

Orchesis

Southern Utah University Modern Dance Company

Constitution 2003-2004

Article I – Name

Section 1. – Orchesis, the Greek word for Dance, is the name of the modern dance company at Southern Utah University.

Article II – Purpose

Section 1. – This constitution is provided in the interest of better communications and understanding between Orchesis members, the Department of Theatre Arts and dance, and Southern Utah University Students Association. It contains policies and information relevant to Orchesis.

Section 2. – The purpose of Orchesis is to:

- A. provide a creative outlet for student choreography,
- B. provide SUU students with a greater opportunity for performance, and
- C. promote dance on the SUU campus and in the surrounding community.

Article III – Membership

Section 1. – All members of Orchesis must be registered students of Southern Utah University having paid the activity fee prescribed by SUUSA.

Section 2. – Membership is by audition only, the determining factor being the ability to dance.

Section 3. – Auditions will take place every fall semester within the first 2 weeks of school (allowing new members to sign up for audition). Spring semester auditions will be offered when necessary determined by group consensus (i.e. group size due to declining membership).

Section 4. – New members are chosen during auditions by a selected panel made up of current members of 1 year or more, past members, faculty and/or guest artists.

Article IV – Attendance

Section 1. – Attendance is mandatory. Members are expected to attend all scheduled meetings, rehearsals and events. By auditioning, members have indicated a commitment to Orchesis, and as such should comply with the organization's policies. Professionalism is expected of all members.

Section 2. – The day of the meeting is to be determined by group consensus (i.e. maximum member availability, and day of officers' meetings). Rehearsals are scheduled as needed by each choreographer.

Section 3. – Three unexcused absences from scheduled events are causes for expulsion from Orchesis. Illness or prior arranged absences are excused. Any other absences shall be considered unexcused. In the event of extenuating circumstances, members have the right to petition officers and the faculty /advisors as to the determination of their absence (excused or unexcused). However, if a member has two or more absences for dance rehearsal, s/he will not be permitted to be in the dance piece.

Section 4. – The faculty advisor, choreographers and communication executive will keep attendance records. They will report any unexcused absences to the faculty advisor or president to be recorded. Proper notification will be made to those in violation of section 3.

Article V – Finances

Section 1. – Dues a fee of \$15.00 per year will be required of each member for operating cost and costume maintenance.

Section 2. – Any money received from members or other wise will be documented and collected by the Treasurer.

Section 3. – Additional costs (i.e. production, travel, costumes, etc.) will be funded by fund raising. Members' participation is required in fundraisers at scheduled events. Members may also be asked to provide additional moneys, as needed in individual participation events (i.e. master classes or conferences).

Section 4. – All moneys to be spent are to be approved and cleared through the President and/or faculty advisor and Treasurer during officers' meetings.

Article VI – Elections

Section 1. – All members are qualified to vote on matters concerning Orchesis and as such are qualified to vote in the election of officers.

Section 2. – Elections will be held twice a year with more as needed. Elections for the offices of President, Vice-president, Treasurer, and Communications Executive will be held spring semester allowing mentor time between old and new officers. All other offices and positions (i.e. public relations and costume chairs, and representatives) will be elected as deemed necessary following fall semester auditions.

Article VII – Officers

Section 1. – Officers will be elected for a 2-semester term to begin fall semester entering and will commence on the last day of spring semester, unless otherwise specified.

Section 2. – The offices of President, Vice-president, Communications Executive and Treasurer will be open to members who have been in Orchesis at least one year. All other offices are open to new members.

Section 3. – A weekly officer meeting will be held with the faculty advisor. President, Vice-president, Communications Executive, and Treasurer will attend all officers meetings. Other officers will attend when needed and will be notified thereof.

Section 4. – Duties of the officers will be expected as follows:

President – The President will be well informed of all current issues dealing with Orchesis, to include attendance and financial status of the company. The president will work with the faculty advisor and Communications Executive to develop agendas for officers and company meetings. The president will be responsible for conducting these meetings and relaying any information to members pertaining to Orchesis at company meetings. The President will work closely with the faculty advisor and other officers in solving problems, reserving facilities for rehearsals and performances, assigning committees and represent Orchesis at any function seen pertinent to the company. The President is also responsible for ensuring that the constitution is followed and enforced.

Vice-President – The primary duty of the Vice-President will be to represent Orchesis as Co-Chair and as such will relay any information to officers and members pertaining to Orchesis. The Vice-President will also conduct all Orchesis concert production meetings. The Vice-President will assist the President in enforcing the constitution, and in working with the faculty advisor to solve problems, and make decisions involving Orchesis. The Vice-President will fill in for the President if the need arises for any reason. The Vice President will be responsible for attending functions that involve Orchesis.

Communications Executive – The primary responsibility of the Communications Executive is communications within Orchesis and correspondence outside. This included the Orchesis e-mail list, posting rehearsal schedules and production calls on bulletin and callboards, and typing and mailing any documents as needed by Orchesis. The Communications Executive will work with the appointed member of the dance faculty to reserve and schedule rehearsal time and space during concert production. The Communications Executive will work with the President and faculty advisor to set agendas for weekly meetings and record issues covered during these meetings. The Communications Executive will work closely with all the officers in making decisions involving Orchesis.

Treasurer – The primary responsibility of the Treasurer will be to monitor, maintain and document all financial expenses of Orchesis. The Treasurer will also be responsible for receiving and documenting any money entering the Orchesis account. The Treasurer will work closely with all the officers in making decisions involving Orchesis.

Historian – The primary responsibility of the Historian is the documentation of Orchesis activities. The Historian will compile a scrapbook of photographs and articles from Orchesis events. The Historian will be responsible for the Orchesis photo case and work with the Communications Executive on Orchesis bulletin boards. The Historian will also coordinate the video taping of Orchesis concert productions.

Public Relations Chair – The primary responsibility of the Public Relations Chair is to head the publicity committee. The publicity committee is responsible for press releases, public service announcements, programs, posters, flyers, and tickets for the Orchesis concerts. The public Relations Chair will coordinate any photo shoots. The Public Relations Chair will also work in the coordination of concert publicity.

Costume Coordinator – The primary responsibility of the Costume Coordinator is as the chair of the costume committee. The Costume Coordinator will work for the inventory, rental, and creating of costumes. The Costume Coordinator will also work with the appointed faculty member and the head of the theater costume shop for scheduling of needed space and time to create, mend or alter costumes. The Costume Coordinator is responsible for keeping an inventory of Orchesis costumes, tagging of costumes with numbers, facilitating costume rental, overseeing the creating of new costumes and costume alterations.

Clubs and Organizations Representative – The primary duty of the Clubs and Organizations Representative will be to represent Orchesis at all SUUSA Clubs and Organizations meetings. As such the Clubs and Organizations Representative will be responsible for all Clubs and Organizations paper work, and relaying any information to members pertaining to Orchesis.

Section 5. – In the case of an office being left vacant: The Vice-President will take over the vacant office of president. The assistant to the position if any (i.e. assistant costume coordinator) will take over the vacant position. In the absence of an assistant, elections will be held to elect a member to the open position.

Section 6. – In the case that officers or general members feel an officer is no longer fulfilling his or her duties, that officer may be removed when the matter is brought to the officers by the voice of two or more members. The matter will be reviewed and if found substantial taken to the general membership. A simple majority vote will remove the officer. Elections will be held to fill the vacant position.

Article VIII – Faculty Advisor

Section 1. – The faculty advisor for Orchesis will be the head of the Dance Department or and individual appointed by the Head of the Department of Theatre Arts and Dance.

Section 2. – The responsibility of the faculty advisor will be to guide the club in making decisions in all aspects of the company. The faculty advisor will act as a liaison between Orchesis and the Department of Theatre Arts and Dance.

Article IX – Constitution

Section 1. – A copy of the current Orchestis constitution will be submitted to the director of Clubs and Organizations along with a current list of members and required forms at the beginning of fall semester following auditions according to the current handbook of SUU Clubs and Organizations.

Section 2. – All members of Orchestis are to receive a copy of the constitution upon becoming a member and will review it at the beginning of every school year. In the best interest of Orchestis it is advised that the constitution be reviewed frequently and revised as needed so that Orchestis may function in its own best interests.