



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

The Opposite of People Theater Company

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish The Opposite of People Theatre Company (TOOP) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

We will encourage vigorous participation in University life and a general advancement of the arts in the community, The Opposite of People Theater Company will foster and promote widespread dramatic literacy. This will be achieved through the creation of inclusive, accessible, and quality theatrical productions.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of an active member - All active members are required:
 - a. To attend a majority of regular Company meetings, with a majority as defined as any proportion higher than 50% of all meetings of the semester up to that point. Excused absences, which may be granted by the secretary at their discretion if given at least one hour of notice, shall count for one-half of a meeting attended.
 - b. To attend all load-ins and strikes.
 - c. To complete a PR requirement and a fundraising requirement each semester. The opportunities and the amount of work required to complete these requirements shall be determined at the start of the semester by the Public Relations Chair and the Financial Officer respectively.

- C. Definition of associate member - All University of Rochester faculty, graduate students, and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to compete, perform, nor travel as part of a college student organization. During a busy semester, half-semester, or semester abroad, a current member may be granted associate status without penalty. This is done on a semester to semester basis. The Artistic Director, Secretary, and Financial Officer must be notified of this decision as soon as the decision to go associate is made by the member.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - MEETINGS

- A. Regular meetings - Regular weekly meetings of this Company shall be held during the fall and spring academic semesters, excluding official University breaks, at a time and place deemed appropriate by the Company. A week's meeting may be canceled by the group or officer consensus if it is deemed unnecessary to gather for discussion of Company business.
- a. The order of business at all regular Company meetings shall be as follows: (i) Commencement, (ii) Roll Call Reports of Officers (as needed), (iii) Reports of Committees (as needed), (iv) Old Business, (v) Nomination and elections of officers (as needed), (vi) New Business, (vii) Announcements, (viii) Adjournment.
 - b. The order of business may be changed for any individual meeting at the discretion of the Artistic Director with the approval of the majority of members attending.
- B. Special meetings - Special meetings shall be called at the discretion of the Artistic Director. Barring special circumstances, attendance at such meetings will be required when notice to members is given more than twenty-four (24) hours in advance.
- C. Meetings for rehearsals - Meetings for rehearsals of individual plays and events shall be left to the discretion of the individual directors. Should poor rehearsal attendance become a problem, the Artistic Director may become involved at their discretion.

SECTION TWO - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as a majority of the active membership of the active membership plus a majority of the officers, with a majority being defined as half (2) plus one (1).

SECTION THREE - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. To be eligible to vote, members must fulfill the active membership requirements as outlined in Article III Section One.

- D. Any Article or Section of this Constitution may be temporarily set aside by a nine-tenths (9/10) vote of the members in attendance at any meeting.
- E. All officer and show proposal votes shall be conducted anonymously. The AD and Secretary shall both count the number of yes, no, and abstentions. Once completed, the secretary will document the result.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. The officers of The Opposite of People Theatre Company shall consist of an Artistic Director, Secretary, Dramaturge, Financial Officer, Head of Public Relations, Production Manager, Social Chair, and Director(s). These officers shall compose the Executive Committee. All officers shall be currently active members of the Organization, unless no one else is qualified.
- B. Directors shall be considered appointed officers for the duration of their production. All officer standards shall apply to them during this period unless otherwise specified.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The Artistic Director shall be the presiding officer at all Company meetings. They shall have the power to appoint special Committees as needed. They may call a special meeting of the Company at their discretion. They shall act as an ex-officio member of all committees.
 - a. They shall be charged with maintaining relations and, if necessary, producing joint ventures with outside student groups and community groups in the Rochester and surrounding areas.
 - b. They shall have such power and duties as are usually delegated to a presiding officer until parliamentary procedure.
 - c. They shall make themselves available to directors and actors as a councilor for artistic-related dilemmas. This includes, but is not limited to, coaching and resolving internal conflicts.
 - d. They shall be responsible for fostering an environment of unity amongst members through the planning of Company and Officer retreats, internal workshops, etc.
 - e. They shall be responsible for maintaining and regularly checking the Company email account.
 - f. In the event that disability accommodations are needed for an actor or member of PT, the Artistic Director shall be responsible for finding

- accommodations, or for deputizing another group member to find accommodations.
- g. They shall maintain an updated and accurate history of the Company, including, but not limited to, all members of the Company and their contributions as well as productions performed and details thereof, and preserve and make available any recorded productions or media of the Company.
 - h. They shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association, as well as leading and organizing semesterly Constitution Days.
- F. The Financial Officer shall receive all money payable to the Company and shall make all payments on behalf of the Company. They shall be responsible for keeping and recording all funds received by or disbursed on behalf of the Company.
- a. The Financial Officer will handle all financial considerations of the Company conducted through or outside WCSA.
 - b. They will obtain rights for the show(s) and fill out all financial forms on behalf of the Company. Any design created for the sake of the group (including but not limited to show materials, promotional designs, production designs, and group affiliated logos) will not be financially compensated for their creative merit or concept. Funds will be provided for items that are physical pieces of property that were used within the show (and kept by the group), promotional materials, social events, and other group related events.
 - c. The Financial Officer shall be responsible for scheduling and leading fundraising events. They reserve the right to delegate certain fundraising responsibilities.
 - d. No meetings involving TOOP finances may be held without the financial officer present.
 - e. Anything outside of the regular budget must be discussed with the financial officer before proceeding.
 - f. They shall be responsible for determining the Company's financial needs each semester. They shall be responsible for creating and enforcing budgets for shows, events, fundraisers, etc. They shall be responsible for updating the budget with WCSA every spring in accordance with the needs of the group as determined by Eboard.
 - g. Any and all purchases, even those within budget limits, must be approved by the Financial Officer before purchase. The Financial Officer reserves the right to deny funds for any purchase that is made outside of the predetermined budget, has not been approved by the Financial Officer first, has no receipt, or exceeds the cost approved by the Financial Officer.

- for ensuring that the Production Team stays within the given budget that the Financial Officer has designated for each semester.
- g. They shall maintain the company's storage and organize storage runs at least once a semester and will also take charge of "load in" and "strike" before and after shows.
 - h. They shall be in charge of organizing a post mortem including the production team from the current semester productions.
 - i. The Production Manager may reserve the right to designate a Technical Director to delegate less than half of their total semesterly responsibilities, including but not limited to organizing storage, load-in and strike, assembling build crews and managing the Apprentices, and excluding filling designer roles and liaising between designers and the Financial Officer.
 - j. The Production manager shall ensure that all head designers (or designer representatives) are present during tech rehearsals and will be responsible for assigning any roles attributed with running the production, such as props master and run crew, which will preferentially be filled with Production or Director Team members.
 - k. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution.
- I. The Head of Public Relations shall be responsible for scheduling and leading weekly Public Relations Committee (PR) meetings.
- a. They shall be responsible for ensuring that the Public Relations Committee (PR) stays within the given budget that the Financial Officer has designated for each semester.
 - b. They shall be responsible for the completion of various advertisements for productions of the Company.
 - c. They shall appoint the Company webmaster or be responsible for acting as webmaster in the event that the position is not filled. The Company webmaster shall be managed by the Head of Public Relations but shall be at the disposal of the Company.
 - d. They shall appoint the Company photographer and videographer or be responsible for acting as one (1) or both in the event that either or both positions are not filled. The Company photographer and videographer shall be managed by the Head of Public Relations but shall be at the disposal of the Company.
 - e. They shall be in charge of managing all social media accounts or delegating such responsibility.
 - f. They shall be responsible for maintaining and updating the donor and alumni databases and facilitating the Company's connections with its donors and alumni members. This includes planning and organizing the Meliora Weekend event with assistance from the rest of e-board.

- g. They shall compile and send the bi-annual Company newsletter The Scoop on TOOP.
 - h. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution.
- J. The Social Chair shall work to cultivate and provide opportunities for members to engage in informal social events.
 - a. They shall be in charge of organizing end of semester celebrations in both the Fall and Spring.
 - b. They shall be responsible for fostering new member bonding and welcoming new TOOPS (NOOPs) to the group.
 - c. They shall coordinate all co-sponsorship opportunities and relay that to the general membership.
 - d. They shall maintain positive relationships with other groups on campus and work to organize intergroup events.
 - e. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution.
- K. The Dramaturge will attend executive board meetings only when it is necessary to successfully fulfill the duties of their position.
 - a. They shall be in charge of managing the writing aspects of all new plays in development.
 - b. They shall be responsible for scheduling and leading weekly meetings of the TOOP Writers Guild (TWG) as well as a semesterly staged reading of new works.
 - c. They shall act as creative director for semesterly staged readings.
 - d. They shall be responsible for assembling dramaturgical packets for the current productions of the semester at the discretion of the director of the current semester's production and the Artistic Director.
 - e. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution.
- L. The Director(s) will be appointed to Eboard following their show proposal being voted in by the group's membership.
 - a. They will only be able to vote in Eboard on topics that concern the show they are currently directing.
 - b. They will be responsible for organizing auditions and running rehearsals, and attending Production Team meetings and communicating with designers.
 - c. They will endeavor to require a maximum of 10 weekly hours of commitments from all those involved with the show barring tech week, or clearly convey their commitment time expectations during auditions and PT formation.

- d. They will communicate with the Artistic Director and Secretary to determine show dates, rehearsal times, and room reservations.
- e. They will communicate with the Financial Officer to discuss how rights will be obtained.
- f. They will collaborate with the Head of Public Relations to advertise for auditions and shows.
- g. They will convey their artistic vision and expectations to the design team, and reserve the right to veto designs within reason with the accord of the Production Manager.
- h. They will decide the schedule for tech week in collaboration with the Production Manager and communicate tech expectations to actors.
- i. They will be responsible for appointing the front(s) of house for each production and making the show's program.
- j. They shall be responsible for the coordination of filming a production in accordance with licensing of the material.
- k. They will abide by the budget determined by the Financial Officer.
- l. They will schedule the shows and all rehearsals on CCC.
- m. The Director will reserve the right to assemble a Director Team, consisting of any positions they should choose to appoint, including but not limited to Stage Managers, Assistant Stage Managers and Assistant Directors, whom they will convey clear and limited expectations of their assigned semesterly duties.
 - i. Stage Managers will be responsible for taking blocking and technical notes during rehearsals, and may coordinate calls for rehearsal if so desired.
 - ii. An Assistant Director will provide experience in a specific field and may serve as a consultant, and may be asked to run rehearsals or sections of rehearsals.
 - iii. The Director may delegate directorial responsibilities to members of the Director Team so long as they still hold a sizable majority of the semesterly responsibilities.
 - iv. The Director may dismiss members of their team at their discretion if expectations are not being met; the Artistic Director may mediate such dismissals if requested.
 - v. Any Assistants on the Director Team will not be considered as part of the Apprentice program.
- n. They ensure the performance of all duties assigned to them by the Artistic Director, as appropriate under this Constitution.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure - Nomination of members or announcing intent to run for all officer positions shall be held no later than the third-to-last

regular meeting of the fall semester, or when necessary due to abdication of positions. In addition, nominations of members for semesterly officer positions shall be held no later than the third-to-last regular meeting of the spring semester, or when necessary due to abdication of positions. Applicants will submit an election platform to the Secretary no less than five days before officer voting so that they may be sent out to the group. Eboard candidates shall not be allowed to vote in their own elections. Any member of Eboard, including a Director, who is subjected to a vote of no confidence, may not vote in Eboard or General member meetings related to their possible dismissal. Any potential replacement for an Eboard or Director position may not vote in their own election.

- B. Term of Office - The following officers will have a term of election for one (1) calendar year: Artistic Director, Secretary, Financial Officer, Head of Public Relations, Production Manager and Social Chair. The following officers will have a term of election for one (1) University semester: Dramaturge and Director.
- C. Timing of Elections - Election of specified officers shall be held at least two weeks before the end of the semester. In the event of an abdication of position, an election shall be held the week following the announcement of abdication. A majority of the votes cast shall be necessary to determine the winner of an election. In the case that a majority is not obtained by any candidate for a particular office, a run-off shall be held between the two candidates receiving the most votes for that office. Voting shall be to be effected by a procedure decided by the majority of members present at said meeting.
- D. Transition of Officers - Every officer is required to meet with the officer elected for their position to discuss the duties and powers of their respective position and to pass on any and all archived materials and updated task descriptions necessary or helpful for the respective position. This meeting should occur before the term of the officer elect begins.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in Article V, Section Three.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a ½ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence. This member should bring their concerns before Eboard for a preliminary discussion before the vote is brought before the entire group.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.
- E. Each member shall be restricted to one vote, regardless of the number of roles they hold.

ARTICLE VI - STANDING COMMITTEES

SECTION ONE - DESCRIPTIONS OF COMMITTEES

- A. A Public Relations Committee (PR) shall consist of any and all members who would like to contribute to any aspect of advertisement for the semester and any or all of the following designers/positions: graphic designer, publications coordinator, communications head, banner designer, printing/distributions coordinator and apprentices thereof. It shall bear sole responsibility for coordinating the design, development, production, and placement of all advertising materials for the Company.
- B. A Production Team (PT) shall consist of any or all of the following designers/positions: Sound, Lights, Set, Props, Costumes, Stage Manager and apprentices thereof. The production manager should select designers to assemble the production team beginning at the end of the semester the show is voted in. The director should select their directorial team (stage manager, assistant director, and any additional roles they may want to add). All positions should be filled by the first two weeks of the semester in which the show is to take place. Apprentices shall be considered on a volunteer basis to work with specific designers/stage managers to learn more about various aspects of theatre production. It shall bear sole responsibility for the technical integrity of all productions of the Company.
- C. A TOOP Writers Guild (TWIG) shall consist of any or all members who are interested in learning more about the process of writing and/or helping to create new, student-written works. Its meetings shall be open to non-members of the Company.
- D. A Fundraising Committee (FC) shall consist of any and all members interested in helping with general fundraising for the group.

ARTICLE VII - GENERAL PROVISIONS

SECTION ONE - SHOW PROPOSALS

- A. Any student-written shows proposed must be fully-completed works of theater and no major edits or revisions are to be made after it is voted in as a production. Any changes must be approved by the dramaturge. This excludes shows that are proposed as devised works.
- B. Show proposals will proceed as follows:
 - a. Proposals will be presented to the executive board at a meeting preceding show voting by at least five days so that any concerns or suggestions may be addressed.
 - b. The Secretary will then send out show proposals with the attached scripts to the group.

- c. At the show voting meeting, each potential director will present their proposal for 5 minutes, followed by 7 minutes (can be extended) of questioning.
 - d. The group will then discuss the proposals without the directors being present for 10 minutes (can be extended).
 - e. Directors vote alongside the rest of the group.
 - f. Once a show is selected for the following semester, the group will discuss and vote on whether they are interested in pursuing the possibility of producing multiple shows if more proposals exist. Eboard will then discuss the logistical feasibility of an additional production in conjunction with their WCSA advisor within the next three business days.
 - g. If it is determined that it is within the group's capabilities to put on an additional show, Eboard will communicate the logistical restraints on second shows (size, budget, etc). Proposals eligible to be voted in must meet the standards communicated. Director candidates will then follow the same voting procedure outlined above.
 - h. If the group votes in any one of these additional shows, this process will be repeated until one of the following events occur: Eboard in conjunction with our WCSA advisor determines that the group cannot handle any additional shows, the group decides not to vote in any of the remaining proposals, or no proposals remain.
- C. The potential director for any and all show proposals must attend any meeting in which their show is being proposed. In the event that a potential director cannot make the meeting in person, they must attend virtually by video call. In the event that the initially selected proposal date is not possible for a potential director, they may request that Eboard change the date of show proposing.
- D. In the event a Director is dismissed through a vote of no confidence or must leave due to other circumstances, the group will vote on whether or not to continue the production under a new director.
- a. If the group decides on working on the production with a new director, members of the group may nominate themselves or others for the vacant position with all other members of the remaining director team automatically nominated.
 - b. All nominees who accept their nomination will undergo a process similar to show voting; they will present their case for directorhood for no more than 5 minutes, they will answer questions the group has for them for 7 minutes, and then they will all leave the room while the group continues the discussion. During this period the group will vote on a replacement director.
 - c. If a replacement is chosen, they will assume all the same responsibilities a regularly elected director would.

- d. In the event that the group decides not to replace the director, or no suitable replacement can be found, Eboard will then decide on whether or not additional show voting can occur. If Eboard decides a new production is possible, the choice on whether or not to do a new show is brought before the group.

SECTION TWO - PRODUCTION MEMBER REQUIREMENTS

- A. All members of a production must be fully active members of the organization. This includes tech, designers, director's team, actors, and anyone else involved in any way.

SECTION THREE - DISABILITY

- A. In the event that a member requires exemption from an active membership requirement due to a disability, they must speak to the AD by the end of the ADD/DROP period. If a member requires an accommodation for a specific event, they must notify the AD at least 2 weeks before said event. Any other disability concerns shall also be brought to the AD.

ARTICLE VIII - RESOURCES

SECTION ONE - RESOURCES

- A. The Opposite of People Theater Company of the University of Rochester will abide by their Resource Agreement.

ARTICLE IX - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by The Opposite of People Theatre Company. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE X - NONDISCRIMINATION POLICY

The Opposite of People Theatre Company abides by the nondiscrimination policy of the University of Rochester.

Lilli Tamm

4/3/2024

Signature of Confirmation

Date

Lilli Tamm

President, The Opposite of People Theatre Company



4/8/24

Signature of Approval

Date

Evan Ji

Chair, Student Organization Administration & Review Committee