



**The Constitution of On Broadway**  
As amended by the Executive Board, 29 April 2018

**Article 1: Name**

The name of our group is On Broadway and shall be listed as such upon all official documents and affiliated publicity.

**Article 2: Purpose**

On Broadway exists to create opportunities for students of Boston University to experience the art of musical theatre as performers, designers, producers, technicians, and audience members. On Broadway produces quality work, high in artistic value and relevance to the community. The group provides many avenues for student involvement, including main-stage productions, special events, and experimental work.

**Article 3: Membership**

All membership must be undergraduate Boston University students who pay their dues (see Article 5). Part-time students are eligible for membership. Students who graduate in December are not eligible to participate in the spring semester. There may be special circumstances for allowing members that do not meet the previous standards. These members will be accepted at the discretion of the Executive Board.

**Article 4: Active Membership**

The active membership of On Broadway consists of all members who are in good academic, financial, and judicial standing with Boston University. Only active members may be involved with the production of a show, regardless of association to the show. Active members may also participate in special events. These members have one vote for Executive Board elections, the OBies, and any other issue brought to the membership for ratification.

**Article 5: Membership Dues**

Membership dues will be determined at the beginning of each academic year by the Executive Board through a majority vote, and should be of a reasonable monetary value. Upon paying membership dues students will be a part of On Broadway's general membership and be eligible to participate in auditions and special events for the remainder of the academic year.

Membership dues are not prorated for students joining the group in the spring semester and are non-refundable.

#### **Article 6: Executive Board Elections**

Section 1: Elections for the On Broadway Executive Board will take place each spring semester for the positions of President, Vice President, Membership Vice President, Treasurer and Secretary.

Section 2: It is the responsibility of the current Executive Board to set a deadline at least one week prior to elections for the submission of letters of intent from those interested in running. The official election process will take place during a General Meeting called by the Executive Board.

Section 3: Each candidate must attend at least one eboard meeting and meet with the current position holder before running for their position. In addition, each candidate will deliver a speech to the general membership detailing skills they could bring to the Executive Board and relevant past experiences. If a candidate is unable to attend the election meeting, they may submit a written copy of their speech to the Executive Board and select a proxy to read the speech in their place.

Section 4: Voting will be conducted via secret ballot and all present paid members are eligible to participate. No absentee ballots will be used in the election process. Members who are not present at elections may vote using a proxy if they hear a candidate's speech via the Internet (Ex. Skype).

Section 5: New Executive Board members will be elected by plurality vote by the general membership.

Section 6: The President is not eligible to vote except in the event of a tie.

Section 7: A member of the Executive Board who is not up for election and the Faculty Advisor, if present, will tally ballots and announce the results no later than 24 hours following the election.

Section 8: Following elections, there will be an apprenticeship of the incoming Executive Board with the outgoing Executive Board. Executive Board members are elected to a one academic year term and new officers will assume their duties after Commencement.

Section 9: Any member who runs for the office of BU On Broadway President must have previously held an office on the On Broadway Executive Board. If no eligible candidates are available and interested, the office shall become open to the general membership.

#### **Article 7: Executive Board Position Descriptions**

##### President

It shall be the duty of the President to oversee all On Broadway functions, including but not limited to productions and special events. The President is responsible for calling and presiding over all General Meetings and weekly Executive Board Meetings. Additionally, it is the President's job to keep all On Broadway records and ensure that all policies and procedures are adhered to by the Executive Board and general membership. It is also the President's duty to actively participate in and encourage Executive Board check-ins at rehearsals and technical meetings throughout the semester to monitor how productions are progressing and to show support for cast, crew, and directorial team members. Additionally, it shall be the duty of the President to secure scripts and performance rights for upcoming productions with the help of the Faculty Advisor. Prior to each academic year, the President will register the student group with the Student Activities Office and update all listed Executive Board positions. The President shall act as mediator of any conflicts that may arise between members, directors, and the Executive Board. The President shall act as a liaison between On Broadway and other student groups, between On Broadway and the Boston University Administration, and between On Broadway and the Boston University Community.

#### Vice President

It shall be the duty of the Vice President to assist the President in all their duties and take over in their absence. The Vice President shall be in charge of making and keeping record of all room and performance-venue reservations for On Broadway meetings and special events. Reservations for individual rehearsals are the responsibility of each production's creative team. The Vice President will work with the Technical Advisor and each production's Technical Director to attain quotes for services required for performance spaces and process Internal Service Requests (Facilities Management, Custodial, etc.) through the Treasurer.

#### Treasurer

It is the duty of the Treasurer, first and foremost, to manage the finances of On Broadway. They act as a liaison between On Broadway and the Student Activities Office and Student Activities Business Office by facilitating reimbursements and managing and signing off on paperwork that is submitted for each show and special event. It is the responsibility of the Treasurer to collect dues from On Broadway's general membership at the start of each semester and maintain a record of paid members. Each semester the Treasurer will apply for funding from the Allocations Board, appeal awarded funding if necessary, and work with the other Executive Board members to create a budget for each show. At the beginning of each semester the Treasurer will assign the head/co-head producers to each team, and the TA will assign their assistants. Throughout the semester they will work closely with the Technical Advisor, Technical Directors, and Producers to ensure that everything with the productions is on track with the budget and make any necessary changes. The Treasurer is responsible for setting up and troubleshooting Eventbrite with the assistance of producers. The Treasurer is not allowed to be a Producer for a show. Additionally, it is the responsibility of the Treasurer to send out Family Donation Letters to all cast and crew and to keep track of received donations by updating our leading players list. It is also the responsibility of the Treasurer to sit down with creative teams and producing teams and read through the show contract copyright rules and regulations. The Treasurer should also approve all promotional material from the producing team, including but not limited to posters, t-shirts, and ads, to make sure all regulations are being followed. During

weekly Executive Board meetings it is the duty of the Treasurer to report budget updates and submitted paperwork.

### Membership Vice President

It is the duty of Membership Vice President to schedule and organize all special events that are affiliated with BU On Broadway and outside of the normal funded main-stage and showcase productions. These include but are not limited to workshops, fundraisers, membership bonding events, open mic nights, and special performance events. At year's end the Membership Vice President will organize the Senior Banquet and facilitate the OBie Awards. It is the responsibility of Membership Vice President to make all space reservations for the rehearsals and performances of these Special Events as well as to communicate with the remaining members of the Executive Board regarding required paperwork, arrangements and advertising. In addition, they are responsible for updating and sending donation letters to the families of each production's cast and crew.

### Secretary

It is the Secretary's duty to uphold and update all group documents. They will keep the membership informed of General Meetings, production dates, and special events that are happening within the group. The Secretary shall be in charge of keeping the official email account organized while acting as a liaison for the group. As part of the Secretary's duties, the Secretary will send all On Broadway emails, create promotional flyers, and assist the Membership Vice President in managing the various social networking websites that On Broadway is a part of (Facebook, Twitter, Instagram, etc). It is the expectation that the Secretary will maintain professionalism when running these accounts to maintain On Broadway's reputation and will not use these accounts for personal use. The Secretary is also in charge of recording minutes during every Executive Board meeting and distributing said minutes to the entire Executive Board within 24 hours after each meeting. The Secretary is in charge of managing the On Broadway website or delegating those duties. It is also the responsibility of the Secretary to locate and archive all photos, videos, and other memories in an archive.

### Technical Advisor

It is the duty of the Technical Advisor to organize and assemble technical crews for each On Broadway production. The Technical Advisor shall hold a meeting no more than one week after auditions each semester to facilitate said process. Additionally, the Technical Advisor shall oversee all technical aspects of all productions, acting as a resource for Technical Directors and department heads, to ensure a smooth process. They are responsible for bringing to the attention of the Executive Board any foreseeable technical concerns regarding On Broadway's productions and special events. It is the responsibility of the Technical Advisor to serve as a liaison for other groups and spaces on campus. During a semester with more than one production, the Technical Advisor is ineligible to serve as Technical Director unless approved by the Executive Board under extenuating circumstances on a case-by-case basis. However, if the Executive Board has decided to produce only one show during a given semester, the Technical Advisor may serve as Technical Director. The Technical Advisor is responsible for presenting their choices for a replacement upon departure. With the unanimous approval of the Executive Board, the current Technical Advisor will select the new Technical Advisor. If not unanimous,

they must provide other options until the Executive Board is in agreement. The old and new Executive Board will discuss the options, and the final decision will come down to the new Executive Board.

### Faculty/ Staff Advisor

The Faculty Advisor is responsible for acting as a resource for the Executive Board members of On Broadway which includes, but is not limited to: providing support and assistance in productions and daily operations, being present in a consistent manner at Executive Board meetings to have an understanding of events and issues for the organization, approving appropriate forms implying knowledge of fiscal transactions and activities, transmitting attitudes and motivation as well as general guidance when needed. It is their duty to assist the President in applying for and obtaining rights for On Broadway productions. The current Executive Board members select the Faculty Advisor. In the event of a conflict with the serving Faculty Advisor, a meeting shall take place with the Student Activities Office to determine best course of action.

### Shared Responsibilities of the Executive Board

The members of the Executive Board must commit to a full year of service without leaving their position, (Refer to Article 16 Section 5. All members of the Executive Board are expected to be at all On Broadway Executive Board Meetings, General Meetings, Special Events, Auditions, Tech Weeks, and any other On Broadway events. Every month a meeting should be coordinated with SAO and other theater groups at which as many members of the Executive Board should be in attendance as possible. If an Executive Board member cannot be present, they must clear it with the President. Each member of the Executive Board is required to attend at least two rehearsals for each show to check-in and stay up-to-date on the rehearsal process, and should attend and be actively involved during all move-ins and tech weeks.

### **Article 8: Show Proposals**

Section 1: Any potential member of On Broadway is eligible to propose a show.

Section 2: The show being pitched must have attainable rights. If the creative team would like to pitch a show that has been previously done with On Broadway a total of 8 semesters must pass before it can be pitched again and all of the seniors that currently are members of On Broadway should not have been around to see the original production.

Section 3: Every creative team must submit a pitch application by the date and time designated by the Executive Board each semester. Each mainstage pitch must include a director and a musical director. Technical Directors and Producers can not be included on pitches, and will be assigned by the TA after the show has been chosen. Concert/special projects have the same deadlines as mainstage pitches and must have a Music Director & Director, however the same person may assume both positions if qualified.

Section 4: Executive Board members are allowed to propose a show. However there shall be a maximum of two Executive Board members on each pitch.

Section 5: The President is not eligible to pitch a show for their term. This is because of the pitch

process.

Section 6: In the event that a show is pitched that contains material that some might find sensitive or offensive the creative team must thoroughly address these concerns in their pitch and the Executive Board must review these concerns during the pitch process before deciding on the show season. The terms "sensitive" and "offensive" refer to material that is considered racist, sexist, homophobic, classist, or pertaining to any other immutable characteristics. If a show that is pitched contains content that falls under any of these categories and deals with that content in an insensitive way that is not necessary to the show (i.e. satirical, historical, etc.) then the creative team and Executive Board must follow the protocol outlined above.

### **Article 9: Show Selection Process**

Section 1: Each directorial team will have the opportunity to present their pitch to the Executive Board and a selected pitch committee during a pitch interview.

Section 2: A pitch committee of current paid On Broadway members will be assembled by the Executive Board to act as the voice of the membership during pitch interviews. The Executive Board will solicit letters of intent from the general membership at least one week prior to pitch interviews. From the submitted letters, the Executive Board will select a pitch committee that represents a well-balanced group of actors and technicians from a variety of class years. The pitch committee will vote on which show should fill each open show slot (e.g. Tsai show, Student Theater show). The pitch committee's majority decision will count towards 1 collective vote toward the show selection. In the event of a tie or no decision, the pitch committee vote will not be considered, but it is the duty of the Executive Board to take into account the pitch committee's opinion when making its final decision. Each non-pitching e-board member will have 1 vote. The show(s) receiving the majority vote shall be selected.

Section 3: The President will run each pitch interview, acting as a moderator to present all questions to each directorial team. To maintain the integrity of the pitch process, the President is unable to pitch during their term (Effective after Spring 2015). Prior to the beginning of the pitch interviews, a list of questions shall be generated by the pitch committee and Executive Board to ask each team. During the pitch interviews, Executive Board and pitch committee members may pass written questions to the President to ask the team. If a potential team is unavailable, the Executive Board will create alternative means to discuss the proposed show.

Section 4: In the fall, the current Executive Board will select the shows for the spring semester by a majority vote.

Section 5: In the spring, the outgoing and incoming Executive Boards will select the shows for the fall by a majority vote.

Section 6: Any non-BU undergraduates involved in a pitch should seek approval by the Executive Board on a case-by-case basis.

Section 7: In the case that no shows are pitched or there is an unfeasible pitch, the Executive Board will evaluate re-pitching on a case-by-case basis.

Section 8: The Executive Board may recommend or require that a team take on assistants or co's in order to strengthen a pitch.

### **Article 10: Auditions and Casting**

Section 1: Auditions will be held at the beginning of each semester in accordance with the availability of the Executive Board and the directorial teams. All paid On Broadway members are eligible to audition. School of Theatre Acting Majors are eligible to be members, but are not eligible to audition.

Section 2: Any director must have all audition policies approved by the Executive Board. The directors have sole power in the selection of actors/actresses for their respective productions and should make fair and unbiased decisions in their casting. The Executive Board may not use their influence to be cast or to have specific members cast in any On Broadway production.

Section 3: All cast members must attend auditions in order to be cast. The creative team can only cast members who received a callback. A member cannot be cast without some form of a callback. If a member cannot attend callbacks, the Executive Board will alert the creative team to find a solution. A member may drop a callback without penalty; however, if a member drops a show after being cast, they are not eligible to audition for an On Broadway show the following semester. They are eligible to participate in Off Broadway. If a member drops a callback for a role, he or she may not be considered for that production.

Section 4: No one may be cast in more than one On Broadway show each semester. This does not include special projects.

Section 5: A casting meeting will occur after callbacks to resolve any conflicts between directorial teams' cast lists. The President should run this meeting unless they are auditioning. If this is the case, a non-auditioning, non-directing Executive Board member will be selected.

Section 6: No director, assistant director, musical director, choreographer, or technical director can perform in their own production, unless approved by the Executive Board under extenuating circumstances on a case-by-case basis.

Section 7: A musical director may perform in conjunction with their own production by conducting the pit or playing in the pit.

Section 8: If a member is on the creative team, they may not audition for an additional On Broadway show.

Section 9: If a cast member is not able to perform their role, the role will be filled at the discretion of the creative team. The Executive Board will facilitate this process. The creative team will first look to the ensemble of the show to fill the role, then to the members called back

for the show. If no suitable replacement comes from these two pools, the Executive will assess the next step of finding a replacement.

Section 10: If an auditionee is unsatisfied with their audition, they may contact the Executive Board, who shall in turn request a "redo" audition from the creative team. Whether or not to grant the "redo" audition is at the creative team's discretion.

### **Article 11: Heads of Production Staff**

All shows produced by On Broadway shall have its entire cast and crew made up of active members. On any show there are the following defined positions that comprise the Heads of Production: Director, Musical Director, Choreographer, Technical Director, Stage Manager, and Producer. These individuals must be undergraduate BU students. They are responsible for the areas designated to them by definition and are responsible for working together to serve the best interest of the production.

#### Director

It is the duty of the Director to formulate an artistic vision for their production to present to all of the involved performers and technical departments. They are responsible for casting the show, solving cast problems, and communicating with the Executive Board and technical staff. It is the job of the Director to schedule and hold rehearsals and to play an active role in the development of each technical department's executions. If the Director decided to take on a Co-Director or an Assistant Director, they will share in these roles. The Director is also responsible for handing out scripts/librettos at the beginning of the process, and collecting and mailing the scripts at the end of the process. They will sign a contract with the Executive Board to guarantee so.

#### Musical Director

The role of the Musical Director in a show is to ultimately be the partner of the Director and, when applicable, teammate to the Choreographer. Main duties include but are not limited to: teaching all of the music in the show to both the cast and the pit orchestra, leading cast vocal rehearsals, leading pit orchestra rehearsals, leading sectionals, leading one-on-one vocal sessions with leads when necessary, making judicial cuts and changes to the score where necessary, relaying all musical cues to tech personnel in charge of sound, mics, and timed technical changes, accompanying all rehearsals or finding an adequate accompanist to play, conducting the orchestra or performing in it for the performances themselves and, above all, to ensure that any musical aspect of the show is completed thoroughly, accurately, and to the best of one's ability. For auditions, it is the job of the Music Director to make all copies of cuts of music that the auditioners will need to sing. If a Music Director must hire/pay a pit member, conductor, musician, etc. they must get clearance from the producer, treasurer, and Executive Board before doing so.

#### Choreographer

It is the duty of the Choreographer to work in tandem with the directorial team to execute the vision. Though not required for every show, when a Choreographer is necessary it is their job to

manage the movement aspect of the production. The Choreographer can choose a Dance Captain or Assistant Choreographer if they so choose, and the extent of their roles in the production will be determined by the creative team.

### Technical Director

It is the duty of the Technical Director to oversee all technical aspects of the show in collaboration with the artistic vision presented by the Director. The Technical Advisor will select a Technical Director for the production. The Technical Director will be responsible for the calling of all technical crew meetings, the setting of crew work hours by communicating with the Technical Advisors of both On Broadway and other theatre groups, and, in general, seeing that all technical aspects of the show are completed in a timely fashion. Finally, the Technical Director will be responsible for running move-in, strike and ensuring that all required clean up and repair of performance spaces is completed. They will have the final call on all safety issues. They will also be present for safety training for all Technical Directors and build team members.

### Stage Manager

The Stage Manager is responsible for creating and maintaining a working rehearsal schedule for their show while accommodating all cast and creative team conflicts, within reason. The Stage Manager is to oversee the cast during rehearsals and meetings as well as act as a liaison between the cast and the Technical Director. They are responsible for maintaining a rehearsal environment that is conducive to excellent musical theater as well as a positive social atmosphere. In rehearsals, the Stage Manager will take note of blocking, direction, light/sound cues, and props and costumes needs. During tech/show week, the Stage Manager will call the show from the booth by giving cues to the Lighting and Sound Designers. This is only after the Stage Manager has done paper tech with the Lighting and Sound Designers. Finally, the Stage Manager will delegate their duties to Assistant Stage Managers while training them to be future Stage Managers.

### Producer

The Producer of an On Broadway production is to manage the finances and spending of the show and to work alongside the creative team to further their visions. They will work closely with the Treasurer to maintain the budget of the show and regulate spending by technical departments. They will serve as the liaison to the Student Activities Office and is responsible for all paperwork for the show. The Producer is also in charge of the advertising and promotion of the show. They are responsible for monitoring tickets with the assistance of the Treasurer on Eventbrite and for responding to any concerns or problems with eventbrite.

## **Article 12: Disputes involving the Heads of Production**

Section 1: In the event of a dispute regarding technical aspects of a production, the Technical Director shall have the final say in the outcome of the dispute and will notify the Technical Advisor of the issue and solution.

Section 2: If the defendant is the Director and an amicable solution cannot be reached, the President will mediate the dispute. If the dispute includes the President, another non-involved Executive Board member will mediate the dispute.

Section 3: The ultimate decision of the Executive Board is final. Should the vote be tied, the Faculty Advisor shall break the tie.

### **Article 13: Titled Positions**

Section 1: Additional titled positions may be added by any production head or the Technical Advisor with the consent of the Executive Board. The creator of the position will determine the extent of authority for the new position, which cannot extend beyond their own authoritative powers.

Section 2: These titles will properly reflect the responsibility of the person assuming the position and the responsibilities should be explained at length to that person.

Section 3: Any person assigned to a title position can be removed by the same person who appointed them or by order of the Executive Board on a case-by-case basis.

### **Article 14: Impeachment of Executive Board Members**

Section 1: If in the course of their term in office, a member of the Executive Board performs their duties in an unsatisfactory manner, the member can be removed by Impeachment.

Section 2: At least two Executive Board members or three general members will call for this who are directly aware of said member's misdeeds. The President, or Vice President (if appropriate), should notify the negligent Executive Board member through an official email.

Section 3: The Impeachment shall be discussed at the next Executive Board meeting. A secret ballot shall be taken and counted by the Faculty Advisor.

Section 4: An officer is removed by unanimous vote for their impeachment.

Section 5: Upon dismissal, the general membership should be notified and an election meeting for a replacement should be scheduled. If the President is impeached, the Vice President will assume that role and an election will be held for Vice President. It will be to the discretion of the Executive Board to hold elections for other positions. No members of the Executive Board shall run for the vacated position.

### **Article 15: Impeachment of Heads of Production**

Section 1: If it is brought to the attention of the Executive Board by a member of the cast or production staff that the Director of an On Broadway production is not performing their duties or is not able to perform the required duties of a Head of Production (see Article 13), the President or a selected member of the Executive Board should investigate by attending rehearsals, staff meetings, or any other appropriate gathering. In the case of a Technical Director who is not fulfilling their duties, it is the responsibility of the Technical Advisor to investigate the situation.

Section 2: Any member of the production who calls for such an investigation shall under all circumstances remain anonymous.

Section 3: If, after a thorough investigation, it is decided that the Head of Production is negatively affecting the production, they will be removed by the Executive Board and will be replaced by someone who the Executive Board appoints, preferably someone already within the production staff if rehearsals have begun. If the Technical Director is removed from their position, the Technical Advisor will appoint a replacement.

Section 4: If a Head of Production is impeached, they is not eligible to participate in On Broadway for the remainder of the Academic Year.

#### **Article 16: Resignation of Executive Board Members**

Section 1: If a member of the Executive Board resigns for personal reasons during the year, a formal statement must be submitted to the Executive Board one week prior to departure.

Section 2: If the resignation comes from the President, the Vice President shall take over the position while still maintaining his own responsibilities until a replacement is chosen. If the Vice President, Membership Vice President, Treasurer, or Secretary resigns, the remaining Executive Board members will hold an emergency nomination and election meeting to fill the position. Membership must vote to approve of the e-board nominated replacement by a simple majority (greater than 50%) vote. That vote may be conducted in person or through an online polling tool. If the Technical Advisor resigns from the Executive Board, the current Technical Advisor will appoint a replacement. The remaining Executive Board members must approve of the new Technical Advisor selection by a majority vote. Membership shall not be asked to approve of the replacement Technical Advisor under these circumstances.

Section 3: If an Executive Board member resigns they are unable to participate in any part of On Broadway for the remainder of their term.

Section 4: If an Executive Board member is impeached, they is not eligible to participate in On Broadway for the remainder of the Academic Year.

Section 5: If an Executive Board member intends to study abroad during the spring semester, that member must submit a formal letter indicating so to the Executive Board no later than the submission of his/her study abroad application. It shall be understood that studying abroad after being elected to a full term on the Executive Board is not promoted.

#### **Article 17: Resignation of Heads of Production**

Section 1: If a Head of Production resigns from a show during its production for personal reasons, a formal statement must be submitted to the Executive Board.

Section 2: If a tech position resigns from a show during its production for personal reasons, a formal statement must be submitted to the Technical Advisor. They must also meet with the Technical Advisor to discuss reassignments.

Section 3: At this time the member may refer to the Technical Director (or Technical Advisor) someone capable of assuming the position. This person should have a strong knowledge of the show, the department, and what has been done to date, but must be approved by the Technical Advisor (or Executive Board).

### **Article 18: Cast and Crew Responsibilities**

Section 1: Each semester, the cast and crews for all On Broadway productions will be required to sign an agreement about their responsibilities as a part of an On Broadway show. The Executive Board is in charge of collecting these signatures either by hand or online.

Section 2: All cast and crew members must be present at their production's strike. The Technical Director will provide a list of duties for each cast and crew member. Failure of a member to assist in a post production strike until dismissed by the Technical Director will force the Executive Board to ban said member from the following semester's season.

Section 3: Failure to properly clean up a rehearsal space after each rehearsal will result in the loss of priority for rehearsal spaces for that show.

### **Article 19: Performance Space Responsibility**

Section 1: During the rehearsal and/or performance of a production, all rules concerning the rehearsal and performance spaces will be adhered to. The Vice President will make said rule clear to the entire Executive Board and directorial team. The Director and Technical Director will police these rules with the cast and crew.

Section 2: No electronic instruments will be used while rehearsing in the College of Fine Arts without first receiving permission from the current reservations assistant located in the basement of the College of Fine Arts.

Section 3: All Creative Teams working in Tsai Performance Center must meet with the current Theater Manager to talk over all technical aspects and become familiarized with the space. They must do so either the end of the semester before or right after tech lists are assigned.

### **Article 20: Off Broadway Directorial Team**

Section I: Positions in Off Broadway

#### *Director*

The Off-Broadway Director will be responsible for the general day-to-day functionality of the group. This person will plan rehearsal times and work with the Music Director(s) to create efficient rehearsal agendas. The Director will be responsible for any administrative tasks (such as room reservations) aside from site visit coordination. This person will also be the first point of contact regarding absences or group conflicts. Additionally, the Director will work together with the Site Coordinator to ensure the group arrives at community service sites safely and on time.

This person must be an active participant of the group and work closely with the Music Director(s) to ensure rehearsals and performances run smoothly and efficiently.

#### *Site Coordinator*

The Off-Broadway Site Coordinator will be primarily responsible for arranging site visits. These performance-based visits will uphold the group's dedication to community service and "Service Through Performance." The Site Coordinator will head all communication with sites and serve as the liaison between the group and outside community service organizations. This person will therefore be responsible for all site visit scheduling. As a representative of this organization, it is important that this person first and foremost foster positive relationships with outside service organizations. The group must have four site visits per semester, as scheduled by the Site Coordinator. This person must be an active participant in the group and have a working knowledge of the group's needs.

#### *Music Director(s)*

The Off-Broadway Music Director will be responsible for running rehearsals and teaching the music. Therefore, this person is responsible for the overall musical quality of the group. This person will work very closely with the Director to choose appropriate music based on skill level and interest. The Music Director will also work with the Director to create efficient rehearsal agendas and decide set lists for performances. This person will be an active participant of the group either by conducting or accompanying on piano.

Article II: When choosing the Directorial Team The On Broadway Executive Board will have full discretion when choosing the Director, Site Coordinator, and Music Director(s) of Off Broadway. Interested candidates must submit a letter of intent and complete an interview with the On Broadway executive board. The Executive Board will decide the positions based on a majority vote.

### **Article 21: Off Broadway Membership**

Article I: All membership must be part-time or full-time students of Boston University. Members must pay On Broadway fees before auditioning and are accepted based on their audition for the directorial team.

Article II: Auditions are held at the beginning of the academic year, fall semester, during main-stage auditions. The Off Broadway audition process will take place over a two-day period, with sufficient hours for potential members to appear. If necessary, a third day of auditions may be held in order to gain a sufficient number of members for the group.

Article III: Once the audition process concludes, the Off Broadway team will evaluate the

auditions and time availability of interested people and accept persons as they see fit. The complete list of members will be given to the On Broadway E-Board and then posted on the website the night of the final day of auditions.

Article IV: New and returning members must complete a singing audition and fill out an application of current time commitments and availability for the fall semester. At the beginning of the spring semester, current members from the fall semester do not need to complete another singing audition. Instead, they must notify the leaders of Off Broadway that they wish to remain in the group for the coming semester by filling out an application with time commitments and availability for the coming semester. The Off Broadway team has full discretion to keep or remove current members who reapply from the group as they see fit.

Article V: Accepted members should be available during the rehearsal time and able to attend most site visits. There will be a two-week grace period at the start of each semester in which accepted members may leave Off Broadway with no consequences. If an Off Broadway member drops Off Broadway after the two-week grace period, they may not audition for On Broadway or Off Broadway the following semester.

Article VI: If a member of a main stage show drops out of their role, they may still audition for Off Broadway that semester.

Article VII: The Rishka Mehra Award is an award in honor of a past OBOB Director who helped make this club what it is today. It will be awarded to an active member of OBOB. This member has been chosen because of his/her extreme dedication to the group and the values that it defines itself by (this includes, but is not limited to: appreciation of the arts, compassion, integrity, and humanitarianism.) The recipient must show extreme initiative and drive both within the the OBOB community and within the greater Boston Arts Community. In addition, the member must show extreme kindness, compassion, and empathy to the other members in the group

#### **Article 22: Executive Board Policy**

Section 1: The policies of On Broadway beyond this Constitution are determined by the Executive Board by a simple majority with the Faculty Advisor being a nonvoting member except in the case of a tie. No policy should be changed unless all members of the Executive Board are in attendance to vote.

#### **Article 23: Constitutional Amendment**

Section 1: All amendments made to the Constitution can be made by a unanimous vote of the Executive Board. Any member of On Broadway may propose an amendment to the Executive Board. This process may take place at any time.

Section 2: The Executive Board will review the proposal, possibly revise it, and vote upon it. If the Executive Board can reach a majority decision upon it, the policy may be enacted.

**Article 24: Space Usage Agreement**

*The On Broadway group is responsible for the organization and upkeep of the corner in the West Campus Space. Should On Broadway require the usage of another organization's space (i.e. 949 Commonwealth Avenue) for construction or other purposes, and the group will require fiscal compensation, the amount of compensation must be approved by the Treasurer. The Technical Advisor will handle all relations in regard to this. \*\*This section should be updated in the Fall of 2016 after meeting with and coming to an agreement with the Technical Advisor of Stage Troupe\*\**

**Article 25: Theatre Usage Agreement**

There shall be at all times a valid copy of a Theatre Usage Agreement for the theatre or spaces used by On Broadway on file with the Student Activities Office. The document will govern the condition for use and maintenance of the theatre and associated space. It may be amended separately from the Constitution as per the provisions made within it.

**Article 26: Constitution Consequences**

This document serves as the final decision for all On Broadway matters. It is the point of reference for all standards and disciplinary actions for On Broadway members. As approved by SAO, when Executive Board members have exhausted all powers of discipline, the issue will be placed in the hands of higher authorities of the SAO to handle noncompliance with this document.