

1 Next Act Constitution

Prepared by: Matthew Cohen, Next Act Director 2008-2009 July 2008

Article I: Purpose The purpose of Next Act shall be to produce and present an annual full-length musical production during MIT's Campus Preview Weekend and to serve as a portal into the world of musical theatre for veterans and beginners alike. Anyone who auditions for a Next Act production is guaranteed to be cast in a speaking-role, regardless of experience.

Article II: Membership 1. Any member of the MIT community (undergraduates, graduate students, alumni, faculty, employees, and family members) is eligible to become a member of Next Act. One is considered a member of Next Act in the spring term if s/he is a member of the cast, production staff, or pit orchestra for the production in that term. One is considered a member of Next Act in the fall term if s/he was a member of the cast, production staff, or pit orchestra for the production in the previous spring term. 2. The organization's membership will at all times consist of at least 5 MIT students and be more than half MIT students. 3. This organization will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement.

Article III: Officers 1. This organization will have five officers:

I. President • The President shall be the official representative of Next Act to other student organizations, MIT Theatre Arts, and any other person or entity interior or exterior to MIT. • The President shall preside over all meetings. • The President is responsible for determining when meetings are and publicizing this to the group. • The President shall be the official representative of Next Act in all dealings with the ASA. o The President is responsible for attending biannual ASA meetings as a representative of Next Act. o The President is responsible for arranging for a booth and performance at the Activities Midway. o The President is responsible for updating Next Act's information in the ASA database. o The President is responsible for submitting material for the FirstYear Summer Mailing. 2 o The President is responsible for recording all constitutional amendments with the ASA.

II. Director • The Director shall be in charge of all that is directly related to the show itself, including but not limited to: o Holding auditions and casting the show o Arranging the rehearsal schedule and running rehearsals o Leading meetings with the Production Staff • The Director shall have ultimate creative control over the production and shall make the final decision in choosing the show. • The Director shall be a financial signatory of the group. III. Producer • The Producer shall serve as the "Treasurer" of the group. o The Producer shall be responsible for the finances of the group, including planning and managing the budget for each semester and supervising all spending. o The Producer shall apply for UA FinBoard funding and other grant funding each semester. o The Producer shall manage the Next Act main account and FinBoard funding account. o The Producer shall keep abreast of all grants and other potential sources of funding, as well as the deadlines associated with them. o The Producer shall approach all potential donors. o The Producer shall ensure that there is a donation box at each performance and that donations are safely deposited into the Next Act account. o The Producer is required to

sign all checks/vouchers of the group, and will handle all reimbursements. • The Producer shall be in charge of making arrangements with vendors for: o Audience chair rentals o Next Act T-Shirts o Videography and DVDs (if permitted by licensing) o Printing of programs and fliers o Flier postering • The Producer shall manage all publicity for the show, including: o Publicizing audition information o Publicizing performance dates o Obtaining listings in the CPW booklet and on the CPW website o Obtaining listings on events.mit.edu o Providing the webmaster with information for the Next Act website o Designing and ordering fliers, playbills, and T-shirts o Submitting ads to the Tech • The Producer shall manage all logistics associated with the performances: 3 o The Producer shall find student ushers to volunteer at performances. o The Producer shall manage the hospitality of VIP guests at performances. o The Producer shall manage ticket reservations. • The Producer shall work closely with the Director in the following capacities: o Organizing and running auditions o Making casting decisions o Interviewing and appointing members of the Production Staff IV. Secretary • The Secretary shall record and publish all meeting minutes. • The Secretary shall update all Next Act mailing lists. • The Secretary shall be responsible for making sure that the Next Act bulletin board is presentable and up-to-date at all times. • The Secretary shall also serve as Next Act Historian: o The Secretary shall maintain an accurate record of Next Act's history and past productions using the Next Act Wiki. o The Secretary shall ensure that Next Act productions are photographed and that those photographs are stored on the Next Act Wiki. o The Secretary shall collect and catalog all scripts, playbills, fliers, T-shirts, etc. from Next Act productions. o The Secretary shall maintain and accordingly update Next Act's memorial plaques in the Next House TFL (Tastefully Furnished Lounge). V. Webmaster • The Webmaster shall ensure that all information on the Next Act website is complete and up-to-date. • The Webmaster shall take charge of the aesthetic appearance of the website. 2. All officers of this organization must be distinct persons and MIT students. 3. The President, Director, and Producer must all be residents of Next House during their terms of service. 4. Elections: • Elections of officers shall occur three hours prior to Next Act's final CPW performance. • The order of elections shall be: Director, President, Producer, Secretary, Webmaster 4 • Prior to the election of each office, members of the group shall offer nominations for that position. The nominee will then have the opportunity to accept or decline his/her nomination. One may nominate him/herself. • After nominations for a position have been completed, each nominee may give a brief speech. After all speeches have been given, questions may be asked by the group. • Nominees will then leave the room, while votes are cast. Votes may be taken by show of hands or secret ballot, depending on which is more convenient for the situation. If a member requests the use of secret ballot, all votes shall be cast by secret ballot. • Votes shall be counted by the outgoing President, Director, and Producer. If one or more of these officers is running for a position, s/he must delegate a member who is not running to help count the votes. • Any member of this organization is eligible to run for office. • Graduating seniors may vote in elections. • Quorum for elections is 2/3 of the group. • Any member is elected if he or she wins a majority of the voting members. • If more than two people are running and no one wins a majority, then the person with the fewest votes is dropped from the ballot and votes are recast. • The term of office runs the entire length of the academic year. • Impeachment: In order to impeach the Director, seventy-five percent of the total membership

must vote to impeach. In order to impeach any other officer, two-thirds of the total membership must vote to impeach.

Article IV: Meetings • In the fall semester, official meetings of Next Act shall be held during the first week and final week of the term. o At the first-week-of-term meeting, open positions on the production staff will be announced, and other business will be discussed. o At the final week-of-term meeting, the show and finalized production staff will be announced. Additionally, the agenda of items to be completed over IAP, as well as other business, will be discussed. • In the spring semester, an official meeting of Next Act shall be held for elections on the day of Next Act's final performance. • A special meeting may be called at any time by any of the officers. Additionally, any member of the group may call a special meeting by petition to the President of at least one quarter of the membership. • Meeting times shall be communicated to the group at least one week prior. • Meetings shall be presided over by the President, unless s/he is absent, and in that case the Director shall preside. • All decisions shall be made by a majority vote of all members present. • Quorum for a meeting shall be one quarter of the members of the organization.

Article V: Amendments • Amendments shall be presented by any member of the organization. 5
• Amendments shall be passed by a two-thirds vote of the members present. • Quorum for amending this constitution shall be one quarter of all members of the organization.

Article VI: ASA Governance Clause Next Act 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.