

EmShakes Constitution

Article I: Mission & Objective

Section 1: Mission: Emerson Shakespeare Society is the sole theatrical organization on campus dedicated to the exploration of classical theatre with an emphasis on the work of William Shakespeare. As such, it is our mission to offer a space for students to connect with fellow Shakespeare lovers in the student body, on our faculty, and across the theater community. We aim to provide opportunities for Emerson theatre artists to practice their craft and present their work for our campus and the Boston community.

Section 2: Vision: We envision a forum in which students can safely explore their passion for classical theatre, creating work that consistently pushes the boundaries of student work at Emerson College. And thereby, we see that the theater produced by our organization contributes an important voice, fostering an excitement for classical theatre at Emerson and around the city of Boston.

Section 3: Values: Emerson Shakespeare Society honors the traditions of classical theater, but seeks to examine these texts from a range of perspectives. We value diversity in our society members and Board of Directors. We believe in the power of ensemble and collaboration. This duty extends to our being "good neighbors"— sharing resources equitably with our fellow student theatre troupes and working constructively to use our talents for the good of the larger Emerson community.

Article II: Organization and Officers

Section 1: Officers - The Emerson Shakespeare Society shall be comprised of two main board structures, the Executive Board, and the Company board (For procedures regarding the Company Board, please refer to Article V). The Executive Board shall be made up of the following board positions: Executive Director, Artistic Director, Secretary, Treasurer, Outreach Coordinator, Marketing Manager, General Manager, and Historian.

Section 2: Election Procedures: Board elections shall take place every year in the third week of March. Nominations for board members may be self- proposed, or proposed by any existing member of the board.

Section 3: Terms of office - The term for each board position lasts one academic school year. Each board member must be available to perform the duties of their position for the entirety of the year. Absence from the Emerson College campus for either the fall or the spring semester for any given year makes that candidate ineligible for a position on the Emerson Shakespeare Society Board for that academic year. Once a board member has accepted their position, their term begins May 1st of the previous academic year.

Section 4: Term extensions - In order to extend a position on the board for another year, there must be unanimous agreement. In the case of disagreement, proceedings shall follow in accordance with section 7.

Section 5: Any member of the company can be eligible to be nominated for admittance onto the Company Board. A board member must be nominated by a member of either the Executive Board or the Company Board. Any member of the Company Board may be nominated to join

the Executive Board. In order to be considered, they must first be nominated by an active member of the EmShakes Executive Board.

Section 6: In order to be accepted onto the Executive Board, a potential candidate must be approved by a unanimous vote by the current active Executive Board. In order to be voted onto the company board, a candidate must be met with a two-thirds vote from both the Executive Board and the Company Board.

Section 7: Any active member of the executive board may run for any position at the end of each academic year for the following fall semester. If more than one candidate should run for the same office, the board will revert to a majority vote with the current Executive Director as the tie-breaker.

Section 8: Board members are expected to uphold and perform their roles during the summer and winter months in which classes are not in session. This includes maintaining communication with other board members and company members, and working to reinforce the Emerson Shakespeare Society mission statement by offering assistance to future events and projects as mapped out by the board.

Article III: Board Duties

Section 1: Executive Director - Responsible for maintaining the organization of EmShakes. Oversees the company and guides the direction that it takes as a whole. Works with the Artistic Director to supervise artistic personnel and ensures that Emerson Shakespeare Society adheres to the mission statement. The Executive Director runs company meetings, checks in with each individual department, and is responsible for managing the Emerson Shakespeare Society email. The Executive Director ensures that performance goals are met and participates in strategic planning for the company. Works with the board to implement all events and financial/artistic initiatives and, with the Artistic Director, is responsible for making company decisions in the event of a non-unanimous board.

Section 2: Artistic Director – Responsible for directorial and theatrical choices that adhere to Shakespeare Society’s artistic vision. The Artistic Director is responsible for supervising all artistic personnel including directors, performers, designers and stage managers. In the case of disagreement among the board, has the final say with the Executive Director on the execution of projects and events. Develops and implements programs throughout the year and acts as the spokesperson for Shakespeare Society’s artistic endeavors. Works with the Outreach Coordinator to develop a relationship with the Emerson and Boston community.

Section 3 Historian – In charge of taking notes during every meeting with both the Executive Board and the Company Board. Serves as the liaison between the Company and the Executive Board by communicating the goals and direction of the company to all of its members and articulating executive decisions to all boards members. Also in charge of maintaining and documenting all of Shakespeare Society’s plans and records and upkeep of the EmShakes library.

Section 4: Treasurer – Holds and keeps track of all of Emerson Shakespeare Society’s finances. Creates and regularly updates an excel spreadsheet and manages a company budget. Is responsible for communicating all financial updates to the board and production producers.

Collects and documents all reimbursement receipts at each meeting following the date of purchase.

Section 5: Outreach Coordinator – Responsible for reaching out to the Emerson and Boston community on an event basis. Contacts and maintains relationships with faculty members and advisers, and reaches out to other theatre companies, public spaces, and guest artists as determined by the board. Creates and coordinates events along with the Executive and Artistic Directors, and works to schedule workshops, master classes, and fundraising events. Responsible for keeping the rest of the board in the loop regarding all outreach efforts and is responsible for working org fairs and company events. The Outreach Coordinator also keeps up to date with other Emerson organizations and reaches out to form partnerships and co-host campus events.

Section 6: Marketing Manager – Responsible for spreading the word about all productions, events, and fundraisers. This includes regularly updating all social media outlets (company website, Facebook, Twitter and Instagram) and designing and producing posters, business cards, and all other forms of advertisement. Works with Outreach Coordinator to spread the Emerson Shakespeare Society label.

Section 7: General Manager – Locates and appoints all technical support for each event or production. Assess the materials and/or equipment needed for each event, determines any approximate costs, and is responsible for ensuring that those materials are acquired. Manages the logistics of each event and coordinates any sound or decorative elements with the rest of the board.

Article IV: Meetings and Participation

Section 1: Emerson Shakespeare Society meetings shall be conducted weekly throughout the academic year. The Executive board will meet bi-weekly, with the company board meeting every other week. Company meetings are led by the President/Executive Director. Special meetings may be called by any board member or production staff.

Section 2: In the Executive Director's absence, company meetings are led by the Artistic Director.

Section 3: The proceedings of company meetings are to be laid out by a pre-determined company agenda in which all active projects are planned and discussed. It is the responsibility of the Executive Director and any company producers, to fully update the entire board on the status of any given production.

Section 4: All members of both the Executive Board and the Company Board must attend one of two Producer Workshops, to be held at the beginning of each academic semester. It is the responsibility of each board member to serve as either an Executive Producer or an Associate Producer on at least one of EmShakes' yearly productions or readings.

Article V: The Company Board

Section 1: The company board, as overseen by the Executive Director, the Outreach coordinator, and the Executive Board, will consist of a diverse group of students that span a multitude of years and majors. The company board will be responsible for acting as liaisons between the executive board and the company members, maintaining and managing the daily

operations of EmShakes events, workshops, and readings, providing technical and organizational assistance to the executive Board in upholding the production values and mission statement of Shakespeare Society, providing a voice regarding the direction of the company to the Executive Board, and delegating tasks to one another and taking the lead on projects as recommended by the Executive Board.

Section 2: Every member of the company board has the right to be present at every Company Board meeting, which will be held on a bi-weekly basis. Members of the Company Board may be invited to Executive Board meetings if they are involved with the production of a current Shakespeare Society show and as approved by the Executive Director.

Section 3: Every company board member has the right to be present at each interview and director's proposal. Each company member will have an equal voice and can actively participate in the deliberation process insofar as they have read the proposal and were present for the interview.

Section 4: Each Company Board and Executive Board member has the responsibility to participate in a minimum of one (1) load in and strike for each academic semester.

Section 5: Each Company Board/Executive Board member holds the same rights as any member of the company.

Article VI: Shakespeare Society Company Members

Section 1: Any potential Emerson Shakespeare Society members and partners may assist in Fundraising events, productions, and workshops as determined by the board.

Section 2: Anyone that has participated in one or more Emerson Shakespeare Society event will be invited to join Emerson Shakespeare Society as a company member. Company members are placed on a company email list, are on priority consideration for future board positions, and may eventually be asked by the board to permanently join either the Company Board or the Executive Board.

Section 3: Every company member of the Emerson Shakespeare Society has the right to attend the callbacks for any of our shows without going through the preliminary round of auditions. Each company member, if interested, must first contact the director, the stage manager, as well as the company Secretary to confirm their slot at the callbacks.

Section 4: Company members have priority access to tickets forms, workshops, roles in informal readings, EmShakes performance outings, and are invited to the Fall Shakespeareance and the Spring Gala. All company members are also given priority consideration for workshop proposals and positions on our technical and production teams.

Section 3: Any person may submit or pitch an idea or production concept to the Emerson Shakespeare Society during either one of our bi-yearly proposal periods. This proposal must be formally emailed to emshakessociety@gmail.com and will be discussed and considered by the board at the following meeting.