

Constitution of the Experimental Theater Company

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1. Purpose and Name

- 1.1. The name of this organization shall be the Experimental Theater Company, henceforth referred to in this document as the “Etc.”.
- 1.2. The purpose of the Etc. is to function as a group of students and community members committed to forming an open and experimental community that performs contemporary pieces with a focus on individual experimentation and creative contribution.

2. MIT Affiliation

- 2.1. A full awareness of the Experimental Theater Company’s affiliation with MIT will be maintained. In filling cast and production positions, priority will be given to members of the MIT community, and in particular to MIT students.
- 2.2. The Experimental Theater Company agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations.
- 2.3. Henceforth, “MIT student” will refer to any student officially registered at MIT.
- 2.4. An “MIT community member” is any individual who is a current MIT student, MIT faculty or staff member, a significant other of one of the above, an MIT alum who was not a member of Etc. as a student, or someone who was an active member of an ASA recognized group in the past year.

3. Meetings

- 3.1. General meetings
 - 3.1.1. There will be a general meeting of the Etc. on Registration Day of each Fall and Spring semester, henceforth referred to as the “Prologue”.
 - During the Prologue appointed term job positions shall be assigned and any other business discussed.
 - 3.1.2. There will be a general meeting of the Etc. during the week before final examinations commence in each Fall and Spring semester, henceforth referred to as the “Epilogue”.
 - During the Epilogue, loose ends will be tied and any other business discussed.
 - During the second Epilogue in a given academic year, Officer elections will be held.
- 3.2. A special meeting may be called at any time by the officers or by petition to the President of 20% of the current Motifs. The President will provide five (5) days email notice of the special meeting, including agenda items. Additional agenda

items must be posted at least three (3) days prior to the meeting, after which no new agenda items may be added.

3.3. Quorum and Procedure

3.3.1. Quorum shall consist of two officers plus one third of the remaining current membership. If quorum is not met the meeting may proceed however any decisions made at the meeting are subject to ratification at the next quorate meeting.

3.3.2. The President will lead the meeting, ensure that it proceeds in an orderly fashion, and adhere to the following protocol...

- The President may introduce formal rules of debate if deemed necessary.
- No rule of debate can restrict speeches to less than three (3) minutes and number of speakers to less than three (3) pro and con.
- Upon agreement of a simple majority of the membership present, any agenda item may be tabled to the following meeting.
- Any Motif may move motions with respect to any agenda item.
- With the exception of constitutional amendments, motions do not require a seconder and shall be passed by approval of a simple majority of membership present.
- All Motifs are entitled to vote on any issue.
- Ballot will be by show of hands unless a member request a secret ballot.
- No motion shall be passed that contravenes any rule or regulation of the MIT Association of Student Activities.

3.4. Proxy votes are acceptable, in writing, for constitutional amendments.

4. Membership

4.1. Prior to becoming a member, individuals involved in Etc. productions are participants.

4.1.1. The expectations of participants include:

- Doing build hours
- Doing publicity booth hours
- Aiding in put-in and strike
- Honoring commitment to all accepted roles

4.2. Participants may become full members, henceforth known as Motifs, during the Epilogue so long as they have met the expectations of a participant within the last semester.

4.2.1. The expectations of Motifs include:

- The expectations listed for participants
- Accepting an appointed term job

- 4.3. One may remain a Motif for five years or one year after graduation, whichever is longer.
- 4.4. Motifs become Etc. Alum when their term is up. An Etc. Alum...
 - 4.4.1. May act in any show so long as they do not act for two consecutive terms.
 - 4.4.2. May be a designer or techie so long as they do not take a specific designer role for two consecutive terms.
 - 4.4.3. Are expected to meet the expectations of Etc. participants.
- 4.5. The membership of Etc. will, at all times, consist of at least five MIT students with a majority of MIT students.
 - 4.5.1. The Etc. will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement.
 - 4.5.2. Should the Etc. choose to charge any monetary dues, there will be exceptions made for students who cannot afford these dues.
- 4.6. Motifs are entitled to two (2) inactive terms before they are required to repeat the membership process.
- 4.7. Ejection of Members
 - 4.7.1. A vote of two-thirds majority of current Motifs may revoke any person's membership for failing to fulfill responsibilities of membership.

5. Officers

- 5.1. There are five (5) officer positions: President, Secretary, Treasurer, Recruitment Chair, and Publicity Chair.
- 5.2. Any MIT student who has been a Motif for at least one term is eligible to run for an officer position.
- 5.3. The Officers have a term of one year that runs from the Epilogue of the second semester to the Epilogue of the second semester the next academic year.
- 5.4. A specific officer position may be occupied by the same individual for a maximum of two (2) terms.
- 5.5. Officer responsibilities
 - 5.5.1. General duties
 - Each Officer is expected to be a model member of the Etc. This includes completing all membership requirements, filling production crew and cast positions when necessary, completing all tasks necessary to ensure the smooth and continuous operation of Etc, and fulfilling another officer's duties if that officer is unable to do so.
 - An Officer may not take an inactive term during their year-long officer term.
 - Each Officer is committed to representing the general consensus of the Experimental Theater Company.
 - Officers will keep the members as informed as possible about any changes that may occur.

- No Officer shall make a permanent decision without informing and asking the Motifs for feedback or without the other Officers' consent.

5.5.2. Presidential duties

- The President will act as a liaison between the Etc. and the community, including other performance groups and the Theater Arts department.
- The President is responsible for providing a prompt response to email sent to etc-exec.
- The President is responsible for ensuring that all constitutional amendments are lodged with the MIT Association of Student Activities.
- The President is responsible for submitting any and all paperwork to the Undergraduate Association, Association of Student Activities, and any other MIT groups.
- The President will give adequate notice to the secretary of all Etc. meetings and shall run all Etc. meetings.
- If there are Motifs not fulfilling their duties, the President must ensure the duties are fulfilled by appointing another to do them or doing them themselves.
- The President will be an MIT student distinct from the Treasurer.

5.5.3. Secretarial duties

- The Secretary will act as a liaison between Etc. officers, Motifs, and Participants.
- The Secretary will send out notices, take detailed notes, and post detailed notes for all meetings.
- The Secretary will ensure that all key lists and other documents are kept up to date.
- The Secretary will communicate with the Campus Activities Complex to reserve box office, drop poster space, and rooms.
- The Secretary will be in charge of checking the mailbox and distributing the mail to the appropriate members.

5.5.4. Treasurer duties

- The Treasurer will handle all of Etc.'s finances including payment of bills, tracking of budgets for group expenses, and creating detailed budgets for the Producer.
- The Treasurer will promptly reimburse all members who provide proper receipts.
- The Treasurer will be in charge of applying for grants.
- The Treasurer will oversee all fundraising endeavors.
- The Treasurer will be in charge of all signature lists and accounts.
- The Treasurer will be an MIT student distinct from the President.

- 5.5.5. Recruitment Chair duties
 - The Recruitment Chair is responsible for all dedicated recruitment activities.
 - The Recruitment Chair shall coordinate any and all activities for incoming new students during Orientation and CPW.
 - The Recruitment Chair is responsible for the publicity of Etc. recruitment events.
- 5.5.6. Publicity Chair duties
 - The Publicity Chair is responsible for the publicizing of Etc. activities and projects of Etc. members.
 - The Publicity Chair is responsible for managing the website, social media, and campus presence.
- 5.6. The Officers of a given term will be collectively responsible for...
 - 5.6.1. All major decisions regarding the Experimental Theater Company's activities.
 - 5.6.2. The selection of shows to be produced during the current term.
 - 5.6.3. The selection of dates and locations for performance of the shows.
 - 5.6.4. The selection of producers for the shows.
 - 5.6.5. Participating in interviews for major direction, design, and production positions.
- 5.7. Should an officer become unable to fulfill the assigned duties...
 - 5.7.1. The final decision regarding replacement of the Officer shall rest with the remaining Officers. A formal election is not required, however the appointment of a replacement is subject to approval by the Motifs.
 - 5.7.2. If the officer in question is the President, the remaining officers should first consider promotion from within the officership. This promoted officer may take on the responsibilities of the position in addition to their current officer duties, or may ask that their former position is filled by another.
 - 5.7.3. If the officer in question is not the President, the officers should first consider promotion of a qualified Motif into the officership.

6. Elections

- 6.1. Officers shall be elected at the end of each academic year during the Epilogue.
- 6.2. Any participants who have met the requirements for becoming a Motif within the previous two semesters and current Motifs, may vote for the officer core.
- 6.3. An officer's term of office shall run from their election until the election of new officers the following year.
- 6.4. Procedure of Election
 - 6.4.1. At the election meeting, nominations and elections will proceed in the order of office (President, Secretary, Treasurer, Recruitment Chair, Publicity Chair) unless extraordinary circumstances occur.

- 6.4.2. Candidature for an elected position requires a nominator and a seconder, both of whom must be Motifs. The following rules apply:
 - A candidate may propose, but not second, their own nomination.
 - In order to stand as a candidate for election, a proposed candidate must accept their nomination.
 - A candidate may decline their nomination if they do not want the position.
- 6.4.3. After all nominations for the position are decided, each nominee has the opportunity to briefly talk about why he or she wants the position. Questions may be asked.
- 6.4.4. After all nominees are heard in full, they will leave the room and the remaining Motifs will discuss the decision at hand.
- 6.4.5. Elections will be by simple majority of the Motifs present, by a show of hands unless any Motif requests a secret ballot.
- 6.4.6. In the case of a secret ballot, the membership present shall nominate two (2) existing officers, who must not be candidates for election, to oversee the ballot.
- 6.5. Officers may be removed from their position by a two-thirds majority vote of the Motifs.

7. Appointed Term Jobs

- 7.1. Term jobs will be assigned by the Officers of Etc. at the Prologue of each term with the skillset and preference of the assignee in mind.
- 7.2. Motifs are required to accept an appointed term job as part of their membership.
- 7.3. The number and specifics of term jobs will be defined in a by-law.
- 7.4. Should a Motif be unable or unwilling to fulfill the requirements of their appointed position, they may be reassigned. Should an issue remain, it will be handled at the discretion of the Officers according to constitutional membership rules.
- 7.5. Any remaining vacancies must be filled by the Officers within two weeks of the Prologue.

8. Casting Policy

- 8.1. Before auditions begin the officers, producer, stage manager, and director shall meet to discuss the following policy on how the show will be cast. Open auditions will be held.
- 8.2. Casting will adhere to the preferential order of: Current MIT Student, Etc. Alum, MIT Community Member, Other. Given two equal candidates, casting preference will be given in this order.
- 8.3. The Director will consult with the Producer and Stage Manager to be sure that the Etc.'s casting policies are followed during casting of the show.

- 8.4. Candidates are strongly discouraged from accepting a role in the show if academic or personal problems may cause them to decline the role in the near future.
- 8.5. The casting policy may be augmented through the passage of by-laws, however the above rules must remain adhered to.

9. Production Crew Policy

- 9.1. Before a production begins, the Producer shall work to assemble a production crew. Preference will be given in order of: Current MIT Student, Etc. Alum, MIT Community Member, Other. Given two equal candidates, casting preference will be given in this order.
- 9.2. Candidates are strongly discouraged from accepting a role on the production staff if academic or personal problems may cause them to decline the role in the near future.
- 9.3. Production Crew Mentorship
 - 9.3.1. Those interested in production positions are encouraged to explore new positions, regardless of experience. In these cases a Mentor may be assigned at the discretion of the Producer and the Officers.
 - 9.3.2. The Mentor will be available to teach and to guide, but will not give artistic input unless asked directly. The Mentor is encouraged to communicate with the Mentee regularly.
 - 9.3.3. The Producers and Officers may remove or change a Mentor if a problem arises.
- 9.4. The production crew policy may be augmented through the passage of by-laws, however the above rules must remain adhered to.

10. By-Laws

- 10.1. By-laws may be created to define or augment rules, protocols, or methodologies.
- 10.2. By-laws will not contradict, overrule, or otherwise modify the Constitution of the Experimental Theater Company.
- 10.3. By-laws will not contradict any of the rules of the Association of Student Activities.
- 10.4. The Officership may enact a by-law, remove an existing by-law, or modify an existing by-law by a two-thirds ($\frac{2}{3}$) majority.
- 10.5. All active by-laws will be listed at the end of the Constitution and will be ordered according to the date the by-law was passed.

11. Interpretation and Amendment of the Constitution

- 11.1. The interpretation of the constitution falls primarily to the the President, and secondarily to the remaining officers.
 - 11.1.1. In the event of a conflict between the President and the other officers, the issue shall be put to a special meeting.

- 11.1.2. In any situation, a vote of the majority of the Membership present at any meeting may overrule the President's interpretation.
- 11.2. Motions to amend the constitution require the amendment in writing, a mover, and a seconder and must be posted by the President no less than seven (7) days prior to the meeting at which they are to be considered.
- 11.3. Quorum will consist of two (2) officers plus one-third ($\frac{1}{3}$) of the current Motifs. If quorum is not met, the meeting may proceed, but any decision made at the meeting will be subject to ratification at the next quorate meeting. Amendments to the constitution require approval of a two-thirds ($\frac{2}{3}$) majority of the current Motifs.
- 11.4. Any amendment passed will be submitted to the Association of Student Activities by the President forthwith.