Masque & Triangle Constitution

**1. Purpose**

Masque and Triangle (M&T) seeks to enable students to practice, discover, explore and develop their talents in all aspects of the theatre arts, and to encourage theater arts culture in the Colgate and surrounding communities. M&T acts as a theater company that oversees extracurricular performing arts projects that include, but are not limited to, musical theater, straight theater, original student works, and dance. M&T serves as an advisory council to the Student Theater and Student Musical Theater companies as long as is deemed beneficial for the groups involved. M&T may take new theater arts groups under its wing as new groups come into existence and seek an intermediary agency.

**2. M&T Board**

A. President

1. *Leadership Role*

* Hold all other M&T Board members accountable to their responsibilities
* Coordinate a full and diverse theatrical calendar each semester and ensure its successful completion.
* Act as moderator for discussions on all M&T decisions.
* Able to mediate any potential conflicts.

1. *Administrative Duties*

* Must have prior board experience and serve for a full-year term.
* Attend CLSI leaders meetings and relay information to the rest of the M&T board.
* Fill out all post-event forms, OAT reports, and Recognition forms.
* Organize and preside over all weekly board meetings and M&T meetings.
* Accompany the Treasurer to the BAC meetings.
* Serve as the leader of the organization and serve as the contact person for all dealings outside of M&T.
* Serve as liaison to faculty and University Theater (UT). Responsible for the rules for using UT space and aiding the Producers or Programming Managers in requesting this space.
* Write a President’s report for the alumni mailing.
* Initiate and oversee the show proposal process and board member elections.
* Schedule the general M&T meeting and conduct voting process with the secretary.
* Head an end-of-semester review with the M&T board

B. Vice President

* This position is open to students of junior and senior standing.
* Aid the M&T President in the successful production of a theatrical program.
* Share administrative duties of the M&T President.
* Responsible for M&T event coordination not specifically related to Student Theater or Student Musical Theater (ie: workshops, speakers, banquets, etc.).

C. Treasurer

* Collaborate with the Producers and Programming Managers on the creation of budget proposals.
* Keep a running total of finances and expenditures, requiring a weekly update form the Producers and Programming Managers.
* Meet with the M&T President and CLSI advisor together, when able.
* In charge of proposals that go before the BAC.

D. Secretary

* Reserve spaces for M&T general meetings.
* Inform the membership, either via email or campus mail, of what has been discussed at each general meeting and important issues that come up in board meetings
* Keep a master schedule of planned events and collaborate with representative on other SGA organizations on campus in order to avoid scheduling conflicts.
* Maintain M&T’s electronic mailing list and inform community of all events.

E. Student Theater Programming Managers

* In charge of coordinating all events and activities outside of the straight theater mainstage event. In effect, the Programming Manager fulfills all responsibilities of a producer (see Producer position). The Programming Manager is responsible for creating a committee of students to help run and organize the event, if needed.
* Collaborate with Publicity chair to publicize events.
* Formulate and submit budget proposals to the Treasurer so funding can be received from the BAC.
* Collaborate with the Producer of the mainstage Student Theater show

F. Membership Chair

* Organize the New Expressions pre-orientation theater camp.
* Contact the Office of the Dean of First-Year Students to coordinate the Pre-Orientation mailing to incoming students.
* Recruit new members into M&T by signing new attendees up for the M&T mailing list. These can be forwarded to the Secretary.
* Keep track of M&T points for each member as detailed on respective members’ points sheets turned in at the end of each semester.
* Meet with house heads once a month and organize inter-house social events.
* Organize an M&T booth at Activities Fairs and April Visit Days.

G. Publicity Chair

* Create posters, programs, and cast bios for all events put on by M&T. This includes all mainstage events and other non-mainstage programming.
* Attend production meetings when asked by the producer or director so poster and program designs can be discussed.
* Order posters through print shop when necessary and in a timely manner.
* Organize the distribution of publicity material around campus, the Hamilton community, and online.
* Contact the Maroon News so a reporter covers each major M&T event.

H. Archivist

* Maintain the M&T properties, costumes, and inventory of all belongings.
* Collect memorabilia from each show, including photographs, programs, and newspaper articles.
* Update the organization’s webpage at least once a month or following each M&T event, whichever occurs first.

I. Alumni Liaison

* Maintain a record of all alumni.
* Draft one alumni mailing per semester, updating them on M&T events and summaries of the semester’s programming.

J. Outreach Chair

* Promote dialogue and cooperation with organizations such as the Hamilton Center for the Arts, the Palace Theater, and any other theater education programs in Hamilton and neighboring communities.
* Facilitate student teaching opportunities in the theater arts.
* Coordinate and supervise after school programs and camps in coordination with the aforementioned groups.

**3. Directors:**

* Directors must submit an application to the M&T Board for each show being produced that semester, and must be subsequently voted on by the M&T Board.
* Ensure that funding of the Main Stage Production is spent in a judicious manner, and to maintain financial records.
* Ensure that the director has the necessary resources and people, including production crew, to achieve his or her artistic vision.
* Supervise publicity for the show and work with Publicity Chair to coordinate posters and programs.
* Manage the production crew.
* Maintain relations with contacts at venues.
* Ensure that production meetings are held weekly (before the M&T meeting if possible), even in the absence of the director.
* Attend M&T meetings, give any updates on the show and field any concerns or questions to the M&T board.

**4. M&T Board Voting Procedures**

* The M&T board must follow these procedures when allocating budgets**,** passing a show’s feasibility (see below), bringing workshops, speakers, etc. to campus**,** solving conflicts**,** and any other situation that may arise.
* All M&T board members are allowed one vote.
* Each board member may vote for or against the decision.  The decision must be voted in by a two-thirds majority in order to be approved.

**5. Proposing a Show**

* Mid-semester, the M&T Board will begin accepting proposals for Student Theater and Student Musical Theater shows to be put up the following semester.
* Prior to the proposal deadline, potential directors may schedule a meeting with the M&T Board in order to receive feedback on the quality of their proposal.  M&T Board members have years of experience; please use us as a resource!  After the deadline, the content of each proposal is final.
* After the deadline, each proposal goes through a screening process before being voted upon by the M&T community.  The process is as follows:
  + The M&T Board will review proposals individually and vote whether the show is feasible or not, based on one or more of the following criteria:
    - Can the technical aspects of the play (sets, special effects, lights, sounds, costumes, make-up) be carried out using M&T’s resources?
    - Do we have access to an appropriate space to stage the play?
    - Are the rights to the play available?
  + Shows will be approved if they receive a 2/3rds majority vote by officers of the M&T Board.  If the show is approved by the M&T Board, it will be voted upon at the following M&T general meeting.
  + For each approved show, the M&T Board is expected to create a list of advantages and disadvantages to present to the community at the general meeting.

**6. Show Approval Procedures**

* Only shows that have been approved by the M&T Board will go through the following process:
  + At the M&T general meeting, each potential director will be given an allotted time to propose their show and to answer questions from the general community.
  + Once all potential directors have presented, they will be asked to leave the room.  The M&T Board will present their statement on the merits of each show and open up the floor for a short discussion period.
  + The M&T President and Secretary will conduct the vote.  All active members of M&T will receive one vote.
  + At the end of this process, directors are called back into the room and the following semester’s program will be announced.
* In the event that none of the proposed shows are approved by the general community, the proposal process will be reopened and another vote will be taken on newly proposed shows.

**7. Officer Elections**

* All M&T Board officer positions are year-long commitments.  If a candidate is planning on going abroad for a semester, s/he must run with a candidate willing to fill the position on the opposite semester.
* Officer elections are held at M&T general meeting at the end of fall semester each year.
* Only active members are allowed to hold M&T Board positions.
* To become elected, interested members must first submit an application to the current M&T Board.  Only members who have submitted a complete application will be able to run in front of the general community.
* At an M&T general meeting following the application deadline, officer candidates will be given an allotted time to deliver a statement and to answer questions from the general community.
* The M&T President and Alumni Liaison/Secretary will conduct the vote.  All active members of M&T will receive one vote.
* All active members are allowed to vote for one candidate per position. In the event that there is only one candidate for any of the positions, the candidate will still be voted upon.
* If there is a position that is not filled due to voters choosing not to elect any of the candidates, the application process will be reopened and another vote will be taken for new candidates.
* The board retains the power to extend terms and/or appoint people to positions at any point if deemed necessary by ⅔ majority.

**8. Meetings**

* M&T shall hold at least two general meetings per year to keep the M&T community informed on shows, programming, involvement, and the processes for officer election and show proposals.
* Board meetings shall be held weekly. The Producer and Programming Managers shall attend both production meetings and M&T Board meetings.
* Committee meetings shall be held as needed and organized by the respective board member.

**9. Adding a Group/Creating a New M&T Group**

* If a group wishes to be recognized as a participating group of M&T they must adhere to the following guidelines:
  + A group constitution must be presented to the board in order to assess the validity of their membership in the M&T Community
  + Once the board has discussed the new group’s validity under M&T a vote will be cast. 2/3 majority is required to pass.
  + Once approved by the board a vote will be put to the M&T community. A 2/3 majority is required to pass.
  + If a group is voted into M&T a delegate must be sent to one M&T board meeting a month.

**10. Amendment of Constitution**

* The M&T board may decide to change the constitution.
* If the Board members approve of the revised constitution via two-thirds majority vote, it will be presented at another meeting that is open to general membership for a vote.
* A two-thirds majority vote at the open board meeting will ratify the constitution.
* Once amendments have been ratified by the board and the general community, the constitution will be taken in front of the CLSI for confirmation of the changes.