Constitution of the Performing Arts Council of the University of Pennsylvania

Edited: February 17, 2013

Preamble

We, the members of the Performing Arts Council of the University of Pennsylvania (PAC), affirming our responsibility to the student performing arts community, and realizing that we have in common certain unique problems and goals set forth this constitution:

• to unify performing arts groups towards common goals;
• to disseminate information to and from the administration and the outside community;
• to encourage group interaction;
• to mediate inter-group disputes;
• to provide a forum for discussion within the student performing arts community.

Article I: Membership

Section 1 (1:1)

The Performing Arts Council will be composed of one representative from every recognized member group. Each group’s representative to the Performing Arts Council must be a member of that group, preferably someone on the group’s board. In general, there are no excused absences from Performing Arts Council meetings, though groups may petition PAC Exec should a serious and unforeseen conflict arise. Note: Membership in PAC does not guarantee membership in or funding from SAC.

Section 2 (1:2)

1. In order for a student activity group to be eligible for full membership, it must be classified as a performing arts group as defined by the following criteria:
   • At least one performance per academic year with at least fifty (50) percent of the audience consisting of University of Pennsylvania students;
   • Six (6) or more members.
   • Live performances of music, drama, dance, or comedy as its primary activity.
     o PAC Exec may use its discretion to determine if groups whose performance styles fall outside of these categories may apply for PAC status.
   • Registration as a Student Group with the Office of Student Life.
   • A written constitution or charter kept on file with the Office of Student Life, which includes the group’s mission statement and organizational structure. All groups should have a clearly outlined chair or president, as well as, at least two additional officers, including a business manager/budget director and one other officer.
   • Unique in its artistic style and/or artistic process.
2. Each group must be established on campus: it must have had at least two solo performances separated by at least six (6) months, and it must have participated in at least eight (8) on-campus functions (coffeehouses, rock the vote, cultural shows, etc.).

3. Each group must have at least 80% membership of University of Pennsylvania students.

4. No person may sit on more than two (2) PAC group executive boards at any given time.

5. Any changes to a group's mission statement or organizational structure must be approved by its subcommittee chair.

*Section 3 (1:3)*

1. Upon meeting the aforementioned criteria (Section 2), a group seeking PAC recognition should meet with the appropriate subcommittee chair in September to confirm its eligibility. Once the group’s eligibility has been confirmed, that group may apply for PAC recognition. The group in question must then attend the October meeting of the subcommittee to which it is seeking admission, where it will present its case for admission. The subcommittee will render a decision on the application, which it will present in the form of a recommendation to the rest of the PAC body at the October GBM. Acceptance of a group with a positive recommendation requires an affirmative majority vote of the PAC body. Acceptance of a group with a negative recommendation requires an affirmative 2/3 vote of the PAC body.

2. The October subcommittee meetings must take place before the October GBM.

3. If a group is not granted PAC membership, the group may reapply to the same subcommittee but may not apply for membership to a different subcommittee.

4. Any group requesting PAC membership may approach PAC as many times as it would like for consideration. If, however, a group applies and is rejected two years in a row, it may not apply again the following year and instead must wait until the year after that. If a group is expelled, it will again have as many chances as it would like to reapply, following the aforementioned guidelines, though in order to receive a positive recommendation for readmission from its subcommittee, the group will need to demonstrate that significant reforms in its internal governance have occurred and that the likelihood of a second expulsion is minimal. If a group is expelled twice, it will no longer be considered eligible for readmission.

5. If a group is expelled from PAC and has not yet performed its show for the semester, it will still be permitted to perform its upcoming show.
6. Any group that is expelled from PAC must wait four (4) full months of the PAC term (defined below as September-April) before it may reapply.

7. A new group granted membership shares all of the rights, privileges, and responsibilities of that membership as defined below (Section 4) at the start of the Spring semester. However, at a PAC body meeting one full year after said membership begins, the Administrative Coordinator will moderate open discussion from the body concerning said membership. After this discussion, motions to change that group’s membership status will be heard, but no action is necessary for that group to retain their membership status.

Section 4 (1:4)

The rights, privileges, and responsibilities of members include but are not limited to the following:
• Maintaining the membership requirements as defined in Section 2;
• Attendance at all PAC body and PAC subcommittee meetings;
• Payment of dues, as specified in the PAC Policies;
• Access to Student Performing Arts (SPA) allocated rehearsal and performance space and technical resources according to the PAC Policies;
• Participation in PAC sponsored publicity;
• Upholding the rules and bylaws outlined in the constitution;
• Voting rights at both PAC body and PAC subcommittee meetings;
• A positive recommendation from PAC for SAC membership and funding;
• A sincere desire and visible effort to uphold the purpose and goals of PAC as outlined in the Preamble.

Section 5 (1:5)

A "PAC term" is defined as September 1st through April 30th.

Section 6 (1:6)

1. If a given member group misses two meetings in one PAC term, including PAC body and subcommittee meetings, said group is automatically placed on probation. The probationary period shall last for four (4) months of the PAC term. Groups on probation share all of the rights, privileges, and responsibilities of other groups in their membership class, as defined in Section 4, with the following exceptions:
• Groups on probation forfeit all voting privileges at PAC body and subcommittee meetings.
• Groups on probation will only be permitted two (2) minutes of performance at Freshman Performing Arts Night as defined in Article VII and will only be given half of the tech time as well.
2. Groups on probation must perform PAC-related service at the discretion of the Community Service Chair.

3. At the conclusion of the four-month probationary period, a group wishing to end its probation must set up a meeting with PAC Exec. PAC Exec will provide a recommendation on the group’s status at the next body meeting. Restoration to full PAC status of a group with a positive recommendation requires an affirmative majority vote of the body. Restoration of a group with a negative recommendation requires an affirmative 2/3 vote of the body.

4. Groups on probation who miss a PAC body or subcommittee meeting will be immediately dismissed from the PAC body. Additionally, groups on probation who fail to meet all other membership requirements as defined in Section 4 may lose their membership at the discretion of PAC Exec and approved by an affirmative majority vote of the PAC body.

5. Groups should be aware that PAC body meetings and subcommittee meetings might occur back-to-back. If a group already has one or one-and-one-half absences and then misses two meetings on the same day, that group will be immediately dismissed from PAC, following the guidelines above. However, recognizing that a group is more likely to miss the second of back-to-back meetings if it has already missed the first, PAC Exec will be willing to meet with that group and may consider reinstating it.

6. A group cannot be placed on probation more than once within any two-year period. The second instance of probation immediately causes a group’s dismissal from PAC.

Section 7 (1:7)

1. Any group that fails to meet its obligations to the PAC community as defined in Article I, Section 4 may be subject to a review by PAC Exec.

2. Any member of the PAC community may anonymously submit a review to PAC Exec. Thereafter, PAC Exec will determine the review’s legitimacy.

3. This review must contain the offending group’s name, the infraction the offending group has committed, how this infraction affects the community, and what potential consequences are recommended towards the group.

4. If the review is deemed legitimate by PAC Exec, the review is to be passed to the offending group’s subcommittee for discussion, at which the offending group may be present, to determine validity by a vote of the subcommittee’s choosing.
5. If valid, the subcommittee must solidify the consequences and pass the review to the PAC General Body. Consequences can include, but are not limited to, probation, proscribed constitutional changes, service to the PAC community, and removal from PAC.

6. The offending group may also speak before the General Body, after which the consequences of the review may be enacted by a majority vote.

7. Only one legitimate review per offending group may be brought before the General Body in any given semester.

**Article II: PAC Executive Board**

*Section 1 (II:1)*

1. The PAC Executive Board is an efficiently operating group concerned with the continual functioning of the Council's affairs. The five members should be equipped to discuss any issues or problems initiated by any member group.

2. The responsibilities of PAC Exec include, but are not limited to:
   - calling and running meetings;
   - compiling agendas;
   - appointing committees;
   - acting as liaisons between the administration and students;
   - publicity on PAC's behalf;
   - Performing Arts Nights;
   - bookkeeping;
   - maintaining the PAC web page;
   - issuing statements and recommendations;
   - resolving scheduling conflicts.
   - upholding and enforcing the rules and guidelines set forth in the PAC Constitution and the subcommittee bylaws

3. PAC Exec must be responsible to the desires of the voting membership.

4. PAC Exec has no voting privileges, unless in the case of a tie within the body, and may not represent any member group; in the event of a tie, however, the Administrative Coordinator may vote.

*Section 2 (II:2)*

1. The PAC Executive Board will be composed of the Subcommittee Chairs and the Community Service Chair. The four subcommittee-chairs will serve as the coordinators for the Performing Arts Council: Administrative, Communication, Community, and Financial. The coordinators will be elected internally, from the
subcommittee chairs, which are limited to include A Cappella Council (ACK), Dance Arts Council (DAC), Singers, Musicians, and Comedians (SMAC), and the Theater Arts Council (TAC-e).

- The Administrative Coordinator will moderate all Executive Board meetings and Performing Arts Council meetings. (S)he will maintain a current copy of the PAC Constitution at all PAC body meetings and will be the leading authority in matters concerning the PAC Constitution. Additionally, the Administrative Coordinator will have one vote in the event of a tie within the PAC body.

- The Communication Coordinator is responsible for all communications including, but not limited to: mailings, press releases, posting of minutes, recording and updating changes to the constitution and PAC Policies, updating of the PAC calendar on the bulletin board, maintaining the PAC e-mail lists and PAC website, issuing statements of opinion, and recommendations.

- The Community Coordinator is responsible for all community building initiatives and events including, but not limited to: Freshman Performing Arts Night, Family Performing Arts Night, Senior Performing Arts Night, End-of-Semester Celebrations, and coordinating PAC participation in all campus events.

- The Financial Coordinator is responsible for financial records of PAC funds and for drawing checks and attending SAC GBMs.

2. In addition to the subcommittee chairs, the PAC Executive Board will have an additional board member, bringing the total number of chairs to five. The fifth chair shall be the Community Service Chair, and he or she will be elected annually from the general body, not a subcommittee. The Community Service Chair will be in charge, with the assistance of the other four members of the executive committee, of developing arts outreach programs between Penn performing arts groups and the local community, including, but not limited to, providing classes and instruction to local elementary, middle and high schools, as well as community centers for both senior citizens and youth, and to developing and implementing ticket programs so that youths and community members can attend Penn student group performances. The Community Service Chair will work in conjunction with the Center for Community Partnerships in order to accomplish this goal. It is the responsibility of the Community Service Chair to try to bridge the gap that exists between the surrounding community and the Penn student population.

3. The Community Service Chair will preside over PAC body meetings in the same manner as the subcommittee chairs; additionally, (s)he will have the option to assemble a subcommittee of service volunteers who will aid in developing outreach programs at his or her discretion.

4. Election of the Community Service Chair will occur at the February PAC GBM in which all PAC members will be permitted to vote.

Section 3 (II:3)
In order to be a candidate for office, one must be a member of a PAC member group and must have attended at least two (2) PAC GBMs and two (2) sub-committee meetings during the PAC term preceding the election. Only students entering their junior or senior year are eligible to run for PAC Exec.

Section 4 (II:4)

Elections must occur at the February subcommittee meeting, which will occur between the January and February PAC GBMs.

Section 5 (II:5)

Should any vacancy occur, the position will be filled by an affirmative majority vote on nominations from the floor at the next subcommittee meeting (or PAC GBM in the case of the Community Service Chair).

Section 6 (II:6)

If an officer of the PAC Executive Board has two (2) unexcused absences, that officer will be automatically removed from office.

Section 7 (II:7)

Proceedings for impeachment may be initiated by action of an affirmative majority vote at a PAC GBM. During these proceedings, a Chair, not an object of the proceedings or a member representing the call for impeachment, will preside. Impeachment must be carried by an affirmative 2/3 vote.

Article III: Opinions and Recommendations

Section 1 (III:1)

All statements of opinion issued by PAC concerning any issues deemed important by the voting membership are termed "opinions." Opinions may include recommendations to SAC or the administration and press releases.

• Majority Opinions: Any opinion decided upon by an affirmative majority vote is considered a "majority opinion". The opinion shall be expressed along with its rationale in written form by the next PAC meeting or within four weeks of said decision, whichever is earlier, by the Communication Coordinator or his/her delegate.

• Dissenting Opinions: Any opinion opposing the majority opinion held by two (2) or more voting members and not constituting a "majority opinion" is considered a "dissenting opinion". For the dissenting opinion to be included in the final draft of the PAC statement of opinion, a typed version must be submitted to the
Communication Coordinator no later than twenty-four (24) hours after said decision.

- Concurring Opinions: Any opinion of two (2) or more voting members whose final result is consistent with the majority decision, but the reasoning of which differs is a "concurring opinion". For the concurring opinion to be included in the final draft of the PAC statement of opinion, a typed version must be submitted to the Communication Coordinator no later than twenty-four (24) hours after said decision.

**Article IV: Voting**

*Section 1 (IV:1)*

A voting member shall be defined as a Performing Arts Council representative in attendance that is not abstaining from the vote. Therefore:

* • an affirmative majority vote is a vote requiring 50% plus one or more of the voting members;
  * • an affirmative 2/3 vote is a vote requiring 2/3 of the voting members.

*Section 2 (IV:2)*

A "quorum" is defined as at least fifty (50) percent plus one (1) of the members with voting rights.

*Section 3 (IV:3)*

Voting conventions not mentioned in other parts of this document are as follows:

* • Constitutional amendments require an affirmative 2/3 vote.
* • Acceptance of recommendations to administrators requires an affirmative 2/3 vote.
* • Election to an office requires an affirmative majority vote. This vote must be by secret ballot unless there is only one (1) candidate at which point a vote by acclamation may occur.
* • A run-off system of election will be used when more than two candidates are running for a position. This system will have all representatives rank all candidates for office in order of preference. The two candidates with the highest votes will participate in a runoff.

**Article V: Meetings**

*Section 1 (V:1)*

PAC meetings will be run according to acceptable parliamentary procedure.

*Section 2 (V:2)*
Agendas for PAC meetings are set by PAC Exec or by the suggestion of member groups prior to the next full meeting, submitted in writing to the Administrative Coordinator or his/her delegate. Agendas are distributed at PAC meetings. A non-agenda item may be discussed at a PAC meeting at the discretion of PAC Exec.

Section 3 (V:3)

Requests for a meeting must be transmitted in written form to the Administrative Coordinator and voted on by the Executive Board, or requests may be made orally at a PAC meeting and approved by an affirmative 2/3 vote. An announcement of a meeting must be made seven days before the next scheduled PAC meeting time or at the previous meeting.

Section 4 (V:4)

Emergency meetings may be called at the discretion of the Executive Board with twenty-four (24) hours advance notice. It is the reserved right of the Executive Board to call emergency meetings.

Section 5 (V:5)

Calls to order and calls to vote are given only by the acting Administrative Coordinator.

Section 6 (V:6)

Scheduled PAC general body meetings will be held at least three times per semester, with no more than one per month (emergency meetings notwithstanding).

Article VI: Committees

The Administrative Coordinator of PAC shall have the power to establish committees of two kinds: special committees and subcommittees.

Section 1 (VI:1)

Special committees may be formed to study issues, to draft policy language, to draft constitutional changes, to act as a liaison, to carry out designated tasks, to give advice, or to arbitrate disputes. Special committees shall make no binding independent decisions, but shall report and make recommendations to either PAC Exec or the PAC body.

Section 2 (VI:2)

Every PAC group must belong to one and only one subcommittee. Subcommittees
shall be composed of groups within PAC with common interests, and shall meet at least once per month during the academic year. At least two of these meetings per semester must take place in person; the remaining meetings may be replaced by electronic correspondence at the discretion of the subcommittee chair. Subcommittee meetings must be scheduled with at least 72 hours notice. The Administrative Coordinator of PAC shall have the power to form subcommittees and to name groups as members. However, no Administrative Coordinator may change the composition of an established subcommittee over the objection of that committee as expressed by a majority vote.

Section 3 (VI:3)

A PAC group shall be represented on a subcommittee by a group member, preferably someone on the group's board. When voting, each group shall have one vote.

Section 4 (VI:4)

By the March subcommittee meeting, the committee must choose a new chair for the committee. In order to be eligible for candidacy, one must meet the criteria set forth in Article II Section 3. Election to the chair requires an affirmative majority vote. In the event of a tie, the outgoing chair of the committee may vote. The chair serves at the pleasure of the committee, and may be removed at any time. No subcommittee chair shall serve longer than two full terms (two years). The chair of a subcommittee shall call and moderate its meetings, record its decisions, and record attendance.

Section 5 (VI:5)

Subcommittees shall have the power to make recommendations to the PAC body. They may make policies that apply solely to the members of their particular committees. Such policies may be adopted by an affirmative majority vote of the subcommittee. Adoption of policies requiring the expenditure of money by member groups must be adopted by an affirmative 2/3 vote. Adoption of policies requiring any group to spend more than 5% of its annual budget must be unanimous. Other rules for voting shall be the same as those for the PAC body. No subcommittee may adopt a policy that contradicts a PAC policy. If the type of group in any subcommittee is substantially altered, the Executive Board must decide which policies apply to the new committees, if any.

Section 6 (VI:6)

For all financial transactions, the Financial Coordinator of PAC shall be the Financial Coordinator of all subcommittees.

Section 7 (VI:7)
Subcommittees may limit the attendance of those individuals not directly involved with the business of their meetings. Groups that miss a subcommittee meeting shall suffer the same penalties as if they had missed a PAC meeting.

**Article VII: Performing Arts Nights**

*Section 1 (VII:1)*

Performing Arts Nights are PAC-sponsored and PAC-organized events. Performing at a Performing Arts Night is a privilege extended to all members of PAC. Non-member groups may be allowed to perform or speak at a Performing Arts Night at the discretion of the Executive Board.

*Section 2 (VII:2)*

A Performing Arts Night does not count as a group’s required yearly performance as defined in Article I, Section 2.

*Section 3 (VII:3)*

A group’s participation in a Performing Arts Night is voluntary. However, any group that is allotted a time slot in a Performing Arts Night must inform the Community Coordinator at least 24 hours before that Performing Arts Night if they plan not to attend. Any group who fails to give 24 hours notice automatically forfeits their privilege of performing in all nights of the equivalent Performing Arts Night the following year.

*Section 4 (VII:4)*

All groups performing at a Performing Arts Night will be timed under the supervision of PAC Exec. At four minutes (4:00) of performance, the lights will go out. Additionally, all groups performing at a Performing Arts Night must forego the opportunity to speak to the audience about their specific group. Any group that speaks during its allotted time on stage automatically forfeits one tech hour and automatically forfeits its privilege of performing in all nights of the equivalent Performing Arts Night the remainder of the current year and the following year.

*Section 5 (VII:5)*

The Community Coordinator may call special meetings before a Performing Arts Night to discuss each group’s technical requirements at that Performing Arts Night. Any group that either fails to attend the last general body meeting before a Performing Arts Night or fails to send a representative to a special meeting before a Performing Arts Night may, at the discretion of the Community Coordinator, forfeit its privilege to perform in that Performing Arts Night.
Article VIII: PAC Policies

Section 1 (VIII:1)
Dues can be set and changed by an affirmative 2/3 vote.

Section 2 (VIII:2)
The PAC body shall have the power to establish policies binding on itself by an affirmative majority vote. Adoption of policies requiring the expenditure of money by member groups must be adopted by an affirmative 2/3 vote. Adoption of policies requiring any group to spend more than 5% of its annual budget must be unanimous.

Section 3 (VIII:3)
General PAC Policies:

1. Dues
Dues are set at per academic year.

2. Arbitration
Two or more members may submit voluntarily to arbitration by PAC. PAC Exec acts as an arbitration entity in submitted disputes. Its decisions are binding. Penalties for defiance of an arbitration decision may be imposed by an affirmative 2/3 vote and may include but are not limited to any or all of the following:
• loss of PAC vote
• loss of privilege of discussion in PAC meetings
• loss of PAC membership
• loss of participation privilege in PAC events

3. Mask & Wig Freshman Performing Arts Night Time Restriction
The four minute performing privilege time limit is permanently suspended for Mask and Wig at all Freshman Performing Arts Nights provided they only perform "Tuition." Mask and Wig is still subject to the four-minute tech hour time limit.

4. Use of Space by Non-PAC Groups
Use of allocated rehearsal, performance, or technical space by a non-PAC group under the auspices of a PAC group must be approved by PAC Exec. Allocation of SPA space for this purpose may be subject to lower scheduling priority.

5. Mission Changes and Reviews
Any group wishing to change their mission or purpose statement as defined in their constitution or charter must bring the proposed changes before the appropriate
subcommittee for review in accordance with that committee's by-laws. Every group's mission or purpose statement will be reviewed every other year, with 50% of the groups being reviewed every year. Reviews will be conducted at the discretion of PAC Exec. Reviews may include, but are not limited to:

- Meeting all requirements set forth in Article I, Sections 2 and 4;
- Adhering to all applicable subcommittee by-laws;
- Remaining consistent with the group's mission or purpose statement.

6. Tardiness to Meetings
One (1) tardiness to either general body or subcommittee meetings is considered half (1/2) an absence. Hence, two (2) tardinesses will be equivalent to one (1) absence.

7. Probation
- One hour of community service will be added for each additional time a group is on probation, i.e. if a group has been on probation twice, the group will have to perform 2 hours of community service.
- Groups on probation must request and complete community service, monitored by PAC Exec, within 30 non-vacation days of infraction. If not, then it is considered a second infraction with 30 additional days to complete.
- 100% of the group's executive body must participate in the community service.

8. Use of PAC resources:
- PAC resources are for the use of the entire PAC body, at the discretion of the Director of Student Performing Arts and the Technical Director of Student Performing Arts. When utilizing PAC resources, every group is responsible to make sure that said resources are made available to the entire PAC community. Failure to do so (i.e. not sharing) will result in loss of privileges.

9. Sharing of students between PAC groups:
When conflicts arise because one student participates in two or more PAC groups, a group in its “hell week” (i.e., the week leading up to its show) takes precedence over a group that is not in its hell week. It is up to the groups in question to work out a rehearsal schedule for that student, recognizing that the rehearsals of the hell week group are the most important and will always trump the rehearsals of the non-hell week group. If, for instance, a student is in a TAC-e production and an ACK group, and it is the TAC-e group’s hell week, that student may not be forced to miss any TAC-e rehearsal for ACK rehearsal. A student may not be forced, pressured, or guilted by a non-hell week group into doing anything that might compromise his or her mental, physical, or emotional health and affect his or her performance in the show of the hell week group. To ensure that this is honored, a student in multiple groups shall not be required to attend more than half of the rehearsal hours for any group that is not in its hell week when another one is, though non-hell week groups are encouraged to be even more lenient if they are willing. Any conflicts or disputes over rehearsal schedules that cannot be resolved should be brought to the attention
of the PAC Executive Board, which will help to resolve them.

**Article IX: Scheduling**

*Section 1 (IX:1)*

1. The PAC Executive Board will schedule shows each semester. Each group shall be entitled to a maximum of one and one half shows per year, the half show to be used within the context of a collaboration with another group.

2. In the event that more shows can be scheduled in any given semester, PAC Exec will do so at its discretion. PAC Exec will also be responsible for determining collaborations, but groups wishing to collaborate with each other may submit their preferences before each year’s scheduling process.

3. Groups will be required to create written contracts with their collaborators detailing how revenue and technician hours will be divided. This agreement is to be submitted to PAC Exec.

*Section 2 (IX:2)*

The decision as to which semester groups are assigned will be based on a determined set of criteria, including but not limited to the following:

- Number of people working on the show/ in group
- Extenuating circumstances
- Special circumstances (i.e. tradition)
- Venue Specifications – (i.e. based on medium)
- Collaboration needs
- Rehearsal Space limitations/troubles/benefits
- Only show
- Solo show
- Debt
- Behavior
- Ticket sales/audience goal
- Volunteerism
- Number of other shows going up at the same time
- PAC community involvement
- Last performance (success and scheduling circumstances)
- Comparative production quality (in subcommittee)
- Appeal Success
- Performance Date Feasibility

*Section 3 (IX:3)*

Those groups requesting space for only one show per year will perform in
December, January, or February. Groups wishing for an alternative date may appeal this decision to PAC Exec. Any appeal must be submitted by a board member and should represent the group's overall desires. Additionally, PAC Exec may, at its discretion, schedule a once yearly show in a non-December, -January or -February month based on available resources.

Section 4 (IX:4)

In scheduling, PAC Exec will consult the yearly-prepared Space Request Form, as well as Group Review Forms. Groups should request six dates and/or venues in order of preference for PAC Exec’s use in scheduling. Each group will also prepare their own group review form that will address the criteria addressed in Article IX, Section 2, of the PAC Constitution.