

UMTG CONSTITUTION

INTRODUCTION

Every Registered Student Organization at the University of Massachusetts Amherst is required to follow a specific constitution. This constitution shall be up for review and amendments once every year.

ARTICLE I: NAME

The name of the organization shall be: The University of Massachusetts Theatre Guild, hitherto abbreviated as UMTG.

ARTICLE II: PURPOSE

To provide a practical learning environment committed to facilitating student-run, theater-oriented experiences for UMass students, Five-College students and community members as defined below.

ARTICLE III: GOALS

UMTG will provide a social forum for theater-related discussions and activities including the production of a full-scale play in the fall and a full-scale musical in the spring. Additionally, the UMTG will host an alternate space musical in the fall and an alternate space play in the spring.

ARTICLE IV: MEMBERSHIP

Section 1: Equal Opportunity

Membership in UMTG shall be open to any Undergraduate or Graduate student that is part of the Five Colleges or is a member of the Five College Community, over the age of 18. High schoolers will not be admitted. The UMTG prohibits discrimination under Federal and State law based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family-parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

Under no circumstances may a member's freedom of speech or expression be infringed upon.

Section 2: Voting Membership

In order to become a voting member of the UMTG, you must be a Five-College Undergraduate who:

- attends at least two-thirds of the bi-weekly UMTG general body meetings
- attends one load-in or load-out of a UMTG show in the current semester
- attends a semesterly cleanup of UMTG spaces
- has upheld all Rehearsal Team, Artistic Team, Marketing Team, or Cast contracts entered into in the current semester, including but not limited to:
 - attendance at Publicity Day
 - fulfillment of shop/tabling hours (8 being the yearly quota)

Voting membership qualifies persons to vote in any UMTG election or voting meeting. Voting rights shall be determined by a yearly quota (outlined above) set at the discretion of the

Executive Board. These requirements will be able to be completed in either one semester or spread out over two, and will be tallied at the end of the year before Executive Board elections.

Members who do not initially earn Voting Rights but feel they deserve to be granted Voting Rights may submit a petition via a private form to the Executive Board. The Executive Board will review the members Voting Rights Status along with the members petition and the member will be notified of the Executive Board's final decision via email. Petitions will be due the day before the first voting meeting.

Section 3: General Membership

General members of UMTG are those who:

- are not Five-College Undergraduate or Graduate Students and are members of the 5-College Community above the age of 18 OR
- are Five-College Undergraduate or Graduates who have not fulfilled the requirements to be granted voting rights

General members may:

- audition and perform in productions
- hold positions on an Artistic Team ("A-Team")
- propose amendments to the constitution
- nominate shows for consideration

General members may not vote in UMTG elections and voting meetings. However, Five-College Undergraduates may petition the Executive Board for voting membership at UMTG elections and voting meetings if they were unable to fulfill voting membership criteria for a legitimate reason.

Section 4: Conduct Protocol

1. Should any member feel the need to bring a conduct report to the attention of E Board, they can fill out the conduct form found on the UMTG Website. They can then submit this form to any E Board member or to umtheatreguild@gmail.com

2. E-Board convenes to discuss the situation, determine if it is necessary to meet with the creator of the form for clarity

3. E-Board assigns a type to the situation:

Type A: Personal conflict between guild members, not necessarily relevant to a particular show process

Type B: Intimidating, distracting, disruptive, rude, disrespectful or other behavior detrimental to the rehearsal process

Type C: Repeat level one or two offenses, or more serious behavior such as threatening harm,

Type D: Violence, sexual harassment, sexual assault,

4. For each type, there is a prescribed course of action

Type A: Meeting with E Board to mediate the situation

Type B: Verbal warning from producer or E Board, or meeting with E Board and the offender

Type C: Removal from show process or other guild responsibilities

Type D: Permanent removal from Guild, report sent to the University

E Board also determines what level of scrutiny should be applied in determining whether the situation should be considered in hiring or casting decisions moving forward.

5. The secretary will write up a full report of the situation and file it in the Google Drive or whatever primary form of saving documents exists

ARTICLE V: EXECUTIVE BOARD

Section 1: The Executive Board

UMTG voting membership shall elect an Executive Board consisting of: one Chairperson, one Musical Producer, one Play Producer, one Secretary, one Treasurer, and one Marketing Executive. These positions are open to UMTG members that are Five-College Undergraduates who:

- Are full-time students
- Are SGA Members (defined as any fee-paying UMass Student)

Part-time students and non-SGA members of an RSO may not hold full officer positions.

All Executive Board members shall uphold the UMTG Constitution, attend rehearsal at least once a week, meet regularly with the UMTG advisor(s), and attend all general body meetings. Executive Board positions last one academic year; elections are held in the Spring prior to that year. If an Executive Board position is not filled, an emergency meeting will be held within at least a week of the last meeting. If a position cannot be filled the Executive Board as a whole must take on the responsibilities of that position. The positions of Secretary and Marketing Executive may audition and be cast in a UMTG production, but may not participate in the casting process for any UMTG show they audition for. The positions of Chair, Play Producer, Musical Producer, and Treasurer may not be cast in any UMTG production due to role requirements.

Section 2: Chairperson

The Chairperson is responsible for:

- initiating all group activities and program development processes
- facilitating membership meeting
- maintaining membership morale
- scheduling rooms for meetings, auditions, rehearsals, and all other UMTG events
- meeting regularly with the UMTG advisor(s)
- acting as the representative of the UMTG to the UMass campus and outside community
- working with the Treasurer on budgetary matters
- upholding and maintaining the UMTG constitution

The Chairperson has signature responsibility.

Section 3: Producers

The Musical Producer and Play Producer are each responsible for:

- acting as a liaison among cast members, artistic team members, and any other persons involved in their production
- creating and maintaining a timeline for their production
- hiring and overseeing their production's artistic team
- overseeing their production's audition process
- holding weekly Artistic Team meetings for their production
- ensuring that every Rehearsal Team member signs the UMTG Rehearsal Team Contract
- ensuring that every Cast member signs the UMTG Cast Contract
- ensuring that every Artistic Team member signs the UMTG Artistic Team Contract
- enforcing the provisions of cast contracts and artistic team contracts
- working with the treasurer to allocate each production's budget among the artistic team and monitor that funds are spent appropriately
- holding "20 Minutes" during their production's rehearsal time on a weekly basis to check in with the production's cast
- attending rehearsal for their production at least twice a week
- performing the duties of any Artistic Team position that is either in need of a replacement or cannot be filled

Section 4: Secretary

The Secretary is responsible for:

- working with the Chairperson to coordinate administrative duties
- keeping track of attendance at general body meetings
- keeping track of voting membership
- reporting to the UMTG membership via electronic mailings
- planning, with the Treasurer, the Coffeehouse, New York Trip, and banquet
- compiling a full calendar for Guild with the Marketing Executive, including all A-Team, Marketing, Rehearsal, and general Guild dates as well as show and event dates. As well as updating this calendar over the course of the semester
 - Publish said calendar to all active Guild members on as many platforms as possible
- recording conflicts and precedent for constitutional or policy updates

- The Secretary may audition for a show or be a member of the Artistic Team while upholding their E-Board position

The Secretary has signature responsibility.

Section 5: Treasurer

The Treasurer is responsible for:

- keeping track of all UMTG funds and financial records
- submitting purchase orders and SASP requests, and conducting all other financial transactions
- allocating the UMTG's annual budget among the productions, Coffeehouses, New York Trips, banquet and any other expense
- working with the producers to allocate each production's budget among the artistic team and monitor that funds are spent appropriately
- working with the UMTG advisor to create a budget proposal for budget hearings each spring
- planning, with the Secretary, the Coffeehouse, New York Trip, and banquet

The Treasurer has signature responsibility.

Section 6: Marketing Executive

- overseeing and Completing the hiring process for Marketing Team including Assistant Marketing Executives for each show
- creating a year-long marketing plan for the guild and effectively implement such plan
 - developing a year long calendar of marketing goals including purchasing and posting deadlines (ex. Orders, publicity day, etc.)
 - working on this plan over the summer of tenure and during winter break for the coming semester

- working with the Secretary to draft and distribute communications and updates to the general body
- maintaining the public calendar of events for guild
- upkeeping and managing all social media platforms
- delegating marketing tasks to AMEs and marketing team
- planning events with the Secretary, including Banquet, Coffeehouse, and Misc. events
- developing marketing budget with Treasurer
- collaborating with Treasurer on T-Shirt orders and other larger scale purchases
- working with directors to match marketing design and strategy with tone and style of the show, and facilitate communication of marketing needs between Rehearsal team and marketing team
- The Marketing Executive may audition for a show or be a member of the Artistic Team while upholding their E-Board position

ARTICLE VI: THE PRODUCTION TEAM

Section 1: The Artistic Team

For every production, there will be an Artistic Team, which will create the artistic concepts and participate in their execution. The Executive Board in collaboration with the Directors will hire whatever Artistic Team members are deemed necessary for each production. Artistic Team members may not be hired for multiple teams. Artistic Team heads and Rehearsal Team may not perform any other role.

The Artistic Team will consist of: a Build and Scenic Team led by a Scenic Designer(s), and Master Carpenter; a Lighting Team led by a Lighting Designer(s); a Sound Team led by a Sound Designer(s); a Costumes Team lead by a Costume Designer(s); and a Hair and Makeup-Up Team led by a Hair and Make-Up Designer(s). The Technical Director will oversee the Artistic Team

and facilitate the Artistic Team's work. The Producer may add other Artistic Team positions at their discretion. All Artistic Team positions last one semester.

The members of the Artistic Team for each given production are hired by that show's Producer and are subject to the approval of the Executive Board. Each production's Artistic Team attends weekly meetings with its Producer.

The Executive Board shall select the Director(s) and Rehearsal Team(s) for each show the summer or semester preceding the show's production.

The Chairperson, the Producer of the show for which the applicant is being interviewed, and at least one other Executive Board member must be present at all interviews for Director(s).

Section 2: The Casting Board

The casting board may consist of the Director, Music Director, Choreographer, Chairperson, Producers and any others chosen at the discretion of the show's Producer. No member of a given production's casting board may audition to be cast in that production. Audition forms must include specific language, as mandated by policy. Callback lists will include all potential cast members, including those who need not attend callbacks.

Section 3: The Cast

Any member of the Five-College Community above the age of 18 may audition and perform in productions. Cast members must uphold all obligations as defined in their Cast Contracts. Cast members are permitted to function as Artistic Team members for their sister show or be members

of the Marketing Team. Likewise, Artistic Team members may be cast in their sister show and Marketing Team members may be cast in either show.

Members who drop from a show after being cast may not audition for the sister show that semester. After a second offense, that individual may not audition for any subsequent Guild shows. The Executive Board shall be responsible for upholding the spirit of this amendment.

Section 4: Other Staff Positions

Any other staff position shall be appointed by the appropriate member(s) of the Executive Board.

ARTICLE VII: VOTING AND ELECTIONS

Section 1: Executive Board Elections

Written nominations for the Executive Board will be taken from the UMTG general membership. Any Five-College undergraduate may nominate themselves provided that they are able to fulfill all associated duties and any duties they may inherit from the show processes.

UMTG members may hold any Executive Board position for as many terms as they are elected.

A quorum of two-thirds of the UMTG voting membership must be present in order for Executive Board elections to occur. If there is no quorum, the Executive Board may vote to either proceed with the meeting as planned or reschedule an emergency voting meeting.

The procedure for the election meeting shall be as follows:

- The meeting shall begin with the Secretary's reading of the names of that semester's voting members
- The Chairperson shall explain the election procedure to the membership when the meeting begins
- Executive Board elections shall be conducted in the following order: Chairperson, Musical Producer, Play Producer, Treasurer, Marketing Executive, and Secretary
- Before the election for each given Executive Board position, that position's incumbent shall present a description of their position to the membership
- For each of the six Executive Board positions, each candidate, in alphabetical order by last name, will be given a 3-minute opportunity to present themselves to the voting membership

After each presentation there shall follow a question-and-answer period, during which time the membership may present questions to the candidate. Persons who wish to speak must raise their hand and wait to be recognized by the Chairperson. The Chairperson shall recognize them in order of who raised their hand first. The Secretary shall keep a written list of this order.

- The Chairperson may cut a speaker off if that person's question has already been asked
- The question and answer period shall last ten minutes and will be terminated by the Treasurer. After the question-and-answer period is terminated, anyone who is still on the list will not be allowed to speak
- A discussion shall follow the question-and-answer period for each candidate for which the candidates will not be present. Anyone is allowed to state opinions and points of information about the candidate. Persons who wish to speak must raise their hand and wait to be recognized by the Chairperson. The Chairperson shall recognize them in order of who raised their hand first. The Secretary shall keep a written list of this order
- Comments may be no more than one minute long and must end when the Treasurer calls time
- The Chairperson may cut a speaker off if that person's comment has already been made
- There shall be permitted no comments that present any comparison between the candidate currently under discussion and any other candidate running for the same position
- The discussion period for each candidate shall last 3 minutes and will be terminated by the Treasurer. After the discussion period is terminated, anyone who is still on the list will not be allowed to speak

- During the election for each given position, no candidate running for that position may be present in the meeting room except during their presentation and during their question-and-answer period
- Voting for each given position shall take place after all candidates running for that position have presented
- A secret ballot vote shall determine an election's results. Each voting member present must submit a ballot for either one of the candidates or "No Vote" in order for a candidate to be elected. A candidate must receive a majority of the votes to win the election.
- In the event of a tie, the candidate with the lowest number of votes shall be eliminated from the list of candidates. A revote shall follow
- The Executive Board shall resolve any problems that occur during the nomination and voting process.

A written record of the election process will be recorded by the Secretary and a summary of these notes will be made public to the UMTG membership.

Section 2: Show Nominations

Selection of the next year's season will take place during the Spring and will be scheduled by the Executive Board.

Anyone may nominate a show. A show is officially nominated when a written nomination form is submitted to the Executive Board within the nomination period.

After the closing of the nomination period the Executive Board shall hold an elimination meeting that will determine the three to five shows in each category that will be presented to the membership for voting. This is only necessary if there seems to be an abundance of show nominations that would not be feasible to work through.

- At least four of the five Executive Board members must be present at the elimination meeting. Each Producer must be present at nominations for their respective show
- Any UMTG member may attend the elimination meeting. For each show nominated, one representative must be present to answer all questions regarding aspects of the show.

- The representative may be the nominator of the show
- The representative must be knowledgeable about the show
- If there is no representative present, the show will automatically be eliminated from the list of nominated shows
- The Executive Board must present three to five productions in each category to the membership for the final vote
- The Executive Board shall use a number system to rank the nominated shows and the top three to five musicals or three to five plays shall be presented to the membership

The procedure for the elimination meeting shall be as follows:

- The Chairperson shall explain the elimination procedure to the membership when the meeting begins
- The Executive Board will evaluate the nominated shows by category (Play or Musical), and in alphabetical order, by show title, within those categories
- The representative for each show shall present it to the Executive Board, after which the Executive Board may ask questions about the show for clarification. After the presentation has been made and any questions have been answered, the Executive Board shall assign scores in each category
- Each Executive Board member shall assign a number value for each show based on how strong it is in the following categories. The categories and definitions are flexible. The Executive Board may choose to rework them, as they deem necessary
 - *Technical Feasibility: An evaluation of whether the group has the economical capability for tech, technical staff, designers and other resources necessary to produce a show. (Possible points: 0-5)*
 - *Costume Feasibility: An evaluation of whether the group has the economical capability for costumes, costuming staff, designers and other resources necessary to create the costumes for a show. (Possible points: 0-5)*
 - *Vocal Feasibility (if applicable): An evaluation of whether the group has the raw vocal talent, vocal training staff, vocal directors and other resources necessary to produce a show. (Possible points: 0-5)*
 - *Dance Feasibility (if applicable): An evaluation of whether the group has the raw dancing talent, dance training staff, choreographers, and other resources necessary to produce a show. (Possible points: 0-5)*

- *Orchestral Feasibility (if applicable): An evaluation of whether the group has the resources to play the show and accompany rehearsals, orchestral training staff, musical directors and other resources necessary to produce a show. (Possible points: 0-5)*
- *Publicity Opportunity: An evaluation of whether the show will draw enough of an audience both on the UMass campus and in the community to make producing a show a worthwhile experience both financially and educationally. (Possible points: 0-5)*
- *Cast Opportunity: An evaluation of whether a show's cast offers an equal opportunity for a large number of members to learn and participate. (Possible points: 0-5)*
- *Cast and Crew Experience: An evaluation of whether a show is a reasonable, feasible challenge that will be a positive experience for all who are involved and whether it will provide good learning opportunities and creative chances for a wide number of cast and crew members. (Possible points: 0-10)*
- *Guild Benefit: An evaluation of whether a show will help the UMTG succeed in its mission and move forward as a result of the show's challenges, learning experiences, message(s), and/or ability to involve members of the community. (Possible points: 0-10)*
- After all shows have been presented and scored, each show's numerical value will be summed, and the Treasurer shall determine the mean of the Executive Board members' total scores. Only the top three to five shows in each category will be presented to the membership for the final vote
- Any show that is assigned a zero in any category by any Executive Board member will automatically be eliminated

The procedure for the nomination meeting shall be as follows:

- The meeting may take place in-person or on Zoom (recorded). Quorum of two-thirds is not necessary if the meeting is recorded.
- Nominators have the opportunity to create a brief slideshow presentation highlighting various aspects of their show consisting of no more than 5 slides to accompany their presentation.
- The shows shall be presented by category (primary play, alternate musical, primary musical, alternate play). The presentation shall last no more than 5 minutes including a brief question-and-answer period. An E Board member will alert the presenter after 3 minutes have elapsed so they may move to the Q&A period, but they can continue until the 5 minute mark.
- Following the meeting a list of all nominated shows with links to the slideshows will be sent to the general body, along with a recording of the meeting if conducted via Zoom.
- Allow a minimum of one week to elapse until the voting meeting to allow the general body to do further research and gather any questions/comments.

Section 3: Show Voting

A quorum of two-thirds of the UMTG voting membership must be present in order for show voting to occur. If there is no quorum, the Executive Board may vote to either proceed with the meeting as planned or reschedule an emergency voting meeting.

The procedure for the Show Voting meeting shall be as follows:

- The shows shall be briefly presented by category (primary play, alternate musical, primary musical, alternate play) by the initial nominator or a representative. This presentation is merely to remind the general body of the show and should last no more than one minute.
- After each presentation, there shall follow a question-and-answer period that must be focused only on gathering information about the show. It is the responsibility of the

Chairperson to assure this focus, refusing to floor opinions and other biased comments.

Persons who wish to speak must raise their hand and wait to be recognized by the

Chairperson. The Chair shall recognize them in order of who raised their hand first.

- The Chairperson may cut a speaker off if that person's question has already been asked
 - The question and answer period will last 5 minutes and will be terminated by a member of E Board
- A discussion shall follow the question-and-answer period for each show. Anyone is allowed to state opinions and points of information about the show. Persons who wish to speak must raise their hand and wait to be recognized by the Chairperson. The Chair shall recognize them in order of who raised their hand first.
 - Comments must be no more than one minute long and end when the a member of E Board calls time
 - The Chairperson may cut a speaker off if that person's comment has already been made
 - There shall be permitted no comments that present any comparison between the show currently under discussion and any other show that is being presented to the membership for voting
 - The discussion period for each show will last 5 minutes and will be terminated by a member of E Board
- When all pitches, question-and-answer, and discussion is finished ballots will be emailed electronically via Google Forms to voting members
 - Ballots will be set up to allow for Rank Choice Voting
 - Ballots will be divided up by Show (main stage musical, alternate space play, etc.)
 - Members will be asked to rank the shows in each category from 1 to the total number of shows is for that category

- Ballots will be filled out to completion, all parts of the ballot must be completed
- The process of rank choice voting analysis will be performed as follows:
 - Convert Google Forms data into a Google Sheet
 - Copy the data into a separate sheet to maintain a clean version of the data
 - “Find and Replace” all “1st, 2nd, 3rd, etc.” into “1, 2, 3, etc.”
 - For each column use AVERAGE function to find average opinion (a lower number denotes a higher prevalence of high ranked responses)
 - Copy the clean data into another sheet again
 - “Find and Replace” all “1st” with “1” then use SUM function to count each first rank vote for each show/column
 - Determine the threshold for a winner (ex. if 50 ballots a show needs 26 to win)
 - Eliminate the show with the smallest sum (whichever has the least amount of 1s). In the event of a tie refer to the averages to find the highest average amongst the tied choices and eliminate the highest average)
 - For each “1” vote on the eliminated show replace the 1 with a 0 and replace “2nd” with “1” on that ballot’s next choice show. This redistributes their vote to their next choice. As this process continues and 2nd choice votes can get eliminated, the “1” may be moved to their next choices (could be 3rd, 4th, etc.)
 - After each elimination ensure all votes are redistributed for that show and eliminate the next lowest amount of first choice votes. Continue this process until a show reaches the threshold of votes.
- The show with the second most votes will be the “back-up” or alternate choice for the given production in case there is an issue in obtaining the theatrical rights for the first choice
 - Perform the same process as above after eliminating the winning show and redistributing its votes.

Section 4: Constitution Meeting

Written amendments to the Constitution will be taken from the UMTG general membership.

A quorum of two-thirds of the UMTG voting membership must be present in order for a Constitution Meeting to occur. If there is no quorum, the Executive Board may vote to either proceed with the meeting as planned or reschedule an emergency Constitution Meeting.

The procedure for the Constitution Meeting shall be as follows:

- The meeting shall begin with the Secretary's reading of the names of that semester's voting members
- The Chairperson shall explain the Constitution Meeting procedure to the membership when the meeting begins
- Members with an amendment will be given a ten-minute opportunity to present to the voting membership

After each presentation there shall follow a discussion period, during which time the membership may present objections and propose additions. Persons who wish to speak must raise their hand and wait to be recognized by the Chairperson. The Chairperson shall recognize them in order of who raised their hand first. The Secretary shall keep a written list of this order.

- Comments may be no more than one minute long and must end when the Treasurer calls time
- The Chairperson may cut a speaker off if that person's comment has already been made
- The discussion period shall last fifteen minutes and will be terminated by the Treasurer
- After the discussion period is terminated, anyone who is still on the list will not be allowed to speak

In order for an amendment to be ratified into the Constitution, it must be voted on using an "Aye" or "Nay" format. If multiple amendments come out of the discussion section, they must either be whittled down to a single proposition or have their own "Aye" or "Nay" vote.

- Voting for each given amendment shall take place after the discussion period
- A secret ballot vote shall determine the ratification of an amendment. Each voting member present must submit a ballot of either “Aye” or “Nay”. an amendment must receive a majority of the votes to be ratified
- The Executive Board shall resolve any problems that occur during the nomination and voting process

ARTICLE VIII: REMOVAL AND AMENDMENTS

Section 1: Removal

Any Executive Board member who does not act in the best interest of the UMTG may be removed from their office by a majority vote of the voting membership.

The process for removal includes:

- Notification of the officer in question
- An opportunity for the officer in question to address the general body in the form of a meeting
- At least a two-thirds vote of the general body is required to remove an officer

In the event of an Executive Board member’s removal, the remaining Executive Board officers must step in to fill the role until a new officer can be elected from the UMTG membership. The removed officer must be replaced within two academic weeks.

Section 2: Amendments

Any member of UMTG may present a complaint, issue or procedural change in the form of a petition, with the signatures of at least ten UMTG members, to any member of the Executive

Board. The petition shall be presented to the general membership within two academic weeks of its submission.

Amendments to the UMTG Constitution may be proposed by the above process.

The Executive Board may propose amendments to the constitution at any time without obtaining signatures.

Proposed amendments passed by a majority of the voting membership shall become part of the UMTG Constitution.

These amendments must be submitted to and approved by the SGA Secretary of the Registry.

At an end of semester meeting, henceforth referred to as the “Debrief”, the Executive Board shall inquire of the General Membership as to the need of a Constitution Meeting.

Section 3: Executive Authority

The Executive Board, by unanimous vote, may overturn decisions made by the voting membership if that decision is not within the guidelines of the Constitution and/or is not in the best interest of the UMTG according to the Constitution.