an appointed position. The Assistant Technical Director(s) does not have an independent vote, but is represented by the vote of the Technical Director (Article VI Section 6). The responsibilities of the Assistant Technical Director(s) shall be the following:

1. To assist the Technical Director with any of the aforementioned responsibilities outlined in Article VI, Section 6.
2. To coordinate and successfully serve as “Show-Specific Technical Director” for one show as specified by the Technical Director.
3. An Assistant Technical Director shall inherit the office of Technical Director. The office of Assistant Technical Director shall be appointed by application to the Technical Director with majority approval from the Executive Board.
4. In the event that the Assistant Technical Director(s) are not approved by the Executive Board or do not accept appointment, open applications may be accepted.
5. To maintain an officer’s operational handbook to be passed down to the subsequent holder of this office.
6. In the event that the Technical Director is unable to make an executive board meeting, one of the Assistant Technical Director will gain the right to vote for that meeting.

Section 9 – Director of Publicity

The Director of Publicity shall be elected by the general body. The Director of Publicity will have one (1) vote as an Executive Board member. The responsibilities of the Director of Publicity shall be the following:

1. To serve as chair of the Publicity Committee.
2. To develop, or delegate the development of, all Florida Players production programs (in accordance with production licensing agreement), which shall meet the approval of the Executive Board and each production's director and producer.
3. To develop, or delegate the development of, all Florida Players production posters (in accordance with production licensing agreement), which shall meet the approval of the performance venue, Florida Players Executive Board, and each production’s director and producer.
4. To send out all press releases, public service announcements, etc. regarding all Florida Players productions, events, and fundraisers.
5. To keep track of all media published about Florida Players.
6. To ensure, in conjunction with the Director of Special Events, that all Florida Players meetings and events are adequately publicized at least one (1) week in advance.
7. To plan and orchestrate flyering or other appropriate advertising (promo videos, tarp, etc.) for each production.
8. If desired, to oversee the creation of Florida Players merchandise (t-shirts, etc.).

9. To maintain and update the Press Contact List.
10. To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

Section 10 – Director of Outreach

The Director of Outreach shall be elected by the general body. The Director of Outreach will have one (1) vote as an Executive Board member. The responsibilities of the Director of Outreach shall be the following:

1. To establish an Outreach Management Team, if so desired, and serve as chair of the Outreach Management Team.
2. To handle outreach to other organizations on campus such as, but not limited to, the Filipino Student Association, The LGBTQ+ Association, the Pakistani Student Association, etc.
3. To coordinate the acquisition of a dramaturg as necessary in conjunction with Production Management.
4. To oversee audience development in conjunction with the Webmaster and Director of Publicity to analyze audience demographics.
5. To oversee general body development in conjunction with the Secretary to analyze general body demographics.
6. To help Associate Artistic Director program diverse workshops (self branding, d-9 training, etc).
7. To address the diversity concerns of the general body and have the ability to take these concerns to the Executive Board.
8. To maintain community involvement within the Greater Gainesville area.
9. To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

Section 11 – Director of Special Events

The Director of Special Events shall be elected by the general body. The Director of Special Events will have one (1) vote as an Executive Board member. The responsibilities of the Director of Special Events shall be the following:

1. To serve as chair of the Special Events Committee.
2. To communicate with the Artistic Director and Director of Finance in regards to raising donations, as well as the expenditure for and financing of events.
3. To organize and oversee all fundraising for the organization.
4. To coordinate the publicity for all events at least two (2) weeks in advance in conjunction with the Director of Publicity and the Secretary.
5. To organize and oversee all events excluding those assigned to the Production Management Team as outlined in Article VI, Sections 5 and 7.
6. To organize and oversee Fall Ball, a Holiday event, and End-of-the-Year Banquet at the discretion of the Executive Board.
7. To create and manage, in conjunction with the Associate Artistic Director, any new programs the Executive Board shall decide to implement in its experimental phase.
8. To coordinate the opening night toast for each Florida Players Production.
9. To coordinate and manage additional recreational and social events for the organization.
10. If desired, to coordinate and manage Florida Players intramural sports teams.
11. To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

Section 12 – Webmaster

The Webmaster shall be elected by the general body. The Webmaster will have one (1) vote as an Executive Board member. The responsibilities of the Webmaster shall be the following:

1. To ensure that the Florida Players website and ticketing services are constantly maintained and updated.
2. To establish a Web Management Team, if so desired, and serve as chair of the Web Management Team.
3. To work with the Director of Finance and Director of Special Events to ensure that the Florida Players website does not lapse.
4. To coordinate the house management for all Florida Players productions.
5. To oversee the management and upkeep of the Florida Players library.
6. To maintain communication platforms for all Executive Board communication.

7. To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

Section 13 – Historian

The Historian shall be elected by the general body. The Historian will have one (1) vote as an Executive Board member. The responsibilities of the Historian shall be the following:

1. To keep a digital and paper archive of all savable content including but not limited to: posters, programs, etc. This includes keeping a running list of Florida Players productions for use by the Selection Committee.
2. To keep a document listing all the Constitution changes proposed in executive board meetings, which includes why the changes were or were not voted in.
3. To ensure that a photocall takes place for each Florida Players production.
4. To coordinate any other photo calls desired by additional Florida Players members.
5. To acquire photos as a resource for all members.
6. To attend all Florida Players events and ensure that photos are taken at/of each event.
7. To record and document Florida Players rehearsals, technical rehearsals, and performances if desired by each production's director as outlined in their production contracts.
8. To serve as resource of content for Director of Special Events.
9. To maintain an alumni registry.
10. To keep and maintain the Florida Players camera, and to ensure that it is returned safely to the Florida Players office on the off-season.
11. To maintain a professional relationship with the Smathers Library Archivist and to archive documents and records throughout the year.
12. To maintain an officer's operational handbook to be passed down to the subsequent holder of this office.

Section 14 – Leave of Absence

1. In the event that an officer takes a leave of absence for medical or curricular reasons, so long as the leave does not directly interfere with their performance in the carrying out of duties as outlined in this constitution, and their respective Executive Board contract, a special provision may be granted by the Executive Board for said officer to continue to hold this office during said leave.

2. Should the Executive Board find that the officer in question has not maintained a standard of expectations outlined prior to their leave, the officer in question must forfeit their right to impeachment and is to step down at the request of the Executive Board. The Executive Board is to appoint an interim replacement until a special election with the general body can be held. Replacement of an Executive Board member at this special election will require a two-thirds (2/3) majority vote of the general body, as is the policy with general elections (see Article VII).
3. In the event that no eligible replacement can be appointed, the Associate Artistic Director and/or the Artistic Director may step in and fulfill a position's executive duties until a replacement is selected or elected.

Section 15 – Impeachment of Executive Board Members

1. If a general body member moves to impeach an executive board officer at a general body meeting, the general body will then have the right to discuss the pros and cons of impeachment. Following this discussion, the executive board will vote on said officer's removal from office. The officer in question will also be given the opportunity to approach the general body and defend their position.
 - a. If an executive board member moves to impeach an executive board officer, the general body will have seven (7) to ten (10) days to give input before the executive board votes on removal from office. The officer in question will also be given the opportunity to approach the general body and defend their position.
2. All Executive Board members are required to sign their respective Rights and Responsibilities Contracts prior to taking office. Being found in breach of contract may be grounds for impeachment at the discretion of the Executive Board.
3. Their office shall be filled by a special election immediately after impeachment. This special election shall be presided over by the current Artistic Director, or if the Artistic Director has been removed, the meeting shall be presided over by the current Associate Artistic Director unless this creates a conflict of interest.

Article VII — Elections

Section 1 — Election of the Executive Board

1. Nominations of all elected Executive Board positions shall be made and closed at the second to last regular meeting of the spring semester in April.

2. The election of all elected Executive Board positions shall be held and finalized using secret ballots at the last meeting of the spring semester in April. A plurality of quorum is needed for election.
3. Nominees for each Executive Board position will be given the opportunity to speak before elections are held.
4. In the case of an officer vacancy, a meeting will be called to elect a replacement, with election necessitating a plurality of total voting membership present.
5. In the case of appointed positions, if no person applies for the position, then a special election will be called during which an election for that position will be held.
6. In the case of a tie between two or more nominees, a run—off election will be held between the tied nominees. A plurality of the total voting membership is needed for election.

Section 2 — Election Policies

1. The current Artistic Director shall preside over all elections unless this creates a conflict of interest, in which case the Associate Artistic Director or the Student Organization Advisor shall preside.
2. Secret ballots shall be used at all elections.
3. A simple majority by the general body is needed to elect an Executive Board Officer.
4. Absentee balloting is not permitted in any election.
5. Special elections may be called by the Artistic Director as necessary.
6. Election results shall be posted no later than forty-eight (48) hours after the election.
7. Two Executive Board members will count the ballots. The Student Organization Advisor shall be present at this counting. No Executive Board members running in said election may be permitted to count ballots.
8. Nominees must be present in person at the election to run for or to accept an elected position. In the case of extenuating circumstances, exceptions may be made at the discretion of the Artistic Director.
9. Florida Players will not be allowed to preside over the elections of its subgroups. Officers may provide assistance at the request of the subgroup but all elections for a subgroup will be upheld to the letter of that subgroup's constitution. The officers may provide assistance in any way requested with the exception of influencing elections.

Section 3 — Eligibility

Executive Board Requirements:

1. All potential elected board members must have held voting membership in Florida Players for one (1) semester before the date of election. This may include the semester in which the election is held. If no interested parties meet these requirements, exceptions for membership may be made at the discretion of the Executive Board.
2. If desired, all potential appointed board members must submit a cover letter and a resume to the board member who currently holds the position. It is suggested that appointed board members should have held voting membership in Florida Players for at least one (1) semester before appointment; however, if no interested parties meet this requirement, exceptions for membership may be made at the discretion of the Executive Board.
3. All potential board members must meet all requirements of the Student Organization Officers put forward by the Office of Student Activities.
4. All potential board members must have the awareness of and willingness to accept the responsibilities of the office as outlined in this constitution and are required to sign their respective Rights and Responsibilities Contracts prior to taking their positions.
5. It is required that those who run for a board position have held voting membership in Florida Players for least one (1) semester. This may include the semester in which the election is held.

Article VIII — Student Organization Advisor

Section 1 — Responsibility

The responsibilities of the Student Organization Advisor shall be the following:

1. To be present at all scheduled Florida Players voting meetings including but not limited to: elections and impeachments. The Student Organization Advisor is not a voting member of Florida Players and does not have a vote.
2. To serve as an ex-officio member on all Florida Players standing committees.
3. To serve as a liaison between Florida Players and the University of Florida's School of Theatre and Dance.

Section 2 — Appointment of the Student Organization Advisor

1. The Student Organization Advisor shall be appointed by the Executive Board and approved by a two-thirds (2/3) majority vote of the general body.
2. The Student Organization Advisor must be a faculty or staff member employed at UF.
3. The term of office for Student Organization Advisor may last no longer than one (1) year with possibility of re-appointment.

Section 3 — Process of Replacement

1. In the event that the Student Organization Advisor steps down from their position for whatever reason, the Florida Players Executive Board will hold a meeting with the University of Florida's School of Theatre and Dance Director.
2. The Executive Board will vote on a Student Organization Advisor that shall be approved by a two-thirds (2/3) majority vote of the general body.

Article IX — Finance

Section 1 — Source of Funding

The Florida Players Director of Finance shall prepare and submit a budget request each year in order to request funding from Student Government. Other finances are derived from donations made by individuals, corporations, or departments. No dues are charged to any member of this organization.

Section 2 — Management

The finances of Florida Players are to be managed by the Director of Finance according to the policies outlined by Student Government. The management of Florida Players finances comes with the approval of the Treasurer of Student Government of the University of Florida.

Section 3 — Budgets

Budgets are to be submitted to the Student Government of the University of Florida at such times and in such a manner as may be prescribed by the by-laws of that body. The

budgets are to be prepared by the Director of Finance. Before the budget is submitted, it must be approved by a simple majority of the Executive Board.

Section 4 — Special Allocations

Special Allocations are to be submitted to the Student Government of the University of Florida at the discretion of the Production Manager and Director of Finance. Before the Special Allocation is submitted it must be approved by a simple majority of the Executive Board.

Article X — Dissolution of Organization

In the event this organization is dissolved, all money left in the outside revenue account, after outstanding debts and claims have been paid and after all other assets have been liquidated, shall be donated to Broadway Cares Equity Fights AIDS.

Article XI — Voting Membership

In order to become a voting member of the general body, a Florida Players member must actively earn points each semester and maintain a total of at least eight (8) points per semester. Points are determined by the Florida Players Secretary (see Article VI, Section 4).

Article XII — Standing Committees

All Florida Players members can run/apply for standing committees according to the specific committee's eligibility requirements (see below). Florida Players shall have the following standing committees:

- Executive Board
- Finance Committee (if desired)
- Production Selection Committee
- Special Events Committee (if desired)
- Publicity Committee (if desired)
- Web Management Team (if desired)

Section 1 — The Executive Board

The Executive Board shall consist of the President/Artistic Director, Vice President/Associate Artistic Director, Treasurer/Director of Finance, Secretary, Production Manager, Technical Director, Assistant Production Manager(s), Assistant Technical Director(s), Director of Publicity, Director of Special Events, Webmaster, and Historian. The Student Organization Advisor shall serve as ex-officio member of this committee. The duties of the Executive Board shall be the following:

1. To enforce and interpret this constitution according to the three-fold artistic mission of this organization.
2. To execute Florida Players policy.
3. To act as liaison to all outside organizations as well as all Florida Players subgroups.
4. To review the Florida Players constitution annually no later than at the start of the spring semester and make changes as seen fit.

Section 2 — Finance Committee

This committee may be established at the discretion of the Director of Finance. This committee shall consist of the Director of Finance, who shall serve as the chair, and any interested Florida Players members approved by the Director of Finance. Sub-groups named in Article II of this constitution are encouraged to select a member to serve as a representative on the Finance Committee. The Student Organization Advisor shall serve as an ex-officio member on this committee. The duties of the Finance Committee shall be the following:

1. To assist in the creation of the overall budget for Florida Players.
2. To oversee all revenues and expenditures of Florida Players.
3. To approve the budgets of all sub-groups named in Article II of this constitution under the umbrella organization Florida Players.
4. To allocate Student Government funds to produce quality and free theatre for the university and its students.

Section 3 — Production Selection Committee

This committee shall consist of the Artistic Director and eight (8) students to be elected by the Florida Players voting membership. It is highly recommended that these eight (8) shall be: a graduate performance student, a graduate production student, an undergraduate performance student, an undergraduate production student, an undergraduate stage manager, a dance student, a music student, and a non-theatre major. The Artistic Director and each of these eight (8) students shall get one (1) vote

as committee members. The Production Manager shall serve as chair of the Production Selection Committee, and the Assistant Production Manager(s) may sit in and give input. The Director of Publicity or, in the event of their absence, a member of the Publicity Committee shall sit in on Selection Committee Meetings for the Fall and the Spring Seasons. The Director of Outreach shall sit in on the Selection Committee Meeting for the New Works Festival. The Technical Director shall sit it on all Selection Committee meetings. These Selection Committee members shall be approved by the Artistic Director and Production Manager and by a majority vote of the Executive Board. This is to ensure that those choosing the season are those who the Executive Board believes will carry out the artistic vision of the organization while making their selections. Members of the Selection Committee may not propose a production. The Student Organization Advisor shall serve as ex-officio member of this committee. The main duty of the Production Selection Committee shall be to select the Florida Players production season as outlined in Article XIII of this constitution. The duties of Production Selection Committee shall be as follows:

1. To read and discuss all proposals and plays.
2. To attend the selection meeting, during which they shall listen to presentations given by the prospective directors of each proposed production.
3. To uphold the constitution when making selections.
4. To be free of bias when voting for proposals.

Part 1 — Replacement and Removal of Production Selection Committee Members

1. Production Selection Committee members who are not fulfilling their duties as outlined in Article XII, Section 3 of this constitution shall be removed from their seat by a majority vote of the Executive Board.
2. The Executive Board shall immediately appoint a Florida Players voting member to fill the vacancy. This appointment shall be approved by the voting membership at the next regularly held general body meeting.
3. In the event of a Selection Committee member's unexpected absence on the day of the selection meeting, an Assistant Production Manager(s) may fill this vacancy with the approval of the Selection Committee.

Section 4 — Special Events Committee

This committee may be established at the discretion of the Director of Special Events. This committee shall consist of the Director of Special Events, who shall serve as the

chair, and any interested Florida Players members as approved by the Director of Special Events. The duties of this committee shall be the following:

1. To plan and organize special events which both serve the three-fold artistic mission of the organization and provide a social outlet for the members of Florida Players.
2. To plan and organize Florida Players annual events including:
 - i. Florida Players Fall Ball
 - ii. Florida Players Holiday Party
 - iii. Florida Players End-of-the-Year Banquet

Section 5 — Publicity Committee

This committee shall consist of the Director of Publicity, who shall serve as the chair, and any interested Florida Players members as approved by the Director of Publicity. Publicity includes, but is not limited to, the creation of the following: programs, brochures, posters, flyers, signs, press releases, tarps, and any other forms of advertising. The duties of the Publicity Committee shall be the following:

1. To coordinate with the Director of Finance on the proper allocation of the publicity budget.
2. To provide publicity for all meetings, events, and productions.
3. To organize the design, acquisition, and distribution of all seasonal t-shirts.
4. To create and maintain methods of publicizing Florida Players.
5. To plan and orchestrate the creation and hanging of a tarp or some alternative media for each production.

Section 6 — Web Management Team

This committee shall consist of the Webmaster, who shall serve as the chair, and any interested Florida Players members as approved by the Webmaster. The duties of this committee shall be the following:

1. To keep the Florida Players Website consistently maintained and updated.
2. To create and upload any web-based publicity as needed.
3. To create and release ticketing systems for each production.
4. To safeguard and maintain online technical accounts in the Florida Players KeePass.
5. To maintain the Florida Players Library.

Section 7 — Appeals

In the event that a decision made by any committees is contradictory to this constitution, any Florida Players member may move to appeal that decision at any Florida Players meeting. A two-thirds (2/3) vote of the total voting membership present shall be necessary to effect such a reversal.

Article XIII — Productions

In order to provide students with a better laboratory experience for training and experimentation, Florida Players shall establish a laboratory theatre program.

Section 1 — Selection and Funding

Florida Players shall fund productions in the fall and spring semesters that are student produced and predominantly student run. Faculty may be invited to supervise by the student proposing the show. The following rules shall be abided by the Production Selection Committee and those submitting proposals:

1. The plays to be produced shall be established by the Production Selection Committee.
2. It is highly recommended that those submitting proposals are voting members who have maintained membership for at least two semesters.
3. Proposals shall be submitted in writing to the Production Manager, who shall distribute them to the Production Selection Committee, and shall include the information outlined in the Production Proposal Guidelines.
4. A director may not propose a show if they have a conflict with a University of Florida School of Theatre and Dance production as mandated by their department unless permission is given by their department head.
5. The committee shall select the most promising of these proposals after each producer and/or director is interviewed by the committee regarding their intentions and overall concept for the piece.
6. The third slot of the fall semester shall be the New Works Festival unless no new works are proposed.
7. The third slot of the spring semester shall be a musical unless no musicals are proposed.
8. Florida Players will fully mount all productions selected as a part of the production season fairly, evenly, and without prejudice, while doing its best to

meet all technical, financial, and personal needs according to the Florida Players budget and to each show's specific budget.

Section 2 — Production Requirements

The following requirements must be met for each show in a season:

1. Directors, producers, and stage managers must all meet with the Production Manager to discuss expectations, rights, and responsibilities as well as to sign production contracts prior to accepting their roles on a production.
2. It is highly suggested that the directors have some directing or assistant directing experience.
3. Open auditions must be held.
4. Directors, producers, and stage managers are not permitted to act in their own show.
5. Designers and performers must sign production contracts before accepting their positions and roles on a production.
6. Designers may not design a Florida Players production if they have a conflict with a University of Florida School of Theatre and Dance production as mandated by their department unless permission is given by their department head.
7. A director must consult with the other directors in that season at a casting meeting presided over by the Production Manager and the Artistic Director. All directors must come to a mutual agreement before finalizing any casting decision or informing anyone of their status as a cast member.
8. The cast lists for each production are to be regulated and posted by the Production Manager.

Section 3 — The New Works Festival

Florida Players shall produce a New Works Festival in the third slot of the fall semester.

1. It is recommended that proposed new works have been written by a student at the University of Florida at the time of proposal. All proposed works must never have been previously produced and/or financially supported by another institution.
2. The play(s) produced shall be chosen by the Production Selection Committee.
3. Proposals for these new works shall be submitted to the Production Selection Committee and shall include the information outlined in the proposal guidelines.

4. After each playwright is interviewed by the Production Selection Committee regarding their intentions and overall concept for their piece, the committee shall select the most promising of these proposals.
5. The quantity of works selected for the festival is at the discretion of the Production Selection Committee. It is recommended that no more than three (3) new works are featured in any one festival, based upon length of work and difficulty of execution.
6. Directors, producers, playwrights, and stage managers are prohibited from acting in their own shows.
7. In the event that a new work is selected, minor edits to the script will be permitted within reason at the discretion of the Production Management Team up to three (3) weeks prior to opening night.
8. The New Works Festival shall be mounted as a singularly produced event sharing a unified design team and budget.

Section 4 — Production Contracts

Any person involved in a Florida Players production must sign and adhere to the contract designated for their specific role in the show. Failure to do so will nullify their involvement in the production. It is the responsibility of the Production Manager to distribute these contracts at the outset of each production.

Section 5 — Feedback

The directors, designers, and actors of each show will be allowed the option to participate in a talkback organized by the show's producer, director, and stage manager, time permitting. The Artistic Director of Florida Players, or their designee, will moderate the feedback session. If a space is not available or scheduling conflicts are too burdensome, a director may elect to include feedback inserts in their programs. The questions for these feedback inserts will be created through collaboration between the Artistic Director, Production Manager, and director of the production.

Section 6 — Behavioral Documentation Process

1. In the case that any cast or crew member has committed an act that may be deemed inappropriate during an official rehearsal or performance of a show, or if any member of a show is in major breach of contract, a behavioral documentation form must be filed with the Associate Artistic Director in order to report the incident.

2. After one (1) behavioral documentation form has been filed against an individual, the Associate Artistic Director will step in to mediate the issue between the respondent and the complainant.
3. After two (2) behavioral documentation forms have been filed against the same individual, their position in the show will be re-evaluated by the director, stage manager, Production Manager, Artistic Director, Associate Artistic Director, and the Student Organization Advisor.
4. In the case that a form is filed against an individual who denies that the incident occurred or insists that the incident has been misrepresented, the Associate Artistic Director will step in to mediate the issue between the respondent and the complainant.
5. In the case that the Associate Artistic Director is the complainant or the respondent, the Artistic Director or Production Manager will take their place in the mediation and re-evaluation process.
6. Behavioral forms will be filed in quintuplicate (5) with one copy being kept by the Associate Artistic Director, one copy being filed with the Florida Players Student Organization Advisor, one copy being filed with the head of the respondent's department (if applicable), one being filed with the complainant, and one being filed with the respondent.
7. When the incident in question involves sexual harassment or physical assault, the complainant must file a University of Florida Complaint/Intake Form with the Office of Human Resource Services and follow the procedure put forth by the University of Florida in regards to sexual harassment or physical assault.
8. Florida Players reserves the right to deny or revoke membership to any member by majority vote of the Executive Board and to ask any person to leave any event sponsored or co-sponsored by Florida Players in response to a behavioral issue or in response to a history of behavioral issues.
9. Florida Players retains the right to archive behavioral forms and breached contracts. Florida Players also retains the right to have archived behavioral forms and breached contracts brought into discussion during elections and during Production Selection Committee meetings.

Article XIV — Adoption and Authority

Section 1 — Adoption of the Constitution

This Constitution, upon the adoption by the voting membership and approval by the University of Florida Center for Student Involvement, shall go into effect immediately. It shall supersede and void all previous Constitutions of Florida Players.

Section 2 — Authorities over the Constitution

This Constitution falls under all rules and regulations of The Student Body Constitution of the University of Florida and all rules and regulations governing the University of Florida and its students.

Article XV — Amendments to the Constitution

Section 1 — Proposal of Amendments

Amendments to this Constitution may be proposed by any voting member at any meeting. A two-thirds (2/3) vote of the total voting membership at the next regular meeting shall be necessary to pass such an amendment. The vote may be taken at the same meeting if the two-thirds (2/3) are present.

Section 2 — Approval of Amendments

All amendments to the Constitution must immediately be submitted directly to the Department for Student Activities and Involvement in writing for review and approval.