

Tympanium Euphorium Constitution

Revised 1/10/01, Approved 2/7/01, Amended 4/7/08, Amended 3/20/10

I. Non-exclusivity Clause

Any member of the Brandeis Community is welcome to participate in Tympanium Euphorium regardless of race, creed, color, gender, sexual orientation, age, or disability.

II. Membership and Voting Rights

A. Voting Eligibility

1. In order to establish themselves as voting members, Brandeis students must either participate in the production staff, cast, crew, or pit band of a Tympanium Euphorium production or attend at least two meetings. In the latter case, they are established as voting members at the beginning of the second meeting they attend.
2. In order to maintain voting privileges the members must either participate in the production staff, cast, crew, or pit band of a Tympanium Euphorium show or attend at least one meeting, within two semesters of their last involvement.
3. After losing voting privileges, members can regain them for another year after attending another meeting or participating in a Tympanium Euphorium production as explained in II.A.1. Voting rights are restored at the beginning of the next meeting they attend.
4. Only voting members may submit proxy votes.

B. Proxy Votes

1. A proxy vote is a vote yielded by one active member to another who avows to represent the interest of the absent member.
2. The President must be made aware of all proxies prior to the voting meeting.
3. No member may vote on behalf of more than 1 absent member by proxy in any vote.

C. Voting

1. All votes will be tallied by the President and Vice-President and, if deemed necessary, will be verified by the Secretary.
2. In the case of a tie during the vote, there will be a re-vote. In the event that the re-vote also produces a tie, the President, Secretary and Treasurer will submit another vote. The vote will be tallied by the Vice-President.
3. When voting on a proposed production, members may vote either for a specific proposal, "no show," or they may abstain.

4. When voting during an election they may vote for a specific candidate or they may abstain.
5. In order for a vote to occur, a quorum of 75% of the average attendance of the past two meetings is required to be in attendance.
6. For a proposal to be selected or a candidate to be elected, a simple majority of those non-abstaining votes is required. If no show or candidate receives a majority, a runoff may be held between those receiving the highest number of votes on the first ballot.
 - a) In the case of proposals, "no show" shall be treated as a proposal and may be included in a runoff if it receives sufficient votes.

III. Amendments

Amendments to the constitution will be presented before the entire voting membership for the purposes of discussion and then will be put to a vote in which a two-thirds majority of those in attendance is required to win.

IV. Executive Board

- A. The Executive Board is composed of four officers, elected by the voting membership.
- B. The officers will serve as the contacts, representatives, and governing bodies of Tymp.
- C. Elections will be held at the end of each academic year, with officers to assume leadership immediately thereafter.
- D. The term of office is one academic year, from the end of one Spring semester to the end of the next Spring semester.
 1. In the event that an executive Board member withdraws from leadership, a replacement will be elected by the voting membership, the term of such replacement will last until the end of the Spring term.
- E. The Executive Board consists of the following:
 1. President: Responsible for conducting all meetings, tallying votes, and ensuring adherence to the rules of the constitution.
 2. Vice President: Responsible for projects and tallying votes in meetings. (Note: Should the President withdraw from office, the Vice President will automatically assume the office of President and a new vote for Vice President will occur).
 3. Director of Communications and Finance: Responsible for taking minutes and informing members of meetings and other important information. Responsible for all financial matters and records, as well as maintaining constant contact with the Producer of the current semester's production, ensuring proper use of funds.
 4. Executive Producer: Responsible to ensure that all duties of producing are fulfilled for the

duration of the term (two main stage productions).

- a) Responsible for managing communication between executive board and production staff, including but not limited to attending weekly production staff meetings.
- b) May find another student to fulfill the role of “Producer,” for one production a year, in which case he or she may audition or take on another role for the show.
 1. In this case, they are still responsible for all of their duties listed above.
 2. May choose producer through word-of-mouth or through application process

F. Responsibilities

1. It is the Executive Board's responsibility to best interpret the guidelines of the constitution and to shape policy accordingly.
2. It is the duty of all the Executive Board members to assist the other officers, should they be unable to fulfill the duties of office.
3. To better inform the voting populace, it is the Executive Board's responsibility to make copies of all submitted proposals available at least forty-eight hours prior to the proposal meeting in at least two of the following ways:
 - a) Mailbox stuffings
 - b) Mass e-mails
 - c) Internet postings

V. Productions

A. Proposal Process

1. This proposal process is effective for the 2010-2011 productions and will be voted on again at the end of the 2011 spring term at which point this statement will be removed.
2. Brandeis undergraduate students are invited to propose a show to the executive board via e-mail. Minimum required application is included in appendix A.
3. Executive board will choose 2-5 of the proposed shows to present to the club
 - a) Executive board will research shows to assess their feasibility
 1. Feasibility to be determined by executive board based on an assessment of current constraints present in the theater community.
4. Executive board will present the selected shows to the club at the proposal meeting for a vote. This vote will follow the same rules as listed in II.C.

- a) The proposer remains anonymous throughout the presentation
- 5. Executive board will accept applications for director. Minimum application included as appendix B. After an interview process, the executive board will choose the director.
 - a) A directing “team” may apply. The team may consist of two Co-Directors, an Executive Director with a Director, or a Director with an Assistant Director. Anyone listed in the “Executive” role must attend the interview, assistants are not required to do so.
- 5. The director and producer gather and organize a design team.
- 6. The the executive board, in cooperation with the director, will conduct an application process for the roles of music director, choreographer, and stage manager.
 - a) Team rules apply as listed for director.
 - b) Although the executive board may discuss the roles with the Director, the Director has final choice in selecting these members.

C. Rehearsal Rules

- 1. For all Tympanium Euphorium productions, the following rules regarding the rehearsal process shall be enforced.
 - a) No production staff shall continue auditions or callbacks past 12:00 AM or require those auditioning to remain for more than 5 consecutive hours.
 - b) A director cannot hold rehearsals with the performers for more than five consecutive hours without giving a one-hour break.
 - c) A director cannot hold more than ten hours of rehearsal with the performers on any given day. In the event of a ten-hour rehearsal day, a break of at least two hours must be given.
 - d) A director cannot require performers to stay at rehearsal after 11:30 PM during the regular rehearsal schedule or after 1:00 AM during tech week.
 - e) It is the responsibility of the director to inform the performers of the regulations at the first cast meeting.
 - f) In the event of repeated or flagrant failure to abide by these regulations, the situation will be brought before the Tympanium Euphorium Executive Board and they shall deal with the matter as they see fit.

VI. Goal

The goal of Tympanium Euphorium is to present at least two full scale musical theater productions a year.

A. The voting membership may choose the option of not producing a show during a particular semester. In such a case, Tymp will make all efforts to sponsor other events in order to expose the Brandeis Community to musical theater and to maintain our financial stability. A semester in which Tymp does not produce a show should not be considered indicative of a breakdown of the organization.

B. Tymp may also promote musical theater on campus through other means including but not limited to musical revues, concerts, trips to see nearby theater, workshops, masterclasses, singing valentines, joint projects with other theater groups, and movie musical marathons.

Appendix A: Minimum Show Proposal

Basic show information:

1. Show name
2. Music/Lyrics/Book by
3. Plot synopsis
4. List of parts (include ensemble & traditional size)

Questions:

1. Is it a “dance-heavy” show?
2. Why would this be a good show for Tymp right now?
3. Is there anything we should know about the show? (ie large set, use of guns, use of children...)
4. Do you plan to apply to be on the production staff?

Appendix B: Minimum Director Application

1. Why do you want to direct...
 - a) right now?
 - b) This show?
2. Do you have a vision for this show?
3. Do you have anyone you want to work with on your production staff?
4. What is your theater experience?