

# UTC CONSTITUTION

The UTC Constitution is a living document. All of the following information is subject to change based on the current needs of the UTC community. All sections must be revisited at the end of each academic year.

## **i. Article I: Group Name and Acronym**

- i. We are the Undergraduate Theatre Collective-hereafter referred to as the UTC in this document. The UTC is advised by Brandeis University Department of Student Activities, hereafter referred to as STUDENT ACTIVITIES.

## **ii. Article II: Purpose**

### **i. Mission Statement**

- i. The UTC aims to bring people together through a love of theater by sponsoring theatrical productions each semester and organizing other theater-related programming that aligns with our goals (as outlined below).

### **ii. Goals**

- i. As a student-run and student-operated organization, the UTC aims to provide opportunities for undergraduate students to be involved in all aspects of theatrical production, and for undergraduate students to mentor each other throughout this process.
- ii. We aim to bring together members of the wider Brandeis community to create theater and related programming that aligns with and promotes Brandeis' primary values: social justice and transformation, diversity, inclusion, and education.

## **iii. Article III: Inclusion and Non-Discrimination**

### **i. Anti-hazing and Non-Discrimination Policies**

- i. In accordance with Brandeis Rights and Responsibilities Section 2, the UTC will not haze its members and will follow Brandeis University's non-discrimination policies. If discrimination or hazing practices are discovered, this behavior is grounds for removal of an individual's right to participate in the UTC.
  - i. The decision to prohibit a member from the UTC for one of these reasons falls to a member of the Division of Student Affairs, with consultation from the UTC executive board.

### **ii. Casting**

- i. The UTC will enforce color-conscious and gender-conscious casting in all of its productions. The UTC advocates for the respectful presentation of underrepresented minorities and stories onstage; the UTC will, therefore, cast actors of an appropriate race, ethnicity, or gender identity as required by any given script. At the show-selection stage of each season, UTC Executive Board (E-Board) will evaluate whether the Brandeis student body has the constituency to cast and staff a show appropriately from the student population, and use that evaluation to determine whether the proposal should proceed to voting.
  - i. "Color-conscious casting" is defined by Teresa Eyring as casting that "intentionally considers the race and ethnicity of actors and the characters they play in order to oppose racism, honor and respect cultures, foster stronger productions, and contribute to a more equitable world." The goal of color-conscious casting is to avoid perpetuating a system that "privileges whiteness with greater access and opportunity, and appropriates the cultures of communities of color." (Teresa Eyring, "Standing Up for Playwrights and Against 'Colorblind' Casting," American Theatre, January 7, 2016.)
- ii. In the event that a show is selected to be a part of a UTC season and cannot be cast and staffed according to the requirements above or a member of the Brandeis Student Body voices opposition to a selected show for these reasons,

the UTC President and Proposal Team will work with the Department of Student Activities to determine the appropriate course of action. Outcomes of this situation may include (but are not limited to) cancelling the production or replacing it with a comparable show that can be cast appropriately.

- iii. In the event that a member of the UTC or the Brandeis student body wishes to alert UTC e-board that there has been a violation of the Inclusion and Non-Discrimination section of the constitution, they may reach out to any member of the UTC eboard, who will bring it to the attention of the UTC President.

#### **iv. Article IV: Membership and Voting**

##### **i. Membership**

- i. An individual is considered a member of the UTC if they satisfy any of the following conditions:
  - i. They have participated on one UTC show (including 24 Hour Musical and Quickies) as a cast member, production staff member, run crew, or spotlight/board operator within the past three semesters
  - ii. They currently serve on UTC E-Board
  - iii. They have attended at least two UTC meetings in the current semester.
    - i. Meetings that occur every semester that may be counted towards qualification for UTC membership include weekly forum or voting meetings.

##### **ii. Voting**

- i. All current members of the UTC (as described above with the exception of the President and Vice President, who will count votes) are eligible to vote on a UTC season and eboard elections.
  - i. In the event of a tie, the President will cast a vote to break this tie during counting.
    - i. While the President and Vice President are not permitted to vote in general member elections, they are allowed to vote in matters that require an eboard vote.

#### **v. Article V: Executive Positions in the UTC**

- i. UTC Executive Board (E-Board) consists of four teams, each led by a member of core eboard and an overall UTC President. Heads of each team are responsible for calling team meetings as necessary and serving as a point-person for all other members of the UTC.
  - i. Proposal Team
    - i. Head: Vice President
    - ii. Proposal Board:
      - i. Hillel Coordinator
      - ii. Musical Coordinator
      - iii. Straight Play Coordinator
      - iv. Diversity Coordinator
      - v. Tech Coordinator
  - ii. Finance Team
    - i. Head: Treasurer
    - ii. Deputy Treasurer
    - iii. Deputy Treasurer
  - iii. Production Team
    - i. Head: Production Manager
    - ii. Production Assistant
    - iii. Production Assistant

- iv. Events Team
  - i. Head: Events Manager
  - ii. Communications and Outreach Director
  - iii. Events Assistant
- ii. All positions are limited to one individual.
- iii. Members of the E-Board will be assigned to serve as E-Board Representatives for one show in each semester that they serve. Responsibilities for E-Board Representatives vary across positions, with some having a greater time commitment than others.
  - i. P-Board Representatives are responsible for:
    - i. Attending two separate rehearsals for a minimum of one hour each per month for their assigned show.
  - ii. Treasury Team and Production Team Representatives are responsible for:
    - i. Attending production staff meetings so that one E-Board member not on the production staff or in the cast is present at each meeting.
  - iii. An E-Board member cannot serve as a Representative for a show that they are in the cast or production staff of.
  - iv. Core E-board Members will not be assigned to specific shows, rather they are expected to attend one hour of rehearsal for each show the UTC produces every month.
  - v. After rehearsal and production meeting visits, if E-Board members have questions or concerns, they are expected to voice these concerns to the correct member of the show's production staff as well as a member of core E-board or the UTC President directly.
- iv. No member of E-Board may participate in every UTC show in any given semester that they are serving.
  - i. This includes executive and assistant production staff roles.
- v. UTC President**
  - i. Term
    - i. The UTC President serves from the forum following their election to the last day of finals of the following Spring.
      - i. The period of overlap between each President will be used to help them transition into the role for the following year.
      - ii. During this period, the UTC President-Elect will facilitate Executive Board elections for the upcoming year.
      - iii. The UTC President handles all responsibilities regarding the current semester, and the President-Elect handles all responsibilities regarding the following year.
    - ii. A person may only serve one term.
    - iii. The UTC President can serve as executive or assistant to any position, or may work in any capacity on a side-project so long as they are in the initial side project proposal.
      - i. If the UTC President would like to fulfill a role or production position, the UTC President can appeal to forum to allow the UTC President to serve another position. A unanimous vote of the current semester's eboard is required in order to allow an exception to the UTC President serving in a role not previously mentioned above.
        - i. If the UTC President would like to work on a side project they are not on the initial proposal for, they may use this same appeal system.
        - ii. If an appeal to forum is made and the vote is not in the UTC President's favor, the UTC President may not serve as an executive or assistant role for that position.

- ii. Responsibilities
  - i. Meets weekly with a member of the Department of Student Activities.
  - ii. Organize and run all weekly forum meetings.
  - iii. Act as a liaison to the University.
  - iv. Oversee the rest of the UTC Executive Board and hold them accountable for their responsibilities.
  - v. Act as a mediator for conflicts among the UTC Executive Board and/or the cast and production staffs of UTC shows, as needed.
  - vi. Facilitates elections for the executive board for their term, along with the outgoing UTC President and the Department of Student Activities.
  - vii. Tallies votes with Vice President in all forum votes.
  - viii. Organize and run Common Auditions and Common Casting for both semesters.
- iii. Impeachment
  - i. Should the UTC President not fulfill their responsibilities as dictated in this Constitution, the UTC Commission may declare the seat vacant after the following actions:
    - i. Charges for impeachment must be made in writing by at least three members of eboard and presented to the Department of Student Activities. The Student Activities Representative will inform the acting President of their impeachment.
    - ii. After the UTC President has been informed of this complaint, all parties involved will be asked and expected to engage in a mediation with at least one representative from Student Activities, unless the Student Activities Representative excuses the party.
      - i. The Student Activities representative who runs the mediation cannot be the UTC Advisor.
    - iii. If the President decides not to step down after the previous two steps, the Student Activities Representative will call a forum meeting, during which the charges will be read and the accusers and accused shall have the right to introduce evidence pertinent to the charges.
    - iv. A 3/4 of all current semester's eboard members are required to remove the UTC President from office.
  - ii. If the UTC President is removed prior to March 1, the Vice President will become interim President.
    - i. The interim President is eligible to apply to be the UTC President for another term.
    - ii. The interim President will work with a representative of the Department of Student Activities to determine a timeline and process for voting into office another President.
  - iii. If the President is removed after March 1, but before the President for the next term is selected, the position will remain vacant until such time as the new President can begin their duties.
    - i. In this instance, the Vice President will run all UTC forum meetings and meet regularly with the a representative from the Department of Student Activities.
    - ii. Any other UTC issues will be delegated to other members of UTC e-board at the discretion of the UTC Advisor.

**vi. Proposal Team**

- i. Vice President
  - i. Term

- i. The Vice President serves from the end of the spring semester until the end of the following spring semester.
  - ii. Responsibilities
    - i. Consistently meet with a representative from the Department of Student Activities.
    - ii. Oversee and facilitate all Proposal Board meetings.
    - iii. Attend all forum meetings.
    - iv. Maintain a knowledge of the UTC Constitution and ensure that the UTC E-Board and productions are held responsible for abiding by its guidelines.
    - v. Leads the Proposal Board in selecting shows and production staff for the upcoming season.
    - vi. Assumes responsibilities of UTC President in the event that they become unable to continue in their role.
    - vii. Tallies votes with UTC President in all votes.
  - iii. Replacement
    - i. If the Vice President is impeached, or if they must replace the UTC President, a member of the Proposal Board nominated and elected by forum will become interim Vice President until a replacement can be found or until the end of the semester.
    - ii. If no member of the Proposal Board is nominated, the responsibilities of the Vice President will be split between all members of the Proposal Board until a replacement can be found or until the end of the semester.
- ii. Proposal Board
  - i. Term
    - i. Proposal Board positions last one semester and will be elected the semester before they serve.
    - ii. All five members of the Proposals board will be elected the semester before they serve.
  - ii. Eligibility
    - i. Any member of the Brandeis student body are eligible to apply to the Proposal Board.
    - ii. Proposal board members may apply for and serve as many terms as they'd like, both consecutive and non-consecutive.
  - iii. Replacement
    - i. If a member of the Proposal Board becomes unable to continue in their position, the Vice President and the remaining members of the Proposal Board will determine whether they should be replaced.
      - i. If they determine that the position should be filled, the Vice President will open applications for the open position as soon as possible. The applications must be advertised for at least one (1) week, and will be elected at the forum following the closing of the application.
      - ii. If they determine that the position does not need to be filled, or a qualified candidate cannot be found, the Vice President will serve as the fifth member of the Proposal Board for the remainder of the semester and will fulfill all of their responsibilities as outlined below.
  - iv. General Responsibilities
    - i. Collect and seek out show proposals for the following semester.

- ii. Work with the Vice President to create the proposals form for the mainstage and alternate space proposals.
  - iii. As a team, research all potential shows and present the information to the UTC.
  - iv. The Proposal Board, with aid from the Vice President, will compile all research, information, and general UTC opinions to inform their discussion and eventual selection of the next semester's season.
    - i. This includes seeking out relevant information from the Production and Treasury Teams.
  - v. Aid the Vice President in selecting the mainstage directors for the upcoming season.
    - i. The Proposals Board will also act as a resource to the directors in selecting the rest of their production staff.
    - ii. If the Vice President applies to direct a show, this same process will occur led by Proposals Board and the UTC President, without the Vice President.
  - vi. The Proposals Board will examine each alternate space proposal before presenting them to the UTC for voting. This examination includes, but may not be limited to:
    - i. Researching the show and reading the script.
    - ii. Meeting with the intended members of the production staff, or helping the show's proposer find relevant members of production staff before voting.
- v. Members
- i. Hillel Coordinator
    - i. Serve as a liaison to Hillel at Brandeis.
    - ii. The Hillel Coordinator must adhere to and work with each semester's Hillel Production to ensure they adhere to the Hillel Production Guidelines Document.
    - iii. Fall semester
      - i. Work with the Musical Coordinator to seek out proposals for the Open-Cast Musical for the following Spring semester from the Brandeis student body.
    - iv. Spring Semester
      - i. Seeks out proposals for shows with Hillel-aligned values for following Fall semester from the Brandeis Student body.
    - v. Designate at least one show in each proposed season package that fulfills Hillel's guidelines for co-sponsorship.
  - ii. Musical Coordinator
    - i. Fall Semester
      - i. Work with the Hillel Coordinator to seek out Open-Cast Musical proposals for the following Spring semester from the Brandeis student body.
    - ii. Spring Semester
      - i. Seeks out musical proposals for the following Fall semester from the Brandeis student body.
  - iii. Straight Play Coordinator
    - i. Seeks out straight play proposals for the following semester.
  - iv. Tech Coordinator
    - i. Seek out proposals from the Brandeis student body for the following semester.

- ii. Discusses possible technical aspects of proposed shows with the Theater Assistants and communicates the information to the rest of the Proposal Board.
- iii. May supervise production staff selection for any show chosen for the following semester.
- v. Diversity Coordinator
  - i. Seeks out proposals for shows written by a person of color and/or that address social issues in an appropriate way.
  - ii. Works with the rest of the Proposal Team and the UTC President to make sure that all UTC shows follow the requirements outlined in Article III (Non-Discrimination and Inclusion).

**vii. Finance Team**

i. Treasurer

i. Term

- i. The Treasurer will serve from the end of Spring semester until the end of the following Spring semester.

ii. Responsibilities

- i. Consistently meet with a representative of Student Activities to talk about the finances of the UTC
- ii. Work with Proposal Board and Deputy Treasurers to determine if proposed shows are financially feasible.
- iii. Work with Deputy Treasurers and Production Team to create approximate budgets for the UTC season for the following semester.
- iv. Request money through Allocations Board (“A-Board”) marathon for all UTC shows in the following semester, including requesting any emergency funds.
- v. Meet with Allocations Board during marathon to explain monetary requests, and complete all A-Board requirements to receive funding, including attending all treasurers’ trainings.
- vi. For each alternate-space show, the Treasurer will:
  - i. Collect budgets from the production staffs of current shows, and help production staffs create budgets as needed.
  - ii. Allocate money obtained from A-Board to UTC producers based on the aforementioned budgets.
  - iii. Track budgets throughout the production process.
  - iv. Process receipts for reimbursement in a timely manner through the Student Union financial process.
  - v. Advise the producer in all monetary matters for their respective show.
- vii. Understand the policies and procedures for using the Student Activities Procurement Card (“P-Card”), and is responsible for sharing that knowledge.
- viii. Maintain a tracking system, shared with UTC P-Card holder, with all of the UTC’s spending through each semester.
- ix. Teach Deputy Treasurers how to perform all of the aforementioned responsibilities.

iii. Eligibility

- i. The UTC Treasurer must have previous experience as a treasurer at Brandeis before applying for this position.

iv. Replacement

- i. In the event that the Treasurer is unable to continue in their position, one or both Deputy Treasurers will fulfill any necessary responsibilities until a new Treasurer is elected.
    - ii. If both Deputy Treasurers are unable to fill the Treasurer position, the UTC President will work with Student Activities to determine an alternative course of action.
  - ii. Deputy Treasurers (2)
    - i. Term
      - i. The term of the Deputy Treasurers runs from the end of the spring semester until the end of the following spring semester.
    - ii. Responsibilities
      - i. Assist the Treasurer in all of the Treasurer's responsibilities (see V.e.i.2).
      - ii. Each Deputy Treasurer will be assigned to a mainstage show and for this show they will:
        - i. Collect budgets from the production staffs of current alternate space shows and help production staffs create budgets as needed.
        - ii. Allocate money obtained from A-Board to UTC producers based on the aforementioned budgets.
        - iii. Track budgets throughout the production process.
        - iv. Process receipts for reimbursement in a timely manner through the Student Union financial process.
        - v. Advise the producer in all monetary matters for their respective shows.
        - vi. Attend a minimum of every other production staff meeting
      - iii. Actively work to learn about the Treasurer position.
      - iv. Replace the Treasurer in the event that they can no longer hold their position.
      - v. Each Deputy Treasurer will serve as an Executive Board Representative for one show in each season that they serve.
        - i. The assignment of Deputy Treasurers will be done by the President and Treasurer based on which mainstage shows they're assigned to.
        - ii. In the event that the Deputy Treasurers are in the cast or production staff of both mainstage shows, they will be assigned to alternate space shows instead.
    - iii. Replacement
      - i. If a Deputy Treasurer is unable to continue in their position, elections will be held to fill the position as the Treasurer sees fit.

### **viii. Production Team**

- i. Production Manager
  - i. Term
    - i. The term of the Production Manager runs from the end of the spring semester until the end of the following spring semester.
  - ii. The UTC Production Manager can serve as executive or assistant to any position, or may work in any capacity on a side-project so long as they are in the initial side project proposal.
    - i. If the Production Manager would like to fulfill a role or production position, the Production Manager can appeal to forum to allow the Production Manager to serve another position. A unanimous vote

of the current semester's eboard is required in order to allow an exception to the Production Manager serving in a role not previously mentioned above.

- i. If the Production Manager would like to work on a side project they are not on the initial proposal for, they may use this same appeal system.
- ii. If an appeal to forum is made and the vote is not in the Production Manager's favor, the Production Manager may not serve as an executive or assistant role for that position.

ii. Responsibilities

- i. Consistently meets with a representative of the Department of Student Activities.
- ii. Meets with producer, stage manager, and other production staff positions to create schedules for build and tech weeks.
- iii. Acts as a liaison between the UTC e-board and the Theater Assistants.
- iv. Informs Theater Assistants of the schedule for tech weeks and plans when they will be needed to provide assistance.
  - i. If the Production Manager is not a Theater Assistant, the Production Manager must attend a minimum of 1 Theater Assistant meeting per semester.
- v. Works with Theater Assistants to ensure that all shows are following theater regulations during tech week.
- vi. Check in consistently with productions to make sure tech weeks are running smoothly and safely.
- vii. The Production Manager, with the help of the Production Assistants, will work closely with the UTC show directors, reaching out to the Behind the Scenes (BTS) club when necessary, to ensure that all UTC shows are properly staffed.

iii. Replacement

- i. If the Production Manager becomes unable to continue in their position, one of the two production assistants will fill the role for the remainder of the current semester or until a replacement can be found.
  - i. If both production assistants would like to fulfill this role, they may continue as co-production manager, or may request a vote by eboard to decide who shall take over the duties.

i. Production Assistant (2)

i. Term

- i. The Production Assistant serves from the end of the Spring semester until the end of the following Spring semester.

ii. Responsibilities

- i. Assist the Production Manager in all the Production Manager's responsibilities.
- ii. Replace the Production Manager in the event that they can no longer hold the position.

iii. Replacement

- i. If the Production Assistant is unable to continue in the position, elections will be held to fill the position as the Production Manager sees fit.

## ix. Events and Communications Team

- i. The Events and Communications Team, in addition to all of the responsibilities laid out below, serves as the point-people for any concerns from the UTC or Brandeis community regarding the UTC's adherence to the Inclusion and Non-Discrimination clause (Article III).
- ii. Events Manager
  - i. Term
    - ii. The Events Manager serves from the end of the Spring semester until the end of the following Spring semester.
  - iv. Responsibilities
    - i. Consistently meet with a representative from the Department of Student Activities.
    - ii. Works with the Finance Team to create budgets for UTC events in time for marathon.
    - iii. Organize and run all UTC-sponsored events, or delegate someone else to do so.
    - iv. Responsible for intra-UTC bonding.
  - v. Replacement
    - i. If the Events Manager becomes unable to continue in their position, the Events Assistant will fill the role for the remainder of the current semester or until a replacement can be found.
- ii. Events Assistant
  - i. Term
    - i. The Events Assistant serves from the end of Spring semester until the end of the following Spring Semester.
  - ii. Responsibilities
    - i. Works with the Communication and Outreach Director and the UTC President to identify opportunities for programming that aligns with and promotes the UTC mission statement and goals, especially as it relates to the current UTC season.
    - ii. Serves as a liaison and point-person for other student-run clubs and academic departments for co-sponsored events.
    - iii. Works with the Finance Team to create budgets for UTC events in time for marathon.
    - iv. Organize and run all UTC-sponsored events, or delegate someone else to do so.
    - v. Responsible for intra-UTC bonding.
- iii. Communications and Outreach Director
  - i. Term
    - i. The term of the Communications and Outreach Director runs from the end of the spring semester until the end of the following spring semester.
  - ii. Responsibilities
    - i. Meets regularly with the Events Manager and keeps Student Activities informed.
    - ii. Attend and take accurate and objective minutes at all forum meetings
    - iii. Publicize meetings, productions and special events and all opportunities for UTC involvement to the greater Brandeis student

- body including but not limited to auditions, proposals, shows, and events.
- iv. Serves as a liaison between the UTC and other student clubs and Brandeis departments.
- v. Maintain the UTC website and social media presence. This task shall include, but not be limited to:
  - i. Posting forum meeting minutes
  - ii. Publicizing meetings, productions and special events
  - iii. Posting season proposals and constitutional amendments.
  - iv. Keeping social media, including Facebook and Instagram, updated and active
- vi. Searches for opportunities to involve outside groups in the UTC based on the content of the current UTC season, working closely with the producers of the UTC shows.
- iii. Replacement
  - i. If the Communications and Outreach Director becomes unable to continue in their position, the UTC President and a representative of Student Activities will find another member of UTC e-board to take forum minutes and send weekly announcement emails until a permanent replacement can be found.

**vi. Article VI: UTC Forum**

**i. Forum Attendance**

- i. UTC Forum is a meeting comprised of all members of UTC E-Board in addition to the UTC President.
- ii. All forum meetings are open to participation from the Brandeis student body, unless otherwise advertised by the UTC President or the Communications and Outreach Director at least 24 hours in advance.
  - i. Closed forums are forums that are not open to the public, but are still required for the UTC eboard to attend at the discretion of the UTC President, however all members of UTC E-Board and a representative from Student Activities may attend closed commission.

**ii. Meetings and Agendas**

- i. The UTC Forum shall meet at least once every week during the academic year unless otherwise decided by eboard.
- ii. The UTC President will make the UTC eboard members aware of any emergent issues prior to the weekly meetings.
- iii. Only issues relevant to the UTC will be included.
- iv. All members of the eboard are required to attend all forum meetings. If an eboard member misses more than 3 forum meetings in a semester, they will be removed from their position.
  - i. In extenuating circumstances if an eboard member must miss more than 3 forums, they must set up a meeting with the UTC club advisor and the UTC President, in which case an exception may be made.

**iii. Removal of UTC E-Board Member**

- i. Should a UTC e-board member not fulfill their responsibilities as outlined in Article V, the UTC President and Vice President, in conjunction with the Department of Student Activities will enact the following 3-step warning system. Concerns regarding an e-board member's involvement may be brought to the UTC President and/or the Department of Student Activities by any member of the UTC.
  - i. Verbal warning: the UTC President and Vice President, alongside the Department of Student Activities, will have a formal conversation with the

person(s) involved about the issue that needs to be resolved. The UTC President will note the date and details of this conversation.

- ii. Written warning: If the individual's behavior does not improve after the verbal warning, the UTC President and Vice President, alongside the Department of Student Activities, will deliver a written warning that should outline the reason for the warning and steps the individual involved has agreed to take to correct the issue. The warning will also include consequences for not improving behavior.
- iii. Removal: If the individual's behavior does not improve after the previous two strikes, the individual will go through the removal process:
  - i. The UTC President and Vice President along with a representative from the Department of Student Activities will inform the individual of their impending removal from UTC e-board.
  - ii. After the individual is informed of their impending removal from the UTC, they have the option to request to bring the case to forum to appeal the decision.
  - iii. The President will then call an emergency forum meeting, at which time the rest of the UTC e-board will be informed of the individual's removal from the UTC.

#### **vii. Proposals, Seasons, and Production Staff Selection**

##### **i. Insert Here how we actually do season selection**

- i. Once the UTC Season for the following semester has been chosen, the Finance Team will assemble an approximate budget to submit to marathon, and the Proposal Team will begin assembling production staffs for the shows they have chosen to supervise.
  - i. Directors should be chosen no more than two weeks following season selection.

##### **ii. Proposal requirements**

###### **i. Mainstage**

- i. All proposals for shows that would take place in the Carl J Shapiro Theater ("mainstage") will be anonymously submitted to an online form moderated by the Proposal Team.
  - i. The online form should be reassessed and edited at the start of every semester.

###### **ii. Alternate Space**

- i. Proposals for shows that would not take place in the Carl J Shapiro Theater will be submitted to a separate, non-anonymous online form moderated by the Proposal Team.
- ii. This form may be identical to the Mainstage proposal form, with the following additions:
  - i. The online form should be reassessed and edited at the start of every semester.
- iii. The Vice President is responsible for ensuring that alternate space proposals are treated with as much attention and respect as the mainstage proposals.

##### **ii. Auditions and Callback Procedures**

- i. Shows participating in Common Auditions cannot require separate audition material, such as singing, dancing, or specialized monologues.
- ii. The UTC President must hold a meeting to discuss audition and casting logistics with all of the directors and stage managers prior to Common Auditions. Producers are encouraged to attend.

- iii. The UTC President and the shows directors' will decide on a length of time for each audition prior to Common Auditions.
- iv. Timeline for Auditions:
  - i. The time-frame for auditions and the date of the common casting meeting will be decided upon during the previous semester after consulting with the production staffs of the next semester's show. Both auditions and common casting will take place in the beginning of the following semester following the Involvement Fair.
  - ii. Each production is required to inform all who have auditioned for more than one show that they must be available by phone during the date and time determined for the common casting.
  - iii. Each show may bring two 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 President.
    - ii. The UTC President 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.
  - iv. All inter-production communication regarding casting is prohibited until the common casting meeting.
  - v. No show is allowed to post their cast list until after the common casting meeting. The UTC President and Vice President will post the cast lists.

**viii. Article IX: Show Date Selection Procedures**

**i. Fall Show Date Selection**

- i. Each UTC production by default gets two weeks in the SCC Theater, one as a build week and one as a tech week.
- ii. A UTC build week begins with the strike of previous show and ends at the conclusion of the strike of the current show.
  - i. The build week of the first show of the semester begins at 7pm on Sunday.
- iii. Each theater group requesting performance time for the fall semester must inform the UTC President of their intention to participate in the Date Selection process and any limitations their group has at least 48 hours before Fall Date Selection.
- iv. Boris' Kitchen automatically receives the week following Thanksgiving.
- v. The Hillel-co-sponsored show has the option of taking the week prior to Thanksgiving, because of the schedule limitations imposed by the Jewish holidays.
  - i. If in any given semester the Hillel-co-sponsored show does not accept this time-frame, they may choose from the dates remaining after the other groups have all been accommodated.
- vi. SPS
  - i. A member of Student Production Services must be present at each date selection meeting to inform the UTC of any conflicts with the sound board.
  - ii. It is the job of the UTC President to reach out to Student Production Services about the date and time of UTC Date Selection.

**ii. Spring Show Date Selection Procedures**

- i. Open-Cast Musical occurs every spring semester and will be co-sponsored by Hillel at Brandeis.
  - i. The Open-Cast Musical gets first selection of dates so as not to conflict with Passover or the counting of the Omer, a religious tradition prohibiting public performance.

- ii. BK has rights to the last weekend of the semester unless there is another show that semester that also has material in process in which case, both E-Boards will lay out their material to the UTC.
- iii. SPS
  - i. A member of Student Production Services must be present at each date selection meeting to inform the UTC of any conflicts with the sound board.
  - ii. It is the job of the UTC President to reach out to Student Production Services about the date and time of UTC Date Selection.
- iii. For both semesters, the order in which the rest of the productions choose dates shall be pulled from a hat, unless any other production has specific needs.
- iv. Prior to date selection, the UTC President should meet with Student Activities for a list of other events occurring in the theater space and around campus to aid the productions in choosing ideal dates.

**ix. Article X: Special Events**

**i. Open-Cast Musical**

- i. Open-Cast is a Hillel at Brandeis co-sponsored musical that promotes inclusivity through casting any Brandeis student who auditions. This musical is typically ensemble-focused in order to accommodate the large cast size.
- ii. Open-Cast Representative
  - i. At least one member of the UTC will serve as a representative of open-cast in commission.
  - ii. This individual will oversee the entire open-cast process and attend all open-cast production staff meetings and UTC commissions.
- iii. The Hillel Coordinator and the producer of open-cast get priority for this role.

**x. Article X: The Mainstage Theater**

- i. The Carl J. Shapiro Theater, also referred to as the “mainstage theater” is the primary performance space of the Undergraduate Theatre Collective, and where all designated mainstage UTC shows are presented.
  - i. Following the strike of each show, a Theater Assistant will check out with the production, surveying the theater for broken equipment and cleanliness.
  - ii. If a problem is found, the Producer or a designee of the outgoing production 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.
  - iii. Shows may work in the SCC theater from 9am-11pm.

**xi. Article XI: Tech and Diversity/Anti-Racism Training (*name subject to change*)**

- i. Every UTC production shall be required to train their cast, rehearsal prod staff, and production staff in technical aspects of the theater.
- ii. Theater Assistants will run tech trainings on the first night of the first week of tech for each mainstage show in a season.
  - i. If a show wishes to forego this requirement, a meeting must be set up with a member of Student Activities, the UTC President, and at least one theater assistant to receive approval.
  - ii. This training period will include, but is not limited to, building a flat (with all of the various steps involved), how to hang and focus a lighting fixture, proper ways to reweigh line sets, how to properly coil sound cable, etc.
- iii. At least two opportunities will be provided to participate in anti-racism and diversity training: one will occur on the first Sunday following common casting, and another will occur immediately preceding show season voting.