

**THE JOHNS HOPKINS UNIVERSITY BARNSTORMERS:  
CONSTITUTION, UPDATED SPRING 2023**

**PREAMBLE**

The Johns Hopkins University Barnstormers is an entirely student-run organization that has brought quality theatrical productions to campus and the greater Baltimore community for over one hundred years. At the heart of the group is its dedication to providing creative outlets and learning opportunities to student actors and designers, all of whom participate in theater in addition to other academic and professional pursuits. For one straight play and one musical each year, the Barnstormers hire a professional director to enhance this learning experience for the group's members through collaboration and a sharing of expertise.

**ARTICLE I: EXECUTIVE POSITIONS**

**SEC. I: BOARD OFFICERS**

Each board officer will be responsible for creating or maintaining a manual of responsibilities related to their position and passing on said manual to their elected successor, and for training their successor after said successor's election to office. Manuals will be updated before each officer vacates their position.

**Sub-Section I: President**

The President will:

- Along with the Business Manager, represent the group in the Student Activities Commission (SAC) General Assembly and in matters concerning the SAC Executive Committee and the Finance Committee of the Student Government Association (SGA).
- Serve as the group's representative for any organization that requires a representative from a theater group, with the opportunity to delegate that responsibility.
- Act to ensure the smooth and harmonious operation of the group.
- Preside over all Executive Board Meetings and General Assemblies.
- Preside over impeachment proceedings of other elected officers.
- Act to ensure, with the Executive Board, that the spirit of this Constitution is upheld, and when deemed necessary, the letter thereof, as well as any amendments or by-laws of this Constitution.
- Be charged with the maintenance and preservation of the Constitutional document.
- Have one Executive vote.
- Serve as the secondary financial officer.
- Act as Company Manager during all shows, except for those where an Interim Company Manager is required. The Company Manager will serve as a liaison between members of the GA and the Executive Board for any sensitive matters (i.e. sexual harassment, discrimination, conflicts with other members of the Barnstormers, etc.) that affect the

shows. The Company Manager will consult with the Producer of the show and any other relevant parties to make a decision about how to handle the issue.

- o An Interim Company Manager is required for productions in which the President holds the position of Producer, Director, or Stage Manager. The Interim Company Manager will be selected by a vote of the production's company at the first company meeting, presided over by the Producer. All board members who do not hold the aforementioned positions will be on the ballot, each with the right to remove themselves from consideration.
- Work with Homewood Arts representatives for determining space allocation plans, negotiating for financial needs, and general coordination with the university, in coordination with other members of the Board.
- Actively make themselves available to the General Assembly to field concerns regarding Barnstormers activities.
- Be in contact with the General Assembly and be a confidential outlet for issues of Barnstormers policy; act as a representative for GA concerns.
- Act as a resource to ensure the needs of other Board members are met when asked and generally support the workings of the Board and its members.
- Seek to ensure the mission of the Barnstormers is carried out.

### **Sub-Section II: Vice-President of Professional Productions**

The Vice-President of Professional Productions will:

- Head the production staff of any professionally directed shows, hereafter referred to as mainstages
- Act as or appoint a Producer for productions for which they are responsible, subject to the approval of the Executive Board.
- Have final approval of mainstage department heads as appointed by the Technical Executive.
- Preside over weekly production staff meetings for any productions for which they are Producer, and report back to the Executive Board.
- Initiate and oversee the hiring of professionals, including but not limited to directors, choreographers, music directors, and fight/intimacy choreographers.
- Reserve rehearsal spaces until the company has gained access to the performance space, and book all rehearsal spaces.
- Approve the publicity calendar for productions for which they are responsible.
- Act as a Box Office Manager for each mainstage at which admission is charged and is responsible, along with the Business Manager, for ensuring that cash revenue is properly deposited into the Barnstormers account.
- Coordinate the management of the production, including but not limited to: rights acquisitions, production meetings, general rehearsal timelines, space use, and director coordination.
- Have one Executive vote.

### **Sub-Section III: Vice-President of Studio Productions**

The Producer of Studio Productions will:

- Head the production staff of any student-directed shows, hereafter referred to as studio shows.
- Act as or appoint a Producer for productions for which they are responsible, subject to the approval of the Executive Board.
- Have final approval of studio shows' department heads as appointed by the Technical Executive.
- Preside over weekly production staff meetings for any productions for which they are Producer, and report back to the Executive Board.
- Initiate and oversee the selection of student directors.
- Reserve rehearsal spaces until the company has gained access to the performance space, and book all rehearsal spaces.
- Approve the publicity calendar for productions for which they are responsible.
- Act as a Box Office Manager for each studio show at which admission is charged and is responsible, along with the Business Manager, for ensuring that cash revenue is properly deposited into the Barnstormers account.
- Coordinate the management of the production, including but not limited to: rights acquisitions, production meetings, general rehearsal timelines, space use, and director coordination.
- Have one Executive vote.

#### **Sub-Section IV: Director of Publicity**

The Director of Publicity will

- Maintain the integrity and cohesion of the Barnstormers' publicity as a whole.
- Manage social media accounts.
- Develop and share publicity materials not related to any specific production. This may include publicity for fundraisers, executive board activities, General Assembly meetings, and others.
- Serve as Publicity Manager for every Barnstormers production, completing tasks including but not limited to the following:
  - Creating a timeline for publicizing the production, which will include all publicity activities and the dates by which they will be completed. The timeline will be submitted for approval to the Producer of the show.
  - Consulting with the show's Producer on topics including printing, poster distribution, and billing credits (both as specified in the rights contract and as requested by the Producer).
  - Coordinating the production's publicity team after its selection and approval by the Technical Executive and the show's Producer. (The personnel needs of any particular show should be discussed by the Technical Executive, Producer, and Director of Publicity prior to the opening of tech applications so that the publicity team's makeup is suited to the requirements of the production.)
  - Leading the development of show-specific publicity initiatives.

- Assisting in the creation and distribution of publicity materials through collaboration with and delegation to the publicity team.
- Approving all show-specific publicity materials.
- Other responsibilities, as outlined in the Publicity Manual.
- Be prepared to fill any additional responsibilities of the publicity team for any production, including but not limited to graphic design, photography/videography, or video editing.
- Have one executive vote.

### **Sub-Section V: Technical Executive**

The Technical Executive will:

- Be responsible for coordination, in collaboration with the Technical Consultants (Article II, Section II, Sub-Section VI), of all department heads and technical positions for all productions.
- Initiate and oversee the application process for technical positions for all productions, pending approval from the appropriate Producer.
- Assist in the maintenance of technical equipment and property, including the storage facilities utilized by the group. This includes maintaining possession of the George key while a production is not in progress and maintaining contact information for the East Baltimore storage unit.
- Have one Executive vote.

### **Sub-Section VI: Technical Consultants**

The Technical Consultants will:

- Head one technical department each for every mainstage and studio show.
- Work with the Technical Executive to ensure that all technical positions are filled for every show, and review department head applications.
- Be knowledgeable on the technical needs and constraints of departments for each show, and work to propose solutions to any technical concerns.
- Contribute to the applicable manuals for technical positions they are familiar with.
- Have knowledge of the needs of the technical departments on a detailed level — this position requires knowledge of what technical departments require in order to function, including but not limited to: space use, time, and money.
- Have one Executive vote each

### **Sub-Section VII: Business Manager**

The Business Manager will:

- Along with the President, represent the group in the Student Government Association (SGA) General Assembly and in matters concerning the SGA Executive Committee, the Finance Committee of the SGA, and the Student Activities Commission (SAC).
- Act as and perform all the usual duties of a treasurer, including but not limited to: coordinating the overall organization budget prior to each academic year, creating the budget for each production and maintaining the respective production ledger, submitting purchase requests, working with the LEED and RSO Finance officers to address financial concerns, etc..
- With the aid of and subject to the ratification by the Executive Board, submit to the SGA a comprehensive budget application as the university schedule mandates when requested.
- Oversee all fundraising activities along with the Director of Publicity, including but not limited to: merchandise sales, grant applications, etc..
- Along with the Vice-President of Professional Productions (Article I, Section II, Sub-Section II) or Vice-President of Studio Productions (Article I, Section II, Sub-Section III), determine a budget for each production, which the production staff will be authorized to spend. If a budget for a production cannot be agreed upon, the Executive Board (Article II, Section I) will make the final decision.
- Maintain a ledger, which contains information on funding allocations from the university.
- Manage tracking and shipping of merchandise orders.
- Ensure a smooth transition to the next academic year with regard to official communications and budget requests, particularly when graduating or leaving the position.
- Have one Executive vote.

### **Sub-Section VIII: Secretary**

The Secretary will:

- Keep all members notified of upcoming group events that are not specific to a particular production, e.g. General Assemblies and Elections.
- Be present at every convened meeting.
- Organize, schedule, and book rooms for all meetings.
- Maintain an updated list of group members for the SGA, and for the use of the group.
- Preside over impeachment proceedings, except in cases where the Secretary is up for impeachment
- Publicize General Assembly meetings to all members at least two and a half weeks in advance of such a meeting.
- Advertise the time and place of all Executive meetings, and remind the General Assembly that they are welcome to attend any Executive meeting.
- Schedule elections (Article IV, Section I).
- Take notes at the short list selection meeting.
- Make the notes/minutes for Board meetings available to the GA.
- Be responsible for distributing communications to the General Assembly via email.
- Have one Executive vote.

## **SEC. II: ADVISORS**

### **Sub-Section I: Administrative Advisor**

The Executive Board will maintain a relationship with an administrative advisor as recommended by University leadership. This person may act as a liaison with the Office of Arts and Innovation or other relevant offices, and may be a resource for needs related to scheduling, budgeting, and use of space. At the discretion of the Executive Board, the administrative advisor may also be consulted during processes such as director hiring and show selection or as a mediator in production-related disputes. The administrative advisor will be listed as the group's primary advisor on all official documentation.

### **Sub-Section II: Faculty Advisor**

The Executive Board may also choose to adopt an additional advisor who is a faculty member from the Johns Hopkins University Program in Theatre Arts & Studies. This person may be consulted for professional, unbiased counsel on any organizational or production-related matter, particularly matters requiring field-specific expertise. In particular, this may include providing input on each shortlisted show during the show selection process to be shared with the GA.

### **Sub-Section III: Adoption and Removal of Advisors**

Advisors must be adopted by a majority vote of the Executive Board, presided over by the President. To remove an advisor, an Executive Board member must make a motion for removal. Under the purview of the President or, in cases where the President made the motion for removal, the Secretary, the Board will discuss the reasons for removal. Then, a majority vote of the Executive Board is necessary to remove the advisor.

### **Sub-Section IV: University Considerations**

If University policy contradicts Constitutional policy with regard to advisors, the Executive Board will defer to University policy.

## **ARTICLE II: EXECUTIVE PROCEDURES**

### **SEC. I: EXECUTIVE BOARD**

#### **Sub-Section I**

The Executive Board consists of the following permanent members: the President, the Vice-President of Professional Productions, the Vice-President of Studio Productions, the Director of Publicity, the Business Manager, the Technical Executive, the two Technical Consultants, and the Secretary.

#### **Sub-Section II**

The Executive Board, unless otherwise deemed appropriate, will use majority vote. In the event of a tie, the President will possess the tie-breaking vote.

### **Sub-Section III**

The Executive Board may enact by-laws to this Constitution by majority vote.

### **Section IV**

The Executive Board may propose amendments to this Constitution for ratification by the General Assembly, via approval of a two-thirds vote.

### **Section V**

The Executive Board is responsible for the selection of professional outside hires (Director, Music Director, Choreographer, Fight Choreographer, Intimacy Choreographer, etc., as applicable) for mainstage productions.

## **ARTICLE III: GENERAL ASSEMBLY (GA)**

### **SEC. I**

The General Assembly will consist of all members of the Barnstormers who meet the membership criteria as stated in Article III, Section II.

### **SEC. II**

Membership within the Barnstormers requires both full-time enrollment at a Johns Hopkins school and involvement in at least one production during the preceding academic year or the current semester. Involvement is defined as auditioning for a show or participation in a technical capacity. Other qualifications include applying to direct a studio production.

Graduate students are eligible for GA membership via the same criteria as undergraduates, but the production team reserves the right to evaluate casting and technical assignments on a case-by-case basis.

If the status of any potential member is in question, the Executive Board will determine such status.

### **SEC. III**

Each member, including seniors graduating in the current semester, will have one vote in the General Assembly. The General Assembly, unless otherwise noted, will use a simple majority vote of members present at the meeting. This does *not* apply to Board elections and show selection, which are discussed in detail later.

### **SEC. IV**

Amendments proposed for ratification by the General Assembly must receive a two-thirds vote of members in attendance.

#### **SEC. V**

A General Assembly meeting may be called by the Executive Board, or any one-fifth of its active members.

#### **SEC. VI**

The General Assembly may overturn decisions of the Executive Board with a three-quarter vote of its active members.

#### **SEC. VII**

Votes will be tallied via anonymous Google Poll.

### **ARTICLE IV: ELECTIONS**

#### **SEC. I: ELIGIBILITY**

Members of the General Assembly are eligible for office. All nominees must be members in good standing and must be present at the election, unless the potential nominee approaches the current Executive Board prior to elections with extenuating circumstances. Members may only hold one Executive position at a time.

Nominations will be submitted anonymously, and nominees will be notified by the incumbent President of their nomination(s) one week before elections. At this time, nominees will be given the option to accept or decline their nomination(s).

#### **SEC. II: PROCEDURE**

- Elections will be presided over by the incumbent President, unless the President accepts a nomination for the particular office under vote. In such a case, the President will appoint any other Executive Board member or Secondary Officer to preside.
- Positions will be elected in the following order: President, Vice-President of Professional Productions, Vice-President of Studio Productions, Technical Executive, Technical Consultants, Business Manager, Director of Publicity, and Secretary.
- Before each position is discussed, the Executive office description will be read as it is outlined in the Constitution. Current board members may also present a perspective on the position's responsibilities.
- The names of nominees who accepted their nominations will be stated by the Executive Board member presiding over the elections.
- Nominees will be allowed to speak for up to two minutes about why they are interested in the position, their qualifications, etc.



- Present GA members will then be given the opportunity to ask questions to each nominee, who will then be allowed to respond. The Board member presiding over elections is responsible for maintaining efficiency and timeliness during this section. .
- Once there are no further questions from GA members for the nominees,, the nominees will leave the room, whereupon the GA members present can discuss candidate qualifications.
- After discussion has concluded, the final vote will be conducted by secret ballot.
- Elections will be decided by majority, excluding students who will be graduating at the end of the current semester, who are not permitted to vote. If no candidate receives a majority, a runoff will be conducted between the two candidates who received the most votes in the first round, where the candidate receiving a majority of the runoff will be elected. The procedures are slightly different for the election of Technical Consultants; please see below.

### **Sub-Section I: Election of Technical Consultants**

Because there are two Technical Consultants on the Board, their election requires further specification. The Technical Consultants will be elected as follows:

- Brief speeches, question and answer, and discussion of candidates without candidates present will proceed the same way as with every other position.
- When it is time for voting, those present and eligible to vote will be instructed to vote for their first choice candidate only.
- The presiding board member will count the votes for the first choice candidate and announce that person's name to the room.
- The voters will then be asked to select their next choice among the remaining candidates, i.e., all of the candidates except for the one that has already been selected.
- The presiding board member will collect and count the votes from the second round of voting, then will invite the candidates back into the room and announce the winner of the first round of voting and the winner of the second round of voting. These two people will be the Technical Consultants for the next board term.

### **ARTICLE V: VACANCIES**

In the event that an elected officer cannot complete their term of office, a suitable replacement must be elected by the General Assembly in a new election. The Board may temporarily appoint a replacement, but voting must occur as soon as possible for a replacement.

### **ARTICLE VI: IMPEACHMENT**

An impeachment vote may be called for by a petition signed by two-thirds of the Executive Board members, or by a petition signed by one-quarter of the General Assembly.

The President (or Secretary, if the President is being impeached) will inform the officer in a meeting of the Executive Board that they are being impeached. The member presiding over impeachment will call a vote among the remaining Executive Board officers, excluding the officer in question, to determine if the officer will be removed from office; the threshold to be removed from office is six Executive votes..

If the officer is removed from office, the newly vacant position should be filled within two weeks. Nominations will be requested from the GA by the Executive Board and a special election will be called for the GA to vote for the officer replacement. The same voting policies outlined in Article IV will apply.

### **ARTICLE VII: MAINSTAGE SELECTION**

The entire mainstage season shall be selected in the Spring semester of the prior academic year, after Board elections have occurred.

The process described in Article VII, Sections I through IV, will occur twice: once to select the Fall Mainstage, and again to select the Spring Musical. These processes typically happen simultaneously.

The newly-elected Vice-President of Professional Productions for the upcoming academic year will preside over the show selection process for the mainstages of that academic year.

#### **SEC. I: GATHERING SUBMISSIONS**

The newly-elected Vice-President of Professional Productions for the upcoming year will open submissions for both the Fall and Spring Mainstages.

General Assembly members may submit up to six total proposals for a Fall and Spring Mainstage, three for the Fall and three for the Spring, at least one week in advance of the scheduled General Assembly meeting.

A submission consists of the name and the author of the show being submitted, a brief summary of the show, the rights holder's information, and a brief statement on why they believe the show should be produced.

#### **SEC. II: CREATING THE LONG LIST**

The Executive Board, including the Vice-President of Professional Productions and Technical Executive, will evaluate submitted shows for both theatrical and technical feasibility, and adherence to the mission of the Barnstormers, as set by the Executive Board. A submitted show may be eliminated from consideration for the following reasons:

- If deemed technically impossible.
- If we are unable to obtain rights.

- If the Barnstormers have produced the show within the past 5 years.
- If the show exceeds cast size requirements.

The Board reserves the right to eliminate submissions on the basis of extreme insensitivity towards issues of race, gender, sexuality, ability, etc.

For each mainstage, the Vice-President of Professional Productions will compile and share the long list, consisting of all submitted shows still under consideration, as well as a document detailing the rationale for shows that were removed from consideration. This documentation, along with scheduling information for the short list selection meeting(s) (Article VII, Section III), will be sent to the General Assembly for review.

If a General Assembly member feels a show has been unfairly cut, they may submit a dissent for the Executive Board to review, at least three days prior to the scheduled General Assembly meeting for short list selection. If the Executive Board deems the argument made by the dissent to be valid, the long list will expand to include the show for consideration.

### **SEC. III: SELECTING A SHORT LIST**

The short list will consist of three shows, selected from the long list.

At the scheduled General Assembly meeting, present members will be given an opportunity to speak in favor of or against each show under consideration. Shows will be discussed for a maximum of five minutes each. During discussions, all potential concerns must be taken into account, including but not limited to:

- Logistical concerns, such as feasibility in the performance space, rights, and budgeting concerns.
- Technical aspects, such as lighting, scenic design, costumes, props, painting, and set construction.
- Skill requirements, such as vocal demand and intensity of choreography.
- Theatrical value, including appeal to audiences and company members.
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After all shows have been discussed, a vote will be held by the Vice-President of Professional Productions to narrow the long list of potential shows to three shows. All GA members present at the meeting are eligible to vote, excluding seniors who will graduate before the upcoming academic year during which these shows will be produced (Article III, Section III).

All voting will be done via Google Form. In order to determine which shows are placed on the short list, voting will occur in the following series of rounds and (as needed) runoffs:

- With the prompt of “Select the three shows you believe should be included on our short list, and therefore be eligible for the GA to select as our final mainstage.” members will select exactly three (3) shows from the long list.
- Following the first round of voting, shows which do not receive votes from over 30% of the members are eliminated from consideration for the second round.

- If only three (3) shows remain in consideration following the elimination of other shows in the first round, then those three (3) shows comprise the short list. If more than three (3) shows remain, then proceed with a second round of voting, removing shows which have been eliminated from consideration.
- Following the second round of voting, shows which do not receive votes from over 60% of the members are eliminated from consideration for the subsequent rounds.
- Voting continues in this manner until three (3) shows remain under consideration, which then form the short list.
- If no eliminations occur for two (2) consecutive rounds, then a runoff vote occurs between shows receiving the same number of votes.
  - The runoff will include as many shows as are currently tied; shows receiving more votes than those of the shows in the runoff are automatically included in the short list.
  - The runoff will be responding to the prompt “Select the show(s) you believe should be included on our short list, and therefore be eligible for the GA to select as our final mainstage.”
  - Members will select as many shows as there are unfilled on the short list.
  - The show(s) receiving the most votes will be included on the short list.
  - Example scenario: *Mamma Mia!* has received 71% of the votes, while *Cabaret*, *Chicago*, and *Urinetown* have each received exactly 62%. All other shows have received less than 60% and are therefore excluded from consideration. A runoff occurs between *Cabaret*, *Chicago*, and *Urinetown* in which members select exactly two (2) shows, as *Mamma Mia!* has already filled the first of three spots on the short list. *Cabaret* receives 58%, *Chicago* 34%, and *Urinetown* 67%, and so *Cabaret* and *Urinetown* join the short list.

Following these procedures may result in specific, uncharacteristic situations not addressed above. In these situations, the Vice-President of Professional Productions is allowed to make discretionary decisions to ensure that the show selection process proceeds in line with the intention of the procedures described above.

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Once the final three shows are selected at this meeting, the short list will be sent out to the General Assembly via email. In this email, the Vice-President of Professional Productions will also detail the procedures for the following steps, and open up submissions for opinion letters.

#### **SEC. IV: FINAL MAINSTAGE SELECTION**

Members of the General Assembly may submit opinion letters to the Barnstormers email account detailing additional considerations.

The Executive Board is responsible for watching/reading/listening to the three submitted shows and taking notes relevant to their positions.

The Vice-President of Professional Productions will compile a document that includes the following information for each short-listed show:

- Gender breakdown.
- Notes taken by the Secretary during the short list selection meeting (including pros and cons shared by GA members during that meeting).
- Notes from Executive Board officers on concerns relevant to their Executive Board position.
- Notes from the Advisor.
- Opinion letters submitted by GA members.

Any other relevant information.

Three days after the document has been sent out, a Google Form will be sent out via email where all Barnstormers members will vote for a primary choice out of the three short-listed shows, and also vote for a backup choice. The poll will remain open for 48 hours.

Once the poll closes, the Vice-President of Professional Productions will share the polling information with the Executive Board and will send out both the polling results (percentages) and the final selections to the GA within 24 hours of the decision.

The Vice-President of Professional Productions will then apply for rights. In the event that rights cannot be obtained for the primary choice show, the backup choice will be selected.

In extenuating circumstances where rights are unavailable for both the primary show and the backup, the remaining (third choice) show from the short list will be selected.

If no shows from the short list have available rights, the Executive Board will convene to discuss available options. Such options include, but are not limited to:

- Selecting the show that placed fourth during the short list selection process (i.e. a show that was highly considered, but ultimately not included on the short list). GA members will be allowed to submit opinion letters before a final decision is made.
- Undergoing a second short list selection meeting and voting process (Article VII, Section III onward), retaining the original long list from which to select three new shows. The shows whose rights are unavailable (i.e. the current short list) will be removed from consideration.
- Undergoing a second show selection process (Article VII, Section I onward). The shows whose rights are unavailable (i.e. the current short list) will be removed from consideration.

The Executive Board will determine the course of action most fitting of the situation, and announce their intention to the GA accordingly.

### **ARTICLE VIII: DIRECTOR HIRING**

The Vice-President of Professional Productions will coordinate the logistics of the hiring of a professional Director for each mainstage production. They will also coordinate the hiring of other professionals, including but not limited to Music Directors, Dance Choreographers, and Intimacy Coordinators.

The Vice-President of Professional Productions will write the director ad, submit it to hiring sites, and organize a list of potential applicants. Interviews are given at the discretion of the Executive Board. This list of applicants will be given to the Executive Board.

Interviews will be held with each candidate at which the Vice-President of Professional Productions and the President must be present; other members of the Executive Board will join as available. In addition, references will be requested from each Director applicant, which the Vice-President of Professional Production can contact at their discretion. These interviews will be recorded and uploaded to the Barnstormers Google Drive in order that other officers who were unable to attend interviews may view them.

Interview recordings and applicant materials will be sent to the Advisor, who may view them and provide feedback and thoughts at their discretion.

Once all the candidates have been interviewed, the Executive Board and the Advisor will discuss the director options.

The Executive Board will make the final Director selection via majority vote.

Once the Director is selected, the Vice-President of Professional Productions will contact the Director to announce their hiring and take over coordinating procedures for the remainder of the production.

The Executive Board, when hiring Directors, shall not hire the same Director until a period of no fewer than six years has passed since the production for which that Director was initially hired. If the prospective director is an alumnus, they may not be hired until a period of at least six years has passed since their graduation. This rule will not apply to music directors, choreographers, or other hired personnel who have limited say in the casting process. Should, in the future, these personnel (music director, choreographer, etc.) become more heavily involved in casting decisions, the same six-year ban will be applied.

## **ARTICLE IX: CASTING POLICIES**

### **SEC. I: RESPONSIBILITY**

The Director and appropriate Producer (and Music Director and Choreographer for musical productions) shall be the individuals responsible for making final casting decisions. For coordination purposes, the head stage manager(s) for the given production will be present in the room to facilitate audition mechanics.

It falls solely on the Director (and Music Director and Choreographer, as applicable) and the Producer to select the final cast list.

### **SEC. II: REGULATIONS**

The Director must not impose unfair casting standards, including but not limited to:

- Requiring testing of abilities unrelated to the part for which an actor is being considered.
- Extending callbacks for longer than 5 hours for a single actor.
- Using position in the Barnstormers executive structure as part of casting rationale.
- Forcing actors to perform acts on stage with which they are fundamentally uncomfortable (including, but not limited to: acts of intimacy, use of homophobic, racist, transphobic, ableist, or otherwise discriminatory language, or violation of their gender identity).
- The director is required to honor the stipulations of the audition form, which will include questions about comfort level in certain acts and roles, among other information.

## **ARTICLE X: SUBCOMMITTEES AND EXTERNAL ORGANIZATIONS**

### **SEC I: ACCESSIBILITY COMMITTEE**

#### **Sub-Section I: Structure**

- The Accessibility Committee will be a three-member committee, consisting of a President, Vice President, and Secretary. These committee members will remain fixed for a full academic year.
  - After this term, members who are not graduating may continue to serve or recommend a successor; graduating members must recommend a successor.
- A distinct Google account (Drive and Gmail) will be created for the Accessibility Committee to store documents such as polls and research and to save formal proposals/presentations.
  - The Barnstormers Board will have access to the Accessibility Committee Drive at all times; the Committee will NOT have access to the Barnstormers Drive.
  - If the Committee, for any reason, needs to contact the GA, they may coordinate with any Board member (assuming the Board approves) to send full GA emails via the Barnstormers Gmail.

#### **Sub-Section II: President**

The President of the Accessibility Committee shall:

- Have one vote in the committee
- Oversee the running of meetings while they are occurring (no scheduling)
- Spearhead research plans and organizes fellow members
- Be directly contacted by the Barnstormers Board post-selection and given the name of the shows selected
- Work most closely with VP Pro and VP Studio in negotiating accessibility suggestions/initiatives during meetings
- Present proposal to the board
- Attend production meetings for mainstage productions and I-Show

#### **Sub-Section III: Vice-President**

The Vice-President of the Accessibility Committee shall:

- Assemble presentation/proposal for the Board to review
- Have one vote in the committee
- Present proposal along with president
- Assist in all research

#### **Sub-Section IV: Secretary**

The Secretary shall:

- Schedule committee meetings
- Have one vote in the committee
- Oversee notes and meeting minutes at committee meetings
- Assist in all research and presentation assembly

#### **Sub-Section III: Assembly of Committee**

- The initial committee members will be selected on a volunteer, first-come first-serve basis, and approved by vote of the Barnstormers Board
- In subsequent years, exiting committee members will appoint successors, to be approved by vote of the Barnstormers Board
- If an exiting committee member chooses not to appoint a successor, the President of the Executive Board will solicit applications for the committee position from the Barnstormers General Assembly. The Board will review the applications and vote to appoint a new member, presided over by the President.
- Appointments and recommended candidates for appointments must be approved by  $\frac{3}{4}$  majority of the board

#### **Sub-Section IV: Powers**

- The Accessibility Committee will create and present a full proposal for each Mainstage production and the Intersession Show, detailing accessibility concerns and potential solutions/necessary accommodations for those concerns
- This proposal will be presented the second Fall Semester board meeting for Fall Mainstage, second Spring Semester meeting for the Spring Mainstage, last December meeting for Intersession Show (or as soon as show and director have been selected)
  - Proposals should go *directly* to the Board, *not* to any Administrative Official; if needs arise which must be addressed by Administration, the Board will coordinate
- The Committee can request a direct meeting with the President, the relevant Producer (VP Pro or Studio), the Director, and the Stage Manager at any time to discuss accessibility needs, which the group will then take under review
  - The Committee will attend the Pre-Production meeting, and afterwards will brief the Director, relevant VP, and Stage Manager on their accessibility proposal



- Should major issues arise in the eyes of the Committee, a meeting with the President and VP Pro or Studio can be requested at any time for any serious discussion
- The Committee can reach out to the GA at any time by coordinating with a Board member (with Board approval) to use the Barnstormers Gmail
- The Committee will not function as members of the Barnstormers Board; rather, they will act as a purely advisory/oversight committee

#### **Sub-Section V: Future Changes**

- All future changes to Committee powers, structure, appointments, or any other Committee policy must be approved by unanimous vote of the Barnstormers Board

### **SEC II: MEMBERSHIP IN THE INTER-THEATER COUNCIL**

The Barnstormers will submit to the Inter-Theater Council two representatives, one member of the GA, elected via popular vote, and one member of the Executive Board (excluding the President and Vice-Presidents, who are not eligible) selected by the Executive Board.

### **SEC. III: OTHER EXTERNAL GROUPS**

If an external group not discussed above requires correspondence with or a representative from the Barnstormers, the President is responsible for coordinating communication and fulfilling that role until or unless another Executive Board member assumes the responsibility. The Secretary should be prepared to act as a representative to external groups second to the President, and other Executive Board members may volunteer or agree to fill this role at the discretion of the Board as a whole.