



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, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of an active member - A member of the Company is defined as any person accepted based on an audition/interview for acting, directing, technical design, writing, or stage managing. An active member of the Company must actively involve themselves in at least one (1) aspect of TOOP per semester, including, but not limited to, Public Relations (PR) Committee, TOOP Writers Guild (TWiG), Production Team (PT), or any aspect of a production itself. All active members are required to attend a majority of regular Company meetings, with a majority as

defined as half (½) plus one (1). They must also attend load-in and strike. All active members will be required to pay semesterly dues with the exact amount will be 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.

- 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 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.

## **SECTION TWO - ACQUIRING NEW MEMBERS**

- A. Acquisition of new members - New members of the Company shall be acquired through an audition process which shall take place as laid out in this Section. All auditions laid out in this Section shall take place at the beginning of the fall and spring semesters, on a date to be determined by the Company.
- B. Auditions for potential actors - An open, two-part audition shall occur to acquire potential actors. The initial audition shall consist of a reading of a prepared monologue by the auditionee or a designated monologue chosen by the Dramaturge as well as a short interview before members of the Company in attendance. Those present shall then determine, by majority vote, whether or not to invite each auditionee to return for a callback audition. The callback audition shall consist of readings of scenes with other auditionees as well as with current members of the Company.
- C. Auditions for potential technical members - An open, two-part audition shall occur to acquire potential technical members. The initial audition shall consist of an interview before members of the Company in attendance. The auditionee will then be provided with sides, chosen by the Dramaturge, to prepare a presentation for callbacks. Those present shall then determine, by majority vote, whether or not to invite each auditionee to return for a callback audition. The callback audition shall consist of a presentation where the auditionee pitches creative ideas of the sides given at initial auditions in one (1) to two (2) technical aspects of theatre.
- D. Auditions for potential directors - An open, two-part audition shall occur to acquire potential directors. The initial audition shall consist of an interview before members of the Company in attendance. The auditionee will then be provided with sides, chosen by the Dramaturge, to give direction at callbacks. Those present shall then determine, by majority vote, whether or not to invite each auditionee to return for a

callback audition. The callback audition shall consist of giving direction and feedback to members of the Company who are performing the sides previously received at initial auditions. The auditionee will also present an overall directorial concept of the provided material.

- E. Auditions for potential writers - An open, two-part audition shall occur to acquire potential writers. The initial audition shall consist of an interview before members of the Company in attendance. The auditionee will be required to provide a writing sample at their initial audition that is dialogue-heavy with an option for a supplementary piece of writing. Those present shall then determine, by majority vote, whether or not to invite each auditionee to return for a callback audition. Prior to the callback the auditionee will be provided a writing prompt to be prepared for callbacks. The callback audition shall consist of a performance of the auditionee's work that will then be work-shopped.
- F. Auditions for potential stage managers - An open, two-part audition shall occur to acquire potential stage managers. The initial audition shall consist of an interview before members of the Company in attendance. Those present shall then determine, by majority vote, whether or not to invite each auditionee to return for a callback audition. The callback audition shall consist of the auditionee being given a scene transition to work through. The auditionee will present an overall managerial concept of the provided material. Additional situational questions that pertain to scenarios a stage manager might encounter will be asked by the Production Manager.
- G. Voting on auditionees - Voting on which auditionees should be given callbacks shall take place at the end of a day of auditions. Members who must leave early during auditions may leave their votes in writing with the Secretary or Audition Moderator to be counted in the vote. Members must see at least one (1) part of an auditionee's audition process to vote on that individual in deliberations. All members present in deliberations shall discuss potential members and determine, by unanimous vote, whether or not to induct each of those members in turn into the Company at a date to be determined by the Company. Participation in discussion of potential members is on the condition that it is private and completely confidential – before, during, and after the discussion.
- H. Membership induction - Membership induction shall take place during the first meeting of the Company following final Company decisions on new member admission.

## **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 cancelled 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 ( $\frac{9}{10}$ ) 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, Technical Director, Head of

Public Relations, Production Manager, Development Coordinator and Social Chair. These officers shall compose the Executive Committee.

## **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 have the power to schedule performance dates for the Company, as well as to schedule venues at different areas both on and off campus. 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, resolving attendance conflicts, and third-party directorial advice. 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.
- 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 in charge of choosing all sides for general auditions and callbacks. 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 submit a statement of receipts and disbursements at every meeting, and of assets and liabilities once each month, or as necessary. They shall prepare a Company budget to be approved by a majority vote of the Executive Committee. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution. The Financial Officer must authorize all financial considerations of the Company, including money paid or received prior to the purchase. In the event that the Financial Officer is not available to authorize a financial transaction, the Artistic Director may do so in their place. No purchases made without prior authorization are eligible for mandatory reimbursement. Reimbursement under such circumstances will be made at the sole discretion of the Financial Officer.
- I. The Technical Director, having a technical knowledge base, shall maintain executive oversight of the technical aspects of all ongoing productions and be in charge of Apprentices. They shall review designs for upcoming production(s). They shall serve as the designers' official consultant for aspects of technical production including, but not limited to, sets, costumes, properties, lights, and sound. They shall have the power to delegate any of these consulting duties to other group members, or guest technicians, as necessary and appropriate. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution. 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.
- J. The Development Coordinator shall be responsible for scheduling and leading fundraising events. 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. They shall be responsible for the coordination of filming a production as well as preserving and making available any videos or pictures of the Company, in accordance with licensing of the material. 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* or delegate this task to another member. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution.

- K. 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. They shall be responsible for collecting all relevant receipts from members of the Production Team to be given 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 appoint the front(s) of house for each production or is responsible for acting as front of house in the event that the position is not filled. They shall also designate the designers for each show and facilitate smooth interaction between them, and also between the production team and the directors. They shall perform all duties assigned to them by the Artistic Director, as appropriate under this Constitution. They shall be in charge of organizing a post mortem including the production team from the current semester productions.
- L. 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 is 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 is 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 Development Coordinator 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.

- M. 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.

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

- A. Nomination and Elections Procedure - Nomination of members 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.
- B. Term of Office - The following officers will have a term of election for one (1) calendar year: Artistic Director, Secretary, Financial Officer, Technical Director, Head of Public Relations, Development Coordinator and Social Chair. The following officers will have a term of election for one (1) University semester: Dramaturge and Production Manager.
- 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 elect 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.
- 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. Designers and Stage Managers must be selected by the director and production manager by the end of the semester in which the show was voted into for the season. 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.

**ARTICLE VIII - RESOURCES**

**SECTION ONE - RESOURCES**

A. The Opposite of People Theater Company of the University of Rochester will abide 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.



Signature of Confirmation

Abby Delio

**Artistic Director, The Opposite of People Theater Company**

5/1/21

Date



Signature of Approval

Eden-Lyn Thomas

**Chair, Student Organization Administration & Review Committee**

5/7/2021

Date