

# **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 3<sup>rd</sup> day of the month of May in the year 2012

## **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. Nominations**

1. Any eligible member of BUGS as specified in §III.1.3 and §III.2.3 of this constitution may be nominated by any member of BUGS to any D'Oyly Carte office up for election according to §II.1.2, §II.1.3, and §II.1.4 of these by-laws.
2. A nominee shall be considered a candidate for the office in question upon acceptance by the nominee only after the nomination has received a second from another member of BUGS.
3. Nominations shall be taken by the Lord Chancellor in the order specified in §II.3.1 of these by-laws.

### **§3. Election Procedures**

1. Elections shall be held by the Lord Chancellor in the following order: Lord Chancellor, Lord High Substitute, Our Admiralty's First Lord, Queen of the Fairies, Pirate King, Sorcerer, Mistress of the Doehounds, Grand Inquisitor, Old Adam.
2. After nominations for an office have taken place as specified in §II.2, each candidate, in order of nomination and in absence of all other candidates, shall present a brief oral statement and be subject to a brief question and answer period.
3. After all candidates have undergone the procedure specified in §II.3.2, discussion shall be conducted in absence of all of the candidates, moderated by the Lord Chancellor.
4. Upon a request by any BUGS member, the Lord Chancellor shall call a vote to end discussion, which shall pass by a simple majority of BUGS members present.
5. At the conclusion of discussion, voting shall commence according to §II.4.

#### **§4. Voting Procedures**

1. Any BUGS member present who is not a candidate for the office in question shall be an eligible voter.
2. Voting shall be conducted by the Grand Inquisitor. Should the Grand Inquisitor be absent from the room, the Lord Chancellor shall appoint a proxy to conduct voting. All references to the Grand Inquisitor within §II.4 shall refer to the person conducting voting.
3. Voting shall be secret to all present, excepting the Grand Inquisitor.
4. Every eligible voter may cast no more than one vote.
5. After reading the entire list of candidates, the Grand Inquisitor shall call for abstentions.
6. A candidate receiving a majority of votes shall be elected to the office in question. If no candidate receives a majority of votes, the candidate who received the fewest number of votes shall be removed from the list of candidates and another vote shall be taken in accordance with §II.4.
7. If an unopposed candidate fails to receive a majority of votes, no candidate is elected, and nominations shall be reopened in accordance with §II.2 to those who were not candidates.

#### **§5. Associate Positions**

1. After the election of old Adam, associate positions may be elected if there are any interested parties. The voting procedure shall be held in accordance with §II.4.
2. Pursuant to §II.4, if an unopposed candidate fails to receive a majority of votes, no candidate is elected, and the associate position in question shall remain empty.

#### **§6. Transition of Power**

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

### **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.