

Company 157 Constitution 2024-2025

The following document represents the purpose, organization, and processes of Company 157, a student theatre company at UC San Diego, as ratified by the founding board in April 2007. Updated by the current board as of September 23rd, 2024.

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Article I: Name of Student Organization

The organization shall be called Company 157 at UC San Diego.

Article II: Statement of Purpose

PURPOSE OF COMPANY 157

Company 157 exists as a student-run production company operating with the support of the UCSD Theatre and Dance Department. It is dedicated to increasing the opportunities and satisfaction of the undergraduate theatre community by providing positions/roles in playwriting, directing, stage management, design, acting, and production team members. Company 157 provides students opportunities through our dedication to producing new student works, putting on productions, educational workshops, and community events every year. With the help of the Theatre & Dance Department, faculty, staff, graduate and undergraduate students, and community artists, Company 157 aims to provide the following services:

- Produce at least one high-quality studio project each quarter, including full-length productions and play festivals
- Host at least two educational workshops or events per quarter, led by our Education and Outreach Team
- Ensure the fair treatment of the undergraduate students participating in our organization
- Provide opportunities in the following areas per production need as well as inform students on said opportunities: playwrights, directors, actors, designers, stage managers, and additional theatre positions per each production need
- Host quarterly town hall meetings to gauge community interest

Article III: Nonprofit Statement

Company 157 at UC San Diego is a non-profit student organization.

Article IV: Requirements for Membership

An individual is considered a member of Company 157 when they actively participate in our events, productions, or workshops, joining a community of students who share a passion for theatre.

To maintain membership, students are encouraged to attend or participate in at least one community event, workshop, or production per quarter with a completed membership form and subscription to our mailing list. For certain studio projects or productions, additional steps like submitting script samples, design concepts, auditioning, or interviewing for an artistic role may be required.

At its core, Company 157 is open to anyone with a genuine desire to be part of a vibrant, student-led theatre community, provided they are a registered undergraduate student at UCSD.

Article V: Frequency of Organization Meetings

For Executive Board Members only:

Company 157, organized and scheduled by the Managing Director, will hold weekly executive board meetings to discuss the general management of the company, plan upcoming events, and delegate responsibilities and tasks. The Assistant Managing Director will take meeting notes to distribute to the board after each meeting. Each department within the Board will also hold frequent meetings to discuss their responsibilities and progress. *See Article VI Section 1 for more details*

For all members and general public:

We will hold at least one general body meeting each quarter titled "Company 157 Town Hall" to gauge community needs from any interested party. It is recommended for department heads of the Company 157 Executive Board to attend.

For members working on a Company 157 project:

Artistic teams working on productions will rehearse at least 3 times a week, and hold at least 1 public performance at the end of the process. Creative teams are also required to attend weekly production meetings with the Artistic Director and Executive Board to discuss the progress and needs of their production.

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

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

Section 1 - Executive Board Positions

Company 157 will have an Executive Board to oversee all its operations, choose its season of events, and act as executors and advisors for every event/production the company produces. Suggested positions are as follows (though position descriptions and titles may be changed and or altered slightly based on experience of board members): Artistic Director, Managing Director, Technical Director, Education and Outreach, Production Manager(s), Storage Manager, Finance Director, Marketing Director, Photographer/Videographer. Each board member has an area of focus, but should be a well-rounded and knowledgeable theatre practitioner. While the board should be experienced, it may be detrimental to have only seniors, it is advisable to have a range of years represented.

Artistic Director

Justin Valine

- Actively communicates with the Department of Theatre & Dance and other performance-related student organizations
- Run Company meetings with the Managing Director
- Responsible for Company's artistic actions and productions
- Represent Company at undergraduate department meetings
- Final decision on the season of events including productions, studio projects, workshops, etc.
- Holds weekly meetings with production teams for every show each quarter
- Responsible for finding and bringing on fight/intimacy coordinators onto Company productions
 - Communicates with director and stage manager about scheduling fight/intimacy coordination within rehearsals
- Interviews and selects prospective creative team members for productions including directors and playwrights
- Serves on finance team
- Completes UCSD T&D LAB applications on behalf of each season's productions
- Directs Spring quarter production

Managing Director

Sadie McCann, Piper Lord (Assistant)

- Oversee the logistics and events of Company 157
- Complete TAP forms
- Reserves university spaces for Company 157 events
- Manage Company 157 email and Google Drive
- Coordinate/schedule workshops, events, town halls, etc.
- Communicate effectively with Artistic Director, the Department, and other organizations
- Maintain the business side of company productions
- Provide support for the artistic end
- Responsible for managing the Company 157 newsletter
- Oversee paperwork, forms, calendars, and schedules for the current and prior years

- Responsible for meeting minutes
- Interviews and selects prospective creative team members for productions including directors and playwrights with Artistic Director
- Serves on finance team

Production Director + Technical Manager

Juhi Sabharwal + Tess Twomey, Madison Emi Novitski (Assistant)

Production:

- Schedules and reserves rooms and spaces for rehearsals in association with the Production Stage Management
- Interviews and selects production stage managers, assistant stage managers, and production assistants for productions
- Holding projects responsible for submitting reports/updates (Rehearsal/Tech/Show Reports) and daily and weekly calls
- Reviews Daily/Weekly Calls and Rehearsal/Tech/Show Reports
 - Notes any immediate issues or updates stated on calls and reports to the board
 - Notes inactivity of any actor or creative team member and reports to Artistic and Managing Director
- Maintains contact with the stage managers of Company 157 productions
- Oversees the Stage Management teams for Company 157 productions and studio projects
- Acts as emergency production stage manager if a stage manager drops (only if there is no ASM or PA on project) or we are unable to fill the position
- Trains new production stage managers, assistant stage managers, and production assistants
- Creates templates of various stage management paperwork (i.e. daily calls, production calendars, rehearsal reports)

Technical:

- Oversees all technical aspects of Company 157
- Provide support for the artistic end
- Create tech schedules for each season
 - Set deadlines for designers' prelims and finals
 - Define what is required for prelims and finals
 - Plan out times for rehearsals with tech elements
- Interview and approve prospective technical staff
- Seek out and manage lists of potential designers for future shows
- Manage communication regarding space and equipment rentals
- Interview and approve prospective technical staff
- Act as a contact point for any technical concerns from Directors and Stage Managers
- Oversee and provide technical support for Company 157 productions if requested by the designer
- Act as emergency reserve designer if a designer drops or we are unable to fill a position

- Act as point of first contact for designers, answering questions and giving advice, directing them to other learning resources and other designers
- Regularly check in with each designer to make sure they and their teams feel on track
- Oversees Associate Technical Directors and Storage Manager

Storage:

- Maintaining Storage, includes sorting away prop drop zone and general cleanliness of the storage
- Maintaining Storage Digital Catalog on Google Drive
- Storage Key Holder
- Contact with productions on prop/costume/set needs and keeps record

Finance Director

Gabe Deulloa

- Manage Company finances
- Applies for AS, College Council, Triton Community Fund, and any other funding opportunities for Company 157 productions for design elements
 - Attends any necessary pitch meetings and completes any necessary post event paperwork
- Coordinates with SLBO Funds Manager
- Creates an approximate budget for each Executive Board department and production per academic quarter
- Plan and manage at least one fundraiser on campus per quarter
- Plan and manage at least one outreach fundraiser per quarter
- Research appropriate fundraiser ideas, donor initiatives, and outreach opportunities
- Coordinates with outside parties regarding fundraisers

Education and Outreach

Director: Bluma Lezak

Coordinating Team: Aiden McCormick + Claire McNerney + Molly Ester Naiditch + Rumi Petersen

- Create educational and community theatre events for UCSD students
 - Facilitate and host E&O events (at least 1 major per quarter)
 - Provide students with opportunities to network and connect
- Create and monitor relationships with the community and other students organizations within and outside UCSD
- Research and promote theatre events in the area/accessible theatre events
- Education and Outreach Director:
 - Work with team on finalizing and fully planning pitches
 - Pitch events to Artistic Director
 - Approve all E&O contact with outside resources
 - Oversee communications with other orgs, schools, and theatres

Marketing

Director: Laila Del Rio, Sparrow Naito (Assistant)

Team: Mia Gordon, Naomika Nadkarni, Aimee Zhang, Kelly Loo, Isabella Savala, Madeleine Schnack

Overview:

- Manage and produce publicity campaigns for Company 157
- Promotes Company 157 events and opportunities to the UCSD community
- Maintains and updates the Company 157 website
- Communicate with the Guardian, Triton TV, KSDT, and other on-campus media about advertising
- Communicates with AS Graphic Design for all production promotional posters
- Coordinate with Social Media Manager and Graphic Designer about posts and promotion
- Coordinate with Photographer about scheduling photography needs
- Communicates in association with the Graphic Designer with directors of Company 157 productions for production marketing materials
- Maintains relationship with TTV regarding our MOU

Social Media:

- Manages Company 157's social media accounts (Instagram, Facebook, TikTok, etc) which includes posting posts and answering DMs
- Creates social media graphics for announcements such as auditions and other opportunities in association with the graphic designer
- Adheres to calendar

Photography:

- Takes all Company 157 photos including production photo calls, events, headshots, group photos, etc.
- Sends photos to the Social Media Manager
- Is responsible for getting all the necessary equipment

Graphic Designer:

- Creates social media graphics for announcements such as auditions and other opportunities in association with the social media manager
- Coordinates with the directors of Company 157 productions to create promotional material and show posters

Section 2 – Organization

The Company 157 board will have weekly meetings to discuss production calendars, needs, and events. Meeting times will be changed from quarter to quarter to accommodate changing schedules.

Board Members are required to:

- Attend all required meetings*.
 - Weekly Executive Board Meetings - Required for Department Heads (Artistic Director, Managing Director, Technical Director, Marketing Director, Education & Outreach Director, Finance Director, and Production Management Head) Other board members are encouraged to attend but not required.
 - Department Meetings - Required for every member in their respective department
 - Dept. Heads are responsible for scheduling these meetings and maintaining attendance
 - Artistic and Managing Directors reserve the right to attend these meetings
- It is highly recommended to attend and assist at least one rehearsal or performance each production in the Company 157 2024-2025 season
- Fulfill their respective job descriptions outlined above.

If a board member is consistently absent from meetings, they are subject to a discussion with the Artistic Director and Managing Director about their continued role on the board. If you have a conflict, please email the Managing Director for Executive Board Meetings or your Department Head for Department Meetings at least 24 hours in advance

Section 3 – Election of Members

Board team members are selected by application and interview at the beginning of Spring Quarter, with their term beginning in July and ending in June of the following year. Current board members that wish to keep their same position can remain in their position upon vote by the current and incoming Artistic, Managing, and Technical Directors. Current board members that wish to change positions must go through the new applicant process.

All new applicants are able to apply for positions after determining open positions from the year prior. Applicants will submit an application and interview with the current and incoming Artistic, Managing, and Technical Directors, who will choose next year's board upon vote.

In terms of removal, if a board member continually neglects their responsibilities, they may be asked to step down from their position after discussion with the Artistic and Managing Directors and department head, if applicable. Exceptions include a board member breaking UCSD policy on conduct and harassment, in which the board member will be removed at the discretion of the Artistic, Managing, and Technical Directors. In the case that the Artistic, Managing, or Technical Director is at fault, any board member can bring the case to the other two Directors, and can be removed if there has been a clear indication of breaking UCSD policy.

Article VII: Risk Management

Company 157 at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

Company 157 at UC San Diego understands that the university does not assume legal liability for the actions of the organization.

Risks associated with the production process concerning technical elements will abide by OSHA regulations. Any staging that has risk for actors or audience members will be taken into account, and done in a safe manner with an assigned fight captain. While we are an independent theatre organization, all rehearsals will adopt practices set by the Actors Equity Association to ensure that all members are treated fairly and safely.

Section 1. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

Company 157 at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Company 157 at UC San Diego will abide by UC San Diego requirements for students in theatres, including policies for minors in UC theatres, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the theatre. 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: Project Submission and Selection

Part A – Project Applications

Company 157 will develop a structured season looking for new student work to give opportunities to playwrights, directors, stage managers, designers, and actors. For the 2024-2025 Season, Company 157 will aim to produce a variety of student works as full-length productions, one acts and 10 minute plays, festivals, and other outreach events. Company 157 will put out applications for playwrights first, then director, stage manager, and designer applications, followed by actor audition applications. Projects will be selected through these applications, along with the teams that will work on them. The number of projects will be decided based on the doability of each proposed play.

Part B – Season Selection

The Artistic Director and board of directors will select the general season plan for the year over the summer prior to the school year. The Artistic Director will have the final decision on the season after discussing with the board, so long as the majority of the board agrees with the season plan. The details of each season will be solidified the quarter prior to the quarter being discussed (ex. The Winter Quarter season will be solidified during the Fall Quarter). After the season is determined, positions available will be put up for applications. The number of shows selected will depend on the amount of resources (both human and financial) that are available, and how much each show will cost.

Part C - Play Selection Process

The Company 157 board members will select plays primarily on their artistic merit and feasibility.

Board members who wish to participate in play discussions must evaluate each application and read each script anonymously before discussing the plays. The plays can be selected by popular vote among the board, however, the Artistic and Managing Directors must be in agreement about the season. If there is a disagreement, they should try to reach a compromise, but ultimately the Artistic Director has final say.

Article IX: PRODUCTION GUIDELINES

All production members will be required to sign our community guidelines and a contract at the start of their production process.

If any production member is in violation of the community guidelines and/or contract, they are subject to a conversation with the Artistic Director, Managing Director, Technical/Production Director.

Article X: AMENDMENTS

Procedure and Protocol for Amending the Constitution

The Company 157 Constitution was written for the current UCSD Theatre environment, but we recognize that rules and situations around the company will change, and require the company to adapt. The openly elected board has the right to change any part of the constitution if it is deemed necessary for the company's success. Any amendment must be proposed at a board meeting and receive a majority vote and the support of the Artistic Director.

Any amendment to this constitution is expected to be in keeping with the founding spirit of inclusion, creativity, and the desire to create high quality, socially relevant theatre. A copy of this and any other major drafts of the constitution are to be kept by the Managing Director and updated on the CSI page and Google Drive for reference. The date of last change will be on the front page, to ensure the most current rules are applied.