Constitution of the VOX Musical Theatre Company

Article I - Name

Section 1.01 This organization shall be called the VOX Musical Theatre Company, hereafter referred to as VOX or the Club.

Article II - Purpose

Section 2.01 VOX is a student run organization subject to the rules and regulations of the SGA.

Section 2.02 VOX provides an opportunity for the students of WPI to produce and perform musical theatre.

Article III - Membership

Section 3.01 VOX is open for membership to undergraduate and graduate students who are members of the WPI Community.

Section 3.02 To be considered a member, one must attend an official VOX meeting or participate in a VOX sponsored event or production.

Section 3.03 A member shall be considered active if he or she is a student at WPI, has participated in a VOX-sponsored production, and attended at least one VOX meeting within the last calendar year. To maintain active status, a member must either:

(a) Participate in one show and attend two meetings per semester
(b) Attend at least half of the meetings per semester
Section 3.04 Away Status
(a) Active members who leave WPI for a period of off-campus academic activity may suspend their active status during that time by becoming away members. Away status will waive the requirements to remain an active member, as set in Section 3.03, for the duration of his or her absence. A member on away status will not be counted in the calculation of quorum.
(b) If a member wishes to be placed on away status, he or she must notify the secretary prior to the academic term of absence.

Section 3.05 The Executive Board may waive the above requirements under extenuating circumstances.

Section 3.06 VOX will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin. The organization ensures that its membership will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.

Article IV - Officers and Executive Board

Section 4.01 The executive board of the VOX shall consist of the elected officers and appointed officers.

Section 4.02 Elected officers shall include President, Vice-President, Technical Director, Treasurer, Secretary, and Public Relations Officer. The Executive Board shall, in concurrence with the advisor, appoint additional officers as deemed necessary.

Section 4.03 The term of office shall be one year starting after strike of the C-term show.

Section 4.04 Each outgoing officer will act as an official mentor to the officer elect. Each member of the executive board shall have one vote in all matters before the board. In the case of a tie the president’s vote is not counted.

Section 4.05 The officers shall be responsible for ensuring that every show has a producer and director, and shall fill these roles as needed.

Article V - Officer Duties and Responsibilities
Section 5.01 President
(a) Officiates over all meeting proceedings
(b) Acts as the official Spokesperson for VOX.
(c) Administers the budget with the aid of the treasurer.
(d) Maintains morale.
(e) Oversees the complete and smooth operation of VOX.

Section 5.02 Vice President
(a) Organizes special committees within the organization.
(b) Assists President as necessary.
(c) Organizes show selection processes.
(d) Keeps track of all inventory rented from other organizations.
(e) Ensures that there is a liaison for every VOX show.

Section 5.03 Technical Director
(a) Maintains all technology and equipment used by VOX, and ensure that it is functioning and safe to use.
(b) Is the main Line of connection with all technical correspondents.
(c) Acts as a resource for the producer of all VOX productions if they require assistance.
(d) Maintains and organizes storage spaces and inventory.
(e) Acts as Strike Manager unless otherwise decided upon by the current production and VOX exec

Section 5.04 Treasurer
(a) Maintains all financial records for VOX.
(b) Submits a financial report at each executive board meeting and gains approval for transactions over $300.
(c) Prepares budgets for upcoming events.
(d) Prepares budgets for long-term events with the input of the executive board.
(e) Helps administer the budget with the President.
(f) Allocates funds as deemed necessary.
(g) Prepare audits of the financial status of VOX if so requested by the financial officers of the college.
Section 5.05 Secretary
   (a) Sends memos and meeting notices to all members and books a room for all meetings.
   (b) Maintains the updates both the active roster including the electronic mailing list.
   (c) Appoints a Webmaster with the approval of the other executive board members.
   (d) Keeps minutes of all official VOX meetings.
   (e) Takes attendance at all official VOX meetings.
   (f) Updates the VOX calendar.

Section 5.06 Public Relations Officer
   (a) Publicizes VOX show auditions or appoints a delegate if unable to complete the task.
   (b) Acts as resource for the publicity Coordinator for all VOX productions if required.
   (c) Coordinates with the Office of Marketing to issue press releases of upcoming shows.
   (d) Keeps track of all VIP invitations and complimentary ticket distribution.
   (e) Publicizes the organization’s and any associated events (i.e. Apple Picking, Karaoke). This can include, but is not limited to, campus emails, social networking, and/or posters, etc.

Section 5.07 The Chain of Command shall be in the following order: President, Vice President, Treasurer, Technical Director, Secretary, and Public Relations Officer.

Article VI - Meetings

Section 6.01 VOX shall call a general body meeting once a week. Additional meetings may be scheduled at the discretion of the executive board.

Section 6.02 VOX shall hold executive meetings weekly. Additional meetings may be scheduled at the discretion of the President or the Advisor

Section 6.03 Quorum shall be defined as 2/3 of the active membership.
Section 6.04 If for any reason Quorum cannot be met the officer board can choose to waive quorum by a unanimous vote for the meeting in question.

Article VII - Elections

Section 7.01 Nominations shall be officially opened at least one week prior to the election date in B-Term determined by the executive board. Any member may nominate any active member. Nominations will close a minimum of two days prior to the day of elections.

Section 7.02 It is the responsibility of the executive board to contact the nominees and find out whether they accept or decline the nomination.

Section 7.03 At the close of the nominations period an email will be distributed detailing the nominees that will be voted on.

Section 7.04 After nominations close, the president will accept proxy votes via email or sealed envelope until the beginning of the election meeting.

Section 7.05 Elections shall proceed according to the following format:
(a) Nominees for each position will be allowed three minutes each to present their candidacy.
(b) The general membership will be given time to ask questions.
(c) The Nominees will leave the room and the general membership will discuss nominees.
(d) Voting will occur through a simple blind vote.

Section 7.06 Members must be active to be eligible to vote. Votes shall be tallied by the president and/or the president’s designee. Any nominee who is an active member and receives a majority of the votes will receive the position. If no majority is reached, the nominee with the lowest vote share will be dropped, provided that this action does not reduce the number of candidates to one, and the position will be put to a re-vote until a majority is achieved. If no candidate receives a majority, voting for that position will close and nominations will reopen. Another voting meeting will be called within one week for the position in question.
Section 7.07 Elections shall occur in the order of the chain of command as defined in section 5.07.

Section 7.08 In the case of a vacancy, nominations will be opened at the next business meeting. A special election will occur at the following meeting. In the case of a vacancy with advanced notice, such as off campus IQPs, nomination will open at least four weeks prior to the end of the term of the expected absence. These elections will occur in the same manner as outlined in section 7.05.

Article VIII - Officer Removal and Replacement

Section 8.01 Any active member of the club may request the removal of an officer. Any request for the removal of an officer must be submitted in writing to the President. The request must detail the reasons for the removal all requests against officers shall remain anonymous unless the requester wishes to be recognized.

Section 8.02 If the President is the subject of the request, the request may be submitted to the Vice-President.

Section 8.03 The removal of the officer will be discussed with the officer in question at the next two scheduled executive board meetings. The discussion of the removal shall be closed to the general membership of the club.

Section 8.04 Following the conclusion of the discussion during the second executive board meeting, the officers shall vote on the request. A majority is required for the removal to be approved; the officer subject to the request shall not be present for this vote.

Section 8.05 The President will inform the club of the situation and its outcome at the next general meeting. If the Executive board approves the request, the removal will be discussed by the general membership with the officer in question present. After the discussion, the officer in question will leave the room; and the club will further discuss the removal and take a final vote. A two-thirds majority of quorum is required for the removal of the officer.

Section 8.06 If the officer is removed, the President may appoint an interim officer until a formal replace is elected. If the President is removed, the Vice-President may appoint an interim Vice-President until the formal replacement for the president is elected.

Article IX - Finances
Section 9.01 The organization of VOX may be funded through the Student Government Association. This will be supplemented by ticket sales revenue.

**Article X - Advisor**

Section 10.01 The Advisor(s) shall be the Humanities and Arts Director of Choral Music and/or his/her designee.

Section 10.02 The Advisor(s) shall not have voting privileges within the organization.

**Article XI - Amendments**

Section 11.01 Any amendments to this constitution shall be submitted in writing to the President.

Section 11.02 The proposed amendments shall be discussed during the next 2 scheduled meetings of the executive board.

Section 11.03 After open discussion, the amendments shall be voted upon by the officers; a majority is required for passage.

Section 11.04 If the Amendment passes by the officers it shall be submitted to the club at least one week before the next general meeting. The amendment will be discussed during the next general meeting and a final vote will be taken; a two-thirds majority is required for passage.

**Article XII - Parliamentary Authority**

Section 12.01 All decisions made by the executive board can be overridden by a two-thirds majority of the active membership of the club.

**Article XIII - SOC Enabling Clause**

Section 13.01 VOX agrees to abide by the policies of Worcester Polytechnic Institute as well as all federal, state, and local laws. Any changes to this constitution and/or bylaws will follow, in word and spirit, all WPI policies and all federal, state, and local laws.