

# Off Broadway On Campus

Written 1 January 1999 Revised 2 October 2007

We the students, faculty and staff of the University of Rochester do hereby establish **Off Broadway On Campus** of the University of Rochester and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students' Association recognition of the group.

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## Article I: Purpose of Organization

**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 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 individual talents.

## Article II: Primary Activities of Organization

The Executive Board will schedule a general interest meeting at the beginning of each semester, weekly rehearsals during the semester, and a musical revue at toward the end of the semester. They may also schedule social events and special performances on and off campus for school events, charitable events, or other purposes.

Rehearsals for numbers are run by the respective directors. All other meetings are run by the officers.

### **Article III: Membership and Voting**

#### **Membership:**

- All students, faculty, and staff of the University are eligible for group membership.
- To be a member, one must satisfy one or both of the following:
  1. Attend the required number of rehearsals for at least one musical number, with the intention of performing in that number.
  2. Actively direct or co-direct at least one number in the show.

#### **Attendance Policy:**

- Directors are responsible for taking attendance (or delegating the task).
- The director of a number determines the number of rehearsals members can miss before being asked to not participate in a song; the Executive Board reserves the right to ask a member to not participate in the song if the member has missed more than two rehearsals for that song and whose absence makes running rehearsals difficult.
- Members are required to attend all rehearsals during production week, unless personally excused by the Executive Board.
- The Executive Board reserves the right to remove any group member(s) not fulfilling the requirements of membership.

#### **General Voting Rules and Procedures:**

- Voting on any issue is official only if at least half the group's current members are present and at least one officer is present.
- All those qualified to vote on an issue have one vote (e.g. officers are not given extra weight for their vote).
- Voting is done by secret ballot, and votes are counted by the officers without a personal stake in the outcome, or by members 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. (But if they miss a song from only one or two categories, they are not disqualified from voting in all categories.)
- To be eligible to vote on Small Group numbers, members must be present and attentive for all the songs performed.

#### **Who Can Vote on What?**

- Members can vote on song proposals for shows that they intend to perform in or direct for.
- Members can vote in officer elections if they have participated in a show during at least one of the semesters in that academic year.
- Outgoing seniors (or Take 5 students) *can* vote in officer elections in the spring of their last year. They *cannot* vote on song proposals for the next fall.

- 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 IV: Building and Casting a Show**

##### **Types of Numbers and Their Restrictions:**

- “Full Group” numbers are open to all members.
- “Medium Group” numbers are performed by no less than 7 and no more than 25 members, to be selected by audition.
- If a “Guys’ number” or “Girls’ number” is proposed, it must be proposed as a Medium Group number, but the above size restriction does not apply. There may be no more than one number for each gender in a show.
- In the fall, a “Newbie number” may be proposed, to be performed and directed by members who have not been in OBOC for a fall semester before. The number may be co-directed by experienced members. Newbie numbers are in a category by themselves. That is, if there are multiple ones proposed, one is chosen by vote of eligible *newbie* members, but they do not compete with other Medium Group numbers.
- In the spring, seniors may select a “Senior Song,” chosen by the seniors by consensus or voted on privately by seniors only.
- “Small Group” numbers (this category includes solos) may have no more than 6 performers, not including accompanists. They are prepared independently, outside official rehearsal time, and presented to the group for possible inclusion in the show, as described below.

##### **Composition of a Show:**

- The executive board determines the number of Full Groups, Medium Groups, and Small Groups to be voted into the show.
- The executive board schedules 2-3 meetings during a semester at which potential directors present numbers for inclusion in the show, voted on by current members.
- A song cannot be used in a show more than once every 8 semesters. That is, a number that was performed in the Fall 2000 show is not eligible for proposal until Fall 2004. A number in the Spring 2000 show is not eligible until Spring 2004.
- A show may not contain more than one song from a given musical, with the exception of suites (see next).
- A suite, defined as two or multiple songs that are placed together in their original context, may be proposed as part of a single proposal.
- If a song is found in multiple musicals, it cannot be proposed if it is a part of *any* musical that is already represented in the OBOC show.
- To be eligible, a song must have been performed at least once as part of a professional musical theater production (meaning the actors were paid), but not necessarily a Broadway production. The production must be live (films do not count) and theatrically staged (oratorios and concerts do not count).

- Songs that were written for but cut from professional musical theater shows are eligible so long as they were performed by paid actors in front of a real audience at least once (i.e. in previews).
- Members proposing a song may alter the lyrics and/or music so long as their alterations leave the song recognizable as a *parody* of a song from the professional musical theater repertoire (as detailed above). The parody may cast the song in a new light or completely change the subject, but someone familiar with the source song should still be able to recognize it. This judgment is made by the Executive Board before proposals. Parodies must be proposed to the group in final or near-final form; major alterations should not be made after the song has been voted into the show.

### **Proposing Full Group and Medium Group Numbers:**

- Any member may propose a song to direct for the show.
- Potential directors must send a written proposal with song title and type (Full, Medium, Gender-Only, or Newbie) to the President at least 24 hours before the voting session. If deciding a song's eligibility requires a judgment call by the Executive Board for any reason, directors should notify the President of this in their proposal. This includes parodies: proposals should include the altered lyrics and/or music.
- The Executive Board may postpone a proposal until the next voting session if there is insufficient time to make a good decision on the eligibility of the proposed song.
- Directors are responsible for having a recording (or a live performance if none is available) ready for the voting session. They must also have found an accompanist and sheet music of the appropriate arrangement at this time. If they want more time to acquire sheet music, they must apply for permission in advance from the Executive Board and have the consent of the Librarian.

### **Proposing Small Group Numbers:**

- Approximately two weeks before a show (determined by the Executive Board) Small Group numbers are performed and voted into the show by all members.
- The Executive Board will set the number of songs to be included in advance, and resolve ties with successive votes if necessary.
- Proposals for Small Group numbers must be sent to the President by one of the performers at least 24 hours before the voting session.
- Members are eligible to perform in a Small Group number only if they are actively participating in at least three numbers. Participation is defined as performing, directing, or accompanying.
- Officers should check the participation of all performers in proposed small groups *before* the voting session.
- All songs must be performance-ready at the time of the voting session.
- It is the auditioning members' responsibility to arrange for an accompanist and practice time.

### **Handling Special Proposal Issues:**

- If a song is proposed by more than one person, the President shall honor the proposal that was received first.

- Songs, if not voted in, may re-proposed later in the same semester. The member or members to originally propose the song maintain their claim on it for the duration of the semester. No one else may propose unless the original proposer(s) give up their claim (see below).
- If a member is willing to give up their claim on a song and pass it to someone else, they must contact the President *directly and in writing*. Otherwise, they retain their priority to propose the song, no matter what outside arrangements are made.
- Songs cannot be “reserved” by proposing them for future shows; only proposals for the upcoming proposal session may be accepted, beginning at a start time designated by the President.
- Multiple songs from the same show may be proposed in the same session, but they are in direct competition: only one can be included in the show. Members should be instructed to vote for one and not both.
- If a potential director cannot attend the voting session, they may have someone speak in their place.
- After reviewing the list of proposed numbers, members of the Executive Board *only* may submit proposals to the President after the 24 deadline for numbers that they intend to direct or co-direct.

#### **Auditions:**

- Auditions should be held soon after a set of Medium Group numbers is voted into the show, scheduled and run by the Executive Board.
- Directors must select a reasonably short section of their number that will let them judge an auditioning member’s suitability for the number.
- Any member may audition. Members are never required to audition.
- If a member wants to audition for a part or a solo in a number that they are co-directing, they must be completely removed from the casting process. At least one director for each song must not audition for it. Directors may, of course, audition for other songs being auditioned at the session.
- A director who is involved in the casting process can only be in their number if it is open to everyone. A director who is involved in the casting process may only take a solo in their number if everyone who auditions gets a solo.
- Casting decisions should be emailed to group shortly after auditions.
- Directors should be encouraged not to discuss their casting decisions, and are not required to explain them to other members.

### **Article V: Officers and Elections**

#### **Leadership Positions:**

- The Executive Board is comprised of the following offices: President, Vice-President, Business Manager, Secretary, and Publicity Director.
- Special Chairs include the following offices: Librarian, Historian, and Social Chair.
- Committee Chairs, volunteer positions appointed by the Executive Board, are employed during the month preceding a performance to aid in show preparation in the

areas of costumes, publicity, stage managing, and any other needed areas. All such positions do not vote on the Executive Board.

- The Executive Board is elected by the procedure described below.
- Special Chairs are appointed by the Executive Board on which they shall serve (not by outgoing officers).
- The Executive Board and the Special Chairs meet on a weekly basis or as needed to schedule and plan rehearsals, events, and performances. Other members are welcome to bring issues to the board, but are not necessarily entitled attendance to the entire meeting.

**Duties of All Officers:**

- All officers must be members of the Students' Association.
- All officers shall promote active recruitment of new members.
- All officers must enforce this group constitution.
- All officers are responsible for knowing the sections of the Students' Association constitution and by-laws that apply to this group.

**Duties of the Executive Board Officers:**

**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 weekly meetings and is responsible for all final decisions made. 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 or as a Special Chair for two semesters.

**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 responsible for making reservations for all rehearsal and performance spaces, as well as any equipment or special assistance needed at a rehearsal or performance.

**Business Manager:**

The Business Manager shall be responsible for monitoring group funds, in conjunction with the SA. The Business Manager shall be responsible for collecting dues as needed, collecting and monitoring all ticket money at performances, ordering tickets to be printed for performances, preparing the group budget, presenting the budget to the SA, and appropriating funds from the group's SA account for group purchases. S/he is ultimately responsible for all financial decisions made at the Executive Board meetings and all group activities.

**Publicity Director:**

The Publicity Director will be responsible for arranging and overseeing all publicity ventures. This includes contacting appropriate advertising possibilities, such as newspapers, radio stations, etc. The Publicity Director will work with the Business

Manager when arranging shows and concerts and any general interest meetings that would need to be publicized. The Publicity Director will furthermore be responsible for making programs for shows and concerts. The Publicity Director shall also delegate some member of the group as Webmaster to maintain and update the SA OBOC Website.

**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 all general group paperwork. The Secretary will maintain an accurate and updated list of group members and an accurate copy of this constitution, available for inspection upon request of any group member, S.A. Senator, or member of the Students' Association.

**Duties of the Special Chairs:**

**Librarian:**

The Librarian shall be in charge of obtaining copies and maintaining all music for the group. The Librarian shall work with the Business Manager to appropriate funds necessary for photocopying ventures.

**Historian:**

The Historian shall keep records of all events to be used for promotional activities as well as historical reference.

**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 members in the fall of each year.

**Nominations and Elections for the Executive Board:**

- Any undergraduate who has been a member for at least one semester (not necessarily the current one) 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 more on this.)
- The Executive Board will schedule a meeting for officer elections each spring, *before* the deadline determined by the Students' Association and *before* deadline for submission of the following year's budget proposal. (Typically this is mid-March, but an officer should check each year to be sure the deadline is met.)
- At elections, all candidates for a certain position leave the room, re-entering speak to the group one at a time. After each candidate has spoken, members of the group are invited to make remarks in confidence that they will not be shared with the candidates. This is moderated by the President, or another officer if the President is a candidate. Then, a secret ballot is taken and counted.
- The positions are voted on in this order: President, Vice-President, Business Manager, Publicity Director, Secretary. 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.

- The term of office for the Executive Board shall be one year starting and ending with the spring performance. New officers attend meetings but do not vote (except on the selection of Special Chairs) until after the spring performance. Outgoing officers vote (except on the selection of Special Chairs) until after the spring performance.

#### **Vacancies, Resignations, and Votes of No Confidence:**

- At the official meeting following a vacancy of an office, the position is to be filled by a special election for vacant position(s), scheduled by the Executive Board.
- If a vote of no confidence on any officer is to take place, it must be given an official meetings' notice. Any member of a group can call for no confidence.
- A vote of no confidence shall be defined as a 2/3 affirmative vote. An affirmative vote will result in the office being declared vacant.

#### **Article VI: Finance**

- Students' Association members shall receive priority at SA funded events conducted by this group.
- Funding needs for each semester shall be determined by the Business Manager in conjunction with the Executive Board during the previous semester and then submitted to the SA in the group budget. The Business Manager shall apply to the SA for supplemental funds in the event that more funds are needed to cover group expenses.

#### **Article VII: Amendments**

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

#### **Article VIII: Adoption**

- 2/3 of the persons with voting privileges must approve this constitution.
- This constitution will be ratified upon approval of the Students' Association and the signature of the Speaker.
- This constitution shall not conflict with the Students' Association constitution and by-laws.

#### **Article IX: By-Laws**

- All areas not specifically covered by this constitution are stated in the by-laws of this constitution.
- A majority of the persons with voting privileges must ratify a by-law.
- By-laws may not conflict with this constitution or the S.A constitution or by-laws.

#### **Article X: Hazing**

The harassment of one individual by another individual or group (sometimes called hazing) 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 liquor or drugs, or actions in the form of social pressure which might cause harm to an individual.

**Article XI: Discrimination**

The University of Rochester Off Broadway On Campus does not discriminate against any individual or group of individuals, on the basis of race, color, sex, sexual orientation, national or ethnic origin, age, disability, or religious, political, ideological views or affiliations.

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Signature of Officer Submitting Constitution

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SA Speaker granting approval

\_\_\_\_\_  
Date