The Constitution and By-Laws of the
AFRICAN AMERICAN ARTS ALLIANCE
At the University of Pennsylvania

Article I: Purpose

In January 1991, Mark F. Baker, SAS ’93, founded the African American Arts Alliance. It is the goal of the Alliance to promote an awareness and appreciation of Black culture through the arts for the University of Pennsylvania and surrounding communities. The Alliance will have no less than one dramatic production per year. No one, including the President, or members of the African American Arts Alliance, may change or alter the name of the organization in any way.

Article II: Membership

Section 1: Requirements
1. The membership of the Alliance shall consist of no fewer than nine undergraduate students enrolled at the University of Pennsylvania.
2. Members at large are required to meet monthly.
3. Members are required to pay semester dues set by the Executive Board.

Section 2: Process of Membership
1. All candidates for membership must be undergraduate and graduate students enrolled and in good academic standing, as defined by the university, at the University of Pennsylvania, or surrounding universities in the Philadelphia area.
2. Candidates for membership must have participated in at least one Alliance production. Candidates for the President and Vice President Executive Board member positions must have participated in at least two Alliance productions. Candidate will be notified of their eligibility for membership and shall be invited to an interview. During the interview, requirements for membership shall be explained. Upon evaluation, admission to the Alliance will be either accepted or denied.
3. Interviews will be held following each theatrical production.

Section 3: Rights and Responsibilities of Members
1. All members of the Alliance may vote in Executive Board elections, except Treasurer, VP, President (new members).
2. Only the Executive Board members can make decisions in regards to the functioning and management of the organization.
3. All members of the Alliance can participate in the initial recommendation of a theatrical production, to be reviewed by the executive board. That recommendation (i.e. proposed choice(s)) is to be voted on by the General Body for approval.
4. All members who have paid their dues up to that point can obtain free entry to any event in which admission is charged.
5. Members of the Alliance are not by any circumstances guaranteed a role in any dramatic production that the Alliance sponsors. All members interested in performing must audition. All auditions are open, but not limited to, the general University of Pennsylvania community.
6. All members of the Alliance are required to participate in some aspect of all productions sponsored by the Alliance.

7. All members can decide on the director for the Alliance productions. Directors need not be members of the Alliance in order to allow for guest directors.

8. All members of the Alliance are required to attend all meetings, barring an excused absence. To be excused, a member must contact a Secretary in a timely fashion, before the meeting that he/she will be missing (with limited possible exceptions, i.e. family emergency, class conflict, examination, and major student activity/event).

9. Any member with two unexcused absences will receive a written warning. Any member with three unexcused absences will receive a notice that he/she must appear before the Executive Board in order to discuss said member’s future status within the organization. This review may or may not result in said member’s probation, suspension, or expulsion from the Alliance.

10. All members of the Alliance are required to attend all meetings on time, barring an excused tardy. To be excused, a member must contact a Secretary in a timely fashion, before the meeting that he/she will be late (with limited possible exceptions, i.e. family emergency, class conflict, examination, and major student activity/event). A member is considered tardy if he or she is 15 or more minutes late.

11. Any member with an unexcused tardy on two occasions will receive a written warning. Any member with an unexcused tardy on three occasions will receive a notice that he/she must appear before the Executive Board in order to discuss said member’s future status within the organization. This review may or may not result in said member’s probation or suspension from the Alliance.

Article III: Nominations and Elections of Executive Board

Only those persons designated as members of the Alliance are allowed to participate in Executive Board elections. The management of the Alliance will consist of the following officers: President, Vice-President, Secretary, Treasurer, Alumni Representatives (2), Historian, Webmaster, Marketing Director, External Relations Representatives (2), and (if necessary) parliamentarian. The current Executive Board will informally select the parliamentarian.

Section 1: Nominations

Nominations for positions on the Executive Board will be held on the penultimate General Body Meeting. Nominations can be extended to the day of the elections only if a motion to do so is carried by majority vote.

1. All persons running for office must be nominated by at least one person. Self-nominations are allowed. All nominations must be seconded. Members are only allowed to nominate one person per office position.

Section 2: Qualifications for Candidacy

1. All candidates must be full members of the African American Arts Alliance.

2. All candidates must be full-time undergraduate students at the University of Pennsylvania or surrounding universities in the Philadelphia area who are of good character and good academic standing.
3. All candidates must be present at elections. Exceptions may be granted by the Executive Board if there is sufficient reason to do so. In that case, the candidate's speech may be read by the nominator or another designated person. Lack of attendance without just cause will result in withdrawal of the candidate's name from the position.
4. President and Vice President of the African American Arts Alliance must have had a role in at least two 4A Productions.

Section 3: Elections
1. Officers will be selected by secret ballot.
2. Only members of the organization may vote in elections.
3. Elections Schedule. 4A Elections shall occur at the end of every Fall semester and
   Executive Board terms shall last one calendar year.
   a. General body can set elections for a date within four weeks of the last day of final exams.
   b. Elections must be held following the induction of new 4A members
4. In the event of a tie the vote will be recast between the two candidates. Another tie will
   occur through deliberation.
5. Obtaining a majority of the votes cast elects a candidate for office.
6. Prior to the final vote, a member may submit a motion for deliberation.
7. Candidates may not vote in the election for their particular office.

Section 4: Terms of Office
1. Terms of office for all Executive Board positions shall commence after the entire new
   board has been elected.
2. Acceptance of new office position is a binding commitment to the General Body and
   Executive Board until the end of one calendar year. Resignation must be in consultation
   with the President and Vice-President with the addition of a mediation session.
3. All board members should be subject to mid-year review. Motions to recall or place a
   board member on probation can officially be presented during mid-year review.
   a. General body must participate in mid-year review and be able to bring motions
      for recall
4. A person or persons may hold office for consecutive years; however, he/she/they must be
   voted anew by members of the Alliance.

Section 5: President
1. The President of the Alliance is responsible for the management of the organization. It is
   that person’s duty to see that the organization runs smoothly and in a productive manner.
   The President presides over all meetings of the Alliance and is the principal
   representative.
2. President should outline, in the form of a calendar, the potential agenda for the board’s
   term, no later than the fifth week of his/her term.
3. In preparation for the meetings, the President is responsible for making an agenda.
4. The President must oversee the organization, production, direction, and audition of all
   shows performed by the organization, unless they are auditioning.
5. The President will report on a monthly basis to the faculty advisor.
6. In the event the Vice-President is unable to serve his/her post, the President will assume that role.

Section 6: Vice-President
1. The Vice-President of the Alliance is to assume the role of President in an event of illness or extenuating circumstances.
2. The Vice-President will report on a regular basis to the President.
3. The Vice-President shall serve as the Alliance’s representative for the Theatre Arts Council (TAC-E representative).

Section 7: Secretary
1. The Secretary is responsible for recording and disseminating the minutes of every meeting.
2. The Secretary is responsible for taking attendance at all meetings.
3. The Secretary is responsible for all correspondence that the Alliance makes with other persons and organizations, within the University and larger community.

Section 8: Treasurer
1. The Treasurer shall serve as the SAC representative as well as the liaison for the Office of Student Life and the Alliance's financial advisor, Jan Kee-Scott.
2. He/She shall bookkeep, investigate fundraising options, stay in close contact with the production manager regarding funds available for advertising and performances.
3. The Treasurer will develop a budget for the Alliance and budgets for performances to be submitted to the Executive Board in January and September.
4. The Treasurer shall submit bi-monthly reports to the Executive Board,
5. Any budgets developed should plan to generate or reserve $1000 in Non-SAC funds for new board.
6. The Treasurer shall be responsible for obtaining a University Purchasing card from the Office of Student Life. This purchasing card shall bear the name of the Treasurer and should not be used nor should it be in the possession of anyone besides the Treasurer.
7. The Treasurer is responsible for turning in ANY and ALL receipts for items purchased with the purchasing card to Jan Kee-Scott within 72 hours of the transaction.

Section 9: Historian
1. The Historian must maintain an accurate documentation of all productions and events sponsored by the Alliance. A photographed/recorded portfolio must be maintained for each academic year. This can be made available online via the website or social media.
2. The Historian will maintain the Alliance Facebook Group and thus serve as an Administrator.
3. Historian will serve as the liaison to the Yearbook.
4. Additionally, the Historian should enlist the aid of two members who would assist with photography and videotaping.

Section 10: Alumni Relations Chairs (2)
1. The Chairs are responsible for collaboratively coordinating all correspondence with Alumni of the Alliance.
2. The Chairs must keep Alumni abreast of the Alliance’s significant achievements and updates (e.g. upcoming productions). This should be in the form of bi-annual newsletters in addition to all other necessary forms of correspondence.
3. The Chairs must maintain and record alumni contact information.
4. The Chairs plan and head all Alumni-centered events, which are to occur bi-annually.

Section 11: Marketing Director
1. The Marketing Chair is primarily responsible for managing the effective promotion of productions and all other major events of the Alliance.
2. The Chair is a key author of marketing strategy of Alliance. Notably, the Chair must work in conjunction with the Board and, particularly the President, in constructing a final strategy.
3. The Chair is highly advised to form and oversee a Marketing Committee, consisting of the membership, throughout the year in order to execute promotional duties.
4. The Marketing Chair must maintain a composite contact list of all PAC, UMOJA, and greater Philadelphia associates.

Section 12: Webmaster/mistress
1. The Webmaster/mistress is in charge of the Alliance’s website maintenance. This maintenance defined includes:
   a. updating the site with significant events occurring in the Alliance, most importantly advertisement of upcoming productions
   b. refurbishing/reconstruction of website at discretion of the board
   c. upkeeping with all UMOJA, PAC, and TAC-e requirements.
2. The Webmaster/mistress must work in concert with the Marketing Chair to update the website with aforementioned advertisements for upcoming productions.
3. The Webmaster/mistress must work in concert with the Historian to assure accuracy of webmaster, and thus can assume the role of Historian (if the position is vacant).

Section 13: External Relations Representatives (2)
1. The Chairs are responsible for attending all meetings for the following councils, to which the Alliance assumes membership: Performing Arts Council (PAC) and UMOJA.
2. The Chairs are responsible for assuming a board position in the Small Fall and OneActs Board. In representing the Alliance, the Chairs are tasked with encouraging members of the Alliance to actively participate in events/productions, which are meant to stimulate the greater Penn community.
3. It is at the discretion of the Chairs as to how they are to divide attendance of these meetings among themselves. Attendance should be consistent (e.g. A co-chair is primary liaison for PAC while the other for UMOJA & A co-chair is the primary liaison for OneActs while the other for Small Fall).
4. In the event that External Relations Representatives are vacant position, the President and Vice President are to assume these roles.
Article IV: Impeachment and Removal of Officers

Section 1: Impeachment

Any member of the General Body, including the Executive Board, may move to impeach any elected officer based on constitutional grounds. Said motion must be seconded and carried by a three-fourths (3/4) vote of the General Body. An impeachment meeting must then be called and held within one (1) month after said motion has been carried. The charged officer(s) shall remain in office until officially being removed by impeachment. The charged officer(s) and all the Executive Board must be present with a written notice of charges at the meeting where motion for impeachment is made. The President shall preside over impeachment meetings unless he or she is being charged, in which case the Vice-President and Secretary shall preside.

Section 2: Removal

In order for a motion for removal of the charged officer(s) at the impeachment meeting to be considered, all of the Executive Board must be present at the designated impeachment meeting. The motion for removal shall require at least three-fourths (3/4) affirmative vote of the Executive Board. The charged officer(s) must have failed to carry out tasks as designated in their position description and/or charged officer(s) must have caused detrimental harm to the future of 4A.

Section 3: Invalidation

All impeachments and removals shall be considered invalid if there is any breach of the African American Arts Alliance Constitutional Impeachment Policy.

Article V: Replacement of Officers

1. If for any reason, there are Board positions not filled after the time of election, they may be filled at the discretion of the Executive Board members.
2. In the event that an officer resigns, is expelled from the group, or is impeached, the voting membership shall hold elections for a new officer within 14 days of such occurrence. If for any reason, there are Executive Board positions not filled after the time of impeachment, they may be filled at the discretion of the Executive Board members. General Body members must have a (3/4) vote in favor of the Executive Board replacement.
3. The Executive Board may vote to impeach an officer.
4. In the event that an officer, excluding the President, cannot perform his/her duties due to extenuating circumstances, members shall hold elections for a new officer within 14 days of such an occurrence.
Article VI: Productions

All productions sponsored by the Alliance must be in line with the purpose of the Alliance, found in Article I. Plays must be written by a blackwright or closely relate to the mission.

Section 1: Theatrical Productions
1. All Theatrical Productions will include a director, assistant director, producer, assistant producer, stage manager, set designer, set crew, light designer, light crew, sound designer, costume designer, prop master, and publicity director.
2. All Theatrical Productions must be able to be ready within 4-6 weeks, within the resources of the campus community.
3. All Theatrical Productions to be considered must be suitable for theater, and mindful of the financial, spatial, and personal limitations of the Alliance.

Section 2: Director
1. The Director is the manager of the cast, and is in charge of all rehearsals.
2. To become the Director of a theatrical production, one must display sufficient vision, creativity, and commitment to the production, and to the purpose of the Alliance.
3. The Director must complete due diligence and research of the subject of the production so as to be fully aware of its representational effects with respect to the Alliance and the campus community.

Section 3: Producer
1. The Producer is the manager of the crew, and is in charge of all production meetings.
2. The Producer is in charge of tech week, and is responsible for the details thereunto appertaining.

Article VII: Amendments to the Constitution

If any changes are requested to be made to the Constitution and By-Laws of the African American Arts Alliance, they must first be presented to and deliberated by the Executive Board. If three-fourths of the Executive Board agrees with the presented amendments, then the President will amend the document accordingly. The most updated version of the Constitution must be available on the GoPenn website and submitted to the PAC Executive Board.
Official Logo of the African American Arts Alliance