

## **Constitution for Muir Musical 2023-2024**

### **Article I. Name of the Student Organization:**

The organization shall be called Muir Musical at UC San Diego.

### **Article II. Statement of Purpose:**

The purpose of this organization is to produce Broadway-scale, entirely student-run musical theater productions. As the only organization on campus dedicated to creating musical theater, we strive to foster a sense of community and inclusion in the arts.

### **Article III. Nonprofit Statement:**

Muir Musical at UC San Diego is a non-profit student organization.

### **Article IV. Requirements for Membership:**

- A. Only registered UCSD students may hold an office in the organization.
- B. Undergraduates from all seven UCSD colleges are welcome to join. Only students will be considered for the cast, orchestra, production staff, and administration.
  - I. Should a non-student be brought into the organization, they must be cleared by the Managing Director and Artistic Director. They shall only be accepted into the organization in a performance capacity (actor, dancer, or musician) or as a mentor.
- C. Graduate students are welcome to join our organization in mentorship capacities.
- D. The Managing Director is appointed by the Artistic Director. Administrative positions are appointed by the Managing Director and Artistic Director after a fair and objective interviewing process. Production teams, cast, and orchestra will be chosen after a similarly fair and objective audition/interview process.
- E. Participation in productions or as a part of our teams is not a requirement for membership. Community members are welcome at our open events including Open Mics, Movie Nights, and any other activities shared on our calendar.
- F. There shall be no dues for participation. Any spending will be voluntary whether it be as a part of fundraising or merchandise purchases. Members are not to be responsible for purchasing materials for the organization with their own funds.

**Article V. Frequency of Organization Meetings:**

The organization will meet as frequently as necessary, generally consisting of regular production staff meetings, administrative meetings, and orchestra rehearsals throughout the year. At the Artistic Director's discretion, cast rehearsal will be held four to five nights a week during the quarter before the performance. Community events shall happen during the quarter that exists outside of the production schedule.

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

The production staff and administrative team for the show constitute the officers of the organization. They are constituted by the following positions:

- A. Artistic Director
- B. Managing Director
- C. Production Stage Manager
- D. Technical Director
- E. Marketing Director
- F. Finance Director
- G. Education & Outreach Director

The Artistic Director position shall be chosen by the organization's advisors Patricia Mahaffey, Nathan Harper, Rita Navarro, and Kevin Kubo as well as the outgoing Artistic Director from the previous season. Applications may be directed to them towards the end of the school year when announced. They will interview candidates and choose the current year's successor after a fair process of applications and interviews.

The Artistic Director and Managing Director will appoint people to the positions within the production staff or administrative team to the extent they can. Positions will be advertised and applicants put through a fair and objective interview process. Any positions that are made vacant during the year may be filled at the discretion of the Artistic Director or Managing Director.

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

**Article VII. Risk Management:**

Muir Musical at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Muir Musical at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Muir Musical has a zero-tolerance policy with regard to issues of harassment or discrimination. Any reports to our team from a community member will be fully investigated and appropriate action will be taken to ensure the Muir Musical community is a safe one. If any member feels (sexually) harassed or discriminated against, and no appropriate correctives have been deployed by the PMs, students are encouraged to contact the Office for the Prevention and the Harassment and Discrimination (OPHD) <https://ophd.ucsd.edu/report-bias/index.html>.

**IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY**

Muir Musical at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in-person (in person by request only). Muir Musical will develop a plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common-sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.