Drama Club
CONSTITUTION and BY-LAWS

Adopted September 4, 2007

ARTICLE I-NAME

The name of this organization shall be the Tomball College Drama Club.

ARTICLE II-PURPOSE

The purpose of this organization shall be (1) to promote interest in the theater with the community, (2) to introduce members to quality theater through regular chapter meetings, speakers and monthly meetings of area organizations that deal directly with the Tomball College productions, (3) to share information and experiences about theater, (4) To promote a service project in which students will be involved in the community.

ARTICLE III-MEMBERSHIP

Section 1- Membership
Membership in the Drama Club is open to all interested TC students. Faculty and staff can serve as ex-fisio to members of the community.

Section 2-Dues
There will be no dues for Drama Club.

ARTICLE IV- OFFICERS AND DUTIES

Elected officers shall compromise the Executive Board. All officers must be currently enrolled TC students in good academic and disciplinary status. Chairpersons of committees are encouraged to attend Executive Board meetings.

Section 1- The President:

(1) The President shall preside at all regular and special meetings of the organization and of the Executive Board.
(2) The President shall set the agenda for all regular and special meetings of the organization.
(3) The President shall, with approval of the Board, appoint all standing and special committees, and, in the event of the vacancy of an officer’s position, shall fill such vacancy by appointment until the next regular election of the organization.
Section 2- The Vice President:
(1) The Vice President shall assist the President and perform the presidential duties in the absence of the President.
(2) The Vice President shall be responsible for arranging for programs at regularly scheduled meetings.

Section 3- The Secretary:
(1) The Secretary shall be responsible for recording minutes of all meetings and distributing the minutes of these meetings to member of the Executive Board as needed.
(2) The Secretary shall publish regular schedule or current productions and service project.

Section 4- The Treasurer:
(1) The Treasurer shall pay all authorized Chapter expenditures.
(2) The treasurer shall keep-up-to-date accounting records of the Chapter’s financial situation and report financial matters to the Executive Board at each meeting.

Section 5- The Student Government Association Representative:
(1) The SGA Representative shall attend all SGA meetings. In the event a meeting must be missed, he/she shall ask the President to attend in his/her absence.
(2) The SGA Representative shall make a report of SGA proceedings at all Chapter meetings,
(3) The SGA Representative shall represent the Drama Club in all votes, consulting officers and members prior to votes whenever possible.

Section 6- Elections
Nominations for officers shall be solicited and accepted from the general membership each year during the March meeting, with elections to be held at the April meeting and announcement in May. Nominations from the floor will be accepted. Members may nominate themselves for an office. The Executive board shall apprise all nominees of the duties and responsibilities of the respective positions. Names of nominees are placed on a ballot and a vote will be taken. Either a written vote of a “show-of-hands” vote may be taken. Votes will be tabulated by the treasurer and Secretary. Officers will be filled by the candidate receiving a majority of the votes cast. No absentee votes will be accepted.

Section 7- Term of Office
All positions on the Executive Board shall last for one full academic year (from May through April). Students with less than one year to complete before graduation should not run for office, unless other suitable candidates are not available. Officers elected in April shall assume their duties in May after proper installation of officers at the May meeting.

Section 8- Officer Transition
The outgoing and incoming Executive Board members shall hold a joint executive meeting prior to the May meeting to provide for transition in leadership. All printed materials related to each position shall be turned over to the new officers, with a detailed
explanation of all such materials, at this executive meeting. Outgoing officers shall orient new officers in the duties of their respective positions.

Section 9- Resignations
Any officer who cannot, or will not, fulfill the duties of his/her office for any reason shall submit a written resignation to the Executive Board. Vacancies on the Executive Board shall be filled at the next business meeting following the notice to resignation. The President may appoint a replacement or an election may be held to fill the vacant position.

ARTICLE V- STANDING COMMITTEES
The President shall appoint committees as deemed necessary to promote interest, fellowship and achievement in the chapter. At least 3 members shall serve, and they shall select their own chair.

ARTICLE VI- MEETINGS
A Chapter business meeting or program meeting shall be held at least once per month during the two long semesters. Chapter business and a program may be combined in one monthly meeting. The chapter meeting shall follow guidelines as set forth in Robert’s Rules of Order.

ARTICLE VII-AMENDMENTS TO CONSTITUTION & BY-LAWS
The Constitution and By-Laws may be amended at a meeting called for the purpose of considering proposed amendments by a majority vote of those members present. Copies of proposed amendments must be made available to all members at least 30 days prior to the called meeting.

ARTICLE VIII-IMPEACHMENT OF OFFICERS
An officer who is not fulfilling his/her responsibilities as outlined in this document may, after all efforts to correct the situation have been made, be impeached. The steps to be followed are:

Step 1- The situation will be discussed at an Executive Board meeting, with the Advisor and the officer concerned present, in an attempt to understand and resolved the situation.

Step 2- If the officer fails to comply following this Board meeting, a letter signed by all other officers and the Advisor asking for an immediate resignation will be sent to the officer concerned.

Step 3- If the officer fails to comply with the written request, the remaining officers will prepare a written statement of the situation and this statement will be mailed to all organization members. A meeting to consider the impeachment of the officer concerned shall be called, at which time the officer concerned shall have the opportunity to challenge the charges. The vote to impeach or not shall be made at this meeting by secret ballot. The advisor and one member other than an officer shall count the ballots and announce the results by letter to the officer concerned and to all officers and members.
**Step 4**- The officer concerned may appeal the organization’s decision in writing within 2 weeks to the Student Life Office staff.

**ARTICLE IX-ADVISOR**

The Drama Club shall have an advisor, selected by a vote of members from among interested faculty, to serve a three-year term of office.

Duties and Responsibilities:
The Advisor is expected to attend all chapter meetings and Executive Board meetings. The Advisor shall vote in Executive Board meetings only when necessary to break a tie. The Advisor may call an emergency Executive Board meeting if he/she deems it appropriate to discuss and unusual situation or opportunity.