



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 a space 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. As a co-curricular, non-partisan club, our goal is to create a welcoming and inclusive environment.

## **Article III. Relationship with the Department of Theatre and Dance**

### **Section 1.**

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

### **Section 2.**

All departmental and MTA policies are to be upheld by any student representing the MTA and the MTA's image. This includes any and all board members, production personnel, actors, and volunteers. Violations of any policies shall be reported to the appropriate student board member, the faculty advisor, or both to handle in conjunction.

### **Section 3.**

The association shall have one advisor who is a Muhlenberg College faculty or professional staff member that is selected by the members of the board.

## **Article IV. Membership**

### **Section 1.**

Membership with the MTA is achieved by joining the email list.

### **Section 2.**

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 3.**

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 4.**

All members may:

- Apply to be involved in MTA productions
- Apply or run for 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 5.**

MTA 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).

## **GENERAL POLICIES**

### **Article V. General Meetings**

#### **Section 1.**

Weekly general meetings will be scheduled by the MTA Board.

#### **Section 2.**

All members of the MTA board may vote. This includes the executive board, advisory board, and coordinators. This does NOT include assistants.

#### **Section 3.**

Assistants may vote by proxy for the board member they assist if they are not in attendance. In the case of an absence, a form will be sent to be signed by both parties to confirm that a proxy vote will be taking place.

#### **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 VI. 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 VII. 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 Board 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. A place to submit proposals will be found in weekly secretary emails.

### **Section 3.**

Amendments will be accepted following a simple majority vote by the MTA Board.

## **LEADERSHIP**

## **Article VIII. 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 eight voting positions: Head Carpenter, Head Electrician, Head Costumer, Head of Stage Management, Fundraising Manager, Publicity Manager, Media

Manager, and Social Chair.

**Section 4.**

The Coordinators shall consist of four positions: Studio Productions Coordinator, Red Doors Play Festival Coordinator, Arts Marathon Coordinator, and So You Think 'Berg Can Dance Coordinator.

**Section 5.**

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

**Section 6.**

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

**Section 7.**

Any board member may take an assistant except the President and Vice President.. 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 elected position shall be filled through an appointment by the Executive Board, to be approved by a majority vote of members. A vacancy in any applied position shall be filled through appointment by the Executive Board.

**Section 9.**

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

**Section 10.**

In the event that a position cannot be filled, it is the expectation that the executive board will take extensive measures to fill the position. If said measures aren't successful then the executive board will cover the duties of the vacant position.

**Section 11.**

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

**Article IX. 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.**

Any 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 be notified via email of their respective nominations no more than 48 hours after the nomination window has closed.

**Section 4.**

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 5.**

The President, Vice President, Business Manager, Production Manager, Executive Secretary, Publicity Manager, Fundraising Manager, and Social Chair are elected members of the board and will be selected by a majority vote from members of the MTA.

**Section 6.**

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

**Section 7.**

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

**Section 8.**

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

**Section 9.**

In the event of a tie, there will be a recount. If there is still a tie, the Executive Board 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 10.**

Results will be sent to members no more than 48 hours after the election period ends.

**Section 11.**

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 12.**

Head Carpenter, Head Electrician, Head Costumer, Head of Stage Management, and Media

Manager are members of the Advisory Board not elected by the general membership. Head Carpenter, Head Costumer, Head Electrician, Head of Stage Management, and Media Manager will submit applications and be selected by the Executive Board.

### **Section 13.**

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 14.**

At any point in the semester, assistants may submit an application to be reviewed by board members requesting an assistant, the President, and Vice President. 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.**

The President, Vice President, and Production Manager are only able to serve one full year term (two semesters).

## **Article X. 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 . 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 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 performance-based groups and organizations.
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, and other methods of contact.
8. Organize one on ones with every Board member.

### **Section 3. Executive Secretary**

All 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. Reserve spaces for all MTA rehearsals taking place in classrooms.
4. Keep an accurate record of Board meetings and distribute minutes to the Board.
5. Keep an accurate record of general meetings and distribute minutes to the entire MTA.

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

All 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.

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

All 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 and the MTA Board.
2. Work with members of MTA production teams to ensure appropriate behavior 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 matters.
6. Within Studios, coordinate meetings and remain in contact with Intimacy Choreographers throughout the process. Encourage open communication by scheduling preliminary meetings with directors, stage managers, and intimacy choreographers to get on the same page.
7. Provide captioning for Studios, as well as creating content warnings for each of the shows.
8. Be present at Red Doors casting and show selection. The I&E Chair will write content warnings for Red Doors Productions.
9. Help maintain professional relationships between MTA board members as well as MTA festival production teams and actors.

## **Section 6. Production Manager**

All 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, Red Door Play Festival, and Studio Productions.
2. Maintain the production calendars for Arts Marathon, So You Think 'Berg Can Dance, 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. Communicate with the Departmental Production Manager, Operations Manager, Company Manager, and Chair regarding production and event logistics.
5. Serve as the 'Berg Production liaison for all events.
6. Participate in the selection of the Event Coordinators.
7. Support all Event Coordinators throughout the production process.
8. Represent all Event Coordinators and their respective productions in an equitable manner.
9. When the production manager is not acting as a liaison, they will be "on call", and should be contacted if their help is needed.
10. If seen fit, delegating the Red Doors Play Festival process to the Assistant Production Manager to act as PM.

## **Article XI. The Advisory Board**

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

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

*The duties of the 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, prop 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. Teach and 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.
11. Create the trophy for So You Think 'Berg Can Dance.

### **Section 2. Head Electrician**

All 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 electric needs for Studios Productions.
2. Teach the Red Doors Coordinator how to operate the light and sound systems of the Red Door.
3. Stay in contact with BergProduction during the Red Doors tech process when needed.
4. Maintain positive and open communication between the electric vault and the MTA.
5. Work in conjunction with the Studio Productions Coordinator to create a production timeline and assign all productions a lighting and sound designer.
6. Create and distribute a rep plot to all Studio Production lighting designers.
7. Train and Communicate all expectations and rules regarding lighting and sound designs to Studio Production lighting and sound designers.
8. Act as a point of reference for Studio Production lighting and sound designers during the entire production process.
9. Ensure that all Studio Production lighting and sound designers adhere to the production timeline.

10. Run the lighting hang, focus, and strike for Studio Productions.

### **Section 3. Head Costumer**

All 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 a costume designer.
4. Communicate all expectations and rules regarding costume design to Studio Production costume designers.
5. Check in with Studio Production costume designers throughout the process and provide assistance and support when needed.
6. Act as a point of reference for Studio Production costume designers during the entire production process.
7. Act as a liaison between all Studio Production costume designers and the costume shop.
8. Ensure that all Studio Production costume designers adhere to the production timeline
9. Oversee the costume elements of Studio Productions strike.

### **Section 4. Head of Stage Management**

All 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. Properly train and 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 and check in nightly after each stage manager's tech days.
7. Adequately prepare all Studio Productions and Red Door Play Festival stage managers to properly run and call all performances.
8. Create and maintain the Studios Techspection document for all Studios Productions.
9. Ensure that once in the tech space all creative and production team members

- understand their roles and how those work in conjunction with the stage manager.
10. Work with the Secretary to reserve department spaces for rehearsals and intimacy/fight calls.

### **Section 5. Publicity Manager**

All 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 (Instagram).
2. Maintain the MTA website and Linktree.
3. Design and ensure printing of posters for MTA events, Studios, Red Doors, etc.
4. Maintain the MTA bulletin board in Seegers.
5. Maintain a relationship between the MTA and the Muhlenberg Theatre and Dance Marketing Department.
6. Create electronic playbills for all performances and physical programs for Studios.

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

All 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, MAC, and Berg Productions.
6. Be responsible for community outreach with other organizations in order to recruit new members.
7. Be responsible for aiding in the recruitment of assistants when necessary.

### **Section 7. Fundraising Manager**

All 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 Departmental theatre productions, MTA productions, and MTA events.
2. Coordinate MTA board members to sell concessions at all Departmental theatre productions, MTA productions, and MTA events.
3. Develop and produce original MTA merchandise designs each year to be approved by

the board.

4. Ensure that the cashbox is handled properly.
5. Secure the card reader from the Student Life Suite for tabling.
6. Work with the Business Manager and respective coordinators for fundraising efforts on Arts Marathon and So You Think Berg Can Dance.

### **Section 8: Media Manager**

All members are qualified to apply for Media Manager. The Media Manager will serve for a one semester term.

*The duties of the Media Manager are as follows:*

1. Work in conjunction with the Publicity Manager to make sure every MTA event has the marketing materials necessary to promote it.
2. Have access to a good camera for photography and videography purposes.
3. Archive all MTA programming through photographing or videotaping Studios, and other requested MTA events.
4. Coordinate photographer/videographer volunteers for all events if unable to attend said event.
5. Edit photos/videos to be ready for Publicity Manager's public use.
6. Organize, coordinate and create media for *So You Think Berg Can Dance?*
7. Run the MTA Archival Youtube Channel.

## **Article XII. Event Coordinators**

### **Section 1: Arts Marathon Coordinator**

All 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 to request spaces for all of the events 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 condition of all spaces and equipment used.
7. Submit all relevant publicity information to the Publicity Manager.

### **Section 2. So You Think Berg Can Dance (SYTBCD) Coordinator**

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

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

1. Work in conjunction with the Production Manager, Media Manager and the Publicity Manager to create the production timeline for SYTBCD.
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 and Media Managers.

### **Section 3. 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. Receive applications and select the shows to be presented as part of the festival in conjunction with the Executive Board.
3. Ensure that the production teams adhere to the production timeline.
4. Create the tech, performance, and strike schedules for the festival.
5. Ensure that all necessary information regarding rules and responsibilities are communicated to directors and stage managers.
6. Act as the host during all performances.
7. Hold responsibility for the condition of all spaces and equipment used.
8. Submit all relevant publicity information to the Publicity Manager.

### **Section 4. Studio Productions Coordinator**

Any applicant for Studio Productions Coordinator must have prior experience participating in the festival. 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, 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 and Heads.

3. Work in conjunction with the Head Carpenter, Head Costumer, and Head Electrician to assign design teams to all productions.
4. Ensure that the production teams adhere to the production timeline.
5. Create the tech, performance, and strike schedules for the festival in conjunction with the Production Manager and the Heads.
6. Ensure that all necessary information regarding rules and responsibilities are communicated to directors, designers, and stage managers.
7. In unison with the Production Manager, communicate with the Theatre & Dance department about Studios specific logistics.
8. Hold responsibility for the condition of all spaces and equipment used.
9. Submit all relevant publicity information to the Publicity Manager.
10. When the Studios Coordinator is not acting as a Liaison, they will be “on call”, and should be contacted if their help is needed.
11. If a head is designing a show then the Studios Coordinator must supervise the head’s progress and work.
12. Attend one rehearsal of each production every other week alternating with the Inclusivity & Equity Chair.

### **Section 5: MTA Studios Liaison (“Tech Jess”)**

*This position occurs only during Studios tech and may be filled by the President, Vice President, Business Manager, Secretary, Assistant to the Secretary, Studios Coordinator, Assistant to the Studios Coordinator, Production Manager, Assistant to the Production Manager, Head of Stage Management, and Assistant to the Head of Stage Management. Studios Liaisons will be trained and retrained every semester by the Head of Stage Management, President, and Production Manager. Liaisons are in tech to split time with the Production Manager and Studios Coordinator.*

*The duties of a Studios Liaison are as follows:*

1. Provide a safety walkthrough on each production's first day of tech.
2. Complete and distribute Tech Reports for each day of tech.
3. Timeliness. Make sure breaks are being called at the proper times and everything is running as scheduled.
4. Continuously check in with everyone in the room.
5. Problem solve throughout tech. Only contact Heads if there is an emergency.
6. Communicate with “on-call” personnel if they’re needed in space.
7. Stay calm and make sure communication is running smoothly and everyone is able to do their own job.
8. Run the post-tech production meeting at the end of rehearsal, once the cast has left the room.
9. Make sure changeover happens if it needs to and that the space is ready for the next tech slot.

10. Communicate any relevant information with all Studios Liaisons so they are prepared for their next time in the space.

### **Article XIII. Assistants to Board Members**

*All members are eligible to apply for an assistant position on the MTA board regardless of experience with the MTA or MTA productions and events.*

#### **Section 1.**

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

#### **Section 2.**

Being an Assistant is not a leadership position that qualifies you for the roles of President or Vice President.

#### **Section 3.**

Assistants may be assigned duties that function independently at the discretion of their supervisor.

#### **Section 4.**

On top of attending regular weekly meetings, Assistants may be asked to attend other MTA production-related meetings at the discretion of their supervisor

### **Article XIV. 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 they're scheduled.

#### **Section 2.**

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 as approved by the executive board.

#### **Section 3.**

All board members and assistants must help table at an MTA event and/or performance at least twice throughout a given semester. This ensures that all tabling slots are filled and MTA fundraising is supported by all members.



## **Article XV. MTA Termination Policy**

### **Section 1.**

Removal of any Board member may happen on the basis of bullying, harassment, bigotry and/or discrimination, clear violation of the constitution, and/or inability to do their job. These charges must be submitted in writing to the President and the Inclusivity & Equity Chair. In the case of the President being brought up for removal, charges should be submitted in writing to the Vice President and the Inclusivity & Equity Chair.

### **Section 2.**

When said charges are brought to the President, Vice President, and Inclusivity & Equity Chair, 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 VIII, Section 8.

### **Section 3.**

When removing a director from a project, outside of instances of bullying, harassment, bigotry and/or discrimination; two formal, sit-down conversations must take place regarding the lack of fulfillment of their responsibilities. There must be one week in between these conversations. If their performance does not improve, there are grounds for termination. There must be a one week period between the second sit-down conversation and the decision of termination. The removal should be conducted by the coordinator of the festival, the Production Manager, The staff and studios advisors, 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 bullying, harassment, bigotry and/or discrimination; two formal, sit-down conversations with the designer or stage manager must take place regarding the lack of fulfillment of their responsibilities. There must be one week in between these conversations. If their performance does not improve, there are grounds for termination. There must be a one week period between the second sit-down conversation and the decision of 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. The staff and studios advisors must be consulted before the vote occurs. Following the termination of a designer or stage manager, coordinators and other Board members should determine the appropriate course of action. If a replacement cannot be immediately found,, the respective head(s) will fill in during the interim period until a replacement can be found or until the end of the process.

### **Section 5.**

In the event that any person participating in an MTA festival or event exhibits bullying, harassment, bigotry and/or discrimination, the faculty advisor must be contacted by the

Executive Board, and a course of action must be determined immediately.

**Section 6.**

If a person is removed from a position in the MTA they are ineligible from being involved with the MTA for two semesters before returning in any capacity. If a second termination occurs after returning then said person will be ineligible to be involved with the MTA in any capacity for the rest of their time at Muhlenberg. If someone is removed for reasons of discrimination, then said person will be ineligible to be involved with the MTA in any capacity for the rest of their time at Muhlenberg.

**Article XVI. 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. 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.**

At the final Executive board meeting of each month, the Business Manager should provide an accurate summary of the past 30 days transactions.

**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.

## **Article XVII. 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. If for whatever reason this is not possible, you must make the incoming board member who is taking over your role aware of this so they can assume your responsibilities.

## **MUHLENBERG COLLEGE POLICIES**

### **Article XVIII. 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.

### **Article XIX. Breaks**

No in person meetings, rehearsals, or events may take place during college-designated breaks within the semester.