

Golden Theatre Company Constitution

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Article 1 - Mission Statement and Purpose

1.1 Mission Statement

Golden Theatre Company is a student-run organization created to expand the knowledge of and opportunity for musicals in the classical canon through the production and performance of a fully staged musical, while maintaining an environment that is safe, innovative, and diverse for each of the students involved.

1.2 Purpose

To accomplish our mission, we will produce one musical per semester in both the Fall and Winter. These will consist of shows written in the Golden Age era of musical theatre, as well as any and all musicals that are typically sung in the classical, or “legit” style.

Article 2 - Membership and Leadership

2.1 Becoming a Member

A member of the Golden Theatre Company is anyone who takes part in the cast, crew or production team of a production within the organization. Someone can become a member of GTC through the following process:

- Taking part in:
 - The audition process to perform in the cast of a production.
 - Pitching a production idea to the Managers and becoming a member of the production team.
 - Applying to be a part of the crew for a production.
 - Audition/applying to be a member of the pit.
- Attending the full cast and crew meeting following the release of the cast list for a production. Students will officially become members of the organization at this meeting.
- Maintaining attendance at rehearsals based on the cast, crew, pit, and production team schedule.

By participating in these steps, students will actively become members of the organization. Members can also be removed at the discretion of the Managers.

2.2 Removing a Member

Any individual that acts against the organization’s

- Mission

- Purpose
- Non-Discriminatory or Sexual Misconduct Policy
- Duties within their membership position
- Policies made by the University as a whole

will be subject to disciplinary actions that will result in removal. One's removal from the organization will be carried out after a majority vote has been taken by the Managers.

2.3 Leadership

The organization will be made up of three Managers that will administer over the production team, business matters, and all other needs. All organization members will report to the three Managers throughout the production process.

2.4 Election and Suspension of Leadership

The Election Process for new Managers will occur through an application process at the end of the Winter semester. Those interested in applying for a Manager position must submit an application and resume, as well as complete an interview with the current Managers. Following the interview, the current Managers will take a vote to determine who will be elected into the Manager position for the following year. In the case that an election must happen before the end of the academic year, a midterm election will be held at the end of the fall semester. The terms of removal laid out in Article 2.2 will also apply to all Managers, and will be subject to suspension if all other Managers agree that the individual is in violation of these values.

Article 3 - Duties of the Managers

3.1 General Administration

The Managers will be responsible for the executive duties of any and all Golden Theatre Company activities happening and will remain accountable throughout the time in which their position is held. The Managers will have final say in all decisions, after reaching a majority decision between one another.

3.2 Venue

The Managers are responsible for securing venues for each production and communicating with the selected venue in regards to technical and front of house staffing matters. The Managers must organize load in, load out, spike and strike times with their venue and are responsible for communicating these times with the production team and cast.

3.3 Finances

The Managers are responsible for making and updating a budget for each production. The Managers are responsible for any fundraising and grant pursuits within the organization. They will be required to reimburse members of the production team, as well as manage technical budgets.

3.4 Programs

Each production will have a program made and will be distributed at each performance. Managers will take responsibility for the creation of the final product of the program, with additional assistance from the marketing team if needed.

3.5 Ticketing

Managers are responsible for arranging ticket sales. These responsibilities coincide with the current production's venue.

3.6 Casting

Auditions and call-backs are scheduled, hosted, and managed by the Managers, Director, and Music Director.

3.7 Choosing of Crew

Crew selection is the responsibility of the Director and Music Director. Managers may be included in this process if needed.

Article 4 - Duties of the Director

4.1 Choosing of Musical

Each semester the musical will be chosen by the Managers. Musicals must be considered as "Golden Age," or a musical written in the classical style (i.e. sung in the "legit" style).

4.2 Casting of Show

Casting of the show will be decided by the Managers in collaboration with both the Director and Music Director.

4.3 Scheduling

All scheduling will be determined by the Director, Music Director, Stage Manager, and any Assistant Stage Managers.

4.4 Creative Direction

The Director will be fully responsible for creating a detailed plan for how their vision is to be executed prior to the beginning of the production process. This plan will be presented to the Managers to be approved. The plan must include all aspects of the production, including but not limited to: rehearsal outlines, costume and set design, artistic interpretation, and assembly of a production team. The Director is responsible for communicating their vision to the actors, production team, and Managers throughout the production process.

Article 5 - Duties of the Marketing Director

5.1 Website Maintenance

The Marketing Director is responsible for creating and updating the website with audition, production, and ticket information.

5.2 Social Media

The Marketing Director is responsible for creating content and posting on Facebook, Instagram, and any other platforms, including show and audition updates.

5.3 Posters

The Marketing Director is responsible for designing the posters for each show, and approve all final designs with the Director and Managers. All posters must have the Golden Theatre Company logo. The Marketing Director will produce and order posters and distribute them throughout Ann Arbor and on campus, as well as on social media. The Marketing Director will reserve spots on the Diag Boards, and may also create paid digital ads on social media platforms.

5.4 Promo Video & Photo Shoots

The Marketing Director and Managers are responsible for coordinating a cast photo shoot and promotional video at least two weeks before opening night. They will approve the final product with the Director, and will post these on social media.

Article 6 - Cast and Crew

6.1 Auditions

The Managers, Director, and Music Director are responsible for hosting auditions and finding the audition venue. No pre-casting is permitted, auditions are open to all University of Michigan students. Managers, Director and Music Director must be present for all auditions, call-backs, or any additional calls within the process.

6.2 Casting:

Cast decisions are a joint responsibility of the Managers, Director, and Music Director. They must be present for all auditions, callbacks, and any additional casting calls. When auditions are being held, they are open casting (open to all majors registered as a student at the University of Michigan). No non-students may be cast, with the exception of young children where necessary. The Managers and Directors are encouraged to cast students of diverse backgrounds and fields of study.

6.3 Responsibilities of Cast Members

- Each individual cast member must list all conflicts/schedule changes to Stage Management, Producer, and Director. This includes, but is not limited to: required school events, traveling, exams, observance of religious holidays, jobs, extra-curricular events, etc.
- Memorize lines and music by the off-book date which is relayed by the Director.
- Attend all rehearsals for which they are called.
- May be in charge of bringing their own costumes, hair, make-up, even props if needed.
- Once a member agrees to be involved in the production, they will not make any changes to their body or hair. This includes tattoos, cut hair/dye hair, piercings, or any other significant changes unless asked to do so by a Producer or Director.
- Create an environment in which that is inclusive and welcoming to all members of the production.

6.4 Crew

Crew members are hired or recruited for specific tasks. Each crew member is responsible for their designated task throughout the duration of the production period. Crew members are selected by the Producer and Director. Payment for each crew member depends on the size of the production and the budget, which will be administered by the Managers. A full crew may include Producer(s), Stage Director(s), Choreographer, Stage Manager(s), Props Master, Costume Designer, Scenic Designer, Lighting Designer, Sound Designer, Fight and Intimacy Coordinators.

Article 7 - Diversity, Equity & Inclusion

We are committed to creating a safe, equitable and diverse environment. This includes cast and crew members. All students are encouraged to apply and participate in future shows, and will not be discriminated against, regardless of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, veteran status, etc. Managers and Directors are responsible for making sure students of different backgrounds are given opportunities within the cast and crew.

Article 8 - COVID-19

In the event a member contracts COVID-19, they are required to alert the Managers and Stage Management of their positive test. A member can return to the rehearsal space after completing the University of Michigan's mandated quarantine period and adhere to the University's policy regarding masking post quarantine. If a member finds themselves having been potentially exposed to COVID-19 they are required to contact the Managers and Stage Management, provide details of their exposure, and test appropriately to mitigate exposure within the organization.

Article 9 - Affiliations

Golden Theatre Company has no affiliations at this time.

Article 10 - Ratification

The Constitution will be reviewed yearly following the conclusion of the Winter Semester production. The Constitution may be revised by any acting Manager, and only by acting Managers. Any ratifications must be approved by a majority vote of the Managers. After approval amongst the Managers, they will turn their decision to the current members of the organization to receive a vote. If the current members display a majority vote in favor of the ratification, the initiative will be fully approved.