

Sock 'n' Buskin Constitution

Article 1 - Name of the Organization

The Organization shall be known as Sock 'n' Buskin Theatre Company, and herein after shall be referred to as SnB.

Article 2 - Purpose of the Organization

As Canada's oldest student-run theatre company, SnB works to:

1. Provide an outlet for the creative expression of Carleton University's students through the production of theatrical pieces.
2. Promote and develop the performing arts within the Carleton community.
3. Foster a diverse community in the interest of friendship, cooperation, and theatrical achievement.

Article 3 - Structure

SnB is composed of two levels of membership; General Members and the Board of Executives.

1. General Members are the actively participating body of the company. They include actors, writers, directors, stage managers, stagehands, volunteers, and anyone else involved in a SnB production.
2. The Board of Executives is responsible for the administrative functions of the company. It is composed of community members who have shown exceptional dedication to the objectives of SnB. The Board is responsible for ensuring the operations of the company run effectively to fulfil its purpose.

Article 4 - Membership

1. General Membership of SnB shall be open to all current students of Carleton University.
2. General Membership shall be free for all students.
3. General Membership may be granted to non-students with the written permission of SnB's Artistic Directors.
4. General Membership will be granted automatically to any individual who has been involved with a SnB production over the past 2 years.

5. General Members in Good Standing are expected to abide by the rules of this constitution and of the Carleton University Students' Association Constitution.
6. All General Members are eligible to apply for election to the Board of Executives.
7. General Membership may be revoked in cases where the individual in question has:
 - a. Violated the terms of this constitution or the CUSA constitution.
 - b. Ended their involvement with SnB, or neglected their duties to a production.
 - c. Engaged in abusive behaviour, held a conflict of interest, stolen SnB property, or otherwise damaged the integrity of the company.
8. General Members whose membership is to be revoked must be given written notice and an opportunity to appeal the decision.
9. General Members participating as a performer in an SnB production must agree to and sign a Performers Contract outlining their responsibilities towards the production as well as SnB's responsibilities towards them.
10. General Members participating as a performer in an SnB production must agree to and sign a Media Release form for the production in question.
11. All General Members have a right to access the constitution and bylaws of SnB.

Article 5 - Executive

The SnB Board of Executives will be composed of at least two Co-Artistic Directors, one Finance Executive, and One Internal Coordinator. Each production is required to be appointed an Equity Coordinator from the Board of Executives. Additional Executive positions may be granted according to the Bylaws of SnB. Further duties for positions will be found in the Bylaws of SnB.

1. Co-Artistic Directors
 - a. The Co-Artistic Directors are responsible for overseeing the functions of SnB as a whole. They are responsible for managing and running the operations for the company, including co-chairing meetings, producing shows, and representing the company.
2. Finance Executives
 - a. Finance Executives are responsible for managing the finances of SnB. This includes developing an annual budget, overseeing the distribution of funds, keeping accurate financial records, and ensuring that expenses are legitimate for the purposes of the company.
3. Internal Coordinators
 - a. Internal Coordinators shall be responsible as Secretary of SnB for recording all Board meetings, as well as organizing the internal affairs of SnB which are separate from productions.

4. Equity Coordinators

- a. Equity Coordinators are responsible for regularly communicating with production teams and casts as a removed person from the production to talk to. They will familiarize themselves with campus resources to ensure that in the event of emotional and/or psychological trauma they can direct the affected to the necessary help that they require.

Article 6 - Meetings

General Meetings will be held once per month over the course of the Academic Year, and will be chaired by an Artistic Director. They will open to all Board members, who will be notified at least two weeks in advance of the date. Quorum will consist of at least 2/3 of all Board Executives. General Meetings will be used to discuss the regular activities of the company, including but not limited to: productions, events, concerns, publicity, and finances.

An Annual General Meeting will be held near the end of the winter term, once every calendar year. It will be open to all General Members of the company, and will be chaired by an Artistic Director. Quorum will consist of at least 2/3 of all Board Members. The Annual General Meeting will be used to review and disclose the past season's budget, and to vote on constitutional amendments.

Extraordinary General Meetings may be called by the Artistic Directors jointly in the event of an emergency. They will be open to all Board Members, who will be given at least 2 days' notice of the meeting. Quorum will consist of at least 1/2 of all Board Executives. Extraordinary General Meetings will be used in cases where the financial, organizational, or public integrity of SnB is threatened, and where the case cannot be resolved at the next General Meeting.

Article 7 - Elections

Election of the Board of Executives

1. All Carleton students are eligible to be elected to a position on the Board of Executives.
2. Any persons interested in applying for Board membership must submit an application to the current Board. The Board will examine all applications and determine a shortlist of candidates. Each shortlisted candidate will be interviewed, with the Board then voting in candidates to any vacated seats on the board.

3. All Board Executives are elected to the Board for the remainder of their time as a student of Carleton, or at an earlier date if they should choose to resign.
4. Newly elected persons will formally obtain their seat on the Board following the end of the Winter Term.

Election of Artistic Directors

1. All existing Board members are eligible to run for the position of Co-Artistic Director.
2. Co-Artistic Directors are elected to a one-year term.
3. Elections will occur on a yearly basis. Each year, elections will be held to fill both Co-Artistic Director positions.
4. Incumbent Co-Artistic Directors are required to run for re-election if they wish to continue as Co-Artistic Director in the following Academic Year.

In the event a seat on the Board becomes suddenly vacated during the Academic Year:

1. The Board will vote by simple majority within one month on whether a byelection will be called.
2. If a byelection is called, election procedures will be the same as a general Board of Executives Election. However, newly elected persons may obtain their seat at a closer date determined by the Board.
3. The Artistic Directors may appoint an Executive to a vacant position in the interim period.

Article 8 - Impeachment

Members of the Board of Executives may be impeached in cases where they have:

1. Violated the terms of this constitution or the CUSA constitution.
2. Ended their involvement with SnB, or neglected their duties as an Executive.
3. Engaged in abusive behaviour, held a conflict of interest, stolen SnB property, or otherwise damaged the integrity of the company.

Prior to impeachment, the accused party may be put on probation at the discretion of the Artistic Directors. The probation process must:

1. Give the Executive in question a written notice of their probation.
2. Clearly explain the reason for probation and expectations during the probation period.
3. Allow the Executive in question to remain on the Board of Executives for a one month period. If probation expectations are not met during this time, the Executive in question will be subjected to the impeachment process.

The impeachment process must:

1. Give the Executive in question two weeks' advanced written notice of their proposed impeachment.
2. Clearly explain the reason for the proposed impeachment.
3. Be decided by a 2/3 majority Board vote.
4. Allow the Executive in question an opportunity to present their case to the board, and an opportunity to appeal the Board's decision.

Artistic Directors may be impeached in cases where they have:

1. Violated the terms of this constitution or the CUSA constitution.
2. Ended their involvement with SnB, or neglected their duties as an Executive.
3. Engaged in abusive behaviour, held a conflict of interest, stolen SnB property, or otherwise damaged the integrity of the company.
4. Failed to pass a vote of confidence.

The impeachment process must:

1. Give the Artistic Director in question two weeks' advanced written notice of their proposed impeachment.
2. Clearly explain the reason for the proposed impeachment.
3. Be decided by a 2/3 majority Board vote.
4. Allow the Artistic Director in question an opportunity to present their case to the Board, and an opportunity to appeal the Board's decision.

Any member of the Board of Executives may propose in writing the impeachment of another Board member, including Artistic Directors. Their proposal must be supported by at least one other Executive to be presented to the Board.

Article 9 - Amendments

1. All Executives have a right to propose amendments to this constitution.
2. Constitutional amendments must be proposed in writing at a General Meeting. They shall be voted on at the following General Meeting.
3. Amendments may be proposed and voted on without prior notice at an Annual General Meeting.
4. A proposed amendment must be initially supported by at least two Executives.
5. A 3/4 majority vote is required by the Board to pass an amendment.
6. Amendments will automatically come into force at the beginning of the following Academic Year. They may come into force at the end of the current Academic Term if an additional 3/4 majority vote supports that.

Article 10 - Bylaws

Additional guidelines for the functioning of SnB are found in the *Bylaws of Sock 'n' Buskin Theatre Company*. These bylaws are intended to supplement the constitution through more specific guidelines. They are secondary to the constitution and must in no way contradict it.

Amendments or additions of bylaws may be proposed by any Board member in writing at least one week prior to a General Meeting. They may be passed by a simple majority vote at the upcoming meeting and come into effect in one month. At an Extraordinary General Meeting, they may be proposed, voted on, and come into force immediately with a 2/3 majority vote.

Article 11 - Dissolution of the Organization

1. A motion to dissolve SnB must be proposed by an Artistic Director in writing at a General Meeting. A vote will be held at the following General Meeting.
2. SnB may be dissolved by a unanimous vote by the Board.
3. Dissolution will come into effect at the end of the current Academic Year.
4. Upon dissolution, any assets gained through CUSA, Carleton University, or other owners will be returned. Any other assets will be donated to a local theatre organization determined by the Board.

Article 12 - Sensitive Content

Sensitive content within a production includes the following: stage combat, stage intimacy, course language, and slurs directed towards a racial, social, economic, sexual, and cultural group.

1. All sensitive content within a show must be made aware of by potential directors within their show proposals. Failure to do so allows the proposal to be disregarded completely.
2. Sensitive content must be reviewed by the Board of Executives. The decision to keep/take out sensitive material will be decided by a 2/3 majority Board vote.
3. Sensitive material must be made aware of to all participants who choose to audition for an SnB production prior to their audition.
4. Cast members have the right to refuse to participate in sensitive content which makes them feel uncomfortable and could potentially trigger emotional and/or psychological trauma.
5. Equity Coordinators and/or the Artistic Directors are to be present during at least one rehearsal of a scene that involves sensitive content.

Article 13 - Sexual Assault/Harassment

Sexual assault and harassment include the following: Unwanted sexual contact and threats, rape or attempted rape, verbal and physical conduct of a sexual nature, inappropriate sexual contact via social media, and unwanted sexual advances/remarks.

1. In the event that a General or Executive Member is accused of sexual assault and harassment the Artistic Directors will take the necessary available precautions to ensure that the victim is safe.
2. The Artistic Directors are to ensure that appropriate university officials are made aware of the situation such as campus security and if agreed upon, the Ottawa Police Department.
 - a. If the accused is to be found guilty they are revoked of their Membership.
 - b. If the accused is to be found guilty they are banned from attending all SnB affiliated events.
 - c. If the accused is an Executive Member they are to be impeached immediately without the process stated in Article 8.
3. The Artistic Directors are to ensure that the victim has been informed of access to the appropriate resources to help with the healing process.
4. Any other behaviours that do not directly fall under the stipulations as outlined above will be subject to Carleton University's Discrimination and Harassment Policies.