

Boston University Stage Troupe Constitution

As amended by the membership, April 26th, 2009.

Article 1 (Name): Our official name is Boston University Stage Troupe and shall be listed as such upon all official documents and affiliated publicity.

Article 2 (Purpose): The purpose of our organization is to make available to all eligible Boston University students a theatrical outlet for expression of any and all forms of theatrical arts, such as acting, directing, producing, writing, etc.

Article 3 (Membership): All membership must be full-time, fully registered Boston University students who have paid their dues (see Art. 5) and excluding anyone involved in the Acting major program at the College of Fine Arts. This article does not apply to individual acts for special projects. Students in their senior year who are enrolled in classes and scheduled to graduate and do not require a full-time course load in one of their final two semesters are eligible to participate. Students who graduate in December are not eligible to participate in the spring.

Article 4 (Active Membership): The active membership of Stage Troupe consists of all members who are in good academic, financial, and disciplinary standing with Boston University. Only active members may be involved with the production of a show, regardless of association to the show. Both active and non-active members have one vote in any issue brought to the membership for ratification.

Article 5 (Membership Dues): Membership dues will be determined at the beginning of each semester by the executive board, and should be of a reasonable nature.

Article 6 (Executive Board Elections): Each spring, the President shall call a nomination meeting where candidates shall be nominated (see Art. 27) and seconded by two Stage Troupe members in good standing (see Art. 4). At the next meeting the nominees should then present their qualifications and other pertinent information to the voting members of Stage Troupe. All eligible members present except for the President will vote to select the new Executive Board from the nominees by secret ballot. The ballots shall be counted by the Student Group Advisor and new officers will be elected by a simple majority vote, with the President's vote available to break any tie. Executive Board elections should be completed before Patriot's Day. At least 25 members must be present for voting to occur.

Article 7 (Officers): Each member of the executive board must fulfill all active membership qualifications (see Art. 4). They will not hold an office in any other SAO organization during their tenure so they may devote enough time to the running of Stage Troupe (from SAO Procedures and Policies). They should have a good understanding of Stage Troupe policies and be able to work closely with the Student Group Advisor. Executive Board members shall not be a Head of Production on more than one event per season (see Art. 13). The Executive Board Offices are:

President: Registers the organization at SAO. Takes charge of calling all official Stage Troupe meetings and serves as a contact and representative of Stage Troupe to the Boston University Administration. The President is also in charge of making sure all the articles of the Constitution are adhered to and that all activities and productions of Stage Troupe run smoothly. In the result of any disputes with the membership and the executive board, the membership shall ultimately adhere to the decision of the President (See Art. 16, exceptions). Because of this officer's responsibilities and privileges in the setting of policy within Stage Troupe, the President may not direct any Stage Troupe shows that are part of the normal season (see Art. 9) during their term in office.

Vice President: Takes charge of the maintenance of the Stage Troupe Theater, rehearsal areas, and the fair scheduling of time for productions to rehearse and/or perform in the designated areas. The Vice President will also assist productions in acquiring spaces to rehearse and perform, and take over for the President in his absence. The Vice President is also in charge of appointing the Stage Troupe Technical Advisor who must be approved unanimously by the Executive Board and by no less than 60% of the membership present at a general meeting.

Technical Advisor: In charge of the technician's pool (See Art. 8) and shall be solely responsible for the assigning of technicians to various shows. Shall oversee all technical aspects of all productions (i.e. lighting design, set design, etc.) and ensure a smooth flow of operation. The Technical Advisor shall answer only to the Executive Board. As an appointed member, it is at the discretion of the Executive Board to remove him from the position by a majority vote if the Board feels that he is not fulfilling his duties in an appropriate manner. The Technical Advisor is a non-voting member of the Executive Board in all cases except impeachment or resignation of a Technical Director (see Art. 18, 21) and in the settling of some disputes amongst the Heads of Production (see Art. 14). The Technical Advisor may not be a Technical Director of any Stage Troupe production while in office due to a potential for conflicts of interest.

Vice-President-Special Projects: Takes charge of scheduling of all Coffeeshouses, workshops, fundraisers, and any other 'special projects' affiliated with Stage Troupe that are outside of the normal funded productions (see Art. 9). Takes responsibility for, or appoints someone else to direct the Children's Show. This involves working outside of the regular Stage Troupe production formats, making space reservations for performances, and staying well organized. This person should be highly motivated and enthusiastic about doing productions that are 'off the beaten path'.

Treasurer: Takes charge of all paperwork involved with the managing of Stage Troupe finances, and dealing with SAO. This position requires a great deal of organization and experience with SAO and any affiliated paperwork. This person shall work with producers to make sure productions stay within budget and is in charge of the collection of Stage Troupe dues and arranging ticket sales for each production. Because of this officer's dealings with the managing of Stage Troupe monies, the Treasurer will not produce or direct any Stage Troupe shows during his or her term in office.

The Treasurer and one other officer must attend an SAO Programming workshop before taking office (SAO Policies and Procedures).

Secretary: Takes charge of Stage Troupe e-mail list, which shall include providing a synopsis of previous Stage Troupe meetings (Executive and General). The Secretary shall also be in charge of any Stage Troupe membership drives and alumni relations. This officer should keep the membership at large informed of Stage Troupe goings on, decisions made, and the progress of productions, and also work to publicize and make the opportunities of Stage Troupe visible to the student population.

Article 8 (Technician's Pool): Within the organization there shall be a pool of students who are familiar with the technical tasks inherent to theater. These people will be utilized at the discretion of the Technical Advisor and, whenever possible, in accordance to the individual technician's wishes. Once assigned to a show the technician will be responsible for any and all duties that are associated with the position either constitutionally (see Art. 13) in the case of Technical Director or by the Technical Director (see Art. 15) for the show.

Article 9 (Season): Each official Stage Troupe season covers one semester. At the end of each season the Executive Board shall financially evaluate the number and type of productions to be done the following season. The number of productions is left to the discretion of the Executive Board.

Article 10 (Play Selection): At the end of each Stage Troupe season, prospective directors shall submit to the Reading Committee (see Art. 11) a copy of the script for the show they would like to propose for the following semester. In addition, a proposal form will be submitted to the Executive Board. The contents of the proposal form will be determined by the Executive Board but will contain the following: The name of the show and director, the financial and technical needs of the show, the suggested location for the presentation of the show, the number and gender of the roles in the show, the experience of the director, a brief summary of the show and any personal comments, and the attainability of rights. Potential directors should not charge Stage Troupe for costs related to the rights quotation. These proposals will be presented to the membership at a general meeting, and opportunity to question the Director will be furnished. The membership will vote by secret ballot which will be counted by the Student Group Advisor. The President will vote only in the case of a tie. The shows receiving the most votes will be chosen until all production slots (see Art. 9) are filled. At least 25 general members must be present for the vote to occur.

Article 11 (Reading Committee): The Reading Committee will be responsible for reviewing the shows proposed at the end of each semester. The committee shall consist of between 1 and 4 Executive Board members and between 1 and 8 general members. If more than 8 general members volunteer to be on the committee, the committee will be formed by lottery. In addition, the number of Executive Board members shall not exceed the number of general members on the committee and no one on the committee may propose a show for that semester. The committee will review each of the scripts submitted and shall present any factual information at the meeting at which shows are presented. The purpose of the committee is to find any potential problems with the show as it relates to Stage Troupe's technical and financial status as well as informing the membership of any contents which may be explicit or excessively graphic. The committee does not have the power to deny the right of a member to propose a specific show.

Article 12 (Casting): In the casting of shows, the directors and production staff have sole power in the selection of actors/actresses for their respective productions, and should make fair and unbiased decisions in their casting. The Executive Board may not use their influence to be cast or to have specific persons cast in any Stage Troupe production unless they are asked to intervene on behalf of a director. The actual casting of the show will occur after callbacks in a meeting of all Directors that will be run by a designated non-auditioning, non-directing Executive Board member. The only restriction to casting is that by the time of this meeting all actors who are going to be offered parts must have met all requirements for active membership. Failure to do so by the time of this meeting will result in the actor not being cast. In addition, in order to insure fairness and consistency throughout the auditions, Directors and audition staff should make no indications to the actors about their potential to be cast in a specific show. Directors and Assistant Directors may not be cast in a show during the regular season in which they are directing.

Article 13 (Heads of Production Staff): Any show produced by Stage Troupe shall have its entire cast and crew made up of active members excluding shows that are special projects (see Art. 3). On any show there are three defined positions which comprise the Heads of Production for a show; Director, Technical Director, and Producer. These individuals are responsible for the areas designated to them by definition and are responsible for working together and serving the best interest of the show until the completion of the show.

Director: Shall formulate an artistic concept to present to the production staff and is responsible for all areas of production and keeping communication open amongst the staff. The Director is responsible for casting the show and for solving cast problems. The Director will be responsible for scheduling and holding rehearsals and preparing the actors for the performance. If the Director chooses to take on an Assistant Director, the Assistant Director must be involved from the audition process onward.

Technical Director: Will oversee all technical aspects of the show in accordance with the artistic concept presented by the Director. The Technical Director will be appointed with the consent of the Director to a show by the Technical Advisor in accordance with the capabilities of the proposed Technical Director, the needs of the show, and the wishes of the proposed Technical Director. The Technical Director will be responsible for the establishment of the necessary technical staff (Set Designers, Lighting Designers, Sound Designers, etc.) and will be assisted by the Technical Advisor in doing so. In addition, the Technical Director will be responsible for the calling of the crew, the setting of crew work hours in accordance with the guidelines concerning space usage set by the Vice President and/or Technical Advisor, and in general seeing that all technical aspects of the show are completed in a timely fashion. The Technical Director will also complete and submit to the Producer the paperwork for the technical end of the show or will delegate such responsibility to the various designers. In such cases where the Technical Director delegates the responsibility he will be responsible for collecting the paperwork from the designers, insuring its completion and submitting it to the Producer.

Producer: Is responsible for all financial aspects of the show and will be given a budget to work with by the Executive Board. The Producer must submit all paperwork to the Student Activities Office at least three weeks prior to the date of the opening performance unless a special exception is made by the Executive Board. The deadline for set design submission should be at least four weeks prior to the opening performance so that the Lighting Designer has at least one week to complete his design. Once all the paperwork is complete and in the possession of the Producer, the Producer will set up a meeting with the Treasurer and Technical Advisor. Any paperwork that is approved will be signed by the Treasurer at this time.

Article 14 (*Disputes involving the Heads of Production*): In the event of a dispute not directly involving the Director and after proper consultation of all parties, the Director shall have the final say in the outcome of the dispute. If a dispute involves principally the Director and an amicable solution cannot be reached through the proper channels of consultation either party may involve the Executive Board to mediate the dispute. The ultimate decision of the Executive Board is final. If the dispute includes a member of the Executive Board, that member is not eligible to vote on the resolution. The Technical Advisor votes if one or more members of the Executive Board is ineligible to vote provided that the Technical Advisor is not also involved with the show.

Article 15 (*Titled Positions*): Additional titled positions may be added by any member of the Heads of Production with the consent of the Technical Advisor. The authority of the new position is granted by the creator of the position and must not extend beyond the power of the creator. These titles should properly reflect the responsibility of the person assuming the title and the responsibilities should be explained at length to that person. Any person assigned to a title position can be removed by the same person who appointed him or by order of the Executive Board if such is warranted.

Article 16 (*Impeachment-Executive Board*): If in the course of their term of office, a member of the Executive Board performs his or her duties in an unsatisfactory manner, the said board member can be removed by impeachment. This will be called for by at least two Executive Board members and five general members. The President, or Vice-President if appropriate, should notify the negligent board member and then call for a general meeting where the proposed impeachment shall be discussed. A secret ballot shall be taken and counted by the Student Group Advisor. An officer is removed by simple majority vote for his impeachment. In the event of the removal of the President, the Vice-President shall assume the responsibilities of the President (see Art. 20). If the Vice-President should refuse the position, the general membership should, at the same meeting or within two weeks from that time, hold an emergency nomination and election to fill the position.

Article 17 (*Impeachment-Directors*): If it is brought to the attention of the Executive Board by a member of the cast or production staff that the Director of a current Stage Troupe production is not performing their duties or is not able to perform the required duties of a director (see Art. 13), the President or a selected member of the board should investigate by attending rehearsals, staff meetings, or any other appropriate gathering. Any member of the production who calls for such an investigation shall under all circumstances remain anonymous. If, after a thorough investigation, it is decided that the production is being negatively affected by the Director, he will be removed by the Executive Board and will be replaced by someone who the Board appoints, preferably someone already within the production staff if rehearsals have begun.

Article 18 (*Impeachment-Technical Director*): If it is brought to the attention of the Executive board by a member of the cast or production staff that the Technical Director of a current Stage Troupe production is not performing their duties or is not able to perform the required duties of a Technical Director (See Art. 13), the President or a selected member of the board should investigate by attending set builds, Technical Staff meetings, or any other appropriate gathering. Any member of the production who calls for such an investigation shall under all circumstances remain anonymous. If, after a thorough investigation, it is decided that the production is being negatively affected by the Technical Director he will be removed by the Executive Board and will be replaced by someone whom the Technical Advisor appoints.

Article 19 (*Impeachment-Producer*): If it is brought to the attention of the Executive Board by a member of the cast or production staff that the Producer of a current Stage Troupe production is not performing their duties or is not able to perform the required duties of Producer (see Art. 13), the President or a selected member of the board should investigate. Any member of the production who calls for such an investigation shall under all circumstances remain anonymous. If after a thorough investigation it is decided that the production is being negatively affected by the Producer, he will be removed by the Executive Board and will be replaced by someone who the Treasurer approves.

Article 20 (*Resignation-Executive Board*): If a member of the Executive Board resigns for personal reasons during the year, an emergency meeting shall be called to make the membership aware of the change. If the resignation comes from the President, the Vice-President shall take over the position and the Vice President of Special Projects will handle both his duties and those of the Vice-President. If one of the Vice-Presidents resigns, the other shall assume the duties of both positions. If either the Treasurer or Secretary resigns, the remaining Executive Board members will hold an emergency nomination and election meeting to fill the position. If the Technical Advisor resigns a replacement officer will be appointed by the Vice President as outlined in Article 7. If a board member resigns his position, the member will also resign from all other responsibilities within Stage Troupe for the remainder of the academic year.

Article 21 (*Resignation-Heads of Production*): If a Head of Production resigns from a show during its production for personal reasons, he must ask for a meeting with the Executive Board to explain his departure. At this time the member may refer to the Executive Board someone capable of assuming his position. This person should have a good knowledge of the show and what has been done to date, but must be approved by the Executive Board and Director (and Technical Advisor in the case of Technical Director resigning) unanimously. If the Executive Board turns down the member's suggested replacement or, if no suitable replacement can be found, cancel the show within one week of their meeting.

Article 22 (*Performance Space Responsibility*): During the rehearsal and/or performance of a production, all rules concerning the rehearsal/performance spaces will be adhered to; said rules will be made to clear to each Director and his cast by the Vice-President at the first scheduled rehearsal. The Director will police these rules with his cast and crew. Repeated failure of a Director to police these rules, or if a cast/crew member is found to be in violation of said rules by a board member, action will be taken against the Director (see Art 15). Also, all members of the cast and crew of each production must be present at the production strike. Failure of a member to assist in a post-production strike until dismissed by the Director and Technical Director will force the Executive Board to ban said member from one season of productions, and if a second offense occurs, they will be banned from any further Stage Troupe productions. Failure to properly clean up a rehearsal space after each rehearsal will result in the loss of priority for rehearsal spaces for that show.

Article 23 (*Executive Board Policy*): The policies of Stage Troupe beyond this Constitution are determined by the Executive Board by a simple majority with the President being a non-voting member except in the cases of a tie. No policy should be set while less than 3 members are in office. In addition, all Executive Board policy must have the consent of the Student Group Advisor before it can be enacted. If the policy cannot be voted in by a simple majority the policy will be brought before the membership. A 60% majority will be required for the policy to be voted in. In order for such a vote to occur at least 15 general members must be present at the meeting. In addition, the policy of an Executive Board may be overridden if an 80% vote can be achieved by the membership. 25 general members must be present for an override.

Article 24 (*Constitutional Amendment*): Any member of Stage Troupe may propose an amendment to the Executive Board. The Executive Board will review the proposal, possibly revise it, and vote upon it. If the Executive Board can reach a vote upon it by the same majority requirements for standard policy (see Art. 23), the proposal will be recommended to the membership for ratification. The proposal will become an amendment if voted in by 60% of the membership present at a scheduled Stage Troupe meeting. If the Executive Board member is unable to reach a decision on a proposed amendment it will still be recommended to the membership, but an 80% vote of 25 members will be required for it to become part of the Constitution.

Article 25 (*Space Usage Agreement*): There shall be at all times a valid copy of a usage agreement for the basement section of 949 Commonwealth Avenue on file with the Student Activities Office. The document will govern the conditions for use and maintenance of the space. It may be amended separately from the Constitution as per the provisions made within it.

Article 26 (*Theater Usage Agreement*): There shall be at all times a valid copy of a Theater Usage Agreement for the theater at 925 Commonwealth Avenue on file with the Student Activities Office. The document will govern the conditions for use and maintenance of the theater and associated space. It may be amended separately from the Constitution as per the provisions made within it.

Article 27 (*Nominating Rights of Members*): No member shall nominate more than two candidates for any position or positions on the Executive Board during one election year. However, a member who has nominated two candidates for the current Executive Board may be allowed to nominate one candidate in the event of an emergency nomination resulting from impeachment (See Art. 16) or resignation (See Art. 20).

Article 28 (*Faculty/Staff Involvement*): Faculty and Staff members of Boston University may become members of Stage Troupe by paying dues (See Article 5). Since it is the foundation of the organization to provide an education for all its members, Faculty and Staff will be permitted to serve in any position or role of any Stage Troupe show within the restrictions of the following: Any Faculty or Staff member interested in directing a show must petition the membership for permission. The vote shall be held by secret ballot and 65% of 50 or more voters are required for the petition to pass. The Faculty or Staff member may then propose his or her show under the guidelines expressed in Article 10. All other positions may be occupied after receiving invitation or consent from the Executive Board.