



OFFICIAL CONSTITUTION OF

THE

MUHLENBERG

THEATRE

ASSOCIATION

November 12th, 2021

MISSION STATEMENT and MEMBERSHIP

Article I. Name

This organization shall be called the Muhlenberg Theatre Association (MTA).

Article II. Mission Statement

The Muhlenberg Theatre Association provides opportunities to create and attend a variety of engaging performances, events, and educational opportunities. The mission of the MTA is to enrich the campus and the local community with theatrical experiences. A co-curricular, non-partisan club, our goal is to create a welcoming and inclusive environment for all forms of expression.

Article III. Relationship with the Department of Theatre and Dance

Section 1.

The Department of Theatre and Dance Production Guidelines shall include participation guidelines and production policies for Mainstage productions as set forth by the Department faculty. MTA members do not vote these policies into action, as these policies directly relate to and affect participants' educational experiences.

Section 2.

The MTA Constitution— in conjunction with the Production and Performance Policies — shall outline the mechanics and operational policies of student-run productions and other regulations to work in concert with the Department of Theatre and Dance Production Guidelines. This Constitution may not work against any departmental regulations. This Constitution shall be formed and voted into action by the Board and general membership of the MTA. This Constitution becomes effective upon approval of the MTA Board, its advisor, the Student Life Office, and the general membership.

Section 3.

All departmental and MTA policies are to be upheld by the MTA Executive and Advisory Boards. Violations of any policies shall be reported to the appropriate student board member, the faculty advisor, or both to handle in conjunction.

Section 4.

The association shall have one advisor who is a Muhlenberg College faculty or professional staff member that is selected by the MTA Executive and Advisory Boards.

Article IV. Membership

Section 1.

Membership is open to all Muhlenberg College students who have paid the Student Activity Fee. The organization will not discriminate on the basis of race, ethnicity, creed, religion, age,

sexual orientation, gender identity, ability, veteran status, marital status, or national origin. The organization will ensure that its members will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.

Section 2.

At any time, any Muhlenberg student can receive emails and information about the association by contacting the Executive Secretary at bergmta@gmail.com.

Section 3.

Members will be categorized as Active members as long as they are a member of the organization.

Section 4.

A student can become a member by being added to the email list by the MTA Executive Secretary.

Section 5.

All members may:

- Act as the Assistant Director, Stage Manager, Assistant Stage Manager, Designer, Crew member, or Dramaturge for a Mainstage production
- Have any involvement in MTA productions
- Audition for and participate in Performance Ensembles
- Obtain the positions of Student Master Electrician, or Student Master Carpenter
- Apply to be an Event Coordinator or Assistant to a member of the Advisory Board
- Attend MTA sponsored social events
- Attend MTA meetings
- Vote in any matter brought to MTA general membership
- Be elected to an MTA Executive or Advisory Board position as long as they meet the requirements of said positions.

Section 6.

Association members have the freedom to discontinue membership at any time. If a member wishes to discontinue their membership that member must contact the Executive Secretary at bergmta@gmail.com.

Article V. Volunteer Opportunities.

Section 1.

From the time a student becomes a member of the MTA, they are categorized as Active members and do not need to meet any requirements to keep their membership. Volunteer opportunities will be presented to general members through the MTA email to encourage active participation in the organization.

Section 2.

The following duties are several ways to volunteer with the MTA:

- stage managing or assistant stage managing for any Muhlenberg production
- constructing technical elements for any Muhlenberg production
- working on crew for any Muhlenberg production
- tabling for the MTA
- attending a strike that the individual is not required to attend
- volunteering in any Department office/shop
- volunteering with MTA-supported Community Engagement Programs
- holding an Event
- Coordinator position or being a part of the Executive Board or Advisory Board
- other duties at the discretion of the MTA/MDA Boards

GENERAL POLICIES

Article VI. General Meetings

Section 1.

General meetings will be scheduled by the MTA Board and announced one week in advance through the MTA e-mail.

Section 2.

Any votes taking place at general meetings must be announced at least one week in advance.

Section 3.

The pool of voters for any vote taken at a general meeting will be formed by all Active members present at the meeting.

Section 4.

Unless otherwise specified, all votes taken at general meetings are simple majority votes.

Article VII. Drug and Alcohol Policy

Section 1.

The association will not tolerate drug or alcohol impairment of any kind at the time of call, rehearsals, work calls, strikes, or during participation in any other work-related activity.

Section 2.

Any individual found to be in breach of the drug and alcohol policy will be penalized at the discretion of the Department Chair, their production's Director, and/or the Executive Board.

Section 3.

At the time of the incident, the individual deemed unable to perform their necessary functions

will be immediately dismissed.

Article VIII. Parliamentary Authority

The rules contained in Robert's Rules of Order Revised shall govern this association in all cases to which they are applicable and appropriate and in all cases in which they are not inconsistent with the Constitution or the special rules of the association.

Article IX. Amendments.

Section 1.

The Muhlenberg Theatre Association agrees to abide by the policies of Muhlenberg College as well as all federal, state, and local laws. The Recognition Committee must approve this Constitution and any revisions or amendments prior to implementation. The President is responsible for submitting the Constitution as needed to all necessary parties.

Section 2.

Proposals to amend the MTA Constitution must be submitted to the MTA Board at a regularly scheduled board meeting.

Section 3.

Amendments will be accepted following a two-thirds majority vote by the MTA Board and a simple majority vote of Active members present at the time of the vote.

LEADERSHIP

Article X. Structure of Leadership

Section 1.

The MTA Board will consist of three sections: the Executive Board, the Advisory Board, and Coordinators.

Section 2.

The Executive Board shall consist of six voting positions: President, Vice President, Executive Secretary, Inclusivity and Equity Chair, Business Manager, and Production Manager.

Section 3.

The Advisory Board shall consist of six voting positions: Master Carpenter, Master Electrician, Master Stitcher, Fundraising Manager, Publicity Manager, and Social Manager

Section 4.

The Coordinators shall consist of seven non-voting positions: Studio Productions Coordinator,

Red Doors Play Festival Coordinator, Arts Marathon Coordinator, Marginalized Voices/Theatre Arts Festival Coordinator, New Play Reading Series Coordinator, Fundraiser Cabaret Coordinator, and Media Coordinator.

Section 5.

The Executive Board shall meet in conjunction with the Advisory Board, Coordinators and meet no less than once per week.

Section 6.

Leadership will also include five non-voting Coordinators: Arts Marathon Coordinator, Fundraiser Cabaret Coordinator, Marginalized Voices/Theatre Arts Festival Coordinator, Media Coordinator, New Play Reading Series Coordinator, Red Door Play Festival Coordinator, and Studio Production Coordinator.

Section 7.

Coordinators shall attend all weekly board meetings during the span of their event's production process as deemed appropriate by the Production Manager and Publicity Manager.

Section 8.

At the discretion of the Executive or Advisory Board, any Executive or Advisory Board Member may take an assistant; except the President, Vice President, or Executive Secretary. Any Coordinator may also take on an assistant. All assistants are required to attend weekly Board meetings.

Section 9.

In the event of a vacancy in the office of the President, the Vice President will automatically fill the position. A vacancy in any other position shall be filled through an appointment by the Executive Board, to be approved by a majority vote of Active members.

Section 10.

All Executive Board, Advisory Board, and Coordinator positions must be filled.

Article XI. Selection of Leadership

Section 1.

Elections for all full-year and Spring positions shall take place at the end of the calendar year. Elections for all Fall positions shall take place at the end of the spring semester.

Section 2.

Initial nominations for all elected positions shall be made from the floor of a regularly scheduled general meeting at least one week prior to the elections. Further nominations may be submitted via email to the Election Committee no later than 72 hours prior to elections.

Section 3.

All nominees must submit a letter of intent for each position they were nominated for to the Election Committee to accept their nominations. These letters of intent will be posted on the MTA website for voters to have access to. The Inclusivity and Equity Chair is a member of the Executive board that is not elected by general members. The Inclusivity and Equity Chair will be selected via application and approval of the President, Vice President, and Office of Multicultural Life. The Election Committee must receive all acceptances and letters of intent no later than 72 hours prior to the elections. Letters of intent shall be no longer than one page for every position except President, which may have two pages.

Section 4.

All nominees are required to meet with the Board member currently holding the position for which they are running prior to accepting their nomination.

Section 5.

No person shall be elected to office without said person's prior consent.

Section 6.

Elections will be held via digital ballot between 8:00am and 11:59pm the day of elections. All Active members will be given access to the digital ballot and will form the pool of voters.

Section 7.

Prior to the closing of the digital ballot, there must be a time period during which all nominees are available in person to take questions from the voting pool.

Section 8.

The Election Committee will consist of two senior Board members selected by the Executive and Advisory Boards. If this is not possible, the Board will select two senior Active members to sit on the Committee. This Committee will have access to the email account through which votes will be collected and will be responsible for tallying all votes.

Section 9.

In the event of a tie, there will be a recount. If there is still a tie, the Election Committee will have the opportunity to vote. If this does not break the tie, the outgoing President (if they are not a member of the Election Committee) will make the final decision on who should be elected to said position.

Section 10.

Results will be made publicly available for at least one week following the announcement of election results to allow for any disputes to be checked by any member.

Section 11.

Master Carpenter, Master Electrician, Master Stitcher are members of the Advisory Board not elected by the general membership. Master Carpenter, Master Stitcher, and Master Electrician will be selected via application and approval of the Department Technical Director, Costume

Shop, and Master Electrician, respectively.

Section 12.

For all Coordinators there will be an application process. These applications will be reviewed following the selection of the Executive and Advisory boards. Applications for Fall positions will be reviewed by the outgoing and incoming Presidents, Vice Presidents, Production Managers, and Publicity Managers. Applications for Spring positions will be reviewed at the end of the fall semester by the President, Vice President, Production Manager, and Publicity Manager.

Section 13.

All applicants for an Coordinator position are required to meet with either the individual currently holding the position for which they are applying or either the Production Manager or Publicity Manager prior to submitting their application.

Section 14.

At any point in the semester, Assistants may be selected by the individual Board member requesting an assistant, the President, and Vice President. An Assistant may also be appointed to a Board member as deemed necessary by the President. In either case, any proposed Assistant must be approved by a majority vote of the Board.

Section 15.

No individual holding a leadership position with a one semester term may hold that same position the following semester without going through the proper election or application processes.

Article XII. The Executive Board

Section 1. President

Any candidate for President must have served in an MTA leadership position for at least one fall and one spring semester. These semesters do not have to be consecutive. The candidate must also have either been an event coordinator, an assistant to an event coordinator, or stage managed any MTA festival (effective starting the 2023 election cycle). The President will serve a full year term.

The duties of the President are as follows:

1. Prepare agendas for and lead all weekly Board meetings
2. Prepare agendas for and lead all general meetings
3. Ensure that all members of MTA leadership carry out the duties associated with their positions
4. Ensure that forums are created for general members to present opinions, thoughts, and questions regarding the MTA
5. Maintain open relations with the MTA Advisor, the Department of Theatre and Dance, the Student Government Association, and the campus community

Section 2. Vice-President

Any candidate for Vice-President must have served in an MTA leadership position for at least two semesters. These semesters do not have to be consecutive. The Vice President will serve a full year term.

The Vice-President will run on a separate ballot from the President. The two positions will be elected independently.

The duties of the Vice-President are as follows:

1. Fulfill the duties of the President in their absence
2. Assist the President in all of their duties
3. Ensure that all MTA policies and procedures are correctly followed
4. Act as a liaison between MTA, MCA, and MDA.
5. Develop any new community programs in conjunction with the Office of Community Engagement and the community partner, as well as the MTA Board
6. Act as a liaison between the PEC and the MTA and run monthly PEC meetings that include all PE Representatives
7. Keep attendance of Board members at Board and general meetings
8. Prepare the agenda for and lead the Freshmen/Transfer Meeting

Section 3. Executive Secretary

All Active members are qualified to run for Executive Secretary. The Executive Secretary will serve a one semester term.

The duties of the Secretary are as follows:

1. Distribute all relevant information to the entire MTA through the MTA email
2. Reserve spaces for all Board meetings
3. Keep an accurate record of Board meetings and distribute minutes to the Board
4. Keep an accurate record of general meetings and distribute minutes to the entire MTA
5. Maintain the MTA online calendar in conjunction with the Publicity Manager
6. Receive applications for any Quickies, reserve rehearsal and performance spaces, and ensure that all publicity information is communicated to the Publicity Manager

Section 4. Inclusivity and Equity Chair

All Active members are qualified to apply for Inclusivity and Equity Chair. The Inclusivity and Equity Chair will serve a full year term.

The duties of the Inclusivity and Equity Chair are as follows:

1. Develop and maintain clear communication between the Office of Multicultural Life, affinity groups, and the MTA Board
2. Work with members of MTA production teams to ensure appropriate use of language during casting, rehearsals, and performances
3. Work with MTA members to uphold the MTA's values in all events
4. Actively introduce policies and practices that create equitable spaces
5. Ensure the consideration of underrepresented voices in all MTA matter

Section 5. Production Manager

All Active members are qualified to run for Production Manager. The Production Manager will serve a full year term.

The duties of the Production Manager are as follows:

1. Work in conjunction with all Event Coordinators and the Department of Theatre and Dance to create the production timelines for Arts Marathon, Fundraiser Cabaret, Marginalized Voices/Theatre Arts Festival, New Play Reading Series, Red Door Play Festival, and Studio Productions.
2. Maintain the production calendars for Arts Marathon, Fundraiser Cabaret, New Play Reading Series, Red Door Play Festival, and Studio Productions
3. Ensure that all productions adhere to the Production and Performance Policies
4. Participate in the selection of the Event Coordinators
5. Support all Event Coordinators throughout the production process
6. Represent all Event Coordinators and their respective productions in an equitable manner

Section 6. Business Manager

All Active members are qualified to run for Business Manager. The Business Manager will serve a full year term.

The duties of the Business Manager are as follows:

1. Handle all club expenditures and report expenditures to the Student Government, to the MTA Board, and to the Department of Theatre and Dance
2. Request funds from the Student Government Association by following the SGA finance manual
3. Collect and keep track of all money received from MTA activities
4. Ensure the MTA's compliance with all contracts, riders and terms of use

Article XIII. The Advisory Board

Section 1. Master Carpenter

All Active members are qualified to apply for Master Carpenter. The Master Carpenter will serve a one semester term.

The duties of the Student Master Carpenter are as follows:

1. Act as a point of reference for any scenic or carpentry needs for any MTA event
2. Maintain positive and open communication between the scene shop and the MTA
3. Work in conjunction with the Studio Productions Coordinator to create a production timeline and assign all productions a scenic designer
4. Communicate all expectations and rules regarding scenic construction to Studio Production scenic designers
5. Ensure that all scenery for Studio Productions are designed and built in a safe and practical manner

6. Act as a point of reference for Studio Production scenic designers
7. Ensure that all Studio Production scenic designers adhere to the production timeline
8. Act as a liaison between all Studio Production scenic designers and the scene shop
9. Oversee the hanging of soft goods and the setting up of risers and chairs for Studio Productions.
10. Oversee the scenic elements of Studio Productions strike.

Section 2. Master Electrician

All Active members are qualified to apply for Master Electrician. The Master Electrician will serve a one semester term.

The duties of the Master Electrician are as follows:

1. Act as a point of reference for lighting, sound, or electricians needs for any MTA event
2. Hold responsibility for all MTA technology and equipment
3. Maintain positive and open communication between the electricians vault and the MTA
4. Work in conjunction with the Studio Productions Coordinator to create a production timeline and assign all productions a lighting and sound designer
5. Create and distribute a rep plot to all Studio Production lighting designers
6. Communicate all expectations and rules regarding lighting and sound designs to Studio Production lighting and sound designers
7. Act as a point of reference for Studio Production lighting and sound designers during the entire production process
8. Ensure that all Studio Production lighting and sound designers adhere to the production timeline
9. Oversee the lighting hang, focus, and strike for Studio Productions

Section 3. Master Stitcher

All Active members are qualified to apply for Master Stitcher. The Master Stitcher will serve a one semester term.

The duties of the Master Stitcher are as follows:

1. Act as a point of reference for costume needs for any MTA event
2. Maintain positive and open communication between the Costume Shop and the MTA
3. Work in conjunction with the Studio Productions Coordinator to create a production timeline and assign all productions costume designer
4. Communicate all expectations and rules regarding costume design to Studio Production costume designers
5. Act as a point of reference for Studio Production costume designers during the entire production process
6. Act as a liaison between all Studio Production costume designers and the costume shop
7. Ensure that all Studio Production costume designers adhere to the production timeline
8. Oversee the costume elements of Studio Productions strike.

Section 4. Publicity Manager

All Active members are qualified to run for Publicity Manager. The Publicity Manager will serve a one semester term.

The duties of the Publicity Manager are as follows:

1. Publicize events on social media (Facebook, Twitter, Instagram, etc.)
2. Maintain the MTA online calendar in conjunction with the Executive Secretary
3. Maintain the MTA website
4. Ensure the creation of posters for MTA events
5. Ensure the photographing of MTA events
6. Maintain the MTA bulletin board in Seegers

Section 5. Social Manager

All Active members are qualified to run for Social Manager. The Social Manager will serve a one semester term.

The duties of the Social Manager are as follows:

1. Organize a gala for Studio Productions each semester
2. Organize a catered strike for the Red Door Play Festival each semester
3. Organize and emcee the Orange Eating Contest at the beginning of the Fall semester
4. Organize a minimum of two additional social events in September
5. Organize a minimum of one additional social event in the Fall semester
6. Organize Semi-Formal at the end of the Fall semester
7. Organize a minimum of two social events in the Spring semester
8. Organize Formal at the end of the Spring semester
9. Submit all relevant publicity information to the Publicity Manager

Section 6. Fundraising Manager

All Active members are qualified to run for Fundraising Manager. The Fundraising Manager will serve a one semester term.

The duties of the Fundraising Manager are as follows:

1. Ensure that concessions are purchased to be sold at all Mainstage productions
2. Coordinate MTA general members to sell concessions at all Mainstage productions
3. Develop and produce original MTA merchandise designs each semester

Article XIV. Event Coordinators

Section 1: Arts Marathon Coordinator

All Active members are qualified to apply for Arts Marathon Coordinator. The Arts Marathon Coordinator will serve during the Fall semester.

The duties of the Arts Marathon Coordinator are as follows:

1. Work in conjunction with the Production Manager to create the production timeline for Arts

Marathon

2. Ensure that all participants adhere to the Production and Performance Policies
3. Create the performance schedule for the event and ensure all time slots are filled
4. Reserve spaces for all of the event's auditions, rehearsals, and performances
5. Select the organization that the event will fundraise for and create a dialogue between the MTA, the Office of Community Engagement, and the organization
6. Remain present for the entirety of the event, acting as the emcee
7. Hold responsibility for the collection, safekeeping, and distribution of all funds from the event
8. Hold responsibility for the condition of all spaces and equipment used
9. Submit all relevant publicity information to the Publicity Manager

Section 2. Fundraiser Cabaret Coordinator

All Active members are qualified to apply for Fundraiser Cabaret Coordinator. The Fundraiser Cabaret Coordinator will serve during the Spring semester.

The duties of the Fundraiser Cabaret Coordinator are as follows:

1. Work in conjunction with the Production Manager to create the production timeline for Fundraiser Cabaret
2. Ensure that all participants adhere to the Production and Performance Policies
3. Receive applications and select the production team for the Cabaret
4. Reserve spaces for all of the event's auditions, rehearsals, and performances
5. Ensure that the production team adheres to the production timeline
6. Hold responsibility for the collection, safekeeping, and distribution of all funds from the event
7. Hold responsibility for the condition of all spaces and equipment used
8. Submit all relevant publicity information to the Publicity Manager

Section 3. Marginalized Voices/Theatre Arts Festival Coordinator

All Active members are qualified to apply for Marginalized Voices/Theatre Arts Festival coordinator. The Marginalized Voices/Theatre Arts Festival coordinator will serve during the Fall semester.

The duties of the Marginalized Voices/Theatre Arts Festival coordinator are as follows:

1. Work in conjunction with the Production Manager to create the production timeline for the Marginalized Voices/Theatre Arts Festival.
2. Ensure that all participants adhere to the Production and Performance Policies
3. Receive applications and select the shows to be presented as part of the festival
4. Reserve spaces for all of the festival's auditions, rehearsals, and performances
5. Ensure that the production team adheres to the production timeline
6. Create the performance schedule for the festival
7. Hold responsibility for the condition of all spaces and equipment used
8. Maintain and update the Marginalized Voices/Theatre Arts Festival website to best reflect the pieces that will be part of the event.

9. Submit all relevant publicity information to the Publicity Manager

Section 4: New Play Reading Series Coordinator

All Active members are qualified to apply for New Play Reading Series Coordinator. The New Play Reading Series Coordinator will serve during the Spring semester.

The duties of the New Play Reading Series Coordinator are as follows:

1. Work in conjunction with the Production Manager to create the production timeline for the New Play Reading Series
2. Ensure that all participants adhere to the Production and Performance Policies
3. Receive applications and select the shows to be presented as part of the festival
4. Reserve spaces for all of the festival's auditions, rehearsals, and performances
5. Ensure that the production team adheres to the production timeline
6. Create the performance schedule for the festival
7. Hold responsibility for the condition of all spaces and equipment used
8. Submit all relevant publicity information to the Publicity Manager

Section 5. Red Door Play Festival Coordinator

Any applicant for Red Door Play Festival Coordinator must have prior experience participating in the Red Door Play Festival. The Red Door Play Festival Coordinator will serve a one semester term.

The duties of the Red Door Play Festival Coordinator are as follows:

1. Work in conjunction with the Production Manager to create the production timeline for the Red Door Play Festival
2. Ensure that all participants adhere to the Production and Performance Policies
3. Receive applications and select the shows to be presented as part of the festival in conjunction with the MTA Advisor
4. Reserve spaces for all of the festival's auditions, rehearsals, and performances
5. Ensure that the production teams adhere to the production timeline
6. Create the tech, performance, and strike schedules for the festival
7. Ensure that all necessary information regarding rules and responsibilities are communicated to directors and stage managers
8. Select and assign mentors for all first time directors
9. Act as or secure a house manager during all performances
10. Hold responsibility for the condition of all spaces and equipment used
11. Record evaluations of directors, stage managers, and actors for future reference within two weeks of the festival
12. Submit all relevant publicity information to the Publicity Manager

Section 6. Studio Productions Coordinator

Any applicant for Studio Productions Coordinator must have prior experience participating in Studio Productions. The Studio Productions Coordinator will serve a one semester term.

The duties of the Studio Productions Coordinator are as follows:

1. Work in conjunction with the Production Manager, Master Carpenter, and Master Electrician to create the production timeline for Studio Productions
2. Ensure that all participants adhere to the Production and Performance Policies
3. Receive applications and select the shows to be presented as part of the festival in conjunction with the MTA Advisor
4. Work in conjunction with the Master Carpenter and Master Electrician to assign design teams to all productions
5. Reserve spaces for all of the festival's auditions and rehearsals
6. Ensure that the production teams adhere to the production timeline
7. Create the tech, performance, and strike schedules for the festival
8. Ensure that all necessary information regarding rules and responsibilities are communicated to directors, designers, and stage managers
9. Act as or secure a house manager during all performances
10. Hold responsibility for the condition of all spaces and equipment used
11. Submit all relevant publicity information to the Publicity Manager

Article XV. Assistants to Board Members

Section 1.

The specific duties of an Assistant will be determined by their supervisor.

Section 2.

In any instance in which a voting member of the Board is unable to attend a Board meeting, they may send their Assistant as a proxy.

Article XVI. The Performance Ensemble Committee

Section 1. Duties

A Performance Ensemble Committee (PEC) will consist of a single representative from each Performance Ensemble (PE) in the MTA. The PEC will be overseen by the MTA Vice President.

The duties and functions of the PEC are as follows:

1. Hold monthly meetings at which any scheduling needs, technical needs, or other PE concerns are discussed. Necessary members of the MTA Board will attend PEC meetings as requested
2. Help PEs address performance and/or management concerns by communicating with the MTA's voting board
3. Offer input on all changes made to the PE branch of the MTA. The final vote will be made by the MTA voting board only after serious input from and conversation with the PEC

Section 2. Performance Ensemble Representatives

All current members of PEs are eligible to be a Representative. They will be selected by the PEs. A PE Representative may not double as the Vice President.

The duties of the Representatives are as follows:

1. Represent the needs of their respective PE's at hour-long monthly meetings
2. Communicate information effectively to the members of their PE
3. Provide the Vice President with potential show dates, requests for rehearsal spaces, and needs for technical assistance
4. Communicate with the Vice President about any requests for funds that their PE may have
5. Adhere to the same Attendance policies as the voting MTA board (*Article XVII. Attendance*)

Article XVII. Attendance

Section 1.

All members of the Executive, Advisory Boards, Coordinators and their Assistants, are required to attend all Board meetings weekly on Fridays from 4-5 pm and all general meetings whenever it's scheduled.

Section 2.

At the first Board meeting of each semester, the Executive and Advisory Boards will determine and vote upon expected attendance at various MTA programming. These expectations are to be upheld by all members of the Executive and Advisory Boards.

Section 3.

At the first Board meeting of each semester, the Executive and Advisory Boards will determine and vote upon acceptable consequences for absences from required events.

Section 4.

Should another commitment prevent a board member from attending any mandatory events, they must notify the Vice-President in writing within 24 hours. Excused absences include tech rehearsals, performances on and off campus, academic requirements, health, work, family emergencies, and special events on a per diem basis. Two latenesses count as an unexcused absence.

Article XVIII. Removal of Board Member

Section 1.

Charges may be brought against any Board member on the basis of gross negligence, incompetence, divergence from the values of the MTA, or willful violation of the Constitution. These charges must be submitted in writing to the President. In the case of the President being brought up for removal, charges should be submitted in writing to the Vice President.

Section 2.

When said charges are brought to the President or Vice-President, they will meet with the

other members of the Executive Board within one week of the submission to determine and initiate appropriate course of action.

Section 3.

If deemed appropriate, a secret ballot vote will be held with the full knowledge of the individual in question. The individual in question does not have a vote in their own removal. The President and Vice President will tally votes. If the President is up on charges, the Vice President and Executive Secretary will tally votes. A two-thirds majority vote is needed out of the pool of voting Board Members to remove an officer.

Section 4.

Replacement of the vacant office shall follow Article X, Section 8.

Article XIX. Changeover of the Boards

Section 1.

The changeover process will be determined by the out-going officials. Throughout the changeover process, the new Executive and Advisory Boards will be given all necessary materials needed to successfully hold their position.

Section 2.

The out-going Executive and Advisory Boards are responsible for fulfilling their duties through to the official end of the semester.

MUHLENBERG COLLEGE POLICIES

Article XX. Study Days

No performances and/or rehearsals may take place on the weekend after Performance Day and before finals (designated "Study Days" in the Muhlenberg College Calendar) unless permitted by the Dean of Students.