

Generic Theatre Company
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The Constitution of Generic Theatre Company

Preamble:

Generic Theatre Company (Generic) is a student run theatre company at The George Washington University. Generic offers all students the opportunity to pursue work on several theatrical productions a year whether through acting, technical, or supportive work. Generic pledges to uphold a professional theatre atmosphere and to put on seasons with a strong social consciousness that will engage and challenge the community.

Article I. NAME

Section 1: Generic Theatre Company

Article II. PURPOSE

Section 1: Generic Theatre Company was founded as a student-run theatre group in 1985 and is the oldest theatre group on campus. Over the years, Generic has grown into a group that has been consistently supported by the Department of Theatre and Dance and is known to offer shows (both plays and musicals) of a professional quality.

Section 2: Generic Theatre Company will put on at least one show every semester, as well as an annual Freshman Showcase and 24 Hour Play. The Company may put on more than one production at the Elected Board's discretion, but no more than 7 shows in a school year (including Freshman Showcase but not including 24 Hour Play). See Article VI for directing proposals and picking shows.

Section 3: Generic Theatre Company will abide by all University policies.

Article III MEMBERSHIP

Section 1: All registered GW students, both undergraduate and graduate are eligible for membership. All others including alumni, faculty, employees, and outside artists are considered guests of the company.

Section 2: Membership is gained by participating in one show, in any capacity, including but not limited to; acting, directing, design, technical positions or assistance, production positions or assistance, or publicity assistance.

Section 3: To maintain membership, members must continue to participate in some capacity in one show per additional academic year. Appeals may be made during unexpected circumstances, and evaluated by the Board, who can override a suspension of membership with a Board vote.

Section 4: All members have the right to vote in board elections, propose Constitutional amendments, run for board positions and participate in other company-wide votes put forth by the Board, such as voting for winners of Generic Awards.

Section 5: Members may withdraw from the organization at any time.

Section 6: There are no dues.

Section 7: The Generic Theatre Company will not discriminate on the basis of race, color, sex, sexual orientation, gender expression, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin.

Article IV THE EXECUTIVE BOARD

Section 1: There will be five offices of the Elected Board, who will be elected under the guidelines given in Article V. Each of these roles must have at least one representative, and not more than two at once through the academic year. In the event of having “co” positions, the duties for each “co” will be decided on between the “co’s” and announced to the Elected Board.

Section 2: These five offices will function to guide and support the company, in their specified titles, by producing the season and meeting the needs of the group and its goals to the best of their abilities. Their duties include:

collectively setting a season; choosing and supporting the directors in all production aspects of the theatre, including, but not limited to, budget, audition and rehearsal organization, technical needs, and publicity. CSE, the SA, and the Theatre Department provide support on the administrative level.

Section 3: The Executive Board will be made up of the following officers:

- a. The Executive Producer will be the leader of Generic, handling all of the logistical and administrative aspects of production. His or her duties include, but are not limited to: setting and overseeing an agenda for all board meetings and general body meetings; ensuring that the board runs cohesively; bringing all policy decisions to a vote; handling spacing scheduling through the necessary University channels; mediating conflict; ensuring board members meet their job descriptions; picking show dates in conjunction with the rest of board and Directors; requesting royalties and handling communication with royalties houses; and serving as a representative for the company to the Student Theatre Council, the Student Association, and the Center for Student Engagement in all matters. If the Board does not appoint an STC liaison, the Executive Producer will assume those responsibilities. The Executive Producer is responsible for coordinating with Financial Director regularly throughout the semester as well as actively seeking partnerships in the community, with other student organizations, and with other theatre groups. When the role of Financial Director is not filled, Executive Producer will assume all financial direction.

Clause 1: An Executive Producer assistant will serve as the Financial Director. The Financial Director will handle all financial aspects of productions. His or her duties include taking responsibility for all contracts and spacing fees; and handling of all finances, including creating a budget for the season, submitting and keeping track of reimbursements, company fundraising, and petitioning the SA for funds each semester. The Financial Director will work closely with the Executive Producer to ensure the company's operations.

- i. If there are no nominations for the position of Financial Director for the upcoming school year, the Executive Producer-elect will handle those duties as well.

- b. The Artistic Director will be the artistic manager of Generic, and he or she is responsible for setting forth an artistic vision for Generic's season and ensuring it is cohesively carried out by the rest of the Board members. His or her duties include, but are not limited to: exploring both creative and dynamic uses of resources; overseeing all other creative opportunities and artistic aspects of the company; overseeing all rehearsal processes from auditions through tech week, which includes regularly attending rehearsals; handling and mediating any artistic conflicts that arise during the show; and leading the Board in choosing the productions from the pool of proposals for the upcoming season.

- c. The Technical Director will work in conjunction with the Executive Producer and the Artistic Director to complete the artistic vision of each production within the outlined budget and will oversee all technical production aspects of the Company. His or her duties include, but are not limited to: coordinating and overseeing all technical aspects of each show (i.e. lighting, sets, sound, costumes, props, stage, etc..) or delegating those responsibilities to other qualified persons; maintaining contact with the directors, designers, and production team throughout the process; advising designers and production team members in their jobs with guides and meetings; TD responsibility also includes supervising Freshcase stage managers; aiding directors in filling technical positions; supervising technical designers; planning a production meeting for each show with the entire production team; overseeing strikes for all productions; maintaining performance spaces and ensuring the space's return to acceptable standards; and overseeing the storage of all Generic equipment and properties during the season, as well as maintaining inventory of said equipment and properties.

- d. The Director of Public Relations will ensure that all external relations for Generic are operated smoothly. His or her duties include, but are not limited to: working with the director to create a PR campaign for each show; designing or delegating the design of all publicity materials (i.e. posters, teaser campaigns, programs, etc.); overseeing the distribution of all publicity materials around both the Foggy Bottom and Mount Vernon campuses; using all of Generic's PR resources to the fullest (i.e. Facebook, Twitter, Generic's Listserv, etc.); keeping contact with the university press, radio, and all other PR outlets; handling all press related

matters; and overseeing the Generic email account and general communications with the Generic body. The Public Relations director is also responsible for designing all promotional wear (T-shirts) or materials (palm cards) and coordinating the Generic Awards committee. PR Director will manage and keep a record of all Generic history, including a digital copy of all posters and previous shows; this is particularly seen on the website.

Clause 1: Board members are voted in for a one-year term, and can only be removed by the guidelines set forth in Article IV, section 9.

Section 4: The Elected Board has the power to create auxiliary Board member positions, committees, or groups to aid them in their specified duties. The Elected Board may send out applications for assistants at any time. Assistants to each elected board position are chosen by their respective elected board member once the application period closes and there is no limit to the number of assistants allowed. Two assistant positions are the required STC Liaison and the optional Generic Historian/Dramaturge. The Elected Board will collectively vote on who will fill these positions. The duties of these positions will be outlined specifically by their elected counterpart at the time they are appointed, and upon completion of responsibilities as outlined in Article IV, section 6, auxiliary board members will be able to vote on all policy and day-to-day decisions of the company. The Board may eliminate or replace, at any time, an auxiliary Board position by a Board vote, outlined in Article IV, section 8.

Section 5: All elected Executive Board members are expected to do the following to the best of their abilities: attend all Executive Board meetings; attend production meetings for every show; attend all poster efforts and strikes; attend tech week rehearsals for each production; work door as available, fulfill their duties as described in Article IV, Section 3, and be aware of and support all company projects.

Section 6: All Board members are expected to do the following to the best of their abilities: attend all Board meetings; attend all poster efforts and strikes; work door as available; fulfill their duties as described in Article IV, Section 4, and be aware of and support all company projects. Auxiliary board members are required to attend at least three tech week rehearsals for every show; mandatory attendance is required at Sunday load-ins,

Wednesday final dress, and either Monday or Tuesday rehearsals. Attendance issues that present problems to the rest of board should be handled by the E-Board member of that assistant.

Section 7: All board members are required to follow the build and tech week requirements set out by the Executive Board for each production.

Section 8: The Executive Board will hold weekly meetings during the season, and sporadically throughout the year that are all called to business by the Executive Producer. All Board members must be notified of Board meetings. Board meetings are closed to the general public and non-Board members.

*Clause 1: Non-Board members may be called into meetings under circumstances of extreme duress by the Executive Producer.

*Clause 2: During weekly Board meetings that occur after a production, any member of the production team may be invited into the meeting to discuss the production process and shows. Production team members do not have the right to come to these meetings but can be invited under the discretion of the Board.

Section 9: The Executive Board may hold a 'board vote' as a means for making policy decisions. All elected and auxiliary members must participate in a board vote. There must be a majority of the whole board and a majority of the Elected Board voting in favor of a provision for a decision to be made. It is the Executive Producer's responsibility to call all issues motioned by the board to a vote.

Section 10: Board members, upon not meeting their Board obligations, can be removed from Board with a Board vote (as outlined in Article IV, section 9) after receiving two verbal reprimands from anyone on the E-Board and one written reprimand.

Section 11: Vacancies on the Executive Board will be filled by a qualified member until the next general elections occur. Nominations for the vacant office will be accepted from both the Executive Board officers and the General Body, and a replacement will be selected by a unanimous E-board decision.

Section 12: Generic Awards will be run by a subcommittee chaired by the PR Director(s) and will include a representative from each board position. The event is open to all members of the Company and guests.

Section 13: In regards to participating in Generic shows and being an Elected Board Member, AD(s) is (are) and TD(s) is (are) restricted from acting in or directing any Generic Production during their term. EP(s) can only act in Generic Productions in the event that he/she has a Co. All other Board Members may participate as actors or directors (see Article VI for Directing Proposals).

Article V EXECUTIVE BOARD ELECTIONS

Section 1: Elections are held once a year each Spring via email ballots.

Section 2: Elections should be held early enough to allow the new Board to work with the previous Board on at least one show to acclimate new officers to Generic operations.

Section 3: An Election Official will officiate these elections. The Artistic Director will act as this Election official unless he/she are seeking reelection. Then the election official to oversee the elections will be derived from the following ordered list, eliminating candidates running for reelection: the Executive Producer, the Financial Director, the Technical Director, the Director of Public Relations, or an impartial representative agreed upon by the Board unanimously.

Section 4: Elections will be held through an email account established by the election official that is not the regular GWU email account.

Section 5: Candidates for office must be a Generic member and are given a week to submit their candidacy after the elections have been announced. The Candidates are all then asked to give a campaign statement, which will be released to the General Body. Candidates can run for more than one position.

Section 6: The Elections will be held in the following order: Executive Producer, Artistic Producer, Technical Director, Director of Public Relations,

Financial Manager.

Section 7: No member may hold more than one position at a time.

*Clause 1: A member may hold more than one position in (a) a time of extreme duress (b) in the event that a Board member is impeached or resigns, another Board member may fulfill their duties until the position is filled and agreed upon by all Executive Board members.

Section 8: Each office will be filled by the candidate who receives the greatest number of votes. In the case of a tie, there will be a run-off election. In the event that one person wins two positions, they will be given their choice role in the company, with the other position filled by the person with the second highest votes in that category.

Section 9: Non-members may not vote. Voting is restricted to rising sophomores, juniors, and seniors. Graduating seniors may not participate, unless they will be continuing their education at GW the following year as Graduate Students. No late ballots will be accepted.

Section 10: The Election Official will tabulate the votes and announce the new board to the body through email.

Section 11: The new Elected Board will shadow the old elected board during the last production of the semester. The new board will begin their duties by officiating over the proposal process and sending out applications for assistants for the Fall semester. The new Elected Board will be officially sworn in at Generic Awards.

Article VI DIRECTING PROPOSALS

Section 1: Shows will be picked before the semester in which they will be produced. There will be a two-week period after the announcement of accepting Directing Proposals. Anyone may submit a directing proposal, including Auxiliary and Elected Board Members (Except for AD— See Article IV Section 13).

Section 2: Short-term projects and staged readings must be approved by a unanimous Elected Board vote.

Note: A “short term project” is hereby defined as: miscast musicals, cabarets, senior theses, etc.

- Section 3: Proposals will include a physical or digital (preferably digital) copy of the script, a copy of the proposal emailed for the Board, and the director's concept and plan for production.
- Section 4: Directing Proposals will be considered and reviewed by the Elected Board. Proposals will go through an interview process and will be voted upon by the Elected Board only. The season will be selected in conjunction with the Artistic Director's artistic vision/theme and the considerations of the Department's production calendar. Each Elected Board member will receive one vote per proposal. Each proposal will be voted on, and if it receives the majority of votes, it is a part of the season. In the event of a tie, the AD(s) will be the deciding factor.
- Section 5: Deciding on Freshman Showcase: Freshman Showcase is to be determined by the AD(s). Interviews need not be conducted for Freshman Showcase selections. Freshman Showcase should be limited to no more than 1.5 hours' worth of material.
- Section 6: The Executive Board is given complete discretion in picking a season. Previously interviewed directors may be sought out and asked to re-interview; the Board may entertain new scripts after the proposal deadline.
- Section 7: In the event an Elected Board member (not an AD) submitted a proposal, they must recuse themselves from the show picking process and lose their vote during deliberations.

Article VII THE SEASON

- Section 1: The Freshman Showcase, 24 Hour Play, and The Generic Awards are to remain permanent events held annually by Generic Theatre Company.
- Section 2: Participation in The Freshman Showcase, with exception of directors, is reserved for first time students at The George Washington University. This may also include transfer students and first year graduate students.

Section 3: The Artistic Director (s) is/are in charge of coordinating and delineating responsibility for The Freshman Showcase and 24 Hour Play.

Article VIII FINANCES

Section 1: Financial Support is petitioned for from the Student Association by the Financial Director at the beginning of each semester. Financial records are kept to date by the Financial Director, and overseen by the Executive Producer.

Section 2: Generic Theatre Company is a non-profit organization, and all donations from audiences will be returned to the financing of future productions, company needs, and events.

Section 3: The Financial Director will collaborate with the Executive Producer to create a budget for each performance and event for the semester at the beginning of each academic year. The Director of Public Relations will create a Public Relations budget at the beginning of each academic year. The Technical Directors will create a Technical budget at the beginning of each academic year. The Elected Board will have access to all budgets both via email and in the official drive.

Article IX AMENDMENTS

Section 1: Any member of Generic Theatre Company may request a copy of the Constitution (Available on the Website) and propose an amendment.

Section 2: Amendments will undergo a “Board Vote” as outlined in Article IV Section 9.