

UTC Constitution

The purpose of the Undergraduate Theatre Collective (UTC) is to promote undergraduate theater on the campus of Brandeis University. The UTC is sponsored by the Office of Campus Life, and all undergraduate theater groups on campus have the option of applying for membership. The UTC also maintains and runs the Carl J. Shapiro Theater in conjunction with the Office of Campus Life and the Office of Facilities Management of Brandeis University, Waltham, Massachusetts.

I. Article I: UTC Coordinator Selection Procedures

1. By March 15 of each calendar year, the UTC Coordinator must advertise that the position for the next school year is open and make applications available.
2. The term of UTC Coordinator runs from May 15 of the year of selection until May 15 of the following year.
3. A person may only serve one term.
4. While serving a term as UTC Coordinator, no person may also hold an executive board position of a member group.
5. All applications must include spaces for name, year, mailbox number, prior theater acting and management experience, and a free response section generally asking the candidate what they believe is the role of the UTC, and especially its coordinator.
6. Applications must be turned in to the outgoing UTC Coordinator by March 31, or the first day of class after that date.
7. Once all applications have been collected, the candidates will be called in for an interview with the selection committee, which includes the outgoing UTC Coordinator, Rick Sawyer, or whomever holds his position of Associate Dean and Director of Campus Life, and Kristine Carlson, or whomever holds her position as Assistant Director of Campus Life.
8. Those three individuals can invite any person upon whom they can all agree to serve on the selection committee as well.
9. All candidates will be notified of the decision by the Friday after the week of interviews.
10. If the UTC Coordinator position becomes vacant in the middle of the school year, the two representatives from Campus Life must appoint a new Coordinator to finish out the term.

II. Article II: UTC Member Groups

1. At this time the UTC member groups are:
 - a. Boris' Kitchen
 - b. Brandeis Ensemble Theatre

- c. Brandeis Players
 - d. Hillel Theatre Group
 - e. Tympanium Euphorium
2. Any group that is officially recognized by either the Student Senate or the Office of Campus Life and presents theatrical limited-run engagements on campus is eligible to join the UTC after the following actions:
 - a. The group must file with the UTC Coordinator a Constitution, a statement of purpose, and a statement of non-exclusivity.
 - b. The group must also file with the UTC Coordinator a list of all members with their mailbox numbers.
 - c. Two representatives from the applying group will be invited to the next scheduled UTC Commission meeting, where they will be given time to make a presentation, after which there will be a question and answer period.
 - d. 2/3 of the representatives and the UTC Coordinator are required to grant admission into the UTC.
 3. Admission granted goes into effect for the following semester.
 4. Upon admission into the UTC, said group will nominate two representatives to the Commission, at which time the Constitution will be updated to reflect the change.
 5. The newly admitted group will have the lowest priority in terms of show date selection for the first semester following admission.
 6. Upon the completion of these two semesters, the show date selection procedures must be updated as an amendment to this document.
 7. If a group leaves the UTC for any reason, the Constitution will be updated to reflect those changes.
 8. All member groups must submit updated member group lists at the first UTC Commission meeting of each semester.

III. Article III: UTC Commission

1. The UTC Commission at the time of ratification includes the UTC Coordinator and ten voting members: two members each from Boris' Kitchen, Brandeis Ensemble Theater, Brandeis Players, Hillel Theatre Group, and Tympanium Euphorium.
2. No commission member may represent more than one group.
3. Each member group is responsible for appointing its own representatives.
4. Although representatives need not necessarily be executive board members of the group they are representing, it is imperative that they remain active members of that group and must discuss all proceedings with their boards unless otherwise directed.
5. UTC Commission members must remain the same for the entire school year unless extenuating circumstances prevent this.

- a. If such circumstances arise, the situation needs to be discussed with the UTC Coordinator.
6. Each representative will vote as an individual representing his or her group.
 - a. Therefore, it is entirely possible that the two representatives from any group will have opposite views on any given issue.
 - b. It is the responsibility of the member group to select representatives whom they feel will best convey the feelings of the group.
7. The Coordinator will only vote in the instance of a tie, unless otherwise noted, and all decisions may be overridden by the two Campus Life representatives in conjunction with the UTC Coordinator.
8. The UTC Commission shall meet at least once every two weeks during the academic year, excluding official University recesses.
9. An agenda for all scheduled meetings of the UTC Commission will be sent to the UTC representatives no later than three calendar days before each meeting.
10. Any suggestions for agenda items must be submitted to the UTC Coordinator no later than twenty-four hours prior to the distribution of agendas.
11. The UTC Coordinator will be responsible for setting the final agenda.
 - a. Only relevant issues will be included.
12. All meetings are open to the public, but the UTC Coordinator may choose to close a meeting or parts thereof if sensitive issues are to be discussed.
13. All votes are determined by a simple majority vote, except where otherwise noted in this Constitution.
14. All Commission members will be assigned a responsibility as a liaison between the UTC Coordinator and UTC members. Responsibilities will be chosen at the first Commission meeting of each semester by a vote of the Commission members (the 10 club representatives, excluding the UTC Coordinator). If there is a tie for any position(s), the UTC Coordinator will have the discretion on choosing who should obtain the position. Voting will be by secret ballot unless all members of the Commission agree on an open vote. Voting will be by a simple majority as indicated in Section 13 above.
 - a. Responsibilities may be switched with other UTC Commission members as long as the Commission is made aware of the switch and does not object.
 - b. Responsibilities are assigned to provide the Commission with people in charge of certain areas of UTC work. These jobs in no way remove these responsibilities from the realm of the Coordinator. The Commission as a whole may have a say in all plans and executions for any

of the responsibilities discussed herein.

- c. Should the Commission see fit to redistribute responsibilities at any point, they may do so according to the voting laws within the UTC Constitution.
- d. The responsibilities are outlined as such: Tech Liaisons, Operations and Programming Liaisons, Senate Liaison, and F-Board Liaison.

- i. **Tech Liaisons:** Three (3) UTC Commission members. Responsible for assisting and coordinating the technical needs of different UTC productions.

- 1) Tech Liaisons will work with the Theater Manager, Stage Managers, and all designers of shows throughout the season, meeting with each group of designers at least twice each semester more if seen fit.
 - 2) Tech Liaisons are also responsible for maintaining a safe and inventoried theater space, and for coordinating any improvements that are deemed necessary.
 - 3) At least one Tech Liaison must attend each strike/load-in.
 - 4) Tech Liaisons shall work with the theater manager in order to complete each semester's wood order.
 - 5) These members will report back on activities of shows to the Commission as a whole and act as a liaison between the technical aspects of a show and the Commission, the UTC Coordinator, and the Theater Manager.

- ii. **Operations and Programming (O/P) Liaisons:** Five (5) UTC Commission members. Primary duties can be divided into two

groups: Special Projects and Production Meetings.

- 1) Special Projects: O/P Liaisons are responsible for creating, planning and executing UTC projects. Existing projects include the UTC Symposium and the End-of-Year Banquet. O/P Liaisons will also be responsible for publicity regarding UTC projects and other events, e.g. shows.
- 2) Production Meetings: O/P Liaisons are also responsible for organizing periodic Producer, Director, and Stage Manager meetings. The purpose of these meetings is to increase communication between productions and to provide a support network for production staff members.
 - a) The UTC Coordinator shall assist with Director and Producer meetings when deemed necessary by the Coordinator or the O/P Liaisons, in addition to all other responsibilities of the Coordinator enumerated within the constitution. It remains the Coordinator's duty to continually be aware of all pertinent goings on in all UTC shows

currently in production.

- b) In the case that no commissioner is qualified to lead a particular production meeting, the UTC coordinator shall designate someone to fulfill this duty. In this case, it is suggested that an O/P Liaison still attend each meeting.

iii. **Student Union (SU) Liaison:**

One (1) UTC Commission Member. The SU Liaison is responsible for keeping the Commission abreast of Senate and Student Union activities and initiatives, especially those that might directly affect UTC operations. He/she is also responsible for educating the Union on UTC practices and needs, and for working with the assigned Senate Club Liaison to advocate the UTC's position on relevant issues. The SU Liaison shall hold periodic meetings throughout the semester with the Senate Club Liaison and/or the Student Union President.

iv. **F-Board Liaison:**

One (1) UTC Commission Member. The F-Board Liaison shall seek to coordinate and streamline funding requests from the member clubs so as to garner as much F-Board funding and support as possible. He/she will serve as a resource for producers with questions/concerns regarding F-Board. The F-Board Liaison will also serve as the UTC's advocate to F-Board by explaining specific needs of clubs/productions and generally educating F-Board membership about UTC practices and needs. The F-Board Liaison shall meet with the F-Board Chair and other members before each Early Marathon session to outline UTC requirements for the coming semester; he/she shall also meet with board members whenever deemed necessary, and report to the Commission

anything of interest/importance.

- 1) **When necessary, the F-Board Liaison will work to coordinate a separate 'UTC Early Marathon' with the F-Board.**
 - 2) **When desirable, the F-Board Liaison will work to identify and encourage 'UTC-friendly' candidates to F-Board.**
- e. All Commission Members are encouraged to assist and participate in duties outside their own responsibilities. Additionally, if a specific project/duty requires additional assistance, those responsible for the given task may enlist the aid of all or part of the greater UTC community.

IV. Article IV: Secretary and Webmaster Selection Process

1. Should the Commission in any given year feel the need for a commission secretary, the commission is able to decide accordingly by a simple majority vote. Should a secretary be desired, the following process shall ensue:
 - a. An application shall be made available by the UTC Coordinator
 - b. Existence of the position shall be publicized on the UTC website and via a UTC email, and by any other means as deemed necessary by the coordinator to adapt to the changing times (i.e. telekinetic messaging or something of the like).
 - c. Commission members shall be made aware of all candidates.
 - d. Once all applications have been submitted (by a given deadline as set forth by the Coordinator), said applications shall be reviewed and one candidate shall be chosen by the UTC Coordinator.
 - e. The chosen candidate shall serve in said position until the end of the spring semester, regardless of the start of term of office.
 - f. The secretary may not be a commission member, and therefore has no voting privileges.
 - g. The secretary's duties shall be as follows:
 - i. Take accurate and objective minutes at all commission meetings

- ii. Supply the Webmaster with said minutes no later than 24 hours following any given meeting.
 - h. Should the secretary fail to fulfill the above-listed responsibilities, he or she may be subject to impeachment by the commission. Motion for impeachment may be made by any commission member. Such an impeachment shall require a 2/3 commission vote.
- 2. For each academic year, the UTC shall have a webmaster contingent with the following guidelines:
 - a. An application shall be made available by the UTC Coordinator
 - b. Existence of the position shall be publicized on the UTC website and via a UTC email, and by any other means as deemed necessary by the coordinator to adapt to the changing times (i.e. telekinetic messaging or something of the like).
 - c. Commission members shall be made aware of all candidates.
 - d. Once all applications have been submitted (by a given deadline as set forth by the Coordinator), said applications shall be reviewed and one candidate shall be chosen by the UTC Coordinator.
 - e. The chosen candidate shall serve in said position from April 15 of that year until April 15 of the following academic year.
 - f. The Webmaster may any member of the UTC, including, but not limited to, the Coordinator, any commission member, or the secretary. Should the Webmaster be a person other than a commission member, he or she shall have no voting privileges at commission meetings.
 - g. The webmasters duties shall be as follows:
 - i. Maintaining the UTC website. This task shall include, but not be limited to:
 - ii. Posting commission meeting minutes
 - iii. Updating the UTC calendar
 - iv. Publicizing meetings, productions and special events
 - v. Posting proposals for shows and constitutional amendments.
 - h. Should the Webmaster fail to fulfill the above-listed responsibilities, he or she may be subject to impeachment by the commission. Motion for

impeachment may be made by any commission member. Such an impeachment shall require a 2/3 commission vote.

V. Article V: Fall Show Date Selection Procedures

1. A UTC week begins Monday at 9 am and ends the following Sunday evening at midnight.
2. Each theater group requesting performance time for the fall semester must submit a request in writing to the UTC Coordinator, including name of group, name and mailbox number of submitter, and first and second choice week(s) selection by April 15 of the preceding spring semester.
3. Boris' Kitchen automatically receives the week following Thanksgiving.
4. Tympanium Euphorium, Brandeis Players, and Brandeis Ensemble Theatre will rotate by year as to which group receives Family Weekend as part of their performance schedule, the order of which will be determined by the UTC Commission.
 - a. If in any given year the group with the week of Family Weekend forfeits their right to that week, the rotation will move up one year.
5. Hillel Theatre Group has the option of taking the week prior to Thanksgiving, because of the schedule limitations imposed by the Jewish holidays.
6. If in any given semester Hillel Theatre Group does not accept this time-frame, they may choose from the dates remaining after the other groups have all been accommodated.
7. If more than two groups want two weeks in the theater, the UTC Coordinator will have the authority to determine which groups will be awarded two weeks, following these stipulations:
 - a. Boris' Kitchen only receives one week per semester.
 - b. The group with the week of Family Weekend will have the least priority.
 - c. If a group was denied a request for two weeks in the previous year, they will be given highest priority.
 - d. Not all requests will be able to be accommodated, even to the groups with highest priority, depending on the way the calendar falls in any given year.

VI. Article VI: Spring Show Date Selection Procedures

1. HTG gets first selection of dates so as not to conflict with Passover

or the counting of the Omer, a religious tradition prohibiting public performances.

2. Each theater group requesting performance time for the spring semester must submit a request in writing to the UTC Coordinator, including name of group, name and mailbox number of submitter, and first and second choice week(s) selection by November 15 of the preceding fall semester.
3. The UTC Coordinator will have the ultimate authority to determine which groups will be awarded which weeks.

VII. Article VII: UTC Pre-Proposal

1. **Each Semester there shall be an all-UTC pre-proposal meeting. This meeting will occur no fewer than ten (10) calendar days prior any club's proposal meeting.**
2. There must be at least one (1) E-Board representative from each UTC Member Group, excluding Boris' Kitchen.
3. Anyone wishing to propose a show(s) for the following semester should make that known to the UTC Coordinator at this meeting, and no new declarations of intent to propose will be accepted after 48 hours from the onset of the meeting. By the end of this 48 hour period, the UTC Coordinator must be made aware of the title of the show(s) as well as any clubs the show(s) might be proposed to. Proposer need not be the director of the show(s). At the end of the 48 hour period, the UTC constituents will be made aware of all of the proposals that will exist for the following season.
4. UTC member groups must decide on an individual basis how this meeting will count towards the membership requirements for their club's voting procedures.
5. No UTC Member Group shall have a pre-proposal meeting in addition to this all-UTC pre-proposal meeting, but the member groups are encouraged to have mid-semester meetings of their members.

VIII. Article VIII: Audition and Callback Procedures

1. This article does not apply to Boris' Kitchen.
2. For fall productions:
 - a. All shows must have completed all auditions and callbacks by 11 pm on the Thursday following Labor Day.
 - b. Each production is required to inform all who have auditioned for more than one show that they must be available between midnight and 2 am on the Thursday-

- Friday following Labor Day.
- c. At midnight on the Thursday following Labor Day, each show must bring two or three representatives to a common casting meeting.
 - i. At this meeting, each production will read their ideal cast list and all conflicts that arise will be solved by telephone consultation between the actor in question and the UTC Coordinator.
 - ii. The UTC Coordinator will then announce the actors' choices, at which point each show will be given a few minutes to make any necessary substitutions.
 - iii. The above procedure will be repeated until all conflicts have been solved.
 - d. All inter-production communication regarding actors and casting is expressly prohibited between those involved in the casting procedure, until the common casting meeting.
 - e. No show is allowed to post their cast list until after the common casting meeting.
3. For spring productions:
- a. After fall semester consultation with the producers of each spring semester show, the time-frame for auditions and the date of the common casting meeting which both shall occur after Winter Break will be decided upon.
 - b. Each production is required to inform all who have auditioned for more than one show that they must be available between midnight and 2 am on the date determined for the common casting meeting.
 - c. At midnight on the evening of the common casting meeting, each show must bring two or three representatives to the aforementioned meeting.
 - i. At this meeting, each production will read their ideal cast list and all conflicts that arise will be solved by telephone consultation between the actor in question and the UTC Coordinator.
 - ii. The UTC Coordinator will then announce the actors' choices, at which point each show will be given a few minutes to make any necessary substitutions.
 - iii. The above procedure will be repeated until all conflicts have been solved.
 - d. All inter-production communication regarding actors and casting is expressly prohibited between those involved in the casting procedure, until the common casting meeting.

- e. No show is allowed to post their cast list until after the common casting meeting.

IX. Article IX: Audition Restrictions

1. The UTC Coordinator is not allowed to audition for or officially appear in any UTC show or serve as a member of any group's production staff.

X. Article X: UTC Fees and the Mainstage Theater

1. The Carl J. Shapiro Theater, herein referred to as the mainstage theater, is the performance space of the Undergraduate Theatre Collective, and where all UTC shows are presented unless other arrangements have been made.
2. Following the strike of each show, the UTC Coordinator will check out the group, surveying the theater for broken equipment and cleanliness.
 - a. If a problem is found, the Producer or a designate of the outgoing group will be asked to correct it or they will be assessed a fine equal to the cost of replacement or whatever the solution to the situation might be.
3. Performances Outside the Mainstage Theater
 - a. For each performance where admission is either charged or suggested there is a \$50 fee per show.
 - b. This fee does not apply to Coffeeshouses
 - c. For each performance where admission is either charged or suggested, but no UTC services are used, there is a \$25 fee per show.
 - d. If a performance's income is below the designated fee per show, the UTC Coordinator has sole authority to lower the fee for that performance.
 - e. For each performance where admission is neither charged nor suggested, and no UTC services are used, there will be no UTC fee.
 - f. For each performance where admission is neither charged nor suggested, but UTC services are used, the sponsor group will be charged for the items used, determined at the discretion of the UTC coordinator.
4. In addition to the aforementioned fee, for performances in the Mainstage Theater, there shall be a charge of 25% of total ticket sales.
5. The UTC Coordinator will have sole discretion over the expenditure of all UTC funds.
 - a. The UTC Coordinator will provide a detailed accounting of all expenditures and profits to the UTC Commission

at the end of each semester.

XI. Article XI: Accounting Procedures

1. A copy of the official accounting sheet will be given to each producer at the start of the semester in which their production is presented.
2. At the check-out following each production, the producer of the show is required to hand in a completed accounting sheet to the UTC Coordinator.
3. Payment of the UTC fees are to accompany the accounting sheet unless prior arrangements have been made between the producer and the UTC Coordinator.

XII. Article XII: Impeachment of UTC Coordinator

1. Should the UTC Coordinator not fulfill his or her responsibilities as dictated in this Constitution, the UTC Commission may declare the seat vacant after the following actions:
 - a. Charges for impeachment must be made in writing by at least three members of the Commission and presented to the Campus Life representatives.
 - b. The Campus Life representatives have veto power over the proposed impeachment, but if they agree with the charges, they will select a presiding officer from amongst the Commission members.
 - c. The presiding officer will then call a Commission meeting at which time the charges will be read and the accusers and accused shall have the right to introduce evidence pertinent to the charges.
 - d. 3/4 of the Commission members are required to remove said official from office.
2. If said official is removed prior to the first week in March, an interim Coordinator must be selected as dictated in I.8.
 - a. A person placed in the position of UTC Coordinator as an interim replacement is eligible to apply for another term as Coordinator.
 - b. If the official is removed after March 1, but before the Coordinator for the next term is selected, the position will remain vacant until such time as the new Coordinator can begin his or her duties.
 - i. In this instance, the representatives from Campus Life will have full authority in all UTC matters.

XIII. Article XIII: Impeachment of UTC Commission Members

1. Should a UTC Commission member not fulfill his or her responsibility to aid and promote undergraduate theater on the Brandeis campus, the UTC Commission may declare the seat vacant after the following actions:
 - a. The complaint for impeachment must be made in writing by at least three members of the UTC Commission and be presented to the Coordinator.
 - b. The Coordinator will then call a Commission meeting at which time the charges will be read and the accusers and accused shall have the right to introduce evidence pertinent to the charges.
 - c. The UTC Coordinator and 2/3 of the remaining representatives are required to remove said official from office, at which time the member group from which the ousted official was a representative, should appoint a new representative.

XIV. Article XIV: Receivership of a UTC Group

1. Receivership in this case is defined as a period of structural reorganization, when a member groups finances are run entirely by the UTC Coordinator.
2. Should a UTC member group feel that it does not possess the finances to survive, it may apply for receivership.
3. Should a UTC member group incur a debt that it cannot pay by the due date, it will be automatically placed under receivership.
4. The UTC will absorb and pay off all debts incurred by the member group in receivership, up to \$1,000.
5. The representatives to the UTC Commission of that group will retain their positions as long as the group retains its status as a member group.
6. The UTC Coordinator will have direct authority over any and all financial transactions of the group.
7. The member group in question will have twelve months to present a viable reorganization plan of action to the UTC, which must be approved by a 3/4 vote of the UTC Commission representatives, the UTC Coordinator, and the representatives of Campus Life.
8. After a reorganization plan is approved, said group has two years to pay all debts back to the UTC.
9. Receivership ends upon the full repayment of all debts to the UTC.
 - a. If either of the last two requirements are not met,

receivership expires and the group in question is removed from the UTC and all remaining monies are irretrievably seized by the UTC.

10. Said group has the right to reapply only after the group can repay the UTC for all debts absorbed.
11. In accordance with Section 4, the UTC bank account will maintain a balance of at least \$1000 at the end of the semester. However, this minimum balance does not require the UTC to spend the entirety of any surplus above \$1000.

XV. Article XV: Sanctions Against a UTC Member Group

1. Following an infraction of UTC, University, or governmental policy, the UTC Coordinator will have the authority to impose one of the following sanctions on the group in question.
 - a. Probationary period.
 - i. Probation shall be defined as a period of time, determined by the UTC Coordinator, during which the group in question cannot commit any further infraction without automatic removal from the UTC.
 - 1) This statement only applies if the UTC Coordinator determines that the second infraction is of significant severity.
 - ii. The UTC Coordinator may also impose any of the sanctions outlined in XIV.1.c.
 - b. Removal of said group as outlined in Article XV.
 - c. Additional penalties may be imposed as deemed appropriate by the UTC Coordinator.
 - i. If monetary compensation is required, the group must be sent a bill for damages, which they will have three months to pay.

XVI. Article XVI: Removal of a UTC Member Group

1. The UTC Coordinator and the Campus Life representatives must agree to bring a complaint against any member group.
2. The Coordinator will then call a Commission meeting at which time the charges will be read and the accusers and accused shall have the right to introduce evidence pertinent to the charges.

3. Actions that may be cause for removing a member group from the UTC include, but are not limited to:
 - a. Causing serious physical damage to the theater.
 - b. Causing serious damage to the reputation of undergraduate theater on campus.
 - c. Refusing to pay its incurred fees to the UTC Commission.
4. 2/3 of the remaining Commission officers, those in the groups not being charged, plus the Coordinator, are required to remove said group from the UTC.
5. If the vote for removal fails, the UTC Coordinator will then have the authority to impose sanctions as outlined in XIV.1.a and XIV.1.c.

XVII. Article XVII: Ratification and Amendment

1. This Constitution is considered ratified and in effect immediately if 2/3 of the UTC representatives and the UTC Coordinator vote for ratification.
2. The issue of adding an amendment to this Constitution may be placed on the agenda of any UTC Commission meeting by any UTC representative, provided that it is received by the UTC Coordinator at least one week in advance of the next scheduled meeting.
3. Amendments must be ratified by 3/4 of the UTC Commission members.

Ratified on December 7, 1997 by a vote of 9-0-0

Amended on December 9, 1998 by a 3/4 vote

Amended in May, 2003 by a unanimous vote

Amended March 18, 2004 by a vote of 9-0-1

Amended on October 27, 2004

Amended on November 12, 2004

Amended on April 12, 2005 by a vote of 8-0-1

Amended on March 22, 2006 by a unanimous vote

Amended on April 5, 2006 by a unanimous vote