

EXPLiCIT Constitution

-As approved at the EXPLiCIT general body meeting, Spring 2012-

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 is open to any Caltech/JPL community member.
 - i. Caltech/JPL community members include: present or former Caltech students (undergraduate and graduate), present or 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.
 - ii. Others wishing to become members will be considered by the officers on a case-by-case basis.
- b. Membership requirements
 - i. Membership is conferred on the Caltech academic quarterly schedule.
 1. Membership status carries over from the Spring quarter to the following Fall.
 - ii. 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 within the previous year.
 - a. Participation in a production that has not yet been completed counts toward membership.
 - b. Participation includes acting in the show, involvement in a technical aspects (i.e. a member of the production team), and/or completing build hours and helping with put-in and strike.
 - iii. During the quarter, the officers will keep track of requirements that have been fulfilled and officially confer membership at the next general body meeting.
 1. The membership roster is the specific responsibility of the Vice President.
 2. Cases that are not clear-cut will be decided by the officers after they have met with the person in question.
 - iv. Membership privileges
 1. Voting rights
 - a. Officer elections
 - i. EXPLiCIT members are eligible for election as officers.
 - ii. Members may vote in officer elections.
 - 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.
 - 2. EXPLiCIT members may attend member-specific events, including retreats and subsidized trips, dinners, parties, etc.
 - v. Affiliates
 - 1. Those who do not wish to be full members may choose to be EXPLiCIT affiliates.
 - 2. The only requirement to be an affiliate is participation in a TACIT or EXPLiCIT event within the past four years, on a rolling basis.
 - 3. Affiliates are not eligible to run for officer positions or vote in any EXPLiCIT elections or play selection procedures.
 - 4. Anyone who has been involved in at least seven EXPLiCIT or TACIT productions may remain a TACIT affiliate indefinitely, if they so choose.

3. **Officers**

- a. Elections
 - i. Officer elections will be held at the spring term general body meeting.
 - ii. Candidates for officer positions must be nominated by a current EXPLiCIT member, and the nomination must be seconded by another EXPLiCIT member.
 - 1. Nominations must be made and seconded by e-mail during the week 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.
 - iii. Elections will be determined by a simple majority vote of current members and those on track to complete membership requirements during the spring quarter.
 - iv. Anyone who is a current EXPLiCIT member or on track to complete membership requirements during the spring quarter is eligible to hold an officer position.
 - v. A minimum of four officer positions must be held by students, at least two of which are undergraduates.
- b. Terms
 - i. Officers will serve for one calendar year, beginning with the summer quarter following elections.
 - ii. Officers from the previous year are encouraged to meet with newly-elected officers to facilitate the transfer of responsibility during the summer quarter.
- c. Special Elections
 - i. In the event that an officer is unable to complete his/her term, a special election will be held at the closest general body meeting to fill that position.
 - ii. Officers 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 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 membership 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 websites 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. 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.