

Constitution of Sock and Buskin

Revised September 22, 2009

Article I: Name

Section 1: The name of this organization shall be Sock and Buskin. Definition- sock (n.): 1. light shoe worn by comic actors in ancient Greek and Roman plays 2. comic drama; comedy. buskin (n.): 1. a thick-soled laced half boot worn by actors of Greek and Roman tragedies; 2. tragedy, especially that which represents a Greek tragedy.

Article II: Mission

Section 1: In support of the Department of Fine and Performing Arts' mission statement, Sock and Buskin will help nurture and educate students for life-long participation in support of the arts. Sock and Buskin will provide opportunities for non-major as well as Theatre major and minor students to participate in the theatre discipline, as well as present performances and exhibitions of high quality to the College community and the public that engage and challenge student participants. Sock and Buskin will also encourage important social, collegial and professional relationships to develop in support of one another through the common interest of theatre.

Article III: Objectives

Section 1: The Objectives of Sock and Buskin shall be:

- To promote the expansion and enjoyment of the performing arts, in both performance and service, for the Elizabethtown community
- To provide venues for students in the performance, service and technical aspects of the performing arts
- To support the Elizabethtown College Theatre Division's productions throughout the year as well as to specifically co-sponsor the Student Directed Shorts Fest and/or Student Written Playwright's Festival each year.
- Members may also help support the productions in areas of house management, ushering, box office, publicity, performing and offering technical support behind the scenes

Article IV: Officers and Advisors

Section 1: The officers of Sock and Buskin shall be President, Vice-President, Secretary, Treasurer, Archivist, and Club Council Representative. In addition, the President may create other officer positions should there be a need for such.

Section 2: Each officer must be a full and active member of Sock and Buskin, and must have been so for at least one year prior to election to any office, with the exception of Club Council Representative, who is encouraged to be a first-year student. Additionally, the candidate for President must have been an active member of the Sock and Buskin Executive Cabinet for at least one year prior to election.

Section 3: The President of Sock and Buskin is responsible for running both the Executive Cabinet and General Board meetings. The President is also the main contact person for the club, and is required to attend all meetings that the Office of Student Activities requires of a President.

Section 3a: The Vice-President of Sock and Buskin shall fill the office of President if he or she is unable to complete their term. The Vice-President is responsible for running both the Executive Cabinet and General Board meetings if the President is unable to be present. The Vice-President is also in charge of planning, distributing responsibilities for and heading the Homecoming committees during the fall semester.

The Vice-President shall be responsible for all aspects required to plan an activity or trip, including using the College's online R25 scheduling system to book a venue if it occurs on campus; distributing sign-up sheets and maintaining a current list of Sock and Buskin members who show interest in an activity; contacting possible off campus venues to get pricing and event information, etc. Sock and Buskin traditionally takes a yearly day trip on a chartered bus to see a professional quality production (such as to Broadway), for which the Events Coordinator is also responsible. This trip is primarily offered to club members, and is then open to the general public based on how many tickets are left.

Section 3b: The Secretary of Sock and Buskin shall be responsible for recording the minutes during both the Executive Cabinet meetings as well as general meetings. In addition, they are responsible for emailing these minutes to the club within thirty-six hours of each meeting. The Sock and Buskin club email address is sockandbuskin@etown.edu which can be accessed at <http://mail.etown.edu>. The secretary shall also keep a running count of all current members and create email distribution lists to send out the minutes and meeting reminders. They are responsible for keeping track of the sign-up sheets that are passed around at meetings, both cabinet and general. The Secretary is also responsible for sending requests to Campus News regarding upcoming meetings and events.

Section 3c: The Treasurer of Sock and Buskin is responsible for all finances. They shall formulate a yearly budget for Sock and Buskin and be responsible for staying within that budget. They shall be required to keep a full and detailed record of all incomes, expenses, and transactions. Budgetary and financial information shall be made available to any Officer or member of Sock and Buskin who may request it. The Treasurer is expected to deliver a report with proper documentation regarding the financial state of Sock and Buskin at all Executive Cabinet meetings. The

Treasurer shall be responsible for reimbursing Sock and Buskin members for AUTHORIZED out-of-pocket expenditures. The Treasurer shall also be responsible for collecting Sock and Buskin membership dues (\$5.00 per year) and maintaining a record of dues-paid members.

Section 3d: The Archivist of Sock and Buskin shall be responsible for maintaining records and documents from past years (such as in an organized 3-ring binder). The Archivist must also maintain contact with Sock and Buskin and Theatre alumni. The Archivist shall be responsible for planning and executing any reunion activities during the year, and for collecting contributions from alumni. The Archivist must also maintain a scrapbook throughout the specific academic year that highlights the productions and other events throughout Sock and Buskin and the Theatre Division. This scrapbook will remain in the theatre office to share with future students and staff. The Archivist is also responsible for maintaining a list of local theatres and shows currently playing in this area to be made available to the entire club each semester. Based on club interest, the Archivist can then arrange carpools to see those productions.

Section 3e: The Club Council Representative of Sock and Buskin is a first-year student elected by all in attendance at the first Sock and Buskin General Board meeting of the fall semester. The Club Council Representative shall be responsible for attending all Student Senate Club Council meetings of that academic year, at which they will represent Sock and Buskin in order to bring up club concerns and then report back to the Sock and Buskin Executive Cabinet regarding the relevant events and information occurring within Student Senate. Attendance at Student Senate Club Council meetings is imperative for Sock and Buskin to receive the support and funding needed from Student Senate. The Club Council Representative shall also be responsible for maintaining contact and cooperation with other clubs operating within Elizabethtown College, which is crucial to coordinate events, activities and joint endeavors. Also, this cabinet member is responsible for maintaining the clubs bulletin board with photos, information, and meeting announcements.

Section 4: The current Coordinator of the Theatre and Dance Division will stand as the Advisor to Sock and Buskin. Advising duties will be performed as requested by either the advisor or members of the executive cabinet. Duties may also be delegated to other staff and faculty of the Theatre and Dance Division as needed.

Section 5: If any office becomes vacant during the academic year, before elections occur, the officers and the advisor may appoint a replacement. They also have the option to leave the position vacant if they see necessary.

Article V: Elections and Voting Procedures

Section 1: In order for Sock and Buskin to legally conduct business, entertain nominations and hold elections, or any action, which requires a vote, a quorum of

members must be present. A quorum shall consist of a majority of full and active members of Sock and Buskin. If a quorum is not present at a General Board Meeting, no legal business, elections or actions requiring a vote may be enacted.

Section 2: Elections for the offices of President, Vice President, Secretary, Treasurer, and Archivist will be held at the end of each academic year. Those elected will serve on the Executive Cabinet the following year.

Section 3: The Club Council Representative will be elected at the first meeting of every academic year.

Section 4: All decisions regarding Sock and Buskin will be made by a simple majority vote by the membership.

Article VI: Membership

Section 1: Membership of Sock and Buskin is open to all students on the Elizabethtown College Campus. A student may join at any time during the year.

Section 2: Dues are \$5.00 annually. A student may pay cash, check or charge the amount to their student account. The Treasurer is responsible for having the charge sheets at every General Board Meeting.

Section 2a: Once dues are paid, the student is added to the Club email account's distribution list to stay updated with club business. This distribution list serves as the official list for paid and active members.

Section 3: Once a student becomes an official member of Sock and Buskin, it is hoped that they will attend all General Board Meetings and provide service to Sock and Buskin throughout the year.

Article VII: Meetings

Section 1a: General Board Meetings for Sock and Buskin shall be held bi-monthly (every other week). The meetings are announced in the Campus News Email several times throughout the year in order to promote new membership.

Section 1b: The General Board Meetings will follow an agenda, established at the preceding Executive Cabinet Meeting, which will allow each Officer to discuss upcoming activities and events for members to take part in.

Section 1c: Members of Sock and Buskin who wish to include an issue on the next General Board Meeting's agenda must contact the President prior to that meeting with a brief outline of the topic and its relevance to Sock and Buskin.

Section 2a: Officers should be prepared to deliver a brief oral report of their club business and activities since the previous General Board Meeting.

Section 2b: Executive Cabinet Meetings shall be held bi-weekly (opposite of General Board Meetings). Additional meetings may be called if the President, Vice-President or a majority of the Officers feel that one is necessary.

Article VIII: Committees

Section 1a: The Committees of Sock and Buskin shall be the Homecoming Committee, the Fundraising Committee, and the Into the Streets Committee. Other Committees may be introduced, voted on and added as needed.

Section 1b: The President shall not chair any Committee, although they shall be expected to participate in Committee activities.

Section 1c: General Board Members or Officers may only chair one (1) Committee, although they may participate in other Committee activities.

Section 2a: The Homecoming Committee, chaired by the Vice-President, shall be responsible for organizing the sub-committees needed to prepare the float for the Homecoming Parade and the Midway table. Examples for sub-committees are: Float—costumes, hair/makeup, script, set construction, painting, performance and sound; Midway—product to sell, organization of workers, and marketing. It is very important for these committee members to motivate the rest of the club to help prepare for Homecoming.

Section 2b: The Fundraising Committee shall be responsible for executing ideas throughout the year in order to earn money for the club. The Midway at Homecoming is a major opportunity to sell items, such as t-shirts, food or services. Another opportunity is admission to the co-sponsored Shorts Fest or Playwright's Fest mentioned above. The Fundraising Committee may also go out into the community and ask for sponsorship for Sock and Buskin events.

Section 2c: The Into the Streets Committee is generally headed by two (2) students who have been members of Sock and Buskin for at least one year. It is ideal for one chair to have been in charge of Into the Streets the previous year so that they may train a member who has no experience. Into the Streets is the College's annual community service day held each year. The chairs shall be responsible for coming up with a service idea (Sock and Buskin traditionally goes to the Elizabethtown Elementary School and presents a Theatre Games workshop at their festival), finding members to work and attending the required Into the Streets Committee Chair Meetings with the Service Learning Department.

Article IX: Parliamentary Authority

Section 1:

Section 2: The latest edition of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically defined by the Constitution of Sock and Buskin.

Article X: Amendments

Section 1: Proposed amendments to the Constitution of Sock and Buskin shall be made by EITHER: two (2) Officers; or five (5) full and active members and one (1) Officer; or one-third (1/3) of full and active members. Once proposed, the amendment requires a two-thirds (2/3) majority of General Board Members and Officers for adoption.