

Constitution of Brown University Gilbert & Sullivan

Revised and updated this 24th day of the month of April in the year 2013

Preamble

WE, the people of Brown University Gilbert & Sullivan, in order to expand the realm of topsy- turvydom to new areas, do hereby declare the existence of a new group on the campus of Brown University.

Article I: Name, Purpose, and Membership

§1. Name

The name of the group shall be Brown University Gilbert & Sullivan, hereinafter referred to as BUGS.

§2. Purpose

The purpose of BUGS shall be the performance of the various works of Sir Arthur Seymour Sullivan and Sir William Schwenck Gilbert, in addition to works which they have significantly influenced or inspired, for the amusement and edification of the greater Brown University community. BUGS productions shall be open to as many members of the Brown community as finances and space permit; limitations will be at the discretion of the director.

§3. Membership

A person is considered a member of BUGS if any of the following apply:

1. That person is or has been a cast member, orchestra member, production staff member, or crew member for a BUGS show.
2. That person has previously attended at least one BUGS meeting.
3. A 3/4 majority of the D'Oyly Carte votes to make that person a member.

A person's BUGS voting membership may be revoked by 4/5 vote of the entire D'Oyly Carte.

Article II: If You Want to Know Who We Are (Nomenclature)

§1. Executive Board

1. The executive board shall be known as the D'Oyly Carte in all official documents.
2. The president shall be known as the Lord Chancellor in all official documents.
3. The vice president shall be known as the Lord High Substitute in all official documents.
4. The treasurer shall be known as Our Admiralty's First Lord in all official documents.
5. The secretary shall be known as the Grand Inquisitor in all official documents.
6. The social chair shall be known as the Queen of the Faeries in all official documents
7. The publicity chair shall be known as the Pirate King in all official documents.
8. The technology officer shall be known as the Sorcerer in all official documents.
9. The archivist shall be known as the Mistress of the Doeounds in all official documents.
10. The member-at-large shall be known as Old Adam in all official documents.

§2. Production Staff

1. The production staff, crew, director, and music director shall be known as the Aesthetes in all official documents.
2. The sole principal director shall be known as Gilbert in all official documents.
3. The sole principal music director shall be known as Sullivan in all official documents.

Article III: The D'Oyly Carte (Executive Board)

§1. Membership

1. The D'Oyly Carte shall consist of the Lord Chancellor, Lord High Substitute, Our Admiralty's First Lord, Grand Inquisitor, Queen of the Faeries, Pirate King, Sorcerer, Mistress of the Doeounds, and Old Adam.
2. No position on the D'Oyly Carte may be held by more than one person.
3. Only Brown undergraduate members of BUGS, as defined in §I.3 and pursuant to SAO regulations, may be full members of the D'Oyly Carte.

§2. Associate Membership

1. Each position other than Lord Chancellor, Lord High Substitute, and Old Adam may have one or more associate positions to assist with the duties of the regular position. Any member fulfilling an associate position shall be an associate member of the D'Oyly Carte.
2. An associate member shall be granted all privileges associated with D'Oyly Carte membership except the right to vote on D'Oyly Carte business.
3. Associate membership in the D'Oyly Carte is open to all members of BUGS.

§3. Duties

1. The D'Oyly Carte serving during the fall production shall select the spring production from the works of W. S. Gilbert and/or Arthur Sullivan, or from works thus inspired. They shall then accept applications for the positions of Gilbert and Sullivan as specified in §III.3.4.
2. The D'Oyly Carte serving during the spring production shall accept applications for the positions of Gilbert and Sullivan, where each application proposes a production from the works of W. S. Gilbert and/or Arthur Sullivan, or from works thus inspired, as specified in §III.3.4.
3. Works not written by W.S. Gilbert and/or Arthur Sullivan shall not be chosen by the D'Oyly Carte more than once per academic year.
4. The D'Oyly Carte shall accept and review director applications and appoint Gilbert and Sullivan by 3/4 majority vote at a special meeting of the D'Oyly Carte. Members of the D'Oyly Carte who have applied shall refrain from participating in all discussion and voting pertaining to the applications.
5. Each member of the D'Oyly Carte shall be responsible for the smooth transition of powers to the next member of the D'Oyly Carte in the same position.
6. The D'Oyly Carte shall announce BUGS general body meetings at least four days ahead of time and issue a reminder the day before a meeting is to take place.
7. Each member of the D'Oyly Carte has the responsibility and authority to perform other show- related duties as necessary.
8. The D'Oyly Carte shall have the power to make and amend by-laws. The scope of the by- laws shall include those laws deemed necessary for the management and operation of the D'Oyly Carte.

§4. The Lord Chancellor (President)

1. The Lord Chancellor shall be the chief executive officer of BUGS.
2. The Lord Chancellor shall chair all general body meetings and meetings of the D'Oyly Carte.
3. The Lord Chancellor shall be responsible for ensuring that all other members of the D'Oyly Carte fulfill their responsibilities and complete any additional tasks assigned to them.
4. The Lord Chancellor shall have the authority to call emergency meetings of the D'Oyly Carte.

5. The Lord Chancellor shall assume the position of Gilbert if no suitable applicant is found.
6. The Lord Chancellor shall familiarize himself with this constitution and these by-laws and ensure that they are followed.

§5. The Lord High Substitute (Vice President)

1. The Lord High Substitute shall perform BUGS-related duties as assigned by the Lord Chancellor.
2. The Lord High Substitute shall assume the duties of any board member who leaves office until a replacement can be elected at a BUGS general body meeting.
3. The Lord High Substitute shall maintain communications with other Gilbert and Sullivan groups.
4. The Lord High Substitute shall be responsible for planning and coordinating all community service and community outreach projects undertaken by BUGS.
5. The Lord High Substitute shall be responsible for emails received at the BUGS email address.
6. The Lord High Substitute shall perform the duties of the Lord Chancellor in the event of the Lord Chancellor's absence.

§6. Our Admiralty's First Lord (Treasurer)

1. Our Admiralty's First Lord shall submit a budget request to the Undergraduate Finance Board (UFB) every spring. Our Admiralty's First Lord shall be responsible for appealing any UFB budgeting decision if the D'Oyly Carte deems it necessary.
2. Our Admiralty's First Lord shall prepare a semester budget plan by the first D'Oyly Carte meeting of the semester. At this meeting, Our Admiralty's First Lord shall present the budget plan for the approval of the D'Oyly Carte. The budget plan should allot money to Gilbert, the Pirate King, and the Queen of the Faeries for their respective duties throughout the semester. Our Admiralty's First Lord shall be responsible for enforcing the budget throughout the semester.
3. Our Admiralty's First Lord shall be responsible for requesting additional funding from UFB at the discretion of the D'Oyly Carte.
4. Our Admiralty's First Lord shall be responsible for all communication of a financial nature with the Student Activities Office (SAO) and UFB, including, but not limited to, reimbursements and purchase orders.
5. Our Admiralty's First Lord shall maintain an accurate record of all BUGS financial transactions.
6. Our Admiralty's First Lord shall be responsible for collecting and managing all donations and raised funds in accordance with all regulations regarding financial transactions set forth by the SAO.

§7. The Grand Inquisitor (Secretary)

1. The Grand Inquisitor shall record minutes at all BUGS general body meetings and meetings of the D'Oyly Carte.
2. The Grand Inquisitor shall make minutes of BUGS general body meetings available to all BUGS members and distribute minutes of D'Oyly Carte meetings to members and associate members of the D'Oyly Carte.
3. The Grand Inquisitor shall be responsible for the reservation of performance spaces.
4. The Grand Inquisitor shall be BUGS' liaison to all University offices not enumerated elsewhere in this document.

§8. The Queen of the Faeries (Social Chair)

1. The Queen of the Faeries shall be responsible for the organization of all BUGS social events.
2. The Queen of the Faeries shall be responsible for proactively ascertaining the necessity of and providing all necessary refreshments at social gatherings.

§9. The Pirate King (Publicity Chair)

1. The Pirate King shall be responsible for the design, production, and distribution of all BUGS tableslips, posters, and other forms of publicity.
2. The Pirate King shall alert relevant organizations, including, but not limited to, local newspapers, on-campus publicity, and other Gilbert and Sullivan societies, of all upcoming BUGS performances.
3. The Pirate King shall be responsible for all program ad sales.
4. The Pirate King shall be responsible for the design and creation of programs.

§10. The Sorcerer (Technology Officer)

1. The Sorcerer shall be responsible for the ticket reservation system and all ticket reservations.
2. The Sorcerer shall be responsible for the upkeep and maintenance of the BUGS website and other representations of BUGS online.
3. The Sorcerer shall be responsible for the creation and maintenance of all BUGS listservs.
4. The Sorcerer shall be responsible for the upkeep and maintenance of the BUGS Compendium of Useful Minutiae (BUGSCUM).

§11. The Mistress of the Doeounds (Archivist)

1. The Mistress of the Doeounds shall store and maintain copies of any and all recordings and programs of BUGS productions and events and minutes of all meetings.
2. The Mistress of the Doeounds shall store and maintain all properties, costumes, scores, and miscellany belonging to BUGS.
3. The Mistress of the Doeounds shall arrange for the recording of at least one performance of each production.
4. The Mistress of the Doeounds shall maintain a database of interested alumni and their contact information.
5. The Mistress of the Doeounds shall be responsible for providing materials for activities fairs and other campus recruitment events.

§12. Old Adam (Member-at-Large)

1. Old Adam shall perform tasks as assigned by the D'Oyly Carte.

Article IV: The Aesthetes (Production Staff)

§1. Membership

1. All Aesthetes except for Gilbert and Sullivan shall be appointed by the Gilbert.
2. Every Aesthete shall be empowered to appoint one or more assistants with approval from the Gilbert.

§2. Gilbert and Sullivan (Director and Music Director)

1. Gilbert and Sullivan may have one or more co-directors and assistants. In this case, the terms of their collaboration shall be made explicit to the D'Oyly Carte prior to auditions for the show.
2. Gilbert, Sullivan, and their designated co-directors and assistants shall be collectively referred to as the Directorial Staff.

§3. Responsibilities of Gilbert

1. Gilbert shall have the final say on all artistic decisions involved in the production, including lyric alterations, cuts, insertions, and all other artistic and musical aspects of the show.
2. Gilbert shall be responsible for the assembly and selection of the other Aesthetes, with the exception of Sullivan; Sullivan shall be chosen by the D'Oyly Carte as explained in §III.3.4.
3. Gilbert shall be responsible for the staging of all scenes and the nonmusical preparation of all actors.

§4. Responsibilities of Sullivan

1. Sullivan shall be responsible for the assembly, preparation, and conducting of the orchestra. Sullivan shall hold auditions for all orchestra members.
1. Sullivan shall be responsible for the musical preparation of all actors.
2. Sullivan shall be responsible for the acquisition and distribution of music to the orchestra.

§5. Joint Responsibilities of Gilbert and Sullivan

1. Gilbert and Sullivan shall audition and cast each production together, with all decisions based on current auditions.

§6. Selection Parameters

1. All casting shall be based solely on audition, with preference in casting will be given to qualified undergraduate and graduate students of Brown and RISD.
2. No decision regarding the selection of the cast, orchestra, or Aesthete shall be based on race, color, religious beliefs or lack thereof, age, national or ethnic origin, disability, status as a veteran, sexual orientation, gender identity, gender expression, or sex.

Article V: Finances

§1. Student Activities Office

All expenses of BUGS shall be paid through the Office of Student Activities, and all funds collected by the group from any source shall be deposited with the Office of Student Activities. BUGS agrees to follow all regulations regarding all financial transactions as set forth by the Office of Student Activities.

Article VI: Ratification and Amendment

§1. Ratification

This Constitution may be ratified by a simple majority of present BUGS members at a previously announced general body meeting with a quorum of the D'Oyly Carte present.

§2. Amendment

Amendments may only be ratified by a 3/4 majority of present BUGS members at a previously announced general body meeting with a quorum of the D'Oyly Carte present. Once an amendment has been approved, it shall be given to the UCS Coordinator of Student Activities at least two (2) full days before the next regularly scheduled full council meeting. Upon receipt of a simple majority from UCS, the amendment shall be considered a formal part of the BUGS constitution.

By-Laws of Brown University Gilbert & Sullivan

Revised and updated this 13st day of the month of March in the year 2015

Article I: Meetings

§1. D'Oyly Carte Meetings

1. The D'Oyly Carte shall meet regularly when school is in session.
2. An assembly of least 2/3 of the entire D'Oyly Carte shall be considered a quorum.
3. No deciding votes may be cast by the D'Oyly Carte without a quorum.
4. In this constitution and these by-laws, votes of the D'Oyly Carte refer to votes of a quorum of the D'Oyly Carte unless otherwise specified.
5. All D'Oyly Carte meetings shall include the formation of a committee or position whose duties are purely nominal and should not be carried out.
6. All D'Oyly Carte meetings shall conclude with the sentencing of one or more persons to death. This sentence shall expire at the beginning of the next meeting and shall not be carried out.
7. D'Oyly Carte meetings shall be open to all, but may be closed at any time by a majority vote of the D'Oyly Carte.
8. While a production is underway, at least one member of the Directorial Staff shall attend all D'Oyly Carte meetings unless directed otherwise.
9. The Lord Chancellor shall call an emergency D'Oyly Carte meeting at the written request of three members of the D'Oyly Carte. The request shall contain the business to be discussed at the meeting.

§2. BUGS General Body Meetings

1. For the purpose of electing a new D'Oyly Carte, a BUGS general body meeting shall be called prior to the last regular D'Oyly Carte meeting of the semester.
2. Other BUGS general body meetings may be called at the discretion of the D'Oyly Carte.
3. General body meetings shall be open to all BUGS members.

Article II: Elections and Appointments

§1. Timing of Elections

1. Elections shall be held prior to the last regular D'Oyly Carte meeting of each semester.
2. All offices of the D'Oyly Carte shall be elected each semester and serve for the subsequent semester, with the exception of those enumerated in §II.1.3 and §II.1.4.
3. The Lord Chancellor shall be elected yearly in the fall semester and serve for the subsequent spring and fall semesters.
4. Our Admiralty's First Lord shall be elected yearly in the spring semester and serve for the subsequent fall and spring semesters.

§2. Election Procedures

1. Following the election of the Lord Chancellor, Our Admiralty's First Lord, and the Aged Deity (if applicable), elections shall proceed as follows:
2. All members of BUGS eligible for and interested in running for one of seven, non-hierarchical voting spots on the D'Oyly Carte shall pick a number (1-n) out of a hat.

3. In the order of numbers selected each candidate will give a speech, not to exceed three minutes, wherein they state their qualifications for and interest in the board. Each statement shall be followed by a question and answer period, not to exceed three minutes.
4. A relatively un-involved, experienced member of the BUGS Board (Lord Chancellor, Aged Deity, or Our Admiralty's First Lord) shall take detailed, anonymous notes in a view-only document to be shared with voters who may not be present for all of elections.
4. After each question and answer period, the candidate will leave the room, and all members of BUGS may participate in discussion about their qualifications for election, not to exceed five minutes.
5. After each individual is discussed, they will re-enter the room and the next candidate shall begin their speech.
6. Once all candidates for the board have made statements, answered questions, and been discussed, they shall each have no more than one minute, in reverse order of their statements, in which to make a follow-up statement with final points in their favor.
7. All voting members of BUGS will anonymously write the names of their seven choices on a sheet of paper, which they will hand to that semester's Lord Chancellor, who shall tally the votes.
 - 7a. If the Lord Chancellor is running for election as a voting, non-hierarchical member, Our Admiralty's First Lord shall tally the votes.
8. In the case of a tie, there shall be a run-off vote among all tied candidates to elect the remaining positions. Should this get down to two candidates, the winner must receive greater than fifty percent of the vote from voters in the room.
9. The new board shall meet at least once in that same semester, in order to appoint the enumerated positions in §II.1. The board shall discuss and appoint the following positions: Lord High Substitute, Queen of the Fairies, Pirate King, Sorcerer, Mistress of the Doehounds, Grand Inquisitor, Old Adam.
10. In the event of a contested internal position, all members of the D'Oyly Carte (including associates) shall vote for one of the candidates. This blind vote shall be counted by the Lord Chancellor. The candidate with greater than fifty percent of the vote shall win the contest.

§3. Voting Procedures

1. Any BUGS member present for at least part of elections shall be an eligible voter. Should a member need to arrive late to or leave early from elections, they will be shared on the view-only notes document. Upon reviewing information from the sections they missed, they will then be eligible to vote for the seven non-hierarchical spots. To be eligible to vote for the Lord Chancellor or Our Admiralty's First Lord, BUGS members must be present in the room of elections.
2. Voting shall be conducted by the Lord Chancellor. Should the Lord Chancellor be absent from the room, Our Admiralty's First Lord shall conduct voting, except in the case of their own election, where voting shall be conducted by the Aged Deity followed by the Lord High Substitute. All references to the Lord Chancellor within §II.4 shall refer to the person conducting voting.
3. Voting shall be secret to all present, excepting the Lord Chancellor.
4. Every eligible voter may cast no more than seven votes, and may vote for any individual only once.

5. Any BUGS member may abstain from the vote in full, but no member shall abstain in part - each person must vote for either seven candidates or none.

6. The seven candidates who receive the most votes shall be appointed, non-hierarchically, to the D'Oyly Carte for the following semester.

§4. Associate Positions

1. The board shall be limited to accepting no more than three associates for a fall semester term and no more than four associates for a spring semester term.
2. After the election of Old Adam, all individuals interested in holding an associate position, in absence of all other candidates, shall give a brief oral statement indicating the associate positions they are interested and why.
3. All candidates for associate positions shall leave the room of elections together, and enter one at a time for a question and answer period of up to three minutes. Candidates may be discussed in the room in between each of their question and answer periods for no more than five minutes per person.
4. Any BUGS member who is not a candidate for an associate position shall be an eligible participant for voting and discussion.
5. Newly elected officers shall indicate their preference for any associates with whom they would particularly like to work.
6. All eligible and present BUGS members shall discuss and vote on the appointment of all associate positions.

§5. Transition of Power

1. Newly elected positions take effect at the conclusion of the current semester.

§6. President Emeritus

1. The office of president emeritus shall be known as the Aged Deity in all official documents.
2. The Aged Deity will be granted all privileges associated with D'Oyly Carte membership except the right to vote on D'Oyly Carte business.
3. The position of Aged Deity shall be available only in the special case of an undergraduate who has previously served as Lord Chancellor on the D'Oyly Carte remaining an active undergraduate student at Brown for at least one semester beyond their term as Lord Chancellor.
4. Appointment to the position of Aged Deity will last for the duration of the individual('s)' time as an active undergraduate.
5. Should an eligible undergraduate wish to hold the position of Aged Deity, the election will be held prior to all other elections as defined in §II.3.1

Article III: Dismissal

§1. Impeachment

1. Members and associate members of the D'Oyly Carte may be impeached by a 4/5 vote of the entire D'Oyly Carte excepting the officer in question.
2. Pursuant to §III.5.2 of this constitution, the Lord High Substitute shall assume the duties of any member of the D'Oyly Carte who is impeached until a replacement can be elected.

§2. Dismissal of Aesthetes

1. Any member of the Directorial Staff may be dismissed by a 4/5 vote of the entire D'Oyly Carte.
2. Gilbert has the authority to dismiss any Aesthete including another member of the Directorial Staff, unless the dismissal is contrary to the terms of the acceptance of Gilbert's proposal.

3. Any Aesthete may be dismissed by majority vote of the D'Oyly Carte when in violation of this constitution, these by-laws, or any local, state, federal, or University laws, including but not limited to those relating to sexual harassment and discrimination.

§3. Dismissal of Cast and Orchestra Members

1. Cast and orchestra members may be dismissed by majority vote of the D'Oyly Carte when in violation of this constitution, these by-laws, or any local, state, federal, or University laws, including but not limited to those relating to sexual harassment and discrimination.
2. Cast members may be dismissed by agreement of Gilbert and Sullivan.
3. Orchestra members may be dismissed by Sullivan.

Article IV: Miscellany

1. All powers not specifically delegated in this constitution or these by-laws are reserved to the D'Oyly Carte.
2. Should the Lord Chancellor be in the role of Gilbert or Sullivan, the Lord High Substitute shall assume the Lord Chancellor's duties on the D'Oyly Carte for the duration of the production.
3. No member of BUGS may represent BUGS without approval of the Lord Chancellor or the majority vote of the D'Oyly Carte, except as specified in this constitution.
4. The D'Oyly Carte shall appoint a member of BUGS as a representative to the Alumnae Hall Advisory Board (AHAB). The representative to AHAB shall be a year-long position starting in the fall semester and ending in the spring semester.

Article V: Suspension and Amendment

1. The D'Oyly Carte shall have the power to suspend these by-laws by a 3/4 vote of the entire D'Oyly Carte.
2. The D'Oyly Carte shall have the power to add and amend by-laws by a 3/4 vote of the entire D'Oyly Carte.