

THE PERFORMANCE COLLABORATIVE

2018-2019 CONSTITUTION

1. NAME

- a. The name of this organization shall be the Performance Collaborative, abbreviated as (and henceforth known as) the PC.

2. ACCEPTANCE AND COMPLIANCE TO REGISTRATION REQUIREMENTS AND LIMITATIONS

- a. The PC and its membership accept and will fully comply with the requirements and limitations of registration.

3. LIMITS OF REGISTRATION

- a. Registered student organizations are student associations and are not official components of the University. Registration does not permit a student organization to use or act in the name of the University, to represent the University, engage in any contractual obligation in the name of the University nor represent the organization as being an official part of the University. Registered student organizations are permitted to have approved external affiliations. Registration expressly permits registered student organizations to only operate on campus. Off-campus activities of registered student organizations are the sole responsibility of the organization, officers and members, unless expressly approved in advance by the University. Membership in a registered student organization and participation in its activities are voluntary and all risks of personal injury, property damage or other losses incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or participant(s).

4. ANNUAL RE-REGISTRATION

- a. The PC will submit its annual re-registration application during the re-registration period following the election of new officers.

5. PURPOSE

- a. The mission of the PC is to organize more theatre opportunities for our students which the department does not regularly provide. The PC will also act as a strong and cogent voice for the undergraduate performance students in the Theatre Arts Department.
- b. The PC aims to act as a vehicle for member utilization of the myriad resources available in the Theatre Arts Department of the University of Pittsburgh such as, but not limited to, the talents and experience of

faculty, staff, teaching artists, graduate students, and other student groups.

- c. The PC aims to increase undergraduate involvement in the decisions made by the Theatre Department. We believe that combining performance, education, and practice will prepare performance students for a future in professional theatre.
- d. The PC provides our members with audition information and other resources about the performance opportunities in the greater Pittsburgh area.

6. ACTIVITIES

- a. The PC will give students more opportunities outside of the University of Pittsburgh Stages season to hone their theatrical skills, as well as acquire new ones. Such activities may include the Playwriting Festival, the Devising Festival, workshops, and more, per the discretion of the PC.
 - i. *Performance Collaborative Playwriting Festival (PCPF)* : As part of the PC's commitment to creating new opportunities for students, the PC puts on an annual playwriting festival. This creates opportunities for student writers in addition to the performers, directors and other staff involved in producing the festival. The Festival occurs each spring semester.
 1. The PC will accept initial submissions of one-act plays from current undergraduate or graduate students at the University of Pittsburgh.
 2. Three (3) judges, comprised of University of Pittsburgh faculty and/or staff, will read all submitted plays and select their top three (3) plays to go to the next round. Selections are blind, and the PC ensures that scripts make their way to the judges without names or any identifying information.
 3. The three (3) selected plays are workshopped for the duration of one (1) week and presented at the end of the week. Audience members are encouraged to vote at the end of the session to determine the winner.
 4. Each playwright of the top three (3) plays each receive a cash prize proportional to their ranking.
 5. The winner's play will be produced by the PC the following fall.
 - ii. *Workshops*
 1. Any member of the PC may suggest a potential workshop.
 2. Workshops will chiefly be organized by the Program Manager.
 3. Workshop planning should occur a minimum of three (3) weeks before the workshop date.
 4. If the workshop leader has been compensated monetarily, the PC may require an additional fee for attendance of said workshop.
 - iii. *Performances and Staged Readings*: Performances and staged readings are not as common in the PC any longer, but may still be

considered given the right circumstances. These performances should aim to complement, rather than compete with, other opportunities within the University of Pittsburgh Stages.

1. Any member may submit material for a performance. All submissions must be electronic.
2. Any staged reading must be proposed to the Officers at least four weeks before the desired performance date.
3. Any show proposal must include a copy of the script, a well-articulated concept, a committed director, and a committed stage manager.
4. The PC board will assist in finding a design and tech team.
5. Priority casting will go to active PC members. An associate member or non-member may be cast in the event that a role cannot be filled by an active PC member.

iv. *Annual Shows*

1. Arrival Survival Show: the Arrival Survival show is an annual event preceding the beginning of fall classes as an outreach endeavor, welcoming incoming freshmen and transfers. This is a chance to showcase the arts to incoming students, as well as provide information to become part of the theatre department and the PC.
 - a. Material for this show will be decided upon by the end of the preceding spring semester.
 - b. Involvement in this production will be decided upon by volunteer basis, by those who are available, as the process begins before the semester begins.
2. Playwriting Festival winner: the PC may produce the winner of the prior year's Playwriting Festival in the fall semester.
 - a. Interested directors, stage managers, and technical design/crew members may submit their information for consideration by a designated due date, preferably before the end of the spring semester.
 - b. The playwright, selected director, and designated member(s) of the PC board must communicate over the course of the summer before fall rehearsals begin. These discussions should include rewrites and new drafts of the script, as well as initial tech concepts and designs.

v. All other activities, including fundraising events and outreach programs, should follow this general format:

1. A student or committee submits the idea for the activity to the PC board.
2. The activity is then opened up to the PC general assembly to gauge interest and consent in its creation, and a vote is to the PC board for its approval.
3. The Program Manager, with the aid of other PC board members, organizes the event, with the intent of high PC member involvement.

7. MEMBERSHIP REQUIREMENTS

- a. Membership is open to currently enrolled Pitt students as defined herein.**
- b. All members must accept and comply with all of the requirements and limitations of registration as a condition of membership.**
- c. PC membership is voluntary and all risk of personal injury, property damage or other losses that occur incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or non-member participant(s). Accordingly, the University of Pittsburgh, its officers and agents shall not be responsible nor liable for any claims or causes of action for damage or loss of property or personal injury of any kind or nature which may arise out of or are incidental to the conduct of any organization's activities or that of any individual's participation in any group-related activity. It is further understood and agreed that it is the responsibility of the officers of the organization to assure that all of the organization's members and non-member participants in all activities sponsored by the Performance Collaborative are fully informed and advised of this ASSUMPTION OF RISK, and in the event any individual member or participant should express or indicate non-acceptance, the organization's officers shall forbid participation and/or membership of such individual. In regard to the organization member or non-member participant Assumption of Risk, the PC acknowledges that the University recommends that the organization members and non-member participants make every effort to arrange for the acquisition of liability insurance sufficient to protect all participants against those risks being assumed. For sport-related organizations, the University recommends that each individual have insurance sufficient to allow for any risks by participation, accident or by deficiencies in physical health.**
- d. No hazing or illegal discriminatory criteria for membership, including those listed in the University of Pittsburgh's non-discrimination policy, will be used as a condition for membership in the organization. These factors include race, color, religion (except for religious organizations which may restrict membership to those who share their faith-based beliefs), national origin, ancestry, sex (except same sex organizations permitted under Title IX), age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability or status as a veteran. This non-discriminatory policy will be applied in a manner consistent with the requirements of the First Amendment of the United States Constitution and other laws applicable to student organizations.**

8. MEMBERSHIP PROCEDURES

- a. Membership is not limited by school, college, department, major, grades, or year in school. There are no membership requirements or financial requirements. However, most of the events, especially if funded for SORC, should be intended for Pitt students.

9. VOTING PRIVILEGES

- a. **Voting privileges are limited to currently enrolled Pitt student members in good standing with the organization.**
- b. For general votes open to the PC general body:
 - i. If a member is not present for a vote, he/she must send an email to the organization email (uppcollaborative@gmail.com) or Program Manager with the vote by the beginning of a voting meeting.
 - ii. All activities, events, and decisions that are submitted to the board for approval may be vetoed by the board. This veto may be overruled by two-thirds majority of all active non-officer members.
- c. Voting for PCPF is done by popular vote. Anyone who attends the Festival, regardless of PC membership status, are permitted to vote. The PC might also open up festival voting to the general public.

10. OFFICERS

a. OFFICER RESPONSIBILITIES AND DUTIES

i. *Chair*

- 1. Leads all meetings, meeting with faculty advisor, represents the PC as the student liaison at all department meetings (or dedicates an available officer). Must be a senior-level student.
- 2. In production: Oversees all production needs from start to finish.

ii. *Vice Chair*

- 1. Runs meetings when the chair is unavailable, takes over for chair position in the case that the Chair leaves his/her position for any reason. Organizes weekly board meetings. Responsible for acting as the student representative for the Season Selection Committee.
- 2. In production: Assists the chair with production needs, specifically in communication with the design team and stage management.

iii. *Business Manager*

- 1. Handles all financial affairs, responsible for bookkeeping and procuring spaces. The business manager determines budget for all other PC activities with approval by the board.
- 2. In production: Handles the budget for each performance.

iv. *Program Manager*

- 1. Adheres to the role of secretary (takes meetings minutes, sends out emails to members of the PC, replies promptly to correspondence) while also coordinating PC events.

2. In production: Responsible for creation of programs; read rehearsal reports to address any concerns.
- v. *Outreach Director*
1. Serves as liaison between the PC and other student groups. In charge of social media tasks/projects.
 2. In production: Responsible for promoting the show through social media and other advertisements.

b. TERMS OF OFFICE

- i. Submissions for new board members should be released in the beginning of March.
- ii. New officers should be elected and notified within the first two weeks of April.
- iii. The old board will introduce the new board at the annual University of Pittsburgh Stages End of the Year Banquet.
- iv. The new board will collaborate with the old board throughout April (and May, if possible). The new board's official term of office is from the last day of finals of the academic year in which they were elected, to the last day of finals in the following academic year, unless re-elected.

c. ELECTION OF OFFICERS

- i. Nomination procedure: Anyone interested in a board position may submit an application to the PC email, once elections are announced.
- ii. Eligibility requirements: Anyone interested in a board position must have shown interest or involvement in theatre.
- iii. Election process: All who submitted an application for a board position will be asked to interview with two or more current PC board members, preferably senior members.
- iv. Eligibility for voting in election: Selecting a new board is an internal process; only current PC board members may vote for the new board.
- v. Vote required to elect an officer: Three (3) or more votes are required to
- vi. Whether or not an officer can hold more than one position: No
- vii. Whether or not absentee or proxy votes can be cast: Yes
- viii. How contests of election results are decided: Anyone who contests the result of an election may contact the current PC board with their statement. The PC will arrange a meeting with dissenting individual(s) to discuss their contestment. The PC will then consult their adviser on the matter. Further procedures will be handled on a case-by-case basis.

d. VOTING POWERS OF OFFICERS

- i. All officers are entitled to one vote in any matter, with the exception of the Chair. The Chair should act as the tiebreaker in any deadlocked votes.

e. REMOVAL OF OFFICERS

- i. In the event that a senior officer graduates a semester early (e.g. in December, as opposed to in April) and they would like to remain

in that position, the four other board members may put to a vote whether that officer should retain their position for the spring semester. If the vote results in a tie, the board should consult their faculty advisor.

- ii. If an officer shirks major responsibilities listed under their position requirements more than three (3) times to the detriment of the PC or its event(s), or is unable to attend four (4) or more board meetings, the four other board members may put to a vote whether that officer should retain their position. Efforts should be made beforehand to communicate with that officer before moving into a vote. The motion to put it to a vote must be unanimous, and the officer in question must be told before the vote that a vote is occurring. If the vote results in a tie, the board should consult their faculty advisor.

f. VACANCIES

- i. If for any reason the Chair is unable to fulfill his or her duties, the Vice Chair will fill the position of Chair for the remainder of the term.
 - ii. For vacancies in all other positions, nominations will be sent out within 24 hours of announcement of vacancy, the voting process will take place within one week's time.
 - iii. In the case where an officer will not be present for a semester, their term of office will be fulfilled by a member elected by the board. If an officer is studying abroad and feels that they have the capacity to still serve as an effective board member, they may make certain arrangements to video chat or call into meetings and ensure that they fulfill their job requirements.
 - iv. Anyone who fills a vacancy will maintain their position till the end of the term of office.
- g. The board for the 2018-19 Academic Year is as follows:
- i. *Chair:* Luke Pomrenke
 - ii. *Vice Chair:* Zev Woskoff
 - iii. *Business Manager:* Emily Weinhofer
 - iv. *Program Manager:* Peri Walker
 - v. *Outreach Director:* Sarah Kwiatek

11. COMMITTEES

- a. If necessary, Officers will facilitate committee formation. Chairs for each committee will be appointed by its members. Committees will be used in the event that the board needs additional help planning events.
 - i. Committees will be formed at the start of each academic year. Any student or group of students who wishes to form a committee after this original formation may do so through the approval and facilitation of the PC Officer board.
 - ii. Committee titles and general responsibilities will be proposed at a general assembly meeting. Committee must have at least three members and be approved by the Officer board to be established as an official committee.

- iii. Once formed, the committee will meet with a designated member of the Officer board. This officer will act as adviser to the committee, and assist in defining roles and responsibilities of its members.
 - iv. Each committee will then elect a chair, vice chair, and business manager/secretary by means of group vote. All tied votes will be decided by the officer adviser.
 - v. Committees will meet regularly to organize events, campaigns, etc. The committee chair will meet monthly with the officer adviser to report progress and discuss any matters that require advising.
 - vi. Any requested change in committee leadership must be submitted to the committee officer adviser, who will organize voting of the committee on said change and approval of the officer board.
- b. *The University of Pittsburgh Theatre Assembly*, herein known as the PTA, was established at the end of the 2016-7 academic year by Louis Markowitz and Reilly Galvin as an interclub committee to better serve the performance community at Pitt.
- i. Mission: to promote interclub collaboration, prevent scheduling conflicts, serve as a unified voice in making requests to the administration, etc.
 - ii. Meetings: a minimum of one (1) meeting at the end of the spring semester, with a goal of one (1) meeting every month.
 - 1. All clubs must have representation at the meeting at the end of the spring semester, wherein all events for the following academic year will be tentatively scheduled in some form of a calendar. At this meeting, clubs must bring all of their tentative performances, rehearsals, workshops, and other event dates, as well as ideal performance spaces, and present them to the committee. The PTA Mom will serve as moderator. At the end of the meeting, the PTA Mom will submit the finalized calendar to the appropriate organizations to allocate those spaces for the following academic year.
 - iii. Membership:
 - 1. Club representation
 - a. Any club involved in performance that expresses interest in the PTA may join.
 - b. The current (2017-8) involved clubs of the PTA are as follows: Musical Theatre Club, the Performance Collaborative, Pitt Tonight, Redeye Theatre Project, Ruckus, and U.S.I.T.T.
 - 2. PTA Mom
 - a. The PTA Mom serves as the head of the committee. Their duties include, but are not limited to: organizing meeting times and locations, managing the PTA Google account (Gmail, Drive, etc.), heading meetings, taking meeting minutes and disseminating them to each club, etc.

- b. The PTA Mom should be elected at the final meeting of an academic year. They should exhibit leadership skills, have demonstrated involvement in the theatre/film/performance community, and not be elected as a board member for any represented club in the PTA
- 3. Per club: one (1) designated board member, selected by each club, and one (1) club member who has participated at large.
 - a. Clubs should select one alternate board member in the event that the designated board member cannot attend a meeting.
 - b. For clubs that don't have a "membership" basis, per se, another board member should attend.
- 4. One (1) graduate representative
- iv. Newsletter(s):
 - 1. At least one (1) newsletter, with a focus in sharing the event calendar comprised in the annual spring scheduling meeting, should be disseminated at the beginning of the new academic year.
 - 2. Other newsletters are permitted upon general vote.

12. MEETINGS

- a. The PC board should establish a regular meeting time for themselves before the summer immediately following their election. These meetings are essential to the well-being of the PC as an organization, and all board members are required to attend unless an emergency arises, or a previous conflict is approved in advance.
- b. The PC does not hold general body meetings regularly.
- c. "Town Hall" or "Chat with the Chair" meetings are held to maintain communication between the undergraduate population and the faculty. At least one (1) of these meetings should occur each semester.
- d. Workshops and other events serve as the meetings for the club.
- e. Special meetings may be called for meeting with a special guest or to discuss a particular topic.

13. FINANCES

- a. The organization shall have an account through SORC where funds will be provided as possible by the organization's fundraising and as necessary by the Student Government Board's Allocations Committee.
- b. Money provided by the Student Government Board's Allocations Committee shall not be used to purchase alcohol, tobacco, or gift cards of any kind.
- c. In the case that a workshop leader is compensated monetarily, members will fundraise to meet the requested cost.
- d. For PC Performances, a suggested budget of \$75 is provided, similar to funding for student lab shows through the Theatre Arts Department.

- e. The PC shall fully comply with the University fundraising policies and procedures for registered student organizations.
- f. The organization will not maintain any outside bank account if it received funds from SGB.

14. PUBLICATIONS CODE

- a. In compliance with the Publications Code for Student Organizations, all publications of the organization will comply with current copyright laws, be distributed according to policies and procedures, refrain from expressions that are considered obscene or libelous according to current statute, advocate or incite the material interference or physical disruption of the educational process of the peace, order and decorum of the campus, or that advocate or incite imminent, lawless action or the violent overthrow of the government and identify the organization as publisher and specify that the group is a registered student organization at the University of Pittsburgh.

15. ADVISER

- a. The advisor must be a full-time faculty member in the Theatre Department of the University of Pittsburgh who is actively involved in performance or production.
- b. The advisor shall oversee PC activities and events and shall assist officers and members in fulfilling their duties. The advisor shall assist members of the organization in following the constitution and University regulations and shall provide assistance and support for the organization to realize its goals.
- c. The advisor for the 2017-8 academic year is Cynthia Croot, tenured faculty member in the Department of Theatre Arts (ccroot@pitt.edu).

16. EXTERNAL AFFILIATIONS

- a. At this time, the PC maintains no direct external affiliations, but the club works to maintain good relationships with external artists and groups.
- b. The PC may reach out to external artists and relevant professionals for workshops and talkbacks. They may be given monetary compensation for their time. This is done on a case-by-case basis.

17. BYLAWS

- a. Members have the right to suggest amendments to the Constitution, propose activities, inquire about financial transactions, and provide any other concerns to the PC during meetings.
- b. Regarding the group's decision-making process, any member can suggest a motion. The group will discuss the suggestion and put it to a vote at the following meeting. A majority vote will be regarded as reflecting the will of the PC.
- c. Production bylaws
 - i. Pre-production

1. Production meetings will begin with the PC board members, production stage manager (herein known as PSM), and director prior to the beginning of rehearsals to establish rehearsal schedule and production meeting schedule.
 2. During the rehearsal process, the design team will attend the production meetings as well.
- ii. Auditions
 1. There will be an established space and time for auditions.
 2. Time slots will be listed through an online sign-up sheet
 3. Cast lists will be emailed to everyone who auditioned, as well as all production members, & posted on the 16th floor.
 - iii. Spaces
 1. Rehearsal and performance spaces will be reserved the April of the preceding academic year. Spaces for rehearsal and/or performances can be any of theater buildings, department rehearsal rooms, WPU assembly room, Alumni Hall assembly room, or the O'Hara Student Center ballroom.
 2. Rehearsal spaces will be reserved for four to six days a week, three to four hours a rehearsal, for a rehearsal period of three to four weeks.
 3. Performance spaces will be reserved for a maximum of five days in a row; five to seven hours for combined time of setup, warmups, performance, and resetting the space; for a performance period of a maximum of two weeks.
 - iv. Rehearsal and Tech
 1. The PSM should use union stage manager rules as a guideline for how they conduct rehearsals.
 2. All rehearsal processes will have at least one (1) load-in day at least one (1) dark day leading into a production's tech week. Load-in days and dark days will be determined when performance space is reserved.
 3. At least one (1) officer and the PSM will be required to attend the Load-In Days and Dark Days.
 - v. Strike
 1. The Stage Manager is required to create a strike sheet, but is not required to remain at strike. All members involved in the production, as well as all PC board members, are required to attend strike, unless an emergency arises or another prior commitment is approved.

18. AMENDMENT PROCEDURES

- a. Any member is free to suggest amendments at any time. A vote will be taken at the next meeting to determine the validity of the amendment. If the amendment gets a two-thirds majority vote, it will be added to the constitution.
- b. All constitution additions, revisions and deletions must be reported to the SORC.