

Constitution of the VOX Musical Theatre Company

Edited: 4/19/24

Article I - Name

This organization shall be called the VOX Musical Theatre Company, hereafter referred to as VOX.

Article II - Purpose

VOX is a student run organization subject to the rules and regulations of the Student Government Association of WPI. VOX provides an opportunity for the students of Worcester Polytechnic Institute to produce and perform musical theatre.

Article III - Membership

Section 3.01 Open Membership

VOX is open for membership to enrolled undergraduate and graduate students of WPI.

Section 3.02 Membership Status

Membership status shall be determined based on a point system on a rolling semester basis (excluding E-term):

- (a) Member: 1 point
- (b) Active Member: 8 points

Points can be gained by participating in VOX-related activities as follows:

- (a) General Body Meeting: 2 points
 - (i) Minutes Makeup Form (if not in attendance): 1 point
 - (ia) If only paper minutes are provided for a GBM, the minutes makeup form will be worth 2 points.
 - (ii) Members who are on away status cannot fill out the Minutes Makeup Form
- (b) Show involvement: 4 points
- (c) Ushering (if not already in the program): 1 point per night
- (d) Strike: 2 points
- (e) Storage locker run or other load in/load out event: 2 points per day
- (f) Table sitting: 1 point per hour
 - (i) Max of 2 points may be accrued per event (show, activities fairs, etc)
- (g) Social Events: 1 point
- (h) Post Production Meetings: 1 point

Section 3.03 Away Status

Active members who leave WPI for a period of off-campus academic activity may suspend their active status during that time by becoming away members. Away status will waive the requirements to remain an active member, as set in Section 3.02, for the duration of their absence. A member on away status will not be counted in the calculation of quorum. If a member wishes to be placed on away status, they must notify the secretary prior to the academic term of absence.

Section 3.04 Special Cases

- (a) If a VOX member feels that their membership point total is inaccurate, they may reach out to an Executive Board member, in writing, to speak on their behalf at the next Executive Board meeting. Details of this discrepancy will be shared and be followed by a vote of the Executive Board. The petitioner will be informed of the Executive Board's decision at the conclusion of that meeting.
- (b) If at any point an active member no longer wishes to be active, they can request that their active membership status be waived by emailing the Executive Board. As a result, their point total will go down to one.

Section 3.05 Waiving Membership Requirements

The Executive Board may waive Sections 3.02 and 3.03 under extenuating circumstances by unanimous decision.

Section 3.06 Drug Policy

If a VOX member participates in a VOX sponsored event and violates WPI's Policies on Illegal Drugs and Alcohol and Controlled Substances in the Student Code of Conduct to which we are subject to under Article 13, the VOX member will be suspended from participating in the next VOX production for which they are eligible. The member may also be removed from the current production at the discretion of the VOX Executive Board. At the time of the offense, any member of the production has the authority to call campus police and ask the offending party to leave the premises.

Section 3.07 Non-discrimination Statement

VOX will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, gender identity, disability, veteran status, marital status, national origin, nor anything further. The organization ensures that its membership will not practice any physically or psychologically abusive hazing behaviors.

Article IV - Officers and Executive Board

Section 4.01 VOX Executive Board

The Executive Board of the VOX shall consist of the elected officers and any appointed officers.

Section 4.02 Elected Officers

Elected officers shall include President, Vice President, Treasurer, Technical Director, Secretary, and Public Relations Officer. The Executive Board shall, in concurrence with the Advisor(s), appoint additional officers as deemed necessary.

Section 4.03 Term of Office

The term of office shall be one school year starting after strike of the C-term show. In the event that there is no C-term strike, the term of office shall begin at the conclusion of the first weekend that occurs in C-term.

Section 4.04 Outgoing Officers

Each outgoing officer will act as an official mentor to the officer elect.

Section 4.05 Executive Board Voting

Each member of the Executive Board shall have one vote in all matters before the Board. In the case of a tie, immediate contact is made with the Advisor(s) to get their input on the subject. A consensus must be reached by the end of the following Executive Board meeting.

Section 4.06 Executive Board Responsibilities

The Executive Board shall be responsible for filling any unfilled production roles, either with themselves or with a designee, as needed upon request by the Show Executive Board. In the event that there is no Show Executive Board to make the request, the VOX Executive Board will work to fill the role as outlined above. If extenuating circumstances significantly impede the feasibility of a show, the Executive Board maintains the right to cease the planned production. The VOX Executive Board will serve as a resource to all VOX productions.

Article V - Officer Duties and Responsibilities

Section 5.01 President

(a) Officiates over all meeting proceedings.

- (b) Organizes and runs all officer election proceedings.
- (c) Acts as the official spokesperson for VOX.
- (d) Administers the budget with the aid of the Treasurer.
- (e) Maintains morale.

3

- (f) Oversees the complete and smooth operation of VOX.
- (g) Assists the rest of the Executive Board as necessary.

Section 5.02 Vice President

- (a) Organizes special committees within the organization.
- (b) Assists the President as necessary.
- (c) Organizes and runs all show selection proceedings.
- (d) Keeps track of and is the signatory (or delegates a designee) for all contracts involving VOX.
- (e) Keeps track of all inventory rented or borrowed from other organizations.

Section 5.03 Treasurer

- (a) Maintains all financial records for VOX.
- (b) Submits a financial report at each Executive Board Meeting and obtains approval from the Executive Board for transactions over \$300 not previously allocated.
- (c) Prepares budgets for upcoming events.
- (d) Prepares budgets for long-term events with the input of the Executive Board.
- (e) Helps administer the budget with the President.
- (f) Allocates funds as deemed necessary.
- (g) Prepares audits of the financial status of VOX if so requested.

Section 5.04 Technical Director

- (a) Maintains all technology and equipment as designated by the VOX Executive Board, and ensures that it is functioning and safe to use.
- (b) Is the main line of communication with all technical correspondents.
- (c) Maintains and organizes storage spaces and inventory.
- (d) Acts as Strike Manager or appoints a designee.
- (e) Responsible for coordinating transportation of show materials for all storage locker runs.
- (f) Responsible for coordinating access to lifts for usage during shows.
- (g) Organizes and runs all trainings according to the VOX Safety Manual; maintains training documentation.

Section 5.05 Secretary

- (a) Sends memos and meeting notices to all members and books a room for all meetings.
- (b) Maintains and updates the active roster and the electronic mailing lists.
- (c) Keeps minutes of all official VOX meetings.
- (d) Takes attendance at all official VOX meetings and events.

4

Section 5.06 Public Relations Officer

- (a) Publicizes VOX show auditions.
- (b) Acts as resource for the Publicity Coordinator for all VOX productions if required or appoints a designee.
- (c) Coordinates with the Office of Marketing to issue press releases of upcoming shows.
- (d) Keeps track of all VIP invitations and complimentary ticket distribution.
- (e) Publicizes the organization and any associated events.
- (f) Maintains the VOX webpages.

Section 5.07 Chain of Command

The Chain of Command shall be in the following order: President, Vice President, Treasurer, Technical Director, Secretary, and Public Relations Officer.

Section 5.08 Designee Policy

If at any time a VOX Officer cannot fulfill one of their responsibilities, they can appoint a designee to fulfill that responsibility (preferably from the current VOX Executive Board).

Section 5.09 VOX Liaison

The position of VOX Liaison will be filled by one of the members of the VOX Executive Board.

- (a) The VOX Liaison will be the member of the VOX Executive Board who is least involved in the production and most available. The VOX Liaison may not be a member of the Show Executive Board, and is recommended to not be an interim officer
- (b) The VOX Liaison will serve as a resource to the Show Executive Board, cast, and crew for production related topics. The VOX Liaison will ensure that all participants at all levels are held accountable. The liaison will update VOX Executive Board on how the show is going.
- (c) The VOX Liaison will help the production resolve internal conflicts, but any concerns or issues at the institutional policy level will be handled by the VOX Advisor(s).
- (d) Any question that a member of the production has for the VOX Executive

Board should be directed to the VOX Liaison.

- (e) The VOX Liaison will introduce themselves through email to the cast and crew and outline their role, how they can be reached, and provide a form for submission of anonymous concerns.
- (f) The VOX Liaison is responsible for the distribution of the VOX Behavioral Contracts to all members of the production, and is responsible for collecting them and giving them to the VOX Advisor(s).

5

- (g) The VOX Liaison should attend production and show Executive Board meetings as their schedule allows so that the VOX Liaison is accessible to everyone.
- (h) It is the responsibility of the VOX Liaison to schedule and run the post production meeting for the show. If they cannot fulfill this duty, the VOX Executive Board is responsible for appointing a designee.

Article VI - Meetings

Section 6.01 General Body Meetings

VOX shall hold general body meetings weekly. Meetings may be added or cancelled at the discretion of the Executive Board.

Section 6.02 Executive Board Meetings

VOX shall hold Executive Board meetings weekly. Additional meetings may be scheduled at the discretion of the President or the Advisor(s). These meetings will be closed unless otherwise specified.

Section 6.03 Quorum

Quorum shall be defined as the simple majority of the active membership.

Section 6.04 Waiving Quorum

If for any reason Quorum cannot be met, the Executive Board can choose to waive quorum by a unanimous vote for the meeting in question.

Article VII - Elections

Section 7.01 Officer Nominations

Nominations shall be officially opened at least two weeks prior to the election date determined by the Executive Board. Any member may nominate any undergraduate, active member. Nominations will be held open for at least a week, and will close a minimum of two days prior to the day of elections.

Section 7.02 Nomination Notification

It is the responsibility of the Executive Board to contact the nominees and find out whether they accept or decline the nomination. If no nomination offers for a given position have been accepted by any nominees by the time nominations close, the Executive Board reserves the right to continue nominating active members up until the election occurs.

6

Section 7.03 General Body Notification

The day before elections, an email will be distributed to the general body detailing the current nominees for the positions to be voted on.

Section 7.04 Election Format

Elections shall proceed according to the following format:

- (a) Nominees for each position will be allowed three minutes each to present their candidacy.
- (b) The general membership will be given two minutes to ask questions and can be extended with a majority vote.
- (c) Nominees will leave the room and the general membership will discuss nominees. This will last for 5 minutes and can be extended with a majority vote.
- (d) Voting will occur through a simple blind vote.

Section 7.05 Voting Procedure

Members must be Active Members to be eligible to vote. Elections shall occur in the order of the chain of command as defined in section 5.07. Votes shall be tallied by the President and/or the President's designee (hereby referred to as the presider), who will not be allowed to vote in the election. The presider will list each candidate's name and count all those voting for each candidate. Following this, the presider will call for any of those who wish to cast a vote of disapproval. A vote of disapproval indicates a lack of confidence in any of the candidate's ability to hold the given office. After this, the presider will call for any abstentions (abstentions will not count as votes). Any nominee who is an active member and receives a majority of the votes will receive the position. If no majority is reached, the nominee with the lowest number of votes will be dropped, provided that this action does not reduce the number of candidates to one, and the position will be put to a re-vote until a majority is achieved. If there are one or two candidates and no option receives a majority of votes, the option with the most votes will win. If the vote of disapproval wins, the voting for that position will immediately

end and nominations for the position will reopen. The position in question must be voted on at the next general body meeting, which must be held within two school weeks of the close of the voting meeting.

Section 7.06 Interim Officer Elections

In the case of an unexpected vacancy on the Executive Board, nominations will be opened at the next general body meeting and must be open for at least a week. These elections will occur in the same manner as outlined in sections 7.05 and 7.06. In the case of a vacancy with advanced notice, such as off campus IQPs, nominations will open at least two weeks prior to the beginning of the term of

7

the expected absence and must be open for at least a week. These elections will occur in the same manner as outlined in sections 7.05 and 7.06. In the case of a newly elected officer who is off campus in C-Term, Interim Elections will follow unexpected vacancy procedure.

Article VIII - Officer Removal and Replacement

Section 8.01 Request of Removal

Any active member of the club may request the removal of an officer. Any request for the removal of an officer must be submitted and signed in writing to the President or Advisor(s). The request must detail the reasons for the removal and all requests shall remain anonymous to the rest of the Executive Board unless the requester wishes to be recognized. The requester may ask to meet with any of the Executive Board members to discuss their reasons for the removal in person.

Section 8.02 Request of Removal of President

If the President is the subject of the request of removal, the request may be submitted to the Vice President or Advisor(s). The request will follow the procedure outlined in section 8.01.

Section 8.03 Executive Board Discussion of Request

The removal of the officer will be discussed with the officer in question at the next two scheduled Executive Board meetings. An Advisor must be present for these discussions. The discussion of the removal shall be closed to the general membership of the club.

Section 8.04 Executive Board Voting

Following the conclusion of the discussion during the second Executive Board meeting, the officers shall have a blind vote on the request with the Advisor(s) counting the votes. A majority is required for the request to be approved; the officer subject to the request shall not be present for this vote. Voting shall follow

the Executive Board Voting procedure outlined in section 4.05.

Section 8.05 General Body Notification

The President will inform the general body of the request for removal and the outcome of the Executive Board vote at the next general body meeting. In the case of a removal request of the President, the Advisor(s) will inform the general body. If the Executive Board approves the request, the removal will be discussed by the general membership with the officer in question present. After the discussion, the officer in question will leave the room, and the club will further discuss the removal and take a final vote. A two-thirds majority of voting

8

members present is required for the removal of the officer to pass. Quorum cannot be waived for the meeting in which this vote takes place.

Section 8.06 Interim Officer following Removal

If the officer is removed, the President may appoint an interim officer until a formal replacement is elected. If the President is removed, the Vice President becomes Interim President and may appoint an Interim Vice President until the formal replacement for the President is elected.

Article IX - Finances

The organization of VOX will be funded through the Student Government Association. This will be supplemented by ticket sales revenue.

Article X - Advisor

Section 10.01 Eligibility

The Advisor(s) shall be a member of the faculty or staff of WPI.

Section 10.02 Voting Privileges

The Advisor(s) shall not have voting privileges within the organization.

Article XI - Amendments

Section 11.01 Submission of Amendments

Any amendment to this constitution shall be submitted in writing to the President.

Section 11.02 Executive Board Discussion

The proposed amendment shall be discussed during at least the next scheduled meeting of the Executive Board.

Section 11.03 Executive Board Voting

After open discussion with the general body, the amendment shall be voted upon by the officers; a majority is required for passage.

Section 11.04 General Body Notification

The President will inform the general body of the club of the results of the Executive Board vote at the next general body meeting. If an Amendment passes the Executive Board, it shall be submitted to the general body of the club at least 72 hours before the general body meeting in which it will be voted on. The amendment will be discussed during the next general body meeting and a vote will be taken; a two-thirds majority is required for passage.

9

Article XII - Parliamentary Authority

All decisions made by the Executive Board can be overridden by a two-thirds majority of the entire active membership of the club at any point, in person at a general body meeting or via petition. The vote shall happen immediately after a motion to vote made by any member of the club, a discussion on the motion is allowed between the motion to vote and the vote if it is so desired by the general body of the club.

Article XIII - SOC Enabling Clause

VOX agrees to abide by the policies of Worcester Polytechnic Institute as well as all federal, state, and local laws. Any changes to this constitution and/or bylaws will follow, in word and spirit, all WPI policies and all federal, state, and local laws.

