

FAIR PLAY THEATRE COMPANY

At UCSD

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Article I. Name of Student Organization

The organization shall be called Fair Play Theatre Company at UCSD.

Article II. Statement of Purpose

Fair Play's purpose is to provide more performance opportunities for the students of UCSD by producing a focused, collaborative and immersive project each year. Additionally, we seek to foster a fun, fair, and professional creative environment. We also strive to form outreach opportunities with the UCSD campus and secondary schools students interested in literature and theatre. Members of Fair Play will be exposed to the operations of a theatre company at multiple levels. Opportunities for involvement are open at the conceptual level (directors, playwrights, etc.), the production level (stage management and tech), and at the performance level (acting, dancing, singing). By operating under this structure, the goal is to give members experience that will transcend the undergraduate level and knowledge that can be used for a career in theatre after graduation. Fair Play is open, however, to all majors, undergraduate or graduate, as a fun and fast-paced performance environment.

Article III. Nonprofit Statement

Fair Play Theatre Company at UCSD is a non-profit student organization.

Article IV. Requirements for Membership

There are no fees or dues necessary for members of Fair Play. All funding for projects will be acquired through fundraising, grants, and AS funds. Any and all UCSD undergraduate students are eligible for membership regardless of major, college, or year in school. There is a different membership process for the three divisions of the company. At the conceptual level, playwrights must submit work to be considered for the current rep at the time. Directors will submit a theatre resume and be interviewed by the Artistic and Managing Directors of the company to then be on file for productions. Production level positions will submit a resume of experience and go through an interview process with the Production Manager. To be a performing member of Fair Play, all applicants will be accepted into the rep of Fair Play but must audition as well. The audition will consist of a monologue of the applicant's choice. If applicable they will also perform 32 bars of a chosen song and vocal range testing. Applicants that would like to be considered for musical theatre productions must also participate in a dance audition to assess their range of movement. Audition specificity will vary by production.

Article V. Frequency of Organization Meetings

Fair Play will have bi-weekly board meetings at least two meetings per months and GBMs at least once a quarter. Minutes will be taken by the Executive Assistant during weekly board meetings but are not required to be taken during GBMs. During production, rehearsals will take place at the discretion of the director.

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

Executive positions at Fair Play include Artistic Director, Managing Director, Director of Finance, Production Manager, Director of Communications and Public Relations, the Executive Assistant, and the Director of Welfare, resulting in 7 positions total. Initial positions are filled by continuing members of the club and new applicants as of August 2020. Responsibilities of the board members are as follows:

Artistic Director: Responsible for maintaining the artistic vision of the club and working to keep the mission statement implemented. The artistic director is the determining factor for the shows that will be produced each season (school year/quarter). The artistic director will work together with the managing director to oversee production status on the shows being produced. The AD also acts as a spokesperson for the organization's artistic purpose via speaking engagements, public and social appearances, and, as requested, at fundraising events and solicitations.

Managing Director: Responsible for overseeing and executing the detailed procedures and goal setting for each project. The managing director will work closely with the AD in order to ensure that the company's values are represented properly as well as working together in regards to the organization of the company and the production of projects. The managing director will prioritize work for the board to be sent to our email list about upcoming projects and the status of current projects. The managing director will also keep a record of the outcome (in numbers) of the success (via turnout and amount of publicity) of each project and will work with the board to plan accordingly for following projects. Similar to the artistic director, the managing director will also help supervise ongoing projects and their status.

Director of Finance: The Director's responsibilities are that of all fiscal ventures. This includes but is not limited to; budgeting, tracking of quarterly expenditures, applying for grants (both internal and external to UCSD/ Associated Students), establishing organization

bank accounts, and seeking other forms of funding, if necessary (such as fundraisers and the like).

Technical Director: The Production Manager's duty, broadly, is to oversee the technical and logistical aspect of productions. This includes but is not limited to recruiting stagehands, stage managers, organizing the procurement/creation of set pieces necessary for productions, and assisting the AD/MD. The Production Manager will also act a liaison between the board directors and the show directors in the matters described above (show techs, sets, props, scheduling, etc).

Director of Communication and Public Relations: The public relations representative is responsible for promoting the club and its events through the use of traditional methods (flyers, posters, etc.) and through the use of social media. They will be responsible for maintaining said social media accounts and updating as necessary, as well as maintaining updated information on the website. They will also be the point of contact through any and all social medias used.

Director of Welfare: The Director of Welfare will serve as a voice for the best interest of all involved in a production or in the organization at large. Any and all forms of discomfort or harassment that someone may experience while being involved with Fair Play will be directed to the Director of Welfare. They will then present this information anonymously to the board so that it may be determined whether or not the matter is a strictly internal affair or if university consultation is required. The Director of Welfare will also assess rehearsal and performance conditions to make sure that it is a healthy work environment and that any and all needs of involved parties are being met. See Article VII. Risk Management for Fair Play's harassment policy.

Executive Assistant: The executive assistant will be responsible for maintaining organizational structure for Fair Play. Their responsibilities include but are not limited to, setting up board meeting times, creating weekly agendas for said meetings, taking meeting minutes, maintaining files, and preparing any necessary documents. The executive assistant will work together with the AD or MD to put in room reservations for events as well as completing TAPs for upcoming events.

Officers will remain in their positions from the time of appointment until the event of any the following: graduation, a wish to depart from the position, or a lack of professionalism prompting a change in personnel. Board members will only be removed for lack of professionalism if it has been approved or determined by either the Artistic Director or the Managing Director. In the event of normal, non-urgent proceedings, officers will be elected by means of a nomination from a board member and will then be voted in by current board members. New board members will be delegated in March of the*

previous member's departure year, allowing the new member to shadow the current member. Officers will assume position 1 month prior to the event of the leaving member. In urgent replacement situations, applications will be accepted from the general student body. Applicants will be accepted as officers on the basis of relevant experience, work-ethic, and positive attitude.

Club members of any college, major, or year are eligible for office. It is preferred that officers be in the organization prior, (i.e if a member is elected in April 2019, they would have needed to join in April 2018 at least) however, this is not mandatory as a fresh perspective is sometimes necessary.

**Professionalism, in this case, is inclusive of being transparent with any and all actions regarding Fair Play as an entity, completing work to the best of ability, punctuality in completing tasks, and working for, not against, the greater good of Fair Play and its members as a whole. All in all, professionalism can be defined as being honest, fair, and fun.*

Article VII. Risk Management

Fair Play Theatre Company at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

Fair Play Theatre Company at UCSD understands that the University does not assume legal liability for the actions of the organization.

Potential risks associated with Fair Play includes injury resulting from improper use of tools in the construction of set pieces. To ensure safety, tech workers and anyone else handling tools will sign a contract acknowledging the potential for injury. A first aid kit will be made readily available during set construction. Prior to working as a tech, members will complete a hand and power tools training course with the Production Head. The Production Head may also be required to be certified in first aid in the case of an injury. A first aid kit will be present at all times (during rehearsals, set construction, performances, etc.). All production teams will be educated regarding the contents of the first aid kit and their usage.

Addendum 2018- In light of the past year's startling events in Hollywood with the Harvey Weinstein and others, Fair Play recognizes that any and all forms of harassment and discrimination must be addressed as a potential risk. In the event that an organization member feels affected by harassment, discrimination, or even mild discomfort, the Director of Welfare shall serve as an unbiased party for which someone can approach with their concerns. The Director of Welfare will then present this information

anonymously to the board so that it may be determined whether or not the matter is a strictly internal affair or if University consultation is required. In the event that University consultation is required, the Director of Welfare will communicate with Fair Play's Center for Student Involvement student organization advisor for further action on addressing any situation that may arise. Additionally, the addendum above will be added to any and all contracts signed by members of Fair Play, along with the Director of Welfare's contact information so they may be a readily available source. Finally, Fair Play will recommend that its board members complete sexual harassment prevention training if they have not already done so through other organizations.

EMERGENCY ACTION PLAN (EAP): In the case of an emergency, if the AD or MD is present they will be responsible for coordinating emergency measures. If not, that responsibility falls to the Production Manager or any other board member on-site. Finally, if NO board member is present, the responsibility falls to the director of the production. The artistic director, managing director or production manager may be required to be CPR/first aid certified if deemed necessary by the board. At present, the artistic director is CPR, AED, first aid, and lifeguard certified. In the event of a medical emergency, the most certified personnel will take charge and delegate someone to contact emergency services. In the case of fire, all those present will exit the building, adhering to University and facility fire safety procedures.

EDUCATIONAL OUTREACH EXPECTATIONS: If an external educational outreach opportunity presents itself, every member of the organization present must act in the highest manner of professionalism possible. Not only are we reflecting the Fair Play Organization, but the UCSD campus at large. We will devise and present an application to participating schools, along with holding a dialogue with the campus about what they hope to accomplish within the outreach. All outreach must follow the express wishes and guidelines of the school hosting the events. If on an individual apprenticeship basis, we must follow the express guidelines in the external student's requirements to the best of our ability. All outreach will be cleared by the Artistic and Managing Director, then reviewed by the executive board. Any disregard of external education outreach expectations will result in immediate inquiry by the Fair Play executive board, and may result in the expulsion of the member from the organization. Any further legal matters will be handled according to the laws of the state.

Article VII. Section 5. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

Fair Play Theatre Company at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local

laws. Additionally, Fair Play at UCSD will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Article VIII. Financial Management

Our organization will finance its activities through fundraising, requesting funds from AS, grants, and any donations we receive. The money our organization earns through fundraising or donations will be placed into our on-campus student org fund account. All purchases must be approved by the artistic director or managing director. Once approved, expenditures are carried out and recorded by the treasurer. Funds received from AS funding will be directly sent, unless otherwise noted that we will be asking for reimbursement, to the company or persons from which we are renting materials.

Fair Play will not submit quarterly budgets to A.S. due to the ever-changing nature of costs associated with producing theatrical productions.

Fair Play defines embezzlement as a board member using fundraised, donated, or AS funding for purposes other than club expenses. In order to combat the rare occasion that embezzlement will occur, as a board we will: document every transaction in detail on a google sheet including the following information: what was purchased, total cost of the purchase, when it was purchased, who made the purchase, where the purchase was made, and the purpose of the purchase. All spending MUST be approved and/or completed by the artistic or managing director. This is so purchases may be under close inspection. If the amount of money in our bank account or funding does not match the amount after these deductions of purchase, or if a purchase is deemed unnecessary or was not approved at a board meeting: it is considered embezzlement. If a board member is accused of embezzlement, we will hold a meeting with the entire board and thoroughly examine the evidence. If an individual is found guilty of embezzlement, they will be immediately removed from office and will no longer have access to any of the company's financial and all other accounts. If deemed necessary, the individual may be subject to punishment from the University.