

Company 157 Constitution

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called Company 157 at UCSD.

ARTICLE II. STATEMENT OF PURPOSE

Company 157 exists as a student-run production company operating with the support of the UCSD Theatre and Dance Department. It is dedicated to increase the opportunities and satisfaction of the undergraduate theatre community by helping produce cabaret productions, workshops, and 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:

- Organize and provide information on student abilities, interests, and proposed projects
- Host at least one seminar or workshop on a topic of student interest each quarter
- Assist directors, stage managers, designers, and actors by connecting them to help, advisement, and appropriate projects
- Ensure the fair treatment of the undergraduate students in the department
- Assist with prop and costume pulls and other dealings with the department or the La Jolla Playhouse
- Serve as the planning committee for the 24-Hour Play Festival every quarter
- Produce at least one high-quality studio project each quarter.

ARTICLE III. NONPROFIT STATEMENT

Company 157 at UCSD is a non-profit student organization.

ARTICLE IV. REQUIREMENTS OF MEMBERSHIP

If an individual is affiliated with a Company 157 production or attends the workshops, meetings, and events of Company 157, they are considered a member.

There is no formal membership process in order to attend our events, however on specific studio projects individuals may need to submit script samples, submit design concepts, audition, or interview for an artistic position.

Dues are not required, but it is suggested that individuals working on a studio project agree to donate a small production fee which seems reasonable to the project (suggested \$10). The only requirement is a desire to be apart of a community of students passionate about learning theatre.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Company 157 will hold weekly executive board meeting to talk about the general management of the company, plan upcoming events, and delegate responsibilities and tasks. An artistic liaison within the board will take notes for the board and distribute to everyone afterwards.

We will hold at least one general body meeting each quarter open to all members.

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.

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.

Part A - The Governing Board

Company 157 will have a nine-member Board of Directors to oversee all its operation, 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, Production Managers (2), Treasurer, Publicist, Fundraising Manager, Props Manager, and Documentarian. Each board member can only be in a certain position for 2 consecutive years. In addition, each board member will have an assistant who will be taking the position and intern in order to learn the tasks of the manager whom they are shadowing. Shadows should be chosen at the discretion of the board member (near the end of their term) and the service of the shadow will not count towards the 2 year tenure as a board member. 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 the Department of Theatre & Dance, Nomads, and Triton Television
- Run Company meetings with the Managing Director
- Responsible for Company's artistic actions and productions
- Manage Company email with Managing Director
- Represent Company at undergraduate department meetings
- Work with the department to decide how to support graduation

- Picking quarterly productions
- Bank account access

Managing Director

- Oversee the logistics and events of Company
- Manage and coordinate the quarterly 24-Hour Play Festival
- Coordinate/schedule workshops
- Communicate effectively with Artistic Director, the Department, and other organizations
- Maintain the business side of company productions
- Provide support for the artistic end
- Plan support for graduation
- Fill out TAP forms
- Bank account access

Production Managers

- Maintain Company contact sheet
- Organize and manage company storage and key
- Schedule rooms and spaces for meetings, rehearsals, and events
- Assist on TAP forms
- Assist Managing Director
- Reading, reporting to the board and holding projects responsible for submitting reports/updates (Rehearsal/Tech/Show Reports).
- Ensuring production members send in bios/director's statement to them
- Oversee the safety of productions and events

Treasurer

- Manage Company finances
- Communicate effectively with A.S. about Company funds
- Assist with funding for props, publicity, and materials for Company
- Maintain set amount in cashbox in usable denominations and oversee cashbox at events
- Bank account access

Publicist

- Manage and produce publicity campaigns for Company
- Monitor and create connections with other organizations on and off campus
- Spread word about events and opportunities on campus
- Creation and upkeep of website
- Communicate with the Guardian, Triton TV, KPBS, and other on-campus media about advertising

- Design, make, and produce publicity material (flyers, posters, etc.)
- Biquarterly newsletter

Fundraising Manager

- Finding and making events/reaching out for opportunities
- Further fundraising support as needed for projects when able
- Plan goods to sell at productions
- Lead fundraisers
- Design and graphics

Props Manager

- Includes sorting away prop drop zone, checking and maintaining paperwork, and general cleanliness of the storage
- Designated key holder for storage
- Tracking, logging, and retrieving all loaned or borrowed props
- Point of contact for shows to utilize storage supplies

Documentarian

- Recording and sending out the meeting minutes
- Taking either staged or rehearsal photos to be used in records and/or publicity
- Taking video and photo recordings of productions/performances for Company records and future promotion

Part B – Organization

The Company 157 board will have weekly meetings to discuss production calendars, needs and events. Everyone must be present at these meetings, so the meeting time can be changed from quarter to quarter to accommodate people. Additionally, the company will make their presence known at the quarterly department meetings, which includes advertising 24-Hour

Play Festival and all shows/workshops that Company is putting on in a given quarter. Meetings will consist of any business that needs to be discussed from week to week, new networking and/or marketing opportunities, and general info and publicity issues for any shows/workshops being put on.

Part C – Election of New Members

New members are selected by application and interview. Applicants may be encouraged to apply or nominated by board members but all new applicants will face the same interview process. In terms of removal, if a board member continually neglects his or her responsibilities, he or she may be asked to step down from his or her position after discussion by the board at large and at the discretion of the Artistic Director and Managing Director.

ARTICLE VII. RISK MANAGEMENT

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

Company 157 at UCSD 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.

ARTICLE VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY

Company 157 at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Company 157 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 IX. FINANCIAL MANAGEMENT

Company 157 at UCSD will finance its activities through on-campus fundraisers and donations. This money will be stored in an off-campus account that can only be accessed by the Artistic Director, Managing Director, and Treasurer. Procedures for voting in new designate signers for the account each year are at the discretion of the Artistic and Managing Directors. Meeting minutes taken by the Documentarian will serve as a record of when the Executive Board has decided to withdraw money from the account.

ARTICLE X. AFFILIATION WITH OTHER GROUPS

Company 157 at UCSD is affiliated with the UCSD Department of Theatre and Dance. We are given the privilege to book spaces in the department and access the facilities.