**Off The Lake Productions Bylaws**

1. Mission Statement
   1. Off the Lake Productions aims to enhance the student experience and establish a spirit of community through theatre, service, and impactful dialogue at The Ohio State University.
2. Purpose
   1. To act as a guide for organization, communication, and consistency for the future of Off the Lake Productions at The Ohio State University.
   2. To outline specific duties, definitions, due dates, responsibilities, procedures, etc.
   3. To give guidance to future members of Off the Lake.
3. Definition
   1. Off the Lake is a student-run, service-based theatre organization that produces an annual Cabaret, Musical, Play, and a series of One-Act Plays during the academic year at The Ohio State University.
   2. Off the Lake will not discriminate on any level, including (but not limited to) race, religion, gender identity or expression, age, color, veteran status, national origin, sexual orientation, or amount of experience.
   3. General Members are defined as current students at The Ohio State University who have achieved the requirements defined in X.G. and at least one of the following conditions:
      1. Have been accepted into the Musical or Play through either the audition processes of Cast or Pit, or through the application process for Crew or Peer Theatre.
      2. An individual who in a previous year achieved General Membership as defined previously will maintain General Membership status.
   4. The incentive system for earning OTL Points as defined in X.F.
   5. Off the Lake will always be student-run in aspects including, but not limited to, direction, musical considerations, choreography, set construction, financing, and publicity.
   6. Proceeds of admission (in the form of canned goods/monetary donations) will be submitted to non-profit organizations, such as the Mid-Ohio Food Bank.
      1. The annual non-profit charity will be chosen following the Annual Charity Discussion during Spring Semester once the new service chair(s) has been selected.
         1. Any member can send in and present on a charity of their choice.
         2. All OTL general members may vote on the charity of the year which will be chosen by the charity which receives the majority of the votes of those presented.
         3. Must reach out to charity coordinators and complete a presentation to see if the charity is a good fit for Off the Lake.
   7. Off the Lake will encourage and provide opportunity for all members to participate in community service.
   8. Members are allowed to abstain on any vote where a vote is present.
   9. A large scale production with Off the Lake Productions is defined as a Musical, Play or Peer Theatre One Acts in any given season. If no interested parties fulfill this requirement, the application process will be opened to those whose experience is limited to only one large scale production.
      1. The ability to participate in more than one large scale production will be left up to the discretion of the Directors and President.
4. Advisor
   1. Stays in close contact with all members of the organization, as well as regularly meeting with the leaders of the organization.
   2. Ensures that the organization truly is “student run.”
   3. Aids in any way necessary and interacts with General Members.
      1. Not required at rehearsals, but regular presence throughout the process is encouraged.
      2. May serve as Ex Officio Member of the audition board if expressly asked to do so by the Directors and President.
   4. Specifically advises, meets with, and works in collaboration with the Treasurer to take care of all financial issues.
   5. Acts as Faculty/Staff link to the University.
      1. Reservation of performance halls/rehearsal space (along with Directors and President and Organization Chair).
      2. Acts as an advocate for the organization.
      3. If possible, at least one advisor should be affiliated with University Housing.
   6. Partakes in grant writing and fundraising.
   7. Responsible for tallying votes for new Directors and President.
5. President, Musical Director, Play Director, Peer Theatre Director
   1. Leadership in the organization shall be fulfilled by a President, Musical Director, Play Director and Peer Theatre Director.
   2. The President may be one or two people sharing the position as Co-Presidents. The respective Directors may be one or two people sharing the position as Co-Directors. For the remainder of this document they will be referred to as the singular (i.e. President, Musical Director, Play Director, Peer Theatre Director).
   3. President
      1. Applicants must have been on the Executive Board for at least one previous year. If no interested parties fulfill this requirement, the application process will be opened to those with no E-board experience.
      2. Responsible for logistical and administrative tasks for Off the Lake.
      3. Directly oversees and works with the Administrative executive board, the show directors, and the general members of the organization.
      4. Assists Organization Chair in determining incentives for OTL Points.
      5. Works with Advisors to set up class through the school of music for a small ensemble credit.
      6. Plans and runs Executive Board meetings.
      7. Works with Advisors and Organization Chair to reserve rehearsal spaces.
      8. Stays updated in grant writing, partakes in fundraising, and publicity efforts.
      9. Responsible for all other needs of the organization.
      10. Required to attend President’s training through the Ohio Union.
      11. All applicants must have earned the required service hours as defined in X.G. and a minimum number of OTL Points required in that year to be eligible to apply.
   4. Musical Director
      1. Applicants must have participated in 1 previous Spring Musical and one other large scale production (as defined in III.i.). If no interested parties fulfill this requirement, the application process will be opened to those whose experience is limited to only one large scale production.
      2. Creates vision of the productions as a whole.
      3. Directly oversees and works with the Musical Artistic Team and the cast of the show.
      4. Oversees creation of rehearsal calendar.
      5. Oversees the entire rehearsal process.
      6. Runs acting rehearsals.
      7. Blocks the show prior to each blocking rehearsal.
      8. Responsible for developing a Director’s concept to be used by the Artistic Director.
      9. All applicants must have earned the required service hours as defined in X.G. and a minimum number of OTL Points required in that year to be eligible to apply.
   5. Play Director
      1. Applicants must have participated in 1 previous Play production and one other large-scale production (as defined in III.i). If no interested parties fulfill this requirement, the application process will be opened to those whose experience is limited to only one large scale production.
      2. Creates vision of the play.
      3. Directly oversees and works with the Play Artistic Team and the cast of the play.
      4. Oversees creation of play rehearsal calendar.
      5. Oversees the entire play rehearsal process.
      6. Runs acting rehearsals for the play.
      7. Blocks the show prior to each blocking rehearsal.
      8. Responsible for developing a Director’s concept to fulfill all set, lighting, prop, and costume needs for the play.
      9. All applicants must have earned the required service hours as defined in X.G. and a minimum number of OTL Points required in that year to be eligible to apply.
   6. Peer Theatre Director
      1. Applicants must have been a general member for at least one year of Peer Theatre, be a trained facilitator, and have been active for at least one prior semester in Peer Theatre. If no interested parties fulfill these requirements, the application process will be opened up to those without active membership, and then those without facilitator training.
      2. Create a strategic vision of Peer Theatre on a year-to-year basis, giving thought to any changes in University Housing policies and trends in Housing reported by Advisors and other members of the Student Life community.
      3. Select writers, actors, and support personnel from Peer Theatre general membership.
      4. Applicants must show a thorough understanding of social inequalities and college transition topics, as well as a level of comfortability in discussing these and willingness to always learn more.
      5. Oversee writing process, guiding the writers to draw on their own experiences, multicultural center discussions and meetings, and trends on campus to create conversation-starting skits with themes that relate to the pillars of Involved Living.
      6. Responsible for logistical and administrative tasks for Peer Theatre, such as RA outreach, skit scheduling, STEP PDC scheduling, and running and planning Peer Theatre meetings.
      7. Responsible for handling administrative and logistical responsibilities for the One-Acts, including, but not limited to...
         1. Working with the President to schedule rehearsal and performance spaces.
         2. The One Acts shall be chosen as defined by XI.F.
         3. Choosing One-Act directors.
         4. d) Helping and overseeing the audition process for the cast.
         5. Collaborating with the Musical and Play Crew Managers to hold interest and introduce One-Acts crew meetings, schedule builds, and purchase all needed materials for set, props, and obscure costumes.
      8. All applicants must have earned the required service hours as defined in X.G. and a minimum number of OTL Points required in that year to be eligible to apply.
   7. Elections
      1. Candidates must completely fill out and submit an application by due date.
      2. Chosen through application and voting process during the spring semester and selected by a majority vote from the General Members.
      3. The vote is facilitated and overseen by the Advisors.
      4. The elections for the office of President, Musical Director, and Play Director are separate.
      5. One person may run for the office of President, Musical Director, and Play Director. Two people may jointly run for both offices as Co-Presidents and Co-Directors.
      6. One individual may not hold all positions, unless they win the offices as Co-Presidents and Co-Directors.
      7. Two people running for Co-President and Co-Directors must win the elections for each respective position separately.
      8. Voting will be done by Ranked Choice Voting. The method shall be as followed:
         1. Each voter shall have one vote.
         2. Each ballot shall list all candidates for the position, on which ballot the voter shall rank the candidates in order of preference, with 1 representing the voters first choice, 2 representing the voters second choice and so on.
         3. Vote counting shall start with a tabulation of all first choices among the voters. If any candidate receives a majority of the first-choice votes, that candidate is declared the winner.
         4. If no candidate receives a majority, the “last place candidate”, or the candidate with the least amount of first choice votes, is eliminated. The votes of the voters who ranked the eliminated candidate as their first choice are redistributed to said voters’ next-choice candidate(s) as indicated on their ballots. Any votes where there is no second choice indicated on the ballot go to an “exhausted vote” tally.
         5. After this redistribution, the votes are tabulated again.
         6. This process of successfully eliminating last place candidates, redistributing votes and tabulating continues until only one candidate remains or a candidate gains more than 50% of the non-exhausted votes.
      9. If only one applicant runs, then a confidence vote will be conducted.
      10. If the confidence vote fails, the application will be reopened by the Advisors, with a possible relaxation of requirements at the discretion of the Advisors.
6. Administrative Executive Board
   1. Appointed by the newly elected President based on submitted applications.
      1. Prior to the release of applications, application forms are reviewed by the current Directors, President and Advisor(s).
      2. All applicants must have earned the required service hours as defined in X.G. and a minimum number of OTL Points required in that year to be eligible to apply.
   2. If a position has no qualified applicants, the Advisors, President and/or Directors reserve the right to expand and extend the application process.
   3. If any Executive Board Member requests to have an assistant to their position, the request and the assistant must be approved by the President.
   4. Applications for the Executive board will be released to General Body Members by the newly elected Directors and President. They will be collected and viewed by only the newly elected Directors and President.
   5. Organization Chair
      1. The Organization Chair is chosen by the new President based on an application process.
      2. Responsible for most logistical and administrative tasks for Off the Lake as delegated by the President.
      3. Supports the yearlong organizational aspects of Off the Lake (i.e. retreat, leadership meetings, bylaws, etc.).
      4. Organizes and runs the Leadership Discussion unless a conflict of interest arises, in which case, the preceding President will be responsible for finding a neutral person to oversee the Leadership Discussion. If a conflict of interest arises with this individual, the Advisor(s) will be responsible for finding a neutral person to oversee the Director Discussion.
      5. Collaborates on Organizational Events with recruitment/promotional components (i.e. Involvement Fair, RA Resource Fair, etc.) with the Publicity Chair.
      6. Facilities and takes attendance at events they host.
         1. Responsible for overseeing the tracking of members’ OTL Points in Carmen.
      7. Determines OTL Point incentives at the beginning of the year and throughout the school year. Additionally, they communicate these incentives with the whole organization at New Member Retreat.
      8. Responsible for planning MiniCabs.
      9. The Organization Chair shall review the bylaws once per semester and shall have the ability to edit the bylaws to remove any grammatical and/or spelling errors. Following these processes, the Organization Chair shall present any updated bylaws, along with the previous versions of those duly edited bylaws, for review by the general body of the organization.
      10. Communicates with General Members about their status for completing service hours and achieving OTL Points.
   6. Treasurer
      1. The Treasurer is chosen by the new President based on an application process.
      2. Keeps track of and controls all funds and receipts for the organization.
      3. Responsible for grant writing and fundraising.
      4. Works with the Executive Board to create a yearly budget.
      5. All purchases must be approved in advance by the Treasurer.
         1. Itemized receipt required for full reimbursement.
         2. Receipts must be submitted to the Treasurer within one week of purchase.
         3. Responsible for educating and informing the Executive Board of the approval and reimbursement process.
         4. Required to complete Treasurer Training through the Ohio Union.
      6. The Treasurer may not be permitted to hold any other executive board position.
      7. Encourages and facilitates distribution of Patron Form, sends funding requests to potential patrons, and ensures equitable distribution of any funds gained from Patron donations between all facets of the organization, including Peer Theatre, Play, and Musical.
         1. Equitable distribution includes either splitting funding equally between facets or dividing funds by another transparent, quantifiable, and non-arbitrary method (such as proportionally to the number of members in each respective facet) that is agreed upon by the Executive Board each year before the OTL budget is distributed.
   7. Service Chair
      1. The Service Chair is chosen by the new President based on an application process.
      2. Organizes collection of donations.
         1. Arranges for transportation and temporary storage of all donations and is responsible for the delivery of donations.
      3. Organizes service events in which members of the organization can participate.
      4. Facilitates and takes attendance at Service Events.
         1. Responsible for tracking members’ Service Hours in Carmen.
      5. Approves and tracks outside service hours in Carmen.
   8. Publicity Chair
      1. The Publicity Chair is chosen by the new President based on an application process.
      2. Contact with area newspapers, radio stations, television stations, residence halls, etc.
      3. Publicize auditions, the play, musical, One Acts, peer theatre performances, and general OTL activity.
      4. Promote shows to the student body and surrounding community.
      5. Responsible for coordinating the recording mini-cab of performances.
      6. Responsible for performance programs, posters, and all other physical forms of advertisement.
      7. Manages and maintains the website and all social media accounts.
      8. Responsible for distributing all promotional materials.
      9. Collaborates on Organizational Events with recruitment/promotional components (i.e. Involvement Fair, RA Resource Fair, etc.) with the Organization Chair.
      10. Facilitates and takes attendance at events they host.
          1. Responsible for tracking members’ Publicity-Based OTL Points in Carmen.
      11. Any member of Off the Lake representing the organization at any capacity on or off campus should report to the publicity chair before creating any official promotional materials.
   9. Community Chair
      1. The Community Chair is chosen by the new President based on an application process.
      2. Facilitate General Membership bonding through community events.
         1. Brainstorms ideas for community functions.
         2. In charge of High Five Buddies, a program that will act as a mentorship program between returning and new members of the organization.
      3. Facilitates and takes attendance at events they host.
         1. Responsible for tracking members’ Community-Based OTL P oints in Carmen.
7. Musical Artistic Team
   1. Each position will be chosen by the new director after the next show is selected by the organization.
   2. Music Director
      1. Music Director is chosen by the new Musical Director based on an application process.
      2. Collaborates with applicable Executive Board members on performance-based events.
      3. Runs rehearsals with the ensemble to teach songs for productions and performance events.
      4. Is prepared with order and knowledge of songs before rehearsal.
      5. Extent of performance in the Musical is up to the discretion of the Musical Director.
      6. Meets with and is in contact with the Pit Conductor, Musical Director, and Choreographer throughout the rehearsal process.
   3. Pit Conductor
      1. Pit Conductor is chosen by the new Musical Director based on an audition and application process.
         1. The audition process will consist of a “mock” rehearsal of past pit members run by the Pit Conductor candidate and judged by the Musical Director. After each candidate, the Director will seek feedback from the pit members to determine the candidate’s qualifications. The potential Pit Conductors will receive different selections of music, as defined by the Director, to prepare with the release of E-Board applications.
      2. Selects and organizes a Pit for the Musical, and directly oversees the Pit.
      3. Sets up and runs the Pit rehearsal schedule for the Musical.
      4. Meets with the Music Director, Musical Director, and Choreographer throughout the rehearsal process.
      5. Works extensively with the Music Director to coordinate music between Pit and Cast.
      6. Collaborates with the Music Director to organize Pit for other performance-based events.
   4. Choreographer
      1. Choreographer is chosen by the new Musical Director based on an application process.
      2. Runs all dance rehearsals.
         1. Choreographs all numbers before their respective rehearsals.
      3. Teaches and rehearses all dances and is present at all dance rehearsals.
      4. Stays in close communication with the Musical Director and Music Director.
      5. Extent of performance in the Musical is up to the discretion of the Director.
      6. Participates in callbacks by teaching a dance to those auditioning.
   5. Artistic Designer
      1. The Artistic Director is chosen by the new Musical Director based on an application process.
      2. Works with the Musical Director to create the overall artistic vision for the show (i.e. lights, sound, set, colors, etc.).
         1. In charge of set design, costume design, and props design. b) Works closely with the Technical Director to keep light and sound design consistent with the overall artistic vision.
      3. Assists with selecting Crew members from a pool of applicants along with the Crew Manager and Technical Director.
      4. Works with the Musical Artistic Team and Treasurer to create the Artistic Budget.
      5. Will establish a schedule for the fitting and costuming of every member of the Cast prior to dress rehearsal.
      6. Is responsible for creating a list of all props required and acquiring them/delegate their acquisition.
      7. May select and oversees the Props Master and Costume Master, whose duties are as follows:
         1. Props Master makes sure that the props are accounted for at the beginning and end of each show, and is in charge of prop cues and monitoring the props table during the show.
         2. Costume Master makes sure all costumes are accounted for before and after rehearsals and performances and also assists the Artistic Director with fittings.
      8. May select crew members to help with props and costume creation.
      9. Artistic Designer is a part of the Crew and is required to be present at builds, rehearsals, and performances.
   6. Musical Crew Manager
      1. Crew Manager is chosen by the new Musical Director based on an application process.
         1. Two years of Crew experience is required.
      2. Selects Crew members from a pool of applicants along with the assistance of the Artistic Director and Technical Director.
      3. Is in charge of crew members.
      4. Is responsible for purchasing necessary materials for the set.
      5. Creates schedule/timeline for builds.
      6. Works with the Artistic Team and Treasurer to create the Artistic Budget.
      7. Is responsible for delegating tasks to Crew members during builds and rehearsals.
      8. Runs the backstage area during every rehearsal and performance, and is responsible for the setup and strike of the set for each performance and rehearsal.
      9. Regularly meets and corresponds with the Artistic Director and Musical Director to execute show vision.
   7. Technical Director
      1. Technical Director is chosen by the new Musical Director based on an application process.
      2. Coordinates the lights and the sound for the Musical.
      3. Works in partnership with the Play Technical Director to coordinate the lights and the sound for the Cabaret and all other events that may require tech (Back to the Lake, Minicabs, etc.).
      4. Assists in selecting Crew members from a pool of applicants along with the Crew Manager and Artistic Designer.
      5. Works with the Artistic Team and Treasurer to create the Artistic Budget.
      6. Selects tech crew for rehearsals and performances.
      7. Runs tech crew during rehearsals and performances.
      8. Order and coordinate pick up and return of tech for the Musical.
      9. Work with the Artistic Director and Directors to design the lighting, sound, and special effects for the Musical.
      10. Technical Director is a part of the Crew and is required to be present at builds, rehearsals, and performances.
   8. Musical Stage Manager
      1. Musical Stage Manager is chosen by the new Musical Director based on an application process.
         1. Two years of OTL show experience is required. If no interested parties fulfill this requirement, the application process will be opened to those whose experience is limited to only one large scale production.
      2. Works closely with the Musical Artistic Team to communicate all changes in blocking and set construction.
      3. Attend crew builds at the Director’s discretion.
      4. Attends all rehearsals to track blocking and attendance.
      5. During performances. The Musical Stage Manager calls the show.
      6. Create necessary paperwork and forms for communication between cast, crew, and Musical Artistic Team.
      7. Chooses a Front of House Crew one month before the show opens.
      8. Musical Stage Manager cannot audition for the musical or the play.
8. Play Artistic Team
   1. Each position will be chosen by the new director after the next show is selected by the organization’s Active Members.
   2. Play Crew Manager
      1. Crew Manager is chosen by the new Play Director based on an application process.
         1. Two years of OTL Crew experience is required.
      2. Selects Crew members from a pool of applicants along with the assistance of the Play Director.
      3. Works closely with the Play Director to ensure the proposed set design is feasible.
      4. Is responsible for purchasing necessary materials for the set.
      5. Creates schedule/timeline for builds and works with the Play Director and Treasurer to create the Artistic Budget.
      6. Is responsible for delegating tasks to Crew members during builds and rehearsals.
      7. Takes notes on set orientation and changes during rehearsals.
      8. Runs the backstage area and all scene changes during every rehearsal and performance, and is responsible for the setup and strike of the set for each performance and rehearsal.
         1. Reports to Play Director.
   3. Play Stage Manager
      1. Play Stage Manager is chosen by the new Play Director based on an application process.
         1. Two years of OTL show experience is required. If no interested parties fulfill this requirement, the application process will be opened to those whose experience is limited to only one large scale production.
      2. Works closely with the Play Artistic Team to communicate all changes in blocking and set construction.
      3. Attend crew builds at the Director’s discretion.
      4. Attends all rehearsals to track blocking, props, and attendance.
      5. Chooses a Front of House Crew one month before the show opens.
      6. During performances, the Play Stage Manager calls the show.
      7. Play Stage Manager cannot audition for the musical or the play.
   4. Dramaturg
      1. The Dramaturg is chosen by the Play Director based on an application process, if the Play Director deems the position necessary for the current production.
      2. Works closely with the Play Director to ensure the integrity of the production and Play Director’s artistic visions are upheld.
      3. Does all research for the production. This may include the following:
         1. Makes a vocabulary list, including definitions of any ambiguous phrases, societal/time period references.
         2. Finds character name meanings. If they are historical or real people, researching them as well.
         3. Research any previous productions of the play, including reviews, criticism, and theory of the performances.
         4. Research certain topics that are addressed throughout the play and how they have been presented in the past, how the current production can best address these topics, and how these topics relate to the current time period.
      4. Creates a timeline of important events of the time period of the setting of the play, and the time when the play was written (if different).
      5. Compiles images or any other type of appropriate structural analysis of the play.
      6. Writing or finding an appropriate biography of the playwright.
      7. Compiles any sensory media which could help define the world of the play (i.e., photographs, music, smells, artwork).
      8. Creates packets for the cast and production company to educate about the context of the play including:
         1. All research information.
         2. A reference page (including online references that would be easy for the cast/crew to access).
         3. Custom or found charts, graphs, or statistics, which illustrates certain topics that are addressed throughout the play.
      9. Attends at least one third of production rehearsals.
      10. Attends the first read-through and as many run-throughs as possible.
      11. Observes the rehearsals.
      12. Takes any notes as necessary.
      13. Prepared to answer any and all questions that might arise during the rehearsal process.
      14. Assists Publicity Chair(s) with the marketing of the production.
      15. Works with Service Chair(s) for possible outreach programs based around topics of the play.
      16. Plans and executes a lobby display before the performance of the production.
      17. Plans and executes audience talkback sessions to be held after performances.
   5. Play Technical Director
      1. Play Technical Director is chosen by the new Play Director based on an application process.
      2. Coordinates the lights and the sound for the Play.
      3. Works in partnership with the Musical Technical Director to coordinate the lights and the sound for the Cabaret and all other events that may require tech (Back to the Lake, Mini-Cabs, etc.).
      4. Assists in selecting Crew members from a pool of applicants along with the Play Crew Manager.
      5. Works with the Artistic Team and Treasurer to create the Artistic Budget.
      6. Selects tech crew for rehearsals and performances.
      7. Runs tech crew during rehearsals and performances.
      8. Order and coordinate pick up and return of tech for the Play.
      9. Work with the Play Crew Manager and Play Director to design the lighting, sound, and special effects for the Play.
      10. Technical Director is a part of the Crew and is required to be present at builds, rehearsals, and performances
   6. Play Artistic Designer
      1. Artistic Designer is chosen by the new Play Director based on an application process, if the Play Director deems the position necessary for the current production.
      2. Works with the Play Director to create the overall artistic vision for the show (i.e. lights, sound, set, colors, etc.)
         1. In charge of set design, costume design, and props design.
         2. Works closely with the Technical Director to keep light and sound design consistent with the overall artistic vision.
      3. Assists with selecting Crew members from a pool of applicants along with the Crew Manager and Technical Director.
      4. Works with the Play Artistic Team and Treasurer to create the Artistic Budget.
      5. Will establish schedule for the fitting and costuming of every member of the Cast prior to dress rehearsal.
      6. Is responsible for creating a list of all props required and acquire them/delegate their acquisition.
      7. May select and oversees the Props Master and Costume Master, whose duties are as follows:
         1. Props Master makes sure that the props are accounted for at the beginning and end of each show and is in charge of prop cues and monitoring the props table during the show.
         2. Costume Master makes sure all costumes are accounted for before and after rehearsals and performances and also assists the Artistic Director with fittings.
      8. May select crew members to help with props and costume creation.
      9. Artistic Designer is a part of the Crew and is required to be present at builds, rehearsals, and performances.
9. Peer Theatre Executive Board
   1. Peer Theatre Assistant
      1. Peer Theatre Assistant is chosen by the new Peer Theatre Director based on an application process.
      2. Assists Peer Theatre Director in RA outreach, STEP PDC scheduling,and skit performance scheduling.
      3. Occasionally runs Peer Theatre whenever necessary after being delegated and trained by Peer Theatre Director.
      4. Acts as a model Peer Theatre member.
      5. Serves as One-Acts Stage Manager if desired and deemed necessary.
   2. One-Act Directors
      1. Chosen by the Peer Theatre Director after the new members have been accepted into Off the Lake in the fall.
      2. Chosen in a way that best sustains the Peer Theatre program.
         1. By application submitted to the Peer Theatre Director.
      3. No previous experience with Off the Lake Productions is required.
      4. Responsible for running One-Acts auditions with the help and oversight of the Peer Theatre Director.
      5. Creates vision of their production as a whole.
      6. Works with the Musical and Play Crew Managers to create a list of all set pieces, props, and costumes required for their show.
      7. Collaborates with other One-Act Directors to schedule rehearsals without conflicting actors’ schedules.
      8. Runs acting rehearsals.
      9. Blocks the show prior to each blocking rehearsal.
      10. Responsible for developing a Director’s concept to be used by the Musical and Play Crew Managers.
10. General Members
    1. Cast
       1. Must submit a completed application and go through the full audition process before being selected by the respective Director.
       2. All students will be given equal opportunity to audition for a place in the Casts.
    2. Crew
       1. Must submit completed application before being selected by the Crew Manager, Artistic Director and Technical Director with input from the Directors and President.
       2. All students will be given equal opportunity to apply for a place in the Crew.
    3. Pit
       1. Must submit completed application before being selected by the Musical Director, Music Director, and Pit Conductor.
       2. Responsible for learning music outside of designated rehearsals.
       3. All students will be given equal opportunity to apply for a place in the Pit.
    4. Peer Theatre
       1. Must submit completed application before being selected by the Peer Theatre Chair
       2. Students can apply for Peer Theatre and be in any other facet of Off the Lake
       3. Required to attend all rehearsals and meetings
       4. To be able to facilitate performances, Peer Theatre members will be trained beforehand and authorized by the Peer Theatre Chair.
    5. Attendance
       1. Attendance at rehearsals/builds is mandatory (dependent on conflict list submitted prior to formation of the rehearsal schedule).
       2. Any absence from rehearsal/builds may contribute to exclusion from certain dance numbers or scenes.
       3. At auditions Cast, Crew, and Pit members are asked to compile their conflicts to best facilitate formation of the rehearsal/build schedule.
       4. Too many absences may result in exclusion from their respective production.
       5. Directors work with the President and Organization Chair to determine the standard for Attendance-Based OTL Points.
       6. No event worth points, nor any performance or rehearsal of any main stage production may be held on non-Christian religious holidays that would cause any OTL member to be absent and, thus, unable to participate in the show or to receive points. Because the dates of many non-Christian holidays change every year, e-board members and directors are responsible for researching the dates of these holidays and scheduling around them when creating the OTL calendar/rehearsal calendars.
    6. OTL Points
       1. The Organization Chair determines OTL Point incentives at the beginning of the year and throughout the school year.
       2. OTL Points are points that are given to members through attending events, along with showing dedication to the organization as determined by the Executive Board.
       3. Each event and point opportunity shall be worth exactly one point.
       4. OTL Points reset immediately following the show/charity discussion.
    7. Service Hours
       1. All general members are required to obtain a minimum of 6 service hours for every full semester that they are a General Member.
       2. The newest members of the organization must obtain half (3) service hours in order to participate in bylaw voting at the Mid-Year Retreat.
       3. General Members who do not achieve the minimum service hours for the semester cannot vote on bylaws at the next retreat.
       4. Atleast ⅔ of a members’ service hours must be obtained through OTL organized events.
          1. Outside service hours can be approved in Carmen at the discretion of the Service Chair.
    8. Active Membership
       1. All Artistic and Executive Board Members are granted active membership upon acceptance of the role in which they applied for.
11. Productions
    1. Cabaret
       1. General Members from the immediately preceding semester are eligible to participate in the Cabaret.
       2. Run by the Musical Director and Play Director.
    2. Musical
       1. Run by the Musical Director.
    3. Play
       1. Run by the Play Director.
    4. Peer Theatre Performances
       1. At the performance, there will be a theme selected by request for the skits.
          1. Members of Peer Theatre perform 2-3 skits
          2. Afterward, trained facilitators facilitate dialogue with attendees about the topics covered in the skits.
    5. One-Acts
       1. Run by the Peer Theatre Director.
    6. Show Selection Process
       1. Chosen after new Directors and President are elected.
       2. This process applies to the selection of the Musical, Play, and One Acts.
       3. Steps for Show Selection:
          1. The respective Director holds a discussion meeting to present and hear show ideas with all members of Off the Lake.
          2. If for any reason a member cannot attend the discussion, communication with the respective Director and President before and after the discussion must be made to obtain information about the shows discussed in order to vote.
          3. Non-graduating General Members are allowed to vote for the coming year’s show (Musical, Play, One Acts) most closely aligned with the show they worked on during the previous year. The Directors and President may not vote for any show.
          4. The respective director chooses five of the shows from the show discussion and applies for the rights to all of them.
             1. The respective director must pick three of the five already chosen shows discussed at the show discussion to then have the organization vote on.
             2. The respective director must get the rights for the show before placing them on the voting form.
          5. Members are permitted to rank their top two choices.
          6. A show is selected if it receives greater than 50% of the first-choice votes.
          7. If none of the top three shows receives greater than 50% of the first-choice votes, the show with the least amount of first choice votes will be eliminated.
          8. After an individual's first choice is removed from contention their vote will instead be assigned to their second choice. If one of the other two shows now has more than 50% of the vote it will be selected.
          9. In the case of a tie, the respective Director will break the tie.
          10. The show will not be announced to the Executive Board, the organization, or the public until the rights are secured by the President.
              1. The President will inform the Directors and the Treasurer of the show.
       4. Members that earn 4 OTL Points may vote on all shows.
          1. Members who earn 4 OTL Points will have their vote on the show most closely aligned with the show they worked on during the previous year doubled.
    7. Auditions for the Musical and Play
       1. Auditions Board will be chosen as seen fit by the respective Director.
          1. Suggestion from the group can be taken into account.
       2. Directors select monologues for auditions and scene reading for callbacks.
       3. The Directors and the President cannot hold a role in the show.
       4. Notification of auditions will occur through email, posted signs, listservs (such as Buckeye Net News and Honors and Scholars Net), and other media/word of mouth.
       5. Audition and callback requirements are set by the respective Director.
    8. The shows selected for voting may not be shows that OTL has previously performed in the last 8 academic years.
12. Removal from Organization
    1. Executive Board Removal
       1. If an Executive Board Member resigns or is not performing their duties as stated in the by-laws in a professional and timely manner, the President and/or Directors have the option to remove that member from the position using the following procedure:
          1. Before official removal, the president and/or directors should notify the individual and schedule a meeting about clarifying responsibilities with the Advisors.
             1. After this meeting, a probationary period will begin and the work of the E-board member will be reevaluated.
          2. If the issue persists, another meeting will be scheduled with the President and/or the Director(s), and the Advisors
       2. In the event of removal, the position will be filled one of two ways:
          1. The President and/or Directors will select another qualified applicant from the entire pool of applicants.
          2. If no qualified applicants exist, the President and/or Directors will re-open the application process for that position.
       3. If the President and/or Directors resign or are not performing their duties as stated in the bylaws in a professional and timely manner, the Advisors will act alone to resolve the issue.
    2. General Member Removal
       1. General Members and alumni of Off the Lake Productions can be removed and banned from OTL sanctioned events at any time for the following reasons:
          1. Repeated disruption of the organization’s mission.
          2. Repeated action not in accordance with this document.
          3. Violation of the student code of conduct or state or state or federal law.
       2. The President, Directors, and/or the Advisors will take necessary action in reprimanding or removing the member from the group entirely.
       3. Before action is taken, the President, Directors, and/or Advisors will meet to discuss the issues presented.
          1. In addition to the President, Directors, and Advisors meeting, they will also meet with the individual in question to discuss the issues at hand. Appropriate reprimand will be issued at this time.
13. Bylaw Disputes
    1. Any disputes with the bylaws shall be brought to and settled by the Organization Chair in consultation with the Advisors. If there is a conflict of interest, a neutral party will be assigned by the Advisors to deal with the dispute.
14. Amending the Bylaws
    1. A quorum to vote upon amending the bylaws shall be established if half of the current General Members of the organization are present, not including the Organization Chair.
    2. These bylaws may be amended by a majority vote of those present and voting at a meeting designated for the purpose of amending the bylaws. Those eligible to vote are the General Members of the organization, excluding the Organization Chair.
    3. Official changes to the bylaws must be proposed by the Organization Chair.
    4. The Organization Chair may not vote on the proposed changes, except in the case of a tie. In the case of a tie, the Organization Chair shall break that tie.
    5. If a member of the organization wishes to draw up a proposal not presented by the Organization Chair, it is at the discretion of the Organization Chair whether or not to add the proposal to the meeting agenda.
    6. Any Executive Board member may propose to temporarily change a bylaw through the use of an online voting form. General members will vote using the form in a given amount of time set by the Organization Chair. Any change passed in this manner is in complete effect until the next bylaws meeting where the bylaw is voted on by the aforementioned process.