



UNIVERSITY of ROCHESTER  
**STUDENTS' ASSOCIATION**  
GOVERNMENT

## **OFF BROADWAY ON CAMPUS**

### **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish OBOC of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in 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**

#### **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 University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. 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:
- Attend the required number of rehearsals for at least one musical number with the intention of performing in, directing, co-directing, or accompanying that number
  - All members must also sign and adhere to the expectations agreement and pay membership dues.
  - Members must attend all mandatory meetings and events.
- C. Definition of associate member:
- Associate members need not pay dues.
  - Associate members must attend all mandated meetings and events.
  - Associate members may not vote in group decisions if not actively participating in some form during the semester of their associate membership.

### **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 – The President shall only vote to break a tie, except on song proposals and show theme, for which the President is permitted to vote.
  - All those qualified to vote on an issue have one vote (e.g. officers are not given extra weight for their vote).
  - 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.
  - 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 not be disqualified from voting in the other categories.
  - To be eligible to vote on Small Group numbers, members must be present and attentive for all the songs performed.
  - 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:
  - Members can vote on song proposals for shows in which they intend to perform, direct, or accompany.
  - 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.
  - 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, Publicity Chair, Fundraising Chair, Secretary, Communications Chair, and Social Chair.
  - **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. To be eligible for this office, a candidate shall have served on the Executive Board for two semesters.
  - **Vice-President:** The Vice-President shall assume all duties of the President in the event of the President' absence. The Vice-President shall be 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 shall assume the responsibilities of the lost-and-found from the OBOC shows. The Vice-President shall also stay in the auditorium after the OBOC show until it has been cleared.
  - **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, presenting the budget to the Students' Association, 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.

- **Music Director:** The Music Director is expected to meet with directors before each number's first rehearsal to make sure the directors know how to teach their song musically. The Music Director will match the directors up with accompanists and will maintain contact with the accompanists. The Music Director should be familiar with the numbers so they can discuss the music with the pit. The Music Director must attend the last two pit rehearsals before Show Week to ensure the pit and performers are prepared in the same fashion. This information must then be relayed back to the E-Board. The Music Director must possess music experience and be available for all rehearsals in case directors ask for musical assistance. The Music Director shall be in charge of obtaining copies of all music for the group. The Music Director shall work with the Business Manager to appropriate funds necessary for photocopying ventures. The responsibilities of the Music Director may be delegated to arrangers, accompanists, or appointed pit orchestra positions.
- **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, including the Weekend Highlights, 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 making programs for shows and concerts. The Publicity Chair shall also be in charge of social media sites and pages advertising the group; however, this responsibility may be delegated to another member of the group.
- **Fundraising Chair:** The Fundraising Chair shall be responsible for the organization, execution, and documentation of all fundraising efforts. The Fundraising Chair shall be responsible for all on campus fundraisers, as well as programs involving local vendors, and is expected to organize a fundraiser for the week of each show, as well as at least one additional fundraiser each semester. Furthermore, the Fundraising Chair shall be responsible for the management of alumni and parent donations along with the Business Manager.
- **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 general group paperwork. The secretary is responsible for preparing ballots for all meetings and proposal sessions in which a vote will be conducted. 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, as well as our personal website. The Secretary will also be responsible for creating a list for cleaning the auditorium up after the show.
- **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.
- **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. The Social Chair will also be responsible for organizing merchandise purchases for in-group orders. Furthermore, the Social Chair will be responsible for leading recruitment of new members at the beginning of each semester.

- B. 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 attendance to the entire meeting.

## **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 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.
- F. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.
- G. 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.
- H. 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.

## **SECTION THREE - NOMINATIONS AND ELECTIONS**

- A. Nomination and Elections Procedure:
- Any undergraduate who is a current active member of Off Broadway On Campus is eligible to run for a position on the Executive Board.
  - 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.
  - The Executive Board will schedule a meeting for officer elections each spring, *before* the deadline determined by the Students' Association.
  - 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.
  - The positions are voted on in this order: President, Vice-President, Business Manager, Music Director, Publicity Chair, Fundraising Chair, Secretary, 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 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 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 Executive Board (excluding the officer in question) 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 - COMMITTEES**

Off Broadway On Campus does not have any committees formally recognized by the SA.

## **ARTICLE VII - FINANCES**

**SECTION ONE** - Students' Association members shall receive priority at SA-funded events conducted by this organization.

### **SECTION TWO - FUNDING**

- A. OBOC shall be eligible for SA funding.

## **ARTICLE VIII - CLASSIFICATION**

**SECTION ONE** - Off Broadway On Campus shall be classified as a Performing and Fine Arts Organization.

## **ARTICLE IX - ADOPTION OF THE CONSTITUTION**

**SECTION ONE** - Two-thirds of the entire active membership must approve the Constitution

**SECTION TWO** - This constitution will be ratified upon the signature of the Student Organization Administration & Review Committee and approval of the Senate.

**SECTION THREE** - This constitution shall not conflict with the Students' Association Constitution or Bylaws.

## **ARTICLE X - AMENDMENTS**

Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

## **ARTICLE XI - BYLAWS**

**SECTION ONE** - At least a  $\frac{2}{3}$  majority of the active membership must approve the bylaws and any amendments.

**SECTION TWO** - Bylaws should not conflict with this constitution or the SA Constitution or Bylaws

## **ARTICLE XII - 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 XIII - NONDISCRIMINATION POLICY**

Off Broadway On Campus of the University of Rochester does not discriminate against any individual or organization of individuals on the basis of age, color, disability, domestic violence status, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation or any other status protected by law.

Alana McGovern

4/17/19

Signature of Confirmation  
Alana McGovern  
President, Off Broadway On Campus

Date

Alex Guerrero

4/17/19

Signature of Approval  
~~Alex Guerrero~~ Criswell Lavery  
Chair, Student Organization Administration & Review Committee

Date