



Off Broadway On Campus

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish Off Broadway On Campus (OBOC) 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

Off Broadway On Campus was formed to provide a venue for University of Rochester students to perform musical theater and be able to bring musical theater as a form of entertainment to the University of Rochester community as a whole. The group strives to bring musical theater shows to life in a professional fashion, while having fun and exploring its members' individual talents.

ARTICLE III - 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 active member:
 - a. Attend the required number of rehearsals for at least one musical number with the intention of performing in and/or directing that number. Performing in and/or directing a number constitutes "active participation."
 - b. All active members must also sign and adhere to the contract and pay membership dues.
 - c. Active members must attend all mandatory meetings and events.
 - d. SA members may not be associate members.
- C. Definition of associate member - All University of Rochester faculty, staff, 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 perform,

compete, nor travel as a part of a college student organization.

- a. Associate members cannot pay dues but must sign and adhere to the associate member contract.
- b. Associate membership only constitutes the following privileges:
 - i. Directing
 - ii. Voting at proposals if planning to direct
 - iii. Attending social events

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 2/3 of the active membership.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.
 - a. All those qualified to vote on an issue have one vote (e.g. officers are not given extra weight for their vote).
 - b. Voting for officers as well as Small Group Numbers is done by secret ballot and votes are counted by computer or officers without a personal stake in the outcome. Votes may also be counted by a member appointed by the officers.
 - c. To be eligible to vote on proposals, members must be in the room and attentive for every presentation within a category of competing proposals. If they miss a song from a single category, they will still be permitted to vote in other categories for which they were completely present.
 - d. To be eligible to vote on Small Group numbers, members must be present and attentive for all the songs performed.
 - e. To vote on any matters regarding the group, individuals must be an active member of the group (as stated above).
- D. Persons eligible to vote:
 - a. Members can vote on song proposals for shows in which they intend to perform, direct, or accompany.
 - b. Members can vote in officer elections if they have paid dues and intend to participate in at least one semester of the following academic year.
 - c. Decisions other than song selections and officer elections are left to members of the Executive Board, unless they decide to open an issue up for voting by all current members.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. The Executive Board consists of the following officers: President, Vice President,

Business Manager, Music Director, Secretary, Publicity Chair, Communications Chair, and Social Chair, with a Fundraising Chair at the discretion of the Executive Board.

- B. President - must have served on the Executive Board for at least two semesters to run for President, unless no one else is qualified or anyone who is qualified does not desire to run.
- C. All other officer positions - must be a current active member of Off Broadway On Campus to run for any position.

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 Executive Board meets on a weekly basis or as needed to conduct group business, which includes the scheduling and planning of rehearsals, events, and performances. All members are welcome to attend Executive Board meetings to discuss issues, but they are not necessarily entitled to be present for attendance to the entire meeting.
- F. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
- G. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions.
- H. The Secretary 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.
- I. The Secretary shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
- J. Additional Duties of Officers:
 - a. **President:** The President is in charge of all rehearsals and must be capable of handling rehearsals in a professional manner. Besides rehearsals, the President is in charge of all Executive Board and general member meetings and is responsible for all final decisions made. The President shall be the primary contact between the Students' Association, the group's advisor, and any other entities involved with this group. The President shall delegate responsibility to other Executive Board members as warranted.
 - b. **Vice-President:** The Vice-President shall assume all duties of the President in the event of the President's absence. The Vice-President shall be the club's Virtual EMS contact who is responsible for making reservations for all rehearsal and performance spaces, as well as any equipment or special assistance needed at a rehearsal or performance. The Vice-President should be the main point of contact between the Executive Board and the WCSA Reservation Coordinator. The

Vice-President shall be in charge of registering all events (the show, rehearsals, social events, etc.) in the CCC.

- c. **Business Manager:** The Business Manager shall be responsible for monitoring group funds, in conjunction with the Students' Association. The Business Manager shall be responsible for collecting dues as needed, collecting and monitoring all ticket money at performances, ordering tickets for performances, preparing the group budget, and appropriating funds from the group's Students' Association account for group purchases. They are ultimately responsible for all financial decisions made at the Executive Board meetings and all group activities.
- d. **Music Director:** The Music Director is ultimately responsible for the teaching and coordination of music for the club. The Music Director's responsibilities include: ensuring all numbers are arranged, assigning accompanists to each number, choosing a Pit Director and acting as the liaison between the Pit Orchestra and the Executive Board, and coordinating the printing of sheet music for each number with the Business Manager. The Music Director must possess sufficient music experience to assist directors in teaching music as necessary. The Music Director may delegate responsibilities to arrangers, accompanists, and other appointed pit orchestra members as they see fit.
- e. **Secretary:** The Secretary is responsible for taking minutes at all Board meetings. The Secretary will be responsible for e-mail correspondence with group members as well as administrative documents. The secretary is responsible for preparing ballots for all voting sessions. The Secretary will maintain an accurate and updated list of group members and an accurate copy of this constitution, available for inspection upon the request of any group member, Students' Association Senator, or member of the Students' Association. The Secretary will be responsible for keeping an updated attendance log for meetings and mandatory events. The Secretary is responsible for maintaining and updating the Students' Association OBOC website on the CCC, as well as working in conjunction with the Publicity Chair to maintain our personal website.
- f. **Publicity Chair:** The Publicity Chair will be responsible for arranging and overseeing all publicity ventures. This includes managing tunnel and banner painting, designing and executing promotional posters, contacting appropriate advertising possibilities, as well as any other publicity opportunities deemed effective by the Publicity Chair and the Executive Board. The Publicity Chair will furthermore be responsible for overseeing the creation of the program for the shows. The Publicity Chair shall also be in charge of social media sites and work in conjunction with the Secretary to maintain our personal website; however, this responsibility may be delegated to another member of the group.
- g. **Communications Chair:** The Communications Chair shall keep in contact with all external entities with which Off Broadway On Campus associates

itself in a positive and professional manner. The Communications Chair shall keep up-to-date records and generate communication with alumni with regards to show and group happenings. The Communications Chair shall also maintain consistent contact with outside groups with regards to potential co-sponsorship opportunities, outside performances, donations, or things of this nature. The Communications Chair shall organize and attend all co-sponsorship events or other events that Off Broadway On Campus has agreed to attend, including outside performances. If the Communications Chair cannot attend an event, they must communicate within the group and delegate an individual who can appropriately represent Off Broadway On Campus.

- h. **Social Chair:** The Social Chair shall be responsible for social events to promote group unity. The Social Chair will work with the Business Manager to appropriate funds for said events. The Social Chair will facilitate the organization of a number for new members in the fall of each year.

SECTION THREE - NOMINATIONS AND ELECTIONS

A. Nomination and Elections Procedure:

- a. Any undergraduate who is a current active member of Off Broadway On Campus is eligible to run for a position on the Executive Board.
- b. Prior to elections, a candidate must send a nomination to the President in writing. The candidate should specify their intention to “drop down” to later positions if they do not win their first choice. See below for an elaboration on this.
- c. The Executive Board will schedule a meeting for officer elections each spring, before the deadline determined by the Students’ Association.
- d. At elections, all candidates for a certain position leave the room, re-entering to speak to the group individually. After each candidate has spoken, members of the group are invited to make confidential remarks that will not be shared with the candidates. This is moderated by the President, Vice President, or another officer in the case that both are candidates. Then, a secret ballot is taken and counted.
- e. The positions are voted on in this order: President, Vice-President, Business Manager, Music Director, Secretary, Publicity Chair, Communications Chair, and finally Social Chair. Candidates may choose to “drop down” to later positions if they do not win the position they originally run for. They are strongly encouraged to keep their intention to drop down private from all except the President.

- B. **Term of Office** – The term of office for the Executive Board shall be one academic year starting and ending with the spring performance. Officers must be enrolled on the River Campus for the duration of their term (i.e. not studying abroad). New officers attend meetings but do not vote until after the spring performance. Outgoing officers vote until after the spring performance.

- C. **Timing of Elections** – Elections shall be held in the beginning of the spring semester to enable a semester-long transition period for the new Executive Board.

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 $\frac{2}{3}$ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- 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.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. Off Broadway On Campus of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by Off Broadway On Campus. 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 VIII - NONDISCRIMINATION POLICY

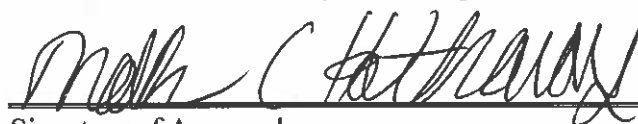
Off Broadway On Campus abides by the nondiscrimination policy of the University of Rochester.



Signature of Confirmation
Adwoa Ampiah-Bonney
President, Off Broadway On Campus

4/21/2022

Date



Signature of Approval
Noah Hathaway
Chair, Student Organization Administration & Review Committee

05/04/2022

Date