

THE SYNDICATE
Ohio State University
Department of Theatre
Drake Union
1089 Cannon Drive
Columbus, OH 43220

Constitution
September 26, 1995
(Amended September 8, 2019)

Article I - Name

The name of the organization shall be “The Syndicate”.

Article II - Purpose

The purpose of the organization shall be to provide graduate students in the Ohio State University Theatre Department with an outlet for discussion and support. This organization will be a resource to help clarify academic requirements and to serve as an advocacy group for Theatre Department graduate students. The organization may also be a forum for grievances which can then be brought before the department’s appropriate governing body.

Article III – Membership

Non-Discrimination Policy - This organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

Currently enrolled graduate students in the Ohio State Theatre Department may register as voting members each academic year (August through July). To register, those eligible need merely add their name and email to the Syndicate Registration form available at any and all general meetings. Others, such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

- **Rights**

The rights of a member shall be:

- To participate in any and all activities and organization;
- To attend any and all meetings of the organization;
- To be recognized and allowed to voice an opinion;
- To vote all motions, issues and resolutions;
- To vote in elections of officers;
- To be elected or appointed as an officer, chair, manager or director, in accordance with the constitution of the organization.

- **Responsibilities**

The responsibilities of members shall be:

- To attend meetings of the organization;
- To assist in activities of the organization.

- Dues are not required.

Article IV- Meetings

In general, meetings issues, motions, and elections shall be discussed and voted upon.

The President shall preside over all general meetings. In the President's absence, the Vice-President shall preside; in the V. P.'s absence, the Treasurer shall preside; in the Treasurer's absence, the Secretary shall preside.

At least two general meetings shall be held in each Fall, and Spring Semester.

Meetings dates will be decided upon at the beginning of each Semester. If there is a change to meeting time, or if a new meeting is called, notification must be given at least two days prior to the date of the meeting.

Article V- Elections

Elections of officers to the Executive Board shall be held during a general meeting at the end of each Spring Semester. The election of the Season Selection and Council of Graduate Students (CGS) representatives shall also be held during a general meeting at the end of each Spring Semester.

The election of the Graduate Studies representative and Area representatives shall be held at the first general meeting of the Fall Semester.

The Executive Board members, as well as the Graduate Studies, and CGS representatives, may be elected from any area. One of two Season Selection representatives may also be elected from any area. The other of the two Season Selection representatives shall be elected from Design area. If no graduate student in the Design area wishes to fulfill this role, the representative may be elected from any area.

Area representatives (Acting, Design, PHT) shall be elected from among the graduate students in the corresponding areas.

The President will solicit nominations by email in the week prior to elections and in person at the start of the general meeting. In the case of a contested election, each nominee will be given the floor to campaign prior to the vote.

A simple majority shall constitute a winning vote. In the event that no candidate receives a majority, the two candidates with the most votes compete in a runoff election. In the event of a tie, the Executive Board shall determine the winner.

Alternates: The runner-up in an election for an office or other elected position shall automatically be designated that office or position's alternate. In the event of an uncontested election for an office or other elected position, the elected individual is responsible for identifying an alternate as the needed.

If an officer or elected position cannot attend a required meeting, he or she must alert his/her alternate in a timely manner. The officer/elected position and the alternate shall determine between themselves what constitutes a timely manner.

Article VI - The Executive Board

The Executive Board shall consist of the President, Vice-President, Treasurer and Secretary. In the event that all areas (Acting, Design and PHT) are not represented in the above-mentioned offices, the Board may elect a representative from the unrepresented area(s) in order to provide a voice for that area. The Board may also create an elected position if they deem it necessary.

In order to hold an office the member must be a graduate student in the Ohio State Theatre Department.

- **President**

The duties and powers of the President shall be as follows:

- To act as spokesperson for the organization;
- To preside over all general meetings;
- To answer for all Board members' actions when they are acting in their capacity as an officer;
- To use his/her/their experience and knowledge to make any administrative decisions not delineated in this constitution;
- To make room reservations, if necessary;
- To be in charge of all communication within the membership such as meeting places and times;
- To interact with OSU faculty, such as the theatre department;
- To meet with the chair at least once per year;
- To communicate, when appropriate, with the Department of Theatre undergraduate student organization.

- **Vice-President**

The duties and powers of the Vice-President shall be as follows:

- To act in place of the President in his/her/their absence or unavailability;
- To assist the President in his/her/their duties;
- To organize fundraising activities;
- To greet new members.

- **Treasurer**

The duties and powers of the Treasurer shall be as follows:

- To oversee and operate the financial matters of the organization;
- To authorize purchases of \$100 or less according to the needs of the organization
- To submit at every meeting a financial report on the status of the organization inc.:
 - Current account balances
 - Recent authorized expenditures
- To seek out and request available sources of funding both inside and outside of the university as needed;
- To complete the University Audit Form at the end of the year
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- **Secretary**

The duties and powers of the Recording Secretary shall be as follows:

- To record attendance and minutes at all meetings;
- To post the minutes of all meetings on Google Drive;

- To keep abreast of all University regulations as outlined in the Student Organization Handbook;
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- To send out all mailings.

Article VII - Other Positions

The following positions are non-Executive Board positions:

The organization may create additional non-Executive Board positions should the need for such additional positions arise.

- **Area Representatives**
The duties and powers of the three area representatives (Acting, Design, PHT) shall be as follows:
 - To attend all the appropriate area meetings and to serve as a voice for area students at these meetings;
 - To inform their constituents of the actions taken, as well as the issues and concerns raised, at each area meeting;
 - To file a written report before each Syndicate meeting ORo give an oral report at each Syndicate meeting.
- **Council of Graduate Students Representative**
The duties and powers of the Council of Graduate Students Representative shall be as follows:
 - To abide by all CGS rules and regulations;
 - To inform graduate students of the actions taken, as well as the issues and concerns raised, at each CGS meeting;
 - To file a written report before each Syndicate meeting ORo give an oral report at each Syndicate meeting.
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- **Season Selection Committee Representatives**
The duties and powers of the Season Selection Committee Representatives shall be as follows:
 - To read all plays included on the departmental short list for the following production season;
 - To assist graduate students interested in making season selection proposals;
 - To attend all Season Selection Committee meetings and to serve as a voice for graduate students at these meetings;
 - To inform graduate students of the actions taken, as well as the issues and concerns raised, at each Season Selection Committee meeting;
 - To confer with the undergraduate Season Selection Committee Representative when appropriate;
 - To give an oral report at each Syndicate meeting.
- **Additional Representatives (Faculty and Teaching Assistant Development (FTAD), Graduate Teaching Fellow (GTF), Additional Committees, or Additional Task Forces)**
(When applicable) the duties and powers of additional representatives shall be as follows:
 - To give an oral report at each Syndicate meeting.

Article VIII - Advisor

The advisor of the organization must be a full-time member or the University faculty or administrative/professional staff. The Advisor will be selected by the Executive Board, pending acceptance by the proposed faculty member and the membership-at-large.

The duties and powers of the Advisor shall be as follows:

- To attend some meetings of the organization;
- To be available for consultation regarding group activities;
- To provide continuity in the organization and to be familiar with the history of the organization;
- To be familiar with University policies and procedures;
- To be prepared with major problems or emergencies;
- To act as a liaison between the organization and the department administration and to advocate for the organization, if necessary.

Article IX - Resignation

If an officer or other elected position resigns, nominations shall be received from the floor and the election of a new officer shall take place at the next general meeting.

If for any reason an officer or other elected position is unable to complete his/her/their term of service but does not officially resign, the Executive Board may declare the individual de facto resigned and make preparations for a replacement election.

If the resignation occurs late in the year or the Board does not feel any possible applicants are available, the Board will take over the duties of the resigned officer.

Article X - Removal

Automatic Removal - If an officer or elected position fails to attend two of the required scheduled meetings as outlined above (as per the Departmental Calendar), and does not send an alternate in his/her/their place, the officer or elected position shall be automatically removed and a replacement shall be elected at the next meeting.

Extenuating circumstances shall be taken into account when determining if an officer or elected position has failed to attend two of the required meetings.

If an officer or elected position sends an alternate in his/her/their place twice, the alternate has the right to claim the office or elected position in question.

Removal by Vote - If a Syndicate member feels that an officer or other elected position has not fulfilled, or made a good-faith effort to fulfill, his/her/their constitutionally stipulated duties, the member may initiate removal procedures.

The procedures for the removal of an officer or other elected position shall be as follows. The Syndicate member or members desiring the removal shall make a motion for removal at a general meeting. The motion for removal must be written out and include the grounds for removal, and the member(s) seeking removal shall furnish a copy of the motion to the other members in attendance.

After the motion has been read, the officer or elected position in question, if present, shall be given the opportunity to respond to the charges.

If two-thirds of the voting membership of the Syndicate is present, the motion shall be voted on; if two-thirds of the voting membership is not present, the motion must be re-introduced at a meeting when two-thirds are present.

For the motion for removal to carry, a simple majority is needed. If the motion does not carry, it may not be reintroduced until the next general meeting.

If the motion carries, a removal vote is immediately held. For the removal to take effect, three-fourths of the members present must vote in favor of the removal.

If the removal vote is successful, a replacement election shall immediately be held.

Article XI - Length of Term and Term Limits

All officers and elected positions are elected to a one-year term. Officers and positions elected during the Spring Semester begin their terms at the beginning of the Summer Semester. Positions elected at the first Fall Semester meeting begin their terms immediately.

All officers and elected positions shall not serve more than two consecutive terms in office.

Article XII - Method of Amending Constitution

The Constitution may be amended by holding a vote at two consecutive meetings at which a two-thirds majority of the Voting Members present pass the amendment.

Article XIII - Method of Dissolution of Organization

The organization may be dissolved by holding a vote at two consecutive meetings at which all Executive Board members, in addition to a two-thirds majority of the Voting Members present elect to dissolve the organization.