

Behind the Scenes Constitution

Revised 9/7/15

1. Purpose

- a. Behind the Scenes shall provide a central group for undergraduate students [within the UTC] who share an interest in technical theater. The goals of Behind the Scenes include:
 - i. Providing an open space for people to learn, participate, and lead specific trainings in all technical areas including, but not limited to carpentry, lighting design, sound design, costume design, production, and stage management
 - ii. Providing a group of people for other theater clubs to reach out to when they are in need of a production staff
 - iii. Organizing technical and design trainings from both professionals and students, on and off campus
 - iv. Attending/hosting networking events for those interested in technical theater as a career
 - v. Providing the opportunity to create designs and pieces for members' portfolios
 - vi. Maintaining and upgrading current and new equipment in the theater
 - vii. Coordinate with other groups within the UTC when it is necessary to purchase new equipment and prioritize purchases
 - viii. Organizing field trips to see shows off campus to expose members to professional designs and productions

2. Membership

- a. Behind the Scenes is open to anyone interested in technical theater. Membership is granted to anyone who attends meetings on a regular basis.

3. Leadership

- a. Executive board
 - i. Co-presidents
 1. Call meeting to designate designers for each show after date selection each year
 2. (If part of UTC) Act as a liaison between Behind the Scenes and UTC by appearing as representatives on the UTC commission
 3. Overseeing coordinators, programming, and progression of the club
 - ii. Treasurer
 1. Working with coordinators to allocate club funding for programming and purchases
 2. Requesting money through early marathon for next semester
 3. Dealing with all financial matters and records.

4. Meeting with the Allocations Board during regular marathon to explain monetary requests, and completing all Allocations Board requirements to receive funding.
 5. Getting all receipts and loans properly squared away and reimbursed in a timely manner, via meetings with the Student Union Treasurer and/or the Treasury's reimbursement method of choice in an effort to maintain a constant digital record of Behind the Scenes funds.
- iii. Secretary
 1. Take notes during meetings
 2. Publicize events
 3. Send out emails regarding programs and upcoming events
 4. Act as liaison between other clubs and coordinators with regard to selection of production staff
 - iv. Should an executive board member be unable to fulfill these duties, he/she may step down or the issue be further discussed by the executive board and the coordinators.
 1. The remaining executive officers may choose to fill or not fill the empty position.
 2. If the executive officers wish to fill the position, either of the other executive officers may fill this position in addition to fulfilling their current duties as secretary or treasurer, or the officers may open the position and hold a vote.
 3. There must always be at least one president serving Behind the Scenes. In the case that there is only one president, the other executive officers may help fulfill presidential duties as requested.
- b. Coordinators
 - i. Each area will have one coordinator who organizes and oversees programming specific to that area. The executive board shall appoint these individuals. While coordinators act as authority figures for their respective areas, members are not restricted to one area.
 1. Coordinators shall be knowledgeable about safety and procedures in their area
 2. Coordinators shall be available to assist and teach club members who are interested in learning about their area
 3. Coordinators shall help clubs find executives for shows for their area of expertise
 4. Coordinators shall be responsible for coordinating specific programs for their specific area
4. Meetings

- a. The executive board and coordinators will have monthly meetings to discuss upcoming programs and trainings, and make sure all production staff positions are filled for upcoming productions
 - b. Immediately following date selection, Behind the Scenes will meet to help ensure that all shows have a complete production staff
 - c. Behind the Scenes will also meet at the start of each semester to make sure production staffs remain filled
5. Election of officers
 - a. Elections for Behind the Scenes shall occur every spring
 - b. Officers shall be elected to one-year term
 - c. To be elected, one must be an active member of Behind the Scenes and have worked on at least two productions within the past three semesters
6. Constitution amendments
 - a. Proposed amendments shall be presented to the executive board
 - b. A meeting shall be arranged within 2 weeks of the proposal for the club members to vote on the amendment
 - c. For a proposed amendment to be approved, a two-thirds majority must be in support of it
 - d. This procedure may be truncated should amendments be deemed time sensitive by the Executive Board.
7. Statement of non- exclusivity
 - a. Behind the Scenes is open to all members of the Brandeis Community. Behind the Scenes does not discriminate against members on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, political affiliation, ideology, veteran status or any other category protected by the law.