



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 Theater 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, or requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of an active member - All active members are required 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. They must also attend load-in and strike. All active members will be required to pay semesterly dues with the exact amount determined by the officers each semester based on current financial status and needs of the group. These dues are to be paid to the Financial

Officer before the add/drop deadline of the semester for which they are owed, or by a later date determined by the financial officer if unforeseen circumstances make this necessary. If a member misses this deadline, they may plead their case to the Financial Officer who has the authority to determine if there are extenuating circumstances which justify this late payment.

- 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 ($\frac{1}{2}$) 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. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer.
- E. 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.

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.

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. 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. They shall have such power and duties as are usually delegated to a presiding officer until parliamentary procedure. 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. They shall be responsible for fostering an environment of unity amongst members through the planning of Company and Officer retreats, internal workshops, etc. They shall be responsible for maintaining and regularly checking the Company email account. 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. 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.

- F. The Secretary shall take and maintain an accurate roll call and record of the minutes at all regular and special meetings of the Company. They shall keep a total tally of attendance and shall notify any member as soon as they missed a quarter of the total company meetings in a semester. They shall be custodian of all Company stationery, seals, and official communications. They shall be responsible for maintaining Company scheduling and all related duties, including reserving rehearsal and performing spaces with responsible agents. They shall be responsible for the completion of all Programming, Publications, Activities and Collaborations (PPAC) forms or the delegation to appropriate members. They shall be responsible for completing the mid-year report for the Students' Association (SA) and applying for the Company's renewal of its status as an SA-recognized club. They shall be responsible for maintaining, updating, and making available the Constitution, as well as leading and organizing semesterly Constitution Days. They shall be responsible for maintaining and regularly checking the Company email account. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution.
- G. The Dramaturge will attend executive board meetings only when it is necessary to successfully fulfill the duties of their position. The Dramaturge will be called to e-board votes when it is determined that the vote falls under the purview of the role as outlined in this Constitution. They shall be in charge of managing the writing aspects of all new plays in development. 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. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution. They shall act as creative director for semesterly staged readings. 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.
- H. 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. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution. The Financial Officer will handle all financial considerations of the Company conducted through or outside WCSA. 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. Physical items bought for the group can be funded and thereby belong to the group. The Financial Officer shall be responsible for scheduling and leading fundraising events. They reserve the right to delegate certain fundraising responsibilities. No meetings involving TOOP finances may be held without the financial officer present. Anything outside of regular budget must be discussed with the financial officer before proceeding.

- I. The Production Manager shall be responsible for scheduling and leading weekly Production Team (PT) and Tech meetings. They shall lead the technical rehearsals for each production of the Company, including, but not limited to semesterly productions, staged readings, Meliora weekend show, etc. Having a technical knowledge base, they shall maintain executive oversight of the technical aspects of all ongoing productions and review designs for upcoming production(s). They shall coordinate with designers to review designs and facilitate communication among different designer teams to ensure the coherence of the production's artistic design. They shall be responsible for fulfilling any unfilled designer roles. They shall also designate the designers for each show and facilitate smooth interaction between them, and also between the production team and the directors and Financial Officer. They will be in charge of Apprentices and convey expectations for apprentice mentoring to designers. They shall serve as the designers' official consultant for aspects of technical production. They shall collect all purchase requests from head designers in a timely fashion and transmit them to the Financial Officer. They shall be responsible for ensuring that the Production Team stays within the given budget that the Financial Officer has designated for each semester. 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. They shall be in charge of organizing a post mortem including the production team from the current semester productions. 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. 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. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution.
- J. The Head of Public Relations shall be responsible for scheduling and leading weekly Public Relations Committee (PR) meetings. 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. They shall be responsible for the

completion of various advertisements for productions of the Company. 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. 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. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution. They shall be in charge of managing all social media accounts or delegating such responsibility. 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. They shall compile and send the bi-annual Company newsletter The Scoop on TOOP.

- K. The Social Chair shall work to cultivate and provide opportunities for members to engage in informal social events, including those where alcohol is not served. They shall be in charge of organizing end of semester celebrations in both the Fall and Spring. They shall be responsible for fostering new member bonding and welcoming new TOOPs (NOOPs) to the group. They shall coordinate all co-sponsorship opportunities and relay that to the general membership. They shall maintain positive relationships with other groups on campus and work to organize intergroup events. 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. They will be responsible for attending all Eboard meetings during the semester and will only be able to vote in Eboard on topics that concern the show they are currently directing. They will be responsible for organizing auditions and running rehearsals, and attending Production Team meetings and communicating with designers. 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. They will communicate with the Artistic Director and Secretary to determine show dates, rehearsal times, and room reservations. They will communicate with the Financial Officer to discuss how rights will be obtained. They will collaborate with the Head of Public Relations to advertise for auditions and shows. They will convey their artistic vision and expectations to the Production Manager, and reserve the right to veto designs within reason with the accord of the Production Manager. They will decide the schedule for tech week in collaboration with the Production Manager and communicate tech expectations to actors. They will be responsible for appointing the front(s) of house for each production and making the show's program. They shall be responsible for the coordination of filming a production in accordance with licensing of the material. They will schedule the shows and all rehearsals on CCC. 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. Stage Managers will be responsible for taking blocking and technical notes during rehearsals, and may coordinate calls for rehearsal if so desired. 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. 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. 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. Any Assistants on the Director Team will not be considered as part of the Apprentice program. 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.
- 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 $\frac{2}{3}$ 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.

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 and organizing the bi-annual gala.

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 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. The Secretary will then send out show proposals with the attached scripts to the group. During show voting, each potential director will present their proposal for 5 minutes, followed by 7 minutes (can be extended) of questioning. The group will then discuss the proposals without the directors being present for 10 minutes (can be extended). Directors vote alongside the rest of the group. After a first show is elected, the group will discuss whether they desire to put on a second show. Input will be given from the AD, FO and PM concerning the logistical possibilities (finances, resources, etc). The group will then vote whether to vote in a second show. The remaining directors will leave for 10 more minutes of discussion (can be extended) and the group will vote on the chosen second show. This may be repeated up to any number of projects if such is judged within the group's capacities for the semester.

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.

ARTICLE VIII - RESOURCES

SECTION ONE - RESOURCES

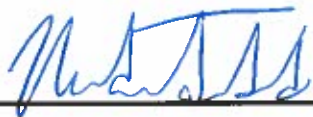
- A. The Opposite of People Theater Company of the University of Rochester will abide by their Resource Agreement.

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 Theater 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 Theater Company abides by the nondiscrimination policy of the University of Rochester.



3/30/23

Signature of Confirmation

Date

Nadia Todd

Artistic Director, The Opposite of People Theater Company



4/10/2023

Signature of Approval

Date

Evan Ji

Chair, Student Organization Administration & Review Committee