

Bare Bodkin Theatre Company

Drafted January 19, 2003

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I. Mission Statement

Dedicated to providing an outlet for student playwrights and directors to produce their work on and off campus.

II. Role and Responsibility

The Bare Bodkin Theatre Company is charged with increasing the amount of student written and directed theatre throughout the Tufts' Medford/Somerville campus and in the surrounding communities as a means of generating more interest in the theatrical arts and supporting the incredible talents of primarily unrecognized artists. Currently, there exists an intense skepticism towards student written productions on campus. Additionally, there is a need on and off campus to provide theatre spaces for all interested directors. The company strives to accommodate the artistic visions of these students.

III. Membership

All company members will be current Tufts undergraduate students. Membership is awarded to students who attend one quarter of all general meetings, two of which can include the proposal meetings (see Proposals), and are involved in at least one company production.

IV. Board Membership

The board will consist of seven elected members (see Elections).

a) Executive Director

- a. Will oversee all operations of the company
- b. Will run all general and board meetings
- c. Will run all elections (see Elections)
- d. Will maintain Company Catalogue (a list of all company members)

- b) Artistic Director
 - a. Will oversee creative direction of the company
 - b. Will maintain Company Library (a library of collected plays and theatre-related materials)
 - c. Will serve as initial contact for all interested student writers and directors
 - d. Will direct a play in the event that no other play has been proposed
- c) Technical Director
 - a. Will oversee technical aspects of all company productions
 - b. Will be present at all technical rehearsals of company productions
 - c. Will schedule a meeting between the current productions' production staffs and the board
- d) On Campus Liaison
 - a. Will oversee all official on campus communication
 - b. Will take over for Executive Director in the event that s/he is unable to perform their duties
 - c. Will serve as liaison for all on campus organizations (i.e. departments, clubs, etc.)
- e) Off Campus Liaison
 - a. Will oversee all off campus communication
 - b. Will be responsible for booking all off campus performance spaces
 - c. Will maintain and update the Off Campus Locations Listing (a catalogue of all possible off campus performance and rehearsal spaces)
- f) Scheduling Manager
 - a. Will oversee rehearsal processes of all company productions
 - b. Will be responsible for booking all on campus performance and rehearsal spaces
 - c. Will maintain and update the On Campus Locations Listing (a catalogue of all possible on campus performance and rehearsal spaces)
 - d. Will take over for On Campus Liaison in the event that s/he is unable to perform their duties

- g) Business Manager
 - a. Will oversee all monetary aspects of the company
 - b. Will be in charge of fundraising, advertising and bookkeeping
 - c. Will manage producers of all company productions

V. Production Proposals

All proposals will be held at the end of the semester preceding the production.

- a) All interested writers and/or directors must draft a written proposal and attend the board meeting before the first proposal meeting so that the board can approve their production staff and their proposal.
 - a. If a member of the production staff is not a company member, they must be brought to the proposal meeting.
 - b. If the board sees fit, they may suggest a company member to be added to the production staff.
- b) All approved writers and/or directors will present their proposals at the general proposal meetings.

VI. Proposal Meetings

There will be two successive company proposal meetings.

- a) The first general proposal meeting will be the third to last general meeting of the semester.
 - a. At the first general proposal meeting, the proposals will be presented to the full group by the writer and/or director.
 - b. The writer and/or director must bring copies of the script
- b) The second general proposal meeting will be the second to last general meeting of the semester.
 - a. At the second general proposal meeting, the proposals will be discussed in an open forum mediated by the Executive Director.
 - b. The writer and/or director cannot be present at this meeting.

VII. Elections

All elections will be held at general meetings.

- a) Board elections

- a. All board elections will take place at the last meeting of the spring semester.
 - b. All candidates will prepare a speech to be presented at the meeting.
 - c. Voting will take place at the meeting following the speeches.
 - d. Only company members who have read the plays can vote.
 - e. All winners will be chosen using the plurality method.
- b) Proposal elections
- a. All proposal elections will take place at the second general proposal meeting.
 - b. Voting will take place at the meeting following the discussion of the proposals.
 - c. Only company members who have read the plays can vote.
 - d. All winners will be chosen using the majority method.

VIII. Constitutional Amendments

Amendments to the Constitution may be proposed by any member of the company at any time during a general meeting.

- a) A motion to amend the Constitution requires a second by another company member.
- b) An amendment to the Constitution will pass by a two-thirds present vote.
- c) All amendments must be approved by the TCUJ before being passed.