

EXPLiCIT Constitution

-As approved at the EXPLiCIT general body meeting, Spring 2013-

1. Name and Purpose

- a. The name of this organization is the Extracurricular Players at the California Institute of Technology (EXPLiCIT).
- b. The purpose of this organization is to foster involvement in theater at Caltech, among both the student and community populations, and to expand the application of theater across disciplines.

2. Membership

- a. Membership requirements.
 - i. Membership is open to any Caltech student (undergraduate and graduate).
 - ii. Membership is conferred on the Caltech academic quarterly schedule.
 1. Membership status carries over from the Spring quarter to the following Fall.
 - iii. To be a full member of EXPLiCIT for a given quarter, one must have completed the following requirements:
 1. Must have participated in a TACIT or EXPLiCIT production/event within the previous year.
 - a. Participation in a production that has not yet been completed counts toward membership.
 - b. Participation includes acting in or auditioning for a show, involvement in technical aspects (i.e. a member of the production team), and/or completing build hours and helping with load-in and strike.
 - c. Participation in events such as one-acts and TACIT or EXPLiCIT playreadings count toward membership as productions.
 - d. Participation in events such as EXPLiCIT video nights and/or theater trips count towards membership.
- b. Affiliates
 - i. Any member of the Caltech/JPL community can become an EXPLiCIT affiliate.
 1. Caltech/JPL community members include: former Caltech students (undergraduate and graduate), present and former Caltech/JPL faculty or staff, anyone who has a history of active involvement in TACIT or EXPLiCIT and family/significant others of any of the above.
 2. Others wishing to become affiliates will be considered by the officers on a case-by-case basis.
 - ii. To be an EXPLiCIT affiliate for a given quarter, one must have completed the following requirements.

1. Must have participated in a TACIT or EXPLiCIT production within the previous year.
 - a. Participation in a production is defined explicitly in Article 2. a. iii. 1. a-c.
 2. Must have participated in an EXPLiCIT sponsored event or meeting (e.g. theater trip, movie night or general body meeting) in that quarter.
- c. During the quarter, the officers will keep track of requirements that have been fulfilled and officially confer membership at the next general body meeting.
- i. The membership roster is the specific responsibility of the Vice President.
 - ii. Cases that are not clear-cut will be decided by the officers after they have met with the person in question.
- d. Membership privileges
- i. Voting rights
 - a. Officer elections
 - i. EXPLiCIT members are eligible for election as officers.
 - ii. Members and affiliates may vote in officer elections.
 - iii. EXPLiCIT members and affiliates are eligible to be nominated into an advisory position.
 - b. Play selection
 - i. Anytime play selection directly involves the membership, the right to vote in the play selection procedures is reserved for EXPLiCIT members and affiliates.
 - ii. Play selection voting will follow a procedure similar to officer selection voting.
 2. EXPLiCIT members and affiliates may attend member-specific events, including retreats and subsidized trips, dinners, parties, etc.
- 3. Officers and advisory positions**
- a. Elections
 - i. Officer elections will be held at the spring term general body meeting.
 - ii. Candidates for officer positions must be current Caltech students.
 1. Officer positions include: President, Secretary and Treasurer.
 - iii. Any EXPLiCIT member and/or affiliate can be eligible to be in an advisory position.
 1. Advisory positions include: Vice-President, Outreach officer and Webmaster.
 - iv. Candidates for officer and advisory positions must be nominated by a current EXPLiCIT member or affiliate, and the nomination must be seconded by another EXPLiCIT member or affiliate.
 1. Nominations must be made and seconded by e-mail during the weeks prior to the meeting and made known to the membership by the President no later than one day before the meeting.

2. Self-nomination is allowed.
 - v. In every election, an additional candidate, "NO," will be added. The voting for this candidate occurs as with the others, but should "NO" win, there will be a vacancy in that office until a special election is held in which "NO" does not win.
 - vi. A candidate must receive an absolute majority of those voting in order to be elected. In the event that no candidate receives an absolute majority, the candidate with the fewest votes will be removed, and voting shall continue until one candidate (or "NO") has received an absolute majority. Instant runoff voting (with a list of ranked candidates) can be used in the voting process at the option of the officers so only one ballot needs to be cast.
- b. Terms
- i. Officers and advisors will serve for one calendar year, beginning with the summer quarter following elections.
 - ii. Officers and advisors from the previous year are encouraged to meet with newly-elected officers and advisors to facilitate the transfer of responsibility during the summer quarter.
- c. Special Elections
- i. In the event that an officer or advisor is unable to complete his/her term, or if "NO" wins an election, a special election will be held at the closest general body meeting to fill that position.
 - ii. Officers or advisors elected mid-year will serve until the end of the spring and all elections will proceed normally.
- d. Positions
- i. President
 1. The President oversees all internal operations of the EXPLiCIT membership.
 2. S/he will represent EXPLiCIT at any meetings called by organizations external to EXPLiCIT.
 3. The President is in charge completing the Annual Club Registration form for the Office of Student Activities and Programs.
 4. The President is in charge of running all general body and executive board meetings.
 - ii. Vice President
 1. The Vice President is charged with aiding the President in his/her duties as necessary.
 2. S/he will oversee EXPLiCIT membership requirements and procedures.
 - iii. Treasurer
 1. The Treasurer oversees all funds pertaining directly to the student group.
 - a. S/he has access to any and all student group accounts
 - b. S/he is responsible for applying for supplemental funding

- c. On a quarterly basis, s/he will prepare a budget for student group funds.
 - 2. The Treasurer will prepare a financial report for the membership at each quarterly general body meeting.
- iv. Secretary
 - 1. The Secretary is charged with taking notes at all EXPLiCIT general body and executive board meetings, and sending them out to the officers via e-mail.
 - 2. S/he must work with the Webmaster to post the meeting minutes in the online archives.
 - 3. The Secretary is responsible for archiving all materials for EXPLiCIT events, including productions.
- v. Outreach Officer
 - 1. The Outreach Officer is responsible for all aspects of recruitment events, including (but not limited to) orientation activities, club fairs, preview weekend scenes.
 - 2. S/he is in charge of publicity for EXPLiCIT in general (as opposed to show-related publicity), in collaboration with the Webmaster.
- vi. Webmaster
 - 1. The Webmaster will maintain all EXPLiCIT and TACIT webistes and mailing lists.
 - 2. During a production period, s/he will work with the show's webmaster (either the producer or the stage manager), teaching them how to update the Callboard.

4. Meetings

- a. General Body Meetings
 - i. There will be one general body meeting during each academic quarter, preferably scheduled to avoid midterms and finals weeks.
 - ii. Meetings will be announced and run by the President.
 - iii. Quorum shall consist of at least 10 members physically present, three of which should be officers. If quorum is not made, the meeting may proceed, but any decisions made at the meeting shall be subject to ratification at the next quorate meeting.
 - iv. All proposed changes to the Constitution will be voted on by current EXPLiCIT members at the nearest general body meeting.
 - v. All elections including officer elections at the end of spring, or special elections during the year, will take place at a general body meeting.
 - vi. Members unable to attend a meeting at which a vote is being taken may submit a vote in writing by proxy.
- b. Officer meetings
 - i. Officer meetings shall be held regularly (weekly is recommended) throughout the year.
 - ii. All current officers, the TACIT Director, and the current show's producer are called for these meetings.
 - iii. Meetings will be open to anyone, but attendance is not required for membership.

iv. The President will announce and run each officer meeting.

5. Production Staff

- a. For a given show, the production staff includes all designers, directors, stage managers, and other contributors to the technical aspects of the show, governed by the Producer.
- b. The production staff is an entity separate from the executive board, although overlap is allowed.
- c. A concerted effort will be made by the producer and director of every production to place an EXPLiCIT member or affiliate in every production staff position, either as the lead or a mentee.

6. Interpretation and Amendment of Constitution

- a. Interpretation of the Constitution is the responsibility of the current EXPLiCIT officers.
- b. Changes to the Constitution may be proposed at any time and by any EXPLiCIT member.
- c. Amendments will be voted on at the nearest general body meeting.
- d. Proposed changes must be e-mailed to the current membership at least two weeks before they are to be voted on.
- e. Amendments need a $2/3$ majority vote to pass.