



OFFICIAL CONSTITUTION OF

**THE**

**MUHLENBERG**

**THEATRE**

**ASSOCIATION**

Est. 1977

# **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 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. (*As of Fall 2023 these policies are not in place.*)

### **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](mailto:bergmta@gmail.com).

## **Section 3.**

Members will be categorized as Active members as long as they are a member of the organization. *(As of Fall 2023, there is no Active member categorization)*

## **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:

- Have any involvement in MTA productions
- Obtain a position on the Executive Board, Advisory Board, or as an Event Coordinator
- Apply to be an Assistant to any available positions on the board
- Attend MTA meetings
- Vote in any matter brought to MTA general membership

## **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](mailto:bergmta@gmail.com).

## **Article V. Volunteer Opportunities.** *(As of Fall 2023 these policies are not in place.)*

### **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 Board

## **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. *(As of Fall 2023 all general member votes are taken electronically and are sent out via email.)*

#### **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. For general votes with two options, votes are simple majority votes. For votes with more than two options, votes will be done via a ranked-choice voting system.

### **Article VII. Drug and Alcohol Policy**

#### **Section 1.**

The association abides by the Muhlenberg College Drug and Alcohol Policy.

#### **Section 2.**

Any individual found to be in breach of the drug and alcohol policy will be reported to the College and be penalized at the discretion of the College.

### **Article VIII. Parliamentary Authority *(As of Fall 2023, this section is not applicable.)***

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

*as of December 1st, 2023*

(4)

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. Anyone can propose amendments to the MTA Constitution.

**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 seven voting positions: Community Engagement Chair, Head Carpenter, Head Electrician, Head Costumer, Head of Stage Management, Fundraising Manager, Publicity Manager, and Social Chair.

**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, So You Think 'Berg Can Dance Coordinator, and the Media Coordinator.

**Section 5.**

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

**Section 6.**

Coordinators shall attend all weekly board meetings until the end of their term, unless otherwise excused by the Executive Board.

**Section 7.**

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 8.**

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 9.**

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

**Section 10.**

Every semester, the Executive Board should read and review the MTA Constitution and meet to make any necessary changes.

**Article XI. Selection of Leadership****Section 1.**

Elections for all full-year and spring positions shall take place at the end of the fall semester. 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 via email to [bergmtaelections@gmail.com](mailto:bergmtaelections@gmail.com) as directed.

**Section 3.**

All nominees must submit a letter of intent for each position they were nominated for to the elections email (as stated above) to accept their nominations. These letters of intent will be sent to the MTA email list. In the letters of intent nominees must include a method of contact for general members to reach out.

**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.**

The moderator of the MTA Elections email should be the highest ranking member of the board who is not running for reelection.

**Section 8.**

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 faculty advisor will make the final decision on who should be elected to said position.

**Section 9.**

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 10.**

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.

**Section 11.**

Head Carpenter, Head Electrician, Head Costumer, and Head of Stage Management are members of the Advisory Board not elected by the general membership. Head Carpenter, Head Costumer, and Head Electrician, and Head of Stage Management will be selected via application.

**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 all positions will be reviewed by the Executive Board.

**Section 13.**

All applicants for a Coordinator position are required to meet with the individual currently holding the position for which they are applying or the Production 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.

## **Section 16.**

No individual holding a leadership position may hold that same leadership position for more than four semesters. The only exception to this is the President who is only able to serve one full year term (two semesters).

## **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 must 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 and the Department of Theatre and Dance.

### **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 must 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. Keep attendance of Board members at Board and general meetings
7. Create contact list, google groups, group me, other contact methods
8. Organize one on ones with every Board member, the President should be present



### **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. Receive applications for any Quickies, reserve rehearsal and performance spaces, and ensure that all publicity information is communicated to the Publicity Manager (*As of Fall 2023 this is not applicable*)

### **Section 4. Business Manager**

All Active members are qualified to run for Business Manager. The Business Manager will serve a one semester 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 SGA procedures
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
5. Determine and provide a set budget for all performance ensembles (*as of Fall 2023 this is only ArtCo*) at the beginning of each new semester.

### **Section 5. Inclusivity and Equity Chair**

All Active members are qualified to apply for the Inclusivity and Equity Chair. The Inclusivity and Equity Chair will serve a one semester 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. Introduce policies and practices that create equitable spaces
5. Ensure the consideration of underrepresented voices in all MTA matter
6. Within Studios, coordinate meetings and remain in contact with Intimacy Coordinators throughout the process. Encourage open communication by scheduling preliminary meetings with directors, stage managers, and intimacy coordinators to get on the same page
  - Provide captioning for Studios, as well as creating content warnings for each of the shows.
7. Helping maintain professional relationships between MTA general, advisory, and executive board members as well as MTA festival production teams and actors

## **Section 6. 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 Executive Board to create the production timelines for Arts Marathon, So You Think 'Berg Can Dance, Marginalized Voices/Theatre Arts Festival, New Play Reading Series, Red Door Play Festival, and Studio Productions
2. Maintain the production calendars for Arts Marathon, So You Think 'Berg Can Dance, Marginalized Voices/Theatre Arts Festival, New Play Reading Series, Red Door Play Festival, and Studio Productions
3. Ensure that all productions adhere to the Performance Guidelines provided by the Department and the Executive Board
4. Serve as the 'Berg Production liaison for all events
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

## **Article XIII. The Advisory Board**

### **Section 1. Head Carpenter**

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

*The duties of the Student Head 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. Head Electrician**

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

*The duties of the Head 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. Head Costumer**

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

*The duties of the Head Costumer 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. Head of Stage Management**

All Active members are qualified to apply for Head of Stage Management. The Head of Stage Management will serve a one semester term.

*The duties of the Head of Stage Management are as follows:*

1. Act as a point of reference for any MTA production requiring a stage manager or stage managers
2. Work in conjunction with the Studio Productions Coordinator and Red Door Play Festival

Coordinator to create a production timeline and assign all productions a stage manager or stage managers

3. Communicate all expectations and rules regarding stage management to Studio Productions and Red Door Play Festival stage managers

4. Ensure that all Studio Productions and Red Door Play Festival stage managers adhere to the production timeline

5. Create and maintain the Stage Management Documents folder for all Studios Productions and Red Door Play Festival stage managers to use as a template

6. Host weekly check-ins with all Studio Productions and Red Door Play Festival stage managers

7. Adamantly prepare all Studio Productions and Red Door Play Festival stage managers to properly run and call all performances.

8. Create and maintain the Studios Techspectations document for all Studios Productions

### **Section 5. 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, Instagram, etc.)

2. Maintain the MTA website

3. Ensure the creation of posters for MTA events

4. Maintain the MTA bulletin board in Seegers

5. Maintain a relationship between the MTA and the Muhlenberg Theatre and Dance Marketing Department

6. Provide individual posters for each of the selected Studio Productions. As well as creating electronic playbills for each show.

### **Section 6. Social Chair**

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

*The duties of the Social Chair are as follows:*

1. Organize a minimum of two additional social events per semester

2. Organize Semi-Formal at the end of the Fall semester

3. Organize MTA Senior Recognition and Banquet at the end of the Spring semester

4. Submit all relevant publicity information to the Publicity Manager

5. Maintain consistent communication with the Office of Community Engagement and MAC

### **Section 7. 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 year to be approved by the board
4. Ensure that the cashbox is handled properly

### **Section 8: Campus Engagement Chair**

All Sophomore, Junior, or Senior Active members are qualified to apply for Campus Engagement Chair. The Campus Engagement Chair will serve a one-semester term.

*The duties of the Campus Engagement Chair are as follows:*

1. Connect with other student organizations (affinity groups, other performance based organizations, and other campus clubs) in order to create partnerships.
2. Maintain consistent intentional conversation with those organizations.
3. Organize cross organizational events and experiences with the Social Chair. (Not a festival. Should be stand alone events.)
4. Be in communication with the publicity manager about socially publicizing other groups events. Specifically when the events are not hosted by the MTA.
5. Have consistent check-ins with the I&E Chair and the Social Chair and update them on any progress made.

## **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. Create the performance schedule for the event and ensure all time slots are filled
3. Work with the Secretary and the Production Manager to request spaces for all of the event's rehearsals and performances
4. Select the organization that the event will fundraise for and create a dialogue between the MTA, and the organization
5. Remain present for the entirety of the event, acting as the emcee
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 2. So You Think Berg Can Dance (SYT) Coordinator**

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

*The duties of the SYT Coordinator are as follows:*

1. Work in conjunction with the Production Manager and the Publicity Manager to create the production timeline for SYT
2. Select “celebrities” from each performance group (a capella, singing, and comedy) and send invitations to those individuals as well as reaching out to MDA to select choreographers (Choreographers can be from dance groups or selected by the MDA.) Work with the MDA to pair celebrities with “pro-dancers”
3. Reserve spaces for all of the event’s rehearsals, publicity shoots, and performance
4. Ensure that the production team adheres to the production timeline
5. Secure emcees and prepare all auctions to be held during the event
6. Work with the Fundraising Manager and Business Manager for the approval of charitable organizations, collection, safekeeping, and distribution of all funds from the event
7. Submit all relevant publicity information to the Publicity Manager

**Section 3. Marginalized Voices/Theatre Arts Festival Coordinator** (*As of Fall 2023 this festival is under review.*)

All Active members are qualified to apply for Marginalized Voices/Theatre Arts Festival coordinator. If applying, applicants should have an interest in DEI work. 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. Receive applications and select the shows to be presented as part of the festival
3. Reserve spaces for all of the festival’s, rehearsals, and performances
4. Ensure that the production team adheres to the production timeline
5. Create the performance schedule for the festival
6. Hold responsibility for the condition of all spaces and equipment used
7. 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. Receive applications and select the shows to be presented as part of the festival
3. Request spaces from Secretary and Production Manager for all of the festival’s rehearsals, and performances
4. Ensure that the production team adheres to the production timeline
5. Create the performance schedule for the festival
6. Hold responsibility for the condition of all spaces and equipment used
7. Submit all relevant publicity information to the Publicity Manager

**Section 5. Red Door Play Festival Coordinator**

*as of December 1st, 2023*

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. Receive applications and select the shows to be presented as part of the festival in conjunction with the Executive Board
3. Request spaces from Secretary and Production Manager for all of the festival's rehearsals, and performances
4. Ensure that the production teams adhere to the production timeline
5. Create the tech, performance, and strike schedules for the festival
6. Ensure that all necessary information regarding rules and responsibilities are communicated to directors and stage managers
7. Act as the host during all performances
8. Hold responsibility for the condition of all spaces and equipment used
9. 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 or being the assistant of the 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 and the Executive Board to create the production timeline for Studio Productions. Communicate with the Head Carpenter, and Head Electrician, and Head Costumer for design deadlines
2. Receive applications and select the shows to be presented as part of the festival in conjunction with the Executive Board
3. Work in conjunction with the Head Carpenter, Head Costumer, and Head Electrician to assign design teams to all productions
4. Request spaces from Secretary and Production Manager for all of the festival's auditions and rehearsals.
5. Ensure that the production teams adhere to the production timeline
6. Create the tech, performance, and strike schedules for the festival in conjunction with the Production Manager and the Heads.
7. Ensure that all necessary information regarding rules and responsibilities are communicated to directors, designers, and stage managers
8. Meet with the Theatre and Dance box office to prepare for show weekend.
9. Hold responsibility for the condition of all spaces and equipment used
10. 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.

### **Section 3.**

Being an Assistant does not qualify as a leadership position on the board.

## **Article XVI. The Performance Ensemble Committee** *(As of Fall 2023 this is not applicable)*

### **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 beginning of each semester, the Executive Board will determine and vote upon expected attendance at various MTA programming. These expectations are to be upheld by all members of the MTA Board.

### **Section 3.**

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.

## **Article XVIII. MTA Termination Policy**

### **Section 1.**

Removal of any Board member may happen on the basis of racism, homophobia, misogyny, bigotry, clear violation of the constitution, and/or inability to do their job. 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. When removing someone from the Executive Board, there must be a unanimous vote from the other Exec members. Following this meeting the President or Vice President will meet with the faculty advisor to assist with next steps. Replacement of the vacant office shall follow Article X, Section 8.

### **Section 3.**

When removing a director from a project, outside of instances of racism, homophobia, misogyny, and/or bigotry; two formal, sit-down conversations must take place regarding the lack of fulfillment of their responsibilities. If their performance does not improve, there are grounds for termination. The removal should be conducted by the coordinator of the festival and the I&E Chair. Following the termination of a director, coordinators and other Board members should determine the appropriate course of action.

### **Section 4.**

When removing a designer or stage manager from a project, outside of instances of racism, homophobia, misogyny, and/or bigotry; two formal, sit-down conversations must take place regarding the lack of fulfillment of their responsibilities. If their performance does not improve, there are grounds for termination. In order to remove a designer or stage manager from the project, there must be a private, unanimous vote by the director of the project, head of their respective department within the MTA, the Production Manager, and the coordinator

of the festival. Following the termination of a designer or stage manager, coordinators and other Board members should determine the appropriate course of action.

### **Section 5.**

In the event of any MTA member (any person participating in an MTA festival or event) exhibiting racism, homophobia, misogyny, and/or bigotry, the faculty advisor must be contacted by the Executive Board, and a course of action must be determined immediately.

## **Article XIX. Financial Policies**

### **Section 1.**

The management of the MTA fundraising account will fall under the discretion of the Business Manager.

### **Section 2.**

The Business Manager and their assistant will work to create and oversee a spreadsheet which tracks the current balance of the MTA fundraising account. This spreadsheet should track the following information: date of transaction, amount deposited or withdrawn, purpose of transaction, and running balance. This spreadsheet will also track the amount allotted to independently functioning organizations within the MTA (*see Section 6*). The Business Manager, Assistant Business Manager, Fundraising Manager, and Assistant Fundraising Manager will have access to edit the spreadsheet in order to maintain it. All other members of the Executive Board will have the ability to view.

### **Section 3.**

On the 14th day of each month, the President must contact Ellen Lentine (Director of Seegers Union and the Student Experience, [ellenlentine@muhlenberg.edu](mailto:ellenlentine@muhlenberg.edu)) to verify that the balance listed on the spreadsheet as of the 7th of the month matches the current registered account balance. The Executive Secretary must repeat this process on the 28th with the balance of the account on the 21st.

### **Section 4.**

In order for members of the MTA to request funds from the fundraising account, they must complete an MTA Internal Funds Request Form (Rack It Up form). If the requested amount is below \$75, the Business Manager and Assistant Business Manager may approve or deny the request without outside consultation. If the requested amount is \$75 or greater, the Business Manager must bring the request to the Executive Board, for which a majority vote (i.e. 4/6 members of the Executive Board) including the Business Manager is required to approve the request.

### **Section 5.**

The management of the cashbox falls under the discretion of the Fundraising Manager. At the start of each semester, the Fundraising Manager should work with the Business Manager to withdraw \$50 in cash from the fundraising account for the cashbox. If at any point, the amount of cash in the cashbox exceeds \$150, the Fundraising Manager or Assistant Fundraising Manager must deposit the excess cash into the fundraising account within two business days.

**Section 6.** *(Note that as of the Fall 2023 semester, the only organization which falls under these conditions is ArtCo)*

For independently operating organizations which fall under the discretion of the MTA, the Business Manager must provide an allowance at the beginning of each semester. The Business Manager may determine an appropriate amount for this allowance with advisement from the Executive Board. The fundraising balance of each organization will be tracked separately as to allow these organizations to fundraise independently in addition to their allotted allowance. All funds requests from these organizations must be formally requested (*see Section 4*).

## **Article XX. 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 XXI. 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.