

ARTICLE I: ORGANIZATION NAME & PURPOSE

Section A: Name – The name of this organization shall be Vibrancy Theater.

Section B: National Affiliation – N/A

Section C: Purpose – The purpose of this club shall be:

Mission Statement:

Vibrancy Theater generates a space for Black, Indigenous, Students of Color to develop artistic leadership skills. Vibrancy is a playground for student theater-artists.

Vision and Objectives:

Through conscious, inclusive, and ethical staging of new and reimagined classics, we aim to explore major themes of humanity that challenge the dominant narrative. Vibrancy Theater hopes to build community with other marginalized groups through explicit Anti-Racist procedures/practices in efforts to share a myriad of unique and culturally relevant theater that is reflective of the world we live in and of the world we've been dreaming of. We promote BIPOC playwrights, actors, designers, stage managers and directors in order to give students of color and black students an authentic outlet for creative expression.

1. Vibrancy Theater is an ethical arts producing organization that functions within the Ohio University School of Theater and will produce at least one (1) mainstage production each theatrical season (academic year).
2. Vibrancy Theater is a sustainable community resource for BIPOC students within O.U. School of Theater and the university. Vibrancy Theater gives BIPOC students an authentic outlet for creative expression at Ohio University within the School of Theater.
3. Vibrancy Theater will explore artistic themes that challenge the dominant narrative.
4. Vibrancy Theater will renew, update, and uphold a written agreement with Ohio University's School of Theater for the purpose of a secure relationship between faculty and BIPOC students.
5. Vibrancy Theater awards scholarship in the form of financial compensation to BIPOC students within Ohio University as it relates to student involvement in Vibrancy Theater events and our mission.

ARTICLE II: MEMBERSHIP & DUES

Section A: Membership

1. Membership in this organization shall be open to students currently enrolled at Ohio University, regardless of race, ethnicity, creed, sex, gender identity, sexual orientation, or physical ability.
2. The student organization membership must be at minimum fifty-one percent currently enrolled students at Ohio University.

Section B: Dues – Dues shall be \$ 15 per year. If a student cannot contribute dues in the form of cash, Vibrancy Theater must allow opportunities for students to raise funds including but not limited to: selling concessions, leading fundraisers, getting donor contributions in place of their dues.

ARTICLE III: OFFICERS

Section A: Officers – Because the officers are representatives of Vibrancy Theater’s Mission, they shall be Black, Indigenous, People of Color (BIPOC) students who will be assuming the roles of: President, Vice-President, Secretary, and Treasurer. Each officer will be considered as part of the Vibrancy Theater Leadership Team. These officers assume the corresponding roles within the leadership team as it relates to the theatrical model for producing theater: President and Vice-President shall be co-artistic directors of Vibrancy Theater. Secretary shall be Scribe for Vibrancy Theater. Treasurer shall be co-Executive Producer (alongside an executive member). [These are general officers, add other BIPOC officers specific to the needs of the org, if necessary.]

Section B: Eligibility – Officers must be a full-time BIPOC student within the College of Fine Arts. Once a student assumes the role of an Officer, they are considered on the Vibrancy Theater Leadership Team.

Section C: Election – The officers and executive members (making up the Vibrancy Leadership Team) shall be elected by ballot, at the latest, during the last meeting of the spring semester by a majority of the vote cast for that office.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester. Duties will be fulfilled throughout the summer months on a needed basis.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Uphold, renew, and update the written agreement with Ohio University School of Theater.
- Acts as representatives of Vibrancy Mission Statement, therefore will be a BIPOC student.
- Signs off on official student organization documentation.
- Attends the Ohio University student organization meetings.
- Responsible for leading and upholding the mission statement and the collective's bylaws.
- Communicates directly with third parties on behalf of Vibrancy Theater.
- Assists with outreach/communication with the university, possible new members, and professional guest artists brought in to work with the collective.
- President will work closely with the recruitment Executive Committee.
- Assists in mediation and facilitation of meetings and agenda business.
- Attends and participates in all leadership meetings.
- Votes on leadership decisions.
- Provides support to Production Manager as it relates to: Acticum, and Production practicum assignments and responsibilities.
- Coordinates with School of Theater on productions.

Section B: Vice-President (co-Artistic Director) – It shall be the duty of the Vice-President to:

- Uphold, renew, and update the written agreement with Ohio University School of Theater.
- Acts as representatives of Vibrancy Mission Statement, therefore will be a BIPOC student.
- Signs off on official student organization documentation.
- Attends the Ohio University student organization meetings.
- Responsible for leading and upholding the mission statement and the collective's bylaws.
- Communicates directly with third parties on behalf of Vibrancy Theater.
- Assists with outreach/communication with the university, possible new members, and professional guest artists brought in to work with the collective.
- President will work closely with the recruitment Executive Committee.
- Assists in mediation and facilitation of meetings and agenda business.
- Attends and participates in all leadership meetings.
- Votes on leadership decisions.
- Provides support to Production Manager as it relates to: Acticum, and Production practicum assignments and responsibilities.

- Coordinates with School of Theater on productions.
- Preside in the absence of the President.
- Assumes responsibilities as requested on behalf of the President.
- Serve as chairperson of a Executive Committee.

Section C: Secretary (Scribe) – It shall be the duty of the Secretary to:

- Uphold, renew, and update the written agreement with Ohio University School of Theater.
- Acts as representatives of Vibrancy Mission Statement, therefore will be a BIPOC student.
- Signs off on official student organization documentation.
- Responsible for leading and upholding the mission statement and the collective's bylaws.
- Assists with outreach/communication with the university, possible new members, and professional guest artists brought in to work with the collective.
- Secretary will work closely with the recruitment Executive Committee.
- Facilitate discussions within meetings.
- Assists in mediation and facilitation of meetings and agenda business.
- Leads voting procedure during collective meetings.
- Attends and participates in all leadership meetings.
- Votes on leadership decisions.
- Creates & shares meeting discussion topics prior to meetings for both leadership and collective meetings-at-large.
- May delegate support from collective members within the Executive Committee.
- Records all meetings & distributes meeting notes or video links to the General Body of Vibrancy Theater for continual transparency.
- Secures location & times for Leadership Meetings and General Body Meetings (Reserving 108 or the Baker).
- Sends notices to COFA calendar regarding events and productions.
- Ensures that essential information regarding the group's events and productions are present and accurate on all advertisements and formal public notices (i.e. proofreading, editing, etc.).
- Public notices shall not be published without leadership approval.
- Functions as historian and ensures photo and video documentation of rehearsals, workshops, and performances.
- Maintain a current roster of membership.

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Work directly with co-Executive Producer from the Executive Committee.
- Uphold, renew, and update the written agreement with Ohio University School of

Theater.

- Acts as representatives of Vibrancy Theater Mission Statement, therefore will be a BIPOC student.
- Communicates directly with third parties.
- Facilitates communication with possible donors and funding resources.
- Responsible for leading and upholding the mission statement and the collective's bylaws.
- Communicates directly with third parties on behalf of Vibrancy Theater.
- Assists with outreach/communication with the university, possible new members, and professional guest artists brought in to work with the collective.
- Secretary will work closely with the recruitment Executive Committee.
- Assists in mediation and facilitation of meetings and agenda business.
- Attends and participates in all leadership meetings.
- Secures and oversees funding, budgets, and resources for Vibrancy Theater productions & events.
- Note: The treasurer and co-Executive Producer on the Executive Committee are responsible for presenting proposed budgets in easily accessible terms.
- Proposes annual budgets after incorporating requests from Executive Committees and the Leadership Board.
- Facilitates Producer Executive Committee and associated financial meetings.
- Stewards donations and sponsorship needs.
- Must ensure donors acknowledge support our mission statement.
- Coordinates with the School of Theater in regards to producing work.
- Leads and facilitates grant writing and university funding opportunities.
- Creates and maintains relationships with donors.
- Should have at least annual communication with all donors.
- Reports bi-weekly on financial status/budget to collective at large
- Inform of new balance of two weeks and what the changes include.
- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed .
- Plan fundraising events.

ARTICLE V: MEETINGS

Section A: Vibrancy Theater Meetings at-large – Regular meetings shall be held (bi-weekly) during the regular school year. Leadership meetings shall be held weekly.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

Section C: Quorum – A quorum shall consist of two-thirds (2/3) of members at publicly announced meetings who are notified 48hrs in advance. Votes shall be counted as completed no longer than 5 days after the vote has been proposed at the public meeting.

Section D: Parliamentary Authority – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee— referred to as the Vibrancy Leadership Team — is responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III, additional members agreed upon by election, and the faculty advisor. The Executive Committee should at minimum include: Two (2) Co-Artistic Directors, Two (2) Co-Executive Producers, a Scribe, Two (2) Community Outreach & Engagement Coordinators, a Social Media Consultant, and an Executive Liaison. These members shall be BIPOC students for they represent and uphold Vibrancy Theater’s mission. These roles are correlated directly to the needs of producing bodies of art in a theatrical standard.

Co-Artistic Directors are responsible for the following:

- Decide artistic programming for Vibrancy Theater.
- Communicate directly with professional guest artists.
- Bring forward at meetings and approve marketing that involves Vibrancy Theater.
- Participate in Leadership meetings.
- Votes on Leadership decisions.
- Delegate work as it pertains to the sustainability of Vibrancy Theater.
- Communicate Vibrancy Theater’s selection for the Mainstage production within the School of Theater season.
- Initiate discussions for scholarship awardees within the Vibrancy Theater Leadership Team.
- Work on increasing and recruitment of students to Ohio University School of Theater and directly to Vibrancy Theater’s membership.

Co-Executive Producers are responsible for the following:

- Maintain a positive balance within both the Vibrancy Theater Fund at Ohio University College of Fine Arts (est. 2020) and positive balance within the Vibrancy Theater student organization bank account.
- Participates in Leadership meetings.
- Votes on Leadership decisions.
- Share bi-weekly updates to the budget in a clear, accessible manner to the Vibrancy Theater Leadership Team.
- Sign off on spending that is agreed by the Vibrancy Theater Leadership Team.
- Sign off on Scholarship awards that are agreed upon by the Vibrancy Theater Leadership team and Advisor.
- Maintain and initiate fundraising.
- Write and submit at least 2 grant applications annually. Or get awarded Graduate Student Senate funds once a semester.
- Communicated directly with the Ohio University College of Fine Arts and the Office of Annual Giving.
- Express the financial needs of the Vibrancy Theater Leadership team directly to the Advisor.
- Keep an itemized account of all receipts and expenditures and make reports as directed.

Scribe is responsible for the following:

- Maintain a roster of Vibrancy Theater members who have paid dues or fulfilled the equivalent fundraising need.
- Write meeting agendas prior to weekly meetings for Vibrancy Theater Leadership and for the Vibrancy Theater members-at-large meetings.
- Ensure meetings are on schedule and follow the proposed agenda.
- Take and distribute minutes during meetings.
- Participates in Leadership meetings.
- Votes on Leadership decisions.
- Records all meetings & distributes meeting notes or video links to the General Body of Vibrancy Theater for continual transparency.
- Secures location & times for Leadership Meetings and General Body Meetings (Reserving 108 or the Baker).
- Sends notices to COFA calendar regarding events and productions.

Community Outreach & Engagement leader(s) are responsible for the following:

- Lead outreach/communication with possible new members, and possible professional guest artists brought in to work with the collective.
- Participates in Leadership meetings.
- Votes on Leadership decisions.
- Bridges communication with possible/incoming students as it relates to recruitment for Ohio University School of Theater.

- Identify potential guest artists and communicates the needs of these guest artists to the Vibrancy Theater Leadership Team.
- Prepared outlines with talking points concerning upcoming events for Vibrancy Theater.
- Collaborating with the School of Theater to host Lunchbag featuring Vibrancy Theater guests.

Social Media Consultant is responsible for the following:

- Maintain an active presence on all social media accounts (LinkedIn, Instagram, Facebook, Twitter, YouTube, etc.).
- Planning funds with Co-Executive Producers for renewing website hosting subscription with SquareSpace.
- Coordinating with the Vibrancy Leadership Team to access content to share and helping generate material for social media platforms.
- Participates in Leadership meetings.
- Votes on Leadership decisions.

Executive Liaison is responsible for the following:

- Assisting co-Artistic Directors in necessary duties that are delegated clearly and agreed upon at the start of each semester.

Section C: Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

Section D: Accountability – In the case that a Vibrancy Theater Leadership Team member [composed of Officers and Executive Committee Members] is not fulfilling duties, it is up to active Executive Committee Members to approach the Vibrancy Theater Advisor to initiate a discussion that may lead to replacing or removal of the Leadership Team member. The Advisor will maintain anonymous identity of the member who comes forward with concern. Accountability means: the Advisor will approach the individual with concerns of their ability to achieve necessary duties and arrange a plan of action with the understanding that the individual may need time to recoup. The member in question has until the end of the same academic semester to resume their effective leadership and fulfilling their duties of their role before removal or replacement can occur.

ARTICLE VII: ADVISOR

Section A: Selection – As a representative of Vibrancy Theater’s Mission statement, the Advisor shall be a BIPOC faculty/staff/alumni who shall be selected each year by the Vibrancy Theater members.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Access spending account (Vibrancy Theater Fund) when requested by the Vibrancy Theater Officers & Executive Committee for funds to put forward in paying guests artists.
- Assist in holding the members of the Vibrancy Leadership Team [composed of the Officers and Executive Committee members] accountable to their duties within the organization.
- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section A: Program Committee – A program committee composed of the entire leadership team, whose duty shall be to plan the overall program of the club.

Section B: Other committees – Vibe Arts Programming (deciding artistic programming), Fundraising Committee, PR & Marketing Committee (maintains social media), Community Outreach & Engagement Committee, Vibe BIPOC Education & Resources Committee.

Section C: Special Committees – The President and Vice President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: SCHOLARSHIP AWARD

Section A: Qualifications – In unanimous agreement of the Vibrancy Theater leadership team, which is defined as and includes: the Vibrancy Theater officers listed in Article IV and the Vibrancy Theater Executive Committee Members as outlined in Article XI, section B, the organization may award scholarship based on need. Scholarships come in the form of a financial payment from the Student Organization to (an) individual(s) within Ohio University who maintain the status of undergraduate, graduate, or PhD student. Scholarship is not defined as a tuition reduction.

Section B: Terms – Awarding scholarship is dependent on a positive balance within the organization’s financial account. Scholarship awards are determined on a need base in unanimous agreement of Vibrancy Theater teams listed in Section A. Vibrancy Theater may not award and distribute scholarship in the case that the award will lead to the status of a negative balance of the organization’s financial accounts.

Section C: Distribution – Vibrancy Theater will comply with the outlined guidelines found within the Ohio University Student Organization Handbook. All payment requests will be made by submitting a completed Disbursement Voucher to Campus Involvement Center (Baker 339) which is signed by the Treasurer and Advisor and checks will be picked up from the described location: Baker Center 355.

ARTICLE X: AMENDMENTS

Section A: Selection – these bylaws may be amended by unanimous agreement vote of the chapter leadership team.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]