

# UMTG CONSTITUTION

## **INTRODUCTION**

Every Registered Student Organization at the University of Massachusetts 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, 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.

## **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 anyone in the Five-College area regardless of sex, creed, religion, race, sexual orientation or physical or mental ability.

### **Section 2: Voting Membership**

Voting members of UMTG are Five-College undergraduates who:

- attend at least two-thirds of the bi-weekly UMTG general body meetings
- attend one load-in or load-out of a UMTG show in the current semester
- attend a semesterly cleanup of UMTG spaces
- have upheld all executive board, artistic team, or cast contracts entered into in the current semester

Voting membership qualifies persons to vote in any UMTG election or voting meeting. Voting membership is at the discretion of the Executive Board and in the case of a legitimate conflict an exception may be made. Voting rights shall be determined by a yearly quota set at the discretion of the Secretary. These hours 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.

### **Section 3: General Membership**

General members of UMTG are those who:

- are not Five-College undergraduates OR

- are Five-College undergraduates 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 Tumblr. They can then submit this form to any E Board member or to [umtheatreguild@gmail.com](mailto: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, and one Treasurer. These positions are open to UMTG members that are Five-College undergraduates. 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 additional elections may be held as necessary. If a position cannot be filled the Executive Board as a whole must take on the responsibilities of that position. No member of the UMTG Executive Board shall be cast in any UMTG production.

### **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 time line 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 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, 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
- working with the Marketing Executive on the above mentioned absorptions of duties

### 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
- working with secretary to monitor voting rights
- planning events with the Secretary, including Banquet, Coffeehouse, and misc. events such as Ball
- 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

## **ARTICLE VI: THE PRODUCTION TEAM**

### **Section 1: The Artistic Team**

For the primary production, there will be one Artistic Team, which will create the artistic concepts and participate in their execution. The Executive Board in collaboration with the Artistic Directors will hire whatever Artistic Team members are deemed necessary for the alternate 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 for the primary production will consist of the positions of: Artistic Director, Vocal Director (musical only), Rehearsal Pianist (musical only), Choreographer (musical only), Musical Director (musical only), Stage Manager, Technical Director, Set Designer, Scenic Artist, Lighting Designer, Sound Designer, Costume Designer, Hair and Make-Up Designer, Master



Carpenter and Dramaturge. 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 (with the exception of Artistic Director) are appointed 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 Marketing Executive, Artistic Director, and Music Director (musical only) for the following semester's productions during the semester preceding the primary production. The Marketing Executive's tenure will last for one full academic year, and they will present a marketing strategy before the start of the academic year. This plan must be approved by the Executive Board before being implemented before auditions. The Marketing Executive will be involved in hiring their own Marketing Team, as well as have weekly meetings with the Executive Board.

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 Artistic Director.

## Section 2: The Casting Board

The casting board for the musical shall consist of the Artistic Director, Vocal Director, Choreographer, Chairperson, Musical Producer and any others chosen at the discretion of the Musical Producer. The casting board for the play shall consist of the Director, Chairperson, Play Producer and any others chosen at the discretion of the Play 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 area may audition and perform in productions. Cast members must uphold all obligations as defined in their Cast Contracts. Cast 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.

Member 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.

\*The Doiron-LaRULE\*

### 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, after which the Executive Board will hear general members' petitions for voting membership.
- 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, 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 five Executive Board positions, each candidate, in alphabetical order by last name, will be given a ten-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. 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 ten 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.

## 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.

The selection process will nominate shows in the following order: primary play, alternate musical, primary musical, alternate play. 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.

- 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.

### 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 meeting shall begin with the Secretary's reading off the names of that semester's voting members, after which the Executive Board will hear general members' petitions for voting membership.
- The shows shall be presented by category (primary play, alternate musical, primary musical, alternate play), and voting for the given category shall occur after all the shows for that category have been presented.
- In alphabetical order, by show title, each show's representative(s) shall present a synopsis of, the nomination form for, and/or any other information about the show. The presentation shall last no more than ten minutes.
- 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 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 will last fifteen 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 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. The Secretary shall keep a written list of this order.
  - Comments must be no more than one minute long and 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 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 ten 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.
- A Pro/Con debate shall follow the discussion period for each show.
  - The first person to be recognized by raising their hand has thirty seconds to comment on a Pro of the given show.
  - The next person to be recognized has thirty seconds to comment on a Con of the given show.
  - The Pro/Con debate procedure shall repeat until the show has three Pros and three Cons



- A summary Pro/Con debate shall occur after all nominated shows in a given category have been presented.
  - The summary begins when the Chairperson announces the first show in alphabetical order by title.
    - The first person to be recognized by raising their hand has thirty seconds to comment on a Pro of the given show.
    - The next person to be recognized has thirty seconds to comment on a Con of the given show.
    - The Pro/Con debate procedure shall repeat until the show has three Pros and three Cons
    - After the Pro/Con summary for the each show, the Chairperson will announce the show as closed and repeat the Pro/Con procedure for the next nominated show until each show been summarized.
- When the summary is complete, ballots will be given to voting members.
  - If more than three shows are presented for the final vote, the voting membership will vote on which show it DOES NOT want to see UMTG produce.
    - This vote must pass by a majority.
    - The show that is chosen as the least liked show is removed from the final list of shows.
    - This process repeats until there are only three finalists shows.
  - When there are three finalist shows, the group votes on which show it DOES want to produce. The final show is decided by which show receives the most votes.
    - In the event of a tie between the two shows with the highest number of votes, the show with the lowest number of votes shall be eliminated, and a revote between the two remaining shows shall follow.
- After determining the show for the next semester, the voting membership must choose an alternate show, which shall be produced if, for any reason, the first show chosen cannot be produced.

- The voting membership shall vote among the two remaining shows. The show that receives the most votes shall be the alternate.

#### 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, after which the Executive Board will hear general members' petitions for voting membership.
- 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.

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.

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.