

Muir Musical Constitution 2024-2025

The following document represents the purpose, organization, and processes of Muir Musical, a student theatre company at UC San Diego, as ratified by the board in September 2024. Updated by the current board as of September 17th, 2024.

Article I: Name of Student Organization	2
Article II: Statement of Purpose	3
Article III: Nonprofit Statement	4
Article IV: Requirements for Membership	5
Article V: Frequency of Organization Meetings	6
Article VI: Qualifications for Holding Office and Methods of Selecting and Replacing Officers	7
Section 1 - Executive Board Positions	7
Artistic Director	7
Managing Director	7
Production Manager	8
Technical Director	8
Storage Manager	9
Finance Director	9
Outreach	9
Marketing Director	10
DEI Director	10
Community Chair	10
Section 2 – Organization	11
Section 3 – Election of Members	11
Article VII: Risk Management	13
Section 1. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery	13
Article VIII: Project Submission and Selection	14
Part A – Project Applications	14
Part B – Season Selection	14
Part C - Play Selection Process	14
Article IX: PRODUCTION GUIDELINES	15
Article X: AMENDMENTS	16
Part A – Procedure and Protocol for Amending the Constitution	16

Article I: Name of Student Organization

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

Article II: Statement of Purpose

PURPOSE OF MUIR MUSICAL

Muir Musical exists as a student-run production company. It is dedicated to increasing the opportunities and satisfaction of the undergraduate theatre community by providing positions/roles in directing, stage management, design, acting, and production team members. Muir Musical provides students opportunities through our dedication to putting on productions, educational workshops, and community events every year. With the help of faculty, staff, graduate and undergraduate students, and community artists, Muir Musical aims to provide the following services:

- Produce at least one high-quality mainstage production per year
- Produce one additional, smaller budget, production
 - This can be a showcase or full length show (or something else)
- 2 educational workshops/events per quarter led by our Education and Outreach Team (Week 4 and Week 7/8)
- 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: directors, actors, designers, stage managers, and additional theatre positions as each production needs
- Assist directors, stage managers, designers, and actors by connecting them to help, advise, and appropriate projects
- Host quarterly town hall meetings to gauge community interest

Article III: Nonprofit Statement

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

Article IV: Requirements for Membership

- I. An individual is considered a member of Muir Musical if they participate in Muir Musical events, productions, and/or workshops. Additionally, for full membership, members will join a community discord and fill out our information form.
- II. There is no formal membership process in order to attend our events, however on specific studio projects/productions, individuals may need to submit design concepts, auditions, or interviews for an artistic position.
 - A. Production teams, cast, and orchestra will be chosen after an objective audition/interview process.
- III. The only requirements for membership are a desire to be a part of a community of students passionate about learning theatre and being a registered undergraduate student at UCSD.
- IV. Only registered UCSD students may hold an office in the organization.
- V. Undergraduates from all seven UCSD colleges are welcome to join. Only students will be considered for the cast, orchestra, production staff, and administration.
 - A. 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.
- VI. Graduate students are welcome to join our organization in mentorship capacities.
- VII. 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

For Executive Board Members only: Muir Musical will hold weekly executive board meetings to discuss the general management of the company, plan upcoming events, and delegate responsibilities and tasks. The Managing Director and/or Production Management 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 “Muir Musical Town Hall” to gauge community needs from any interested party. It is recommended for department heads of the Muir Musical Executive Board to attend.

For members working on a Muir Musical 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 Managing director (and some members of the 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

Muir Musical 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), Finance Director, Marketing Director, DEI Director, Community Director. 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

- Actively communicates with UCSD faculty and Staff and other performance-related student organizations
- Run meetings with the Managing Director
- Responsible for Muir Musical's artistic actions and productions
- 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 Muir Musical 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
- Serves on finance team
- Directs Spring quarter production

Managing Director

- Oversee the logistics and events of Muir Musical
- Complete TAP forms
- Reserves university spaces for Muir Musical events
- Manage Muir Musical email and Google Drive

- Coordinate/schedule workshops, events, town halls, etc.
- Communicate effectively with Artistic Director and other organizations
- Maintain the business side of Muir Musical productions
- Provide support for the artistic end
- Responsible for managing the Muir Musical 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 with Artistic Director
- Serves on finance team

Production Manager

- Interviews and helps select 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 Muir Musical productions
- Oversees the Stage Management teams for Muir Musical 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 Director

- Oversees all technical aspects of Muir Musical
- 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 Muir Musical 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 Manager

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

Finance Director

- Manage Muir Musical finances
- Applies for AS, College Council, Triton Community Fund, and any other funding opportunities for Muir Musical 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
- Coordinates with outside parties regarding fundraisers

Outreach

- 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
- Researches and promotes 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

Overview:

- Manage and produce publicity campaigns for Muir Musical
- Promotes Muir Musical events and opportunities to the UCSD community
- Maintains and updates the Muir Musical 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 Muir Musical productions for production marketing materials
- Maintains relationship with TTV regarding our MOU

Social Media:

- Manages Muir Musical'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 Muir Musical 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 Muir Musical productions to create promotional material and show posters

DEI Director

- Ensuring that the actions that administration takes are reflective of our values in regards to DEI
- Oversee the DEI department and ensure that concerns from the Show Specific DEI Liaisons, and DEI Advocates are heard and addressed.

Community Chair

- Represents the broader Muir Musical community in Admin and Producer meetings
- Work with the Outreach department to host events for the broader community
- Coordinate with the Community Liaisons and the Development Coordinator throughout the year.

Section 2 – Organization

The Muir Musical 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, Outreach Director, Finance Director, and Production Management, Community Chair, DEI Director) 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 Muir Musical 2023-2024 season
- Fulfill their respective job descriptions outlined above.

*If a board member is consistently absent from board meetings, they are subject to a meeting with the Artistic Director and Managing Director discussing their future 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 and

Managing 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 and Managing 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 and Managing Directors. In the case that the Artistic and Managing Director is at fault, any board member can bring the case to the other Director and Producers, and can be removed if there has been a clear indication of breaking UCSD policy.

Article VII: Risk Management

Muir Musical at UC San Diego is a registered student organization at 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.

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.

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 UC Learning <https://uclearning.ucsd.edu> . Muir Musical at UC San Diego will develop 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.

Article VIII: Project Submission and Selection

Part A – Project Applications

Muir Musical will develop a structured season looking for projects to give opportunities to directors, stage managers, designers, and actors. For the 2023-2024 Season, Muir Musical will aim to produce a variety of works as full-length productions, showcases, miscasts and other outreach events. Projects will be selected through director applications. The teams that will work on them will be selected through additional applications based on the needs of the show.

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 projects 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 Muir Musical board members will select projects primarily on their artistic merit and feasibility.

Board members who wish to participate in project discussions must evaluate each application before discussing the projects. The projects 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, or Production Manager.

Article X: AMENDMENTS

Part A – Procedure and Protocol for Amending the Constitution

Muir Musical 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.