

## **Off The Lake Productions Bylaws**

- I. Mission Statement
  - A. 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.
- II. Purpose
  - A. To act as a guide for organization, communication, and consistency for the future of Off the Lake Productions at The Ohio State University.
  - B. To outline specific duties, definitions, due dates, responsibilities, procedures, etc.
  - C. To give guidance to future members of Off the Lake.
- III. Definition
  - A. Off the Lake is a student-run, service-based theater organization that produces an annual Back to the Lake, Fall Cabaret, Musical, Play, and Peer Theatre's Night of One Acts during the academic year at The Ohio State University.
  - B. Off the Lake does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment. Amount of experience can factor into selection for cast, crew, or pit, however artistic teams are strongly encouraged to accept members of all levels of experience.
  - C. In order to be a member of Off the Lake one must either be on the executive board, be in Peer Theatre, be in play or musical cast, be in play or musical crew, or be in the pit orchestra.
  - D. Off the Lake will always be student-run in aspects including, but not limited to, direction, musical considerations, choreography, set construction, financing, and publicity.
  - E. 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 Show and Charity Discussion during spring semester.
      - a)
  - F. Off the Lake will encourage and provide opportunity for all members to participate in community service.
  - G. Service Points
    - 1. OTL members will earn service points through service opportunities. These opportunities may be facilitated by the service chair.
    - 2. In order to apply for crews, audition for casts, audition for pit orchestra, or apply for Peer Theatre, returning members must earn 2 service points before their audition/interview.
    - 3. In order to vote for shows/charity in the spring, all members must earn 4 service points during the second semester.
    - 4. Service points can be earned through non-OTL service opportunities, as long

as they are approved by the service chair. However, at least one point per semester must be earned through an OTL organized service opportunity.

5. The organization chair, in collaboration with the service chair when necessary, is responsible for keeping track of points.
  6. Exceptions and/or extensions to points requirements may be granted and are at the discretion of the president, organization chair, and service chair.
  7. These service requirements apply to every member of OTL, regardless of executive board or artistic team status.
- H. Members are allowed to abstain on any vote where a vote is present.
- I. A large-scale production with Off the Lake Productions includes the Fall Cabaret, Musical, Play, and Peer Theatre's Night of One Acts productions in any given season.

#### IV. Advisor

- A. Stays in close contact with the president, approves any grant forms necessary, signs for licenses when necessary
- B. Ensures that the organization truly is "student run."
- C. Advises the treasurer when necessary.
- D. Acts as faculty/staff link to the university.
  1. Acts as an advocate for the organization.
  2. If possible, at least one advisor should be affiliated with University Housing.
- E. Partakes in grant writing and fundraising.
- F. Responsible for tallying votes for new Directors and President.

#### V. President, Musical Director, Play Director, Peer Theatre Director

- A. An elected President, Musical Director, Play Director and Peer Theatre Director will serve as primary leadership in OTL.
- B. 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).
- C. 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 executive 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 members of the organization.
  4. Stays in contact with the Theatre Department with regards to credit that may be received from work in OTL.
  5. Plans and runs executive board meetings.

6. Works with appropriate executive board members to reserve spaces for non-facet specific events (retreats, minicabs, service events, etc.), and oversees directors in reserving spaces for facet specific rehearsals and performances.
7. When necessary, stays updated in grant writing, partakes in fundraising, and publicity efforts.
8. Responsible for miscellaneous needs of the organization.
9. Required to attend President's Training through the Ohio Union.

D. Musical Director

1. Applicants must have participated in 2 previous large scale productions (as defined in III.i.), at least one of the two being the musical. 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 production as a whole.
3. Directly oversees and works with the musical artistic team and the cast of the show.
4. Oversees the creation of the musical rehearsal calendar.
5. Oversees the entire rehearsal process.
6. Runs rehearsals for the musical.
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. Works with advisors and communicates with other executive board members to reserve spaces for rehearsals and performances.

E. Play Director

1. Applicants must have participated in 2 previous large scale productions (as defined in III.i.), at least one of the two being the play. 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 production as a whole.
3. Directly oversees and works with the play artistic team and the cast of the play.
4. Oversees the creation of the 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 be used by the artistic director.
9. Works with advisors and communicates with other executive board members to reserve spaces for rehearsals and performances.

F. Peer Theatre Director

1. Applicants must have been a member of Peer Theatre for at least one year, be a trained facilitator, and have been involved in Peer Theatre's Night of One Acts at least once. If no interested parties fulfill these requirements, the application process will be opened up to those without one act experience, and then those without facilitator training.
2. Create a strategic vision of Peer Theatre on a yearly 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 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 Peer Theatre's Night of One Acts, including, but not limited to:
  - a) Schedule rehearsal and performance spaces.
  - b) The One Acts shall be chosen as defined by XI.F.
  - c) Choosing Peer Theatre's Night of One Acts directors through an application process.
  - d) Helping with and overseeing the audition process for the cast.
  - e) Collaborating with the Musical and Play Crew Managers to schedule Peer Theatre's Night of One Acts crew builds, assist with set move-in and move-out, and purchase all needed materials for set, props, and obscure costumes.

G. Elections for President, Musical Director, Play Director, and Peer Theatre Director

1. Candidates must submit an application by the due date.
2. Chosen through application and voting process during the spring semester and selected by a majority vote from the OTL members.
3. The vote is overseen by the advisors.
4. The applications for the office of President, Musical Director, Play Director, and Peer Theatre Director are separate.

5. Two people may jointly run as Co-Presidents and Co-Directors, however no person may hold multiple of the following positions: President, Musical Director, Play Director, Peer Theatre Director.
6. Voting will be done by Ranked Choice Voting. The method shall be as followed:
  - a) Each voter shall have one vote.
  - b) 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 voter's first choice, 2 representing the voter's second choice and so on.
  - c) 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.
  - d) 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.
  - e) After this redistribution, the votes are tabulated again.
  - f) 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.
7. If only one applicant runs, then a confidence vote will be conducted.
8. If the confidence vote fails, the application will be reopened by the President, with a possible relaxation of requirements at the discretion of the President.

#### VI. Administrative Executive Board

- A. Appointed by the newly elected President based on submitted applications.
  1. Prior to the release of applications, application forms are reviewed by the current President.
- B. If a position has no qualified applicants, the president reserves the right to expand and extend the application process.
- C. If any administrative executive board member requests to have an assistant to their position, the request and the assistant must be approved by the President.
- D. Applications for the executive board will be released to OTL members by the newly elected President. They will be collected and viewed by only the newly elected President.

#### E. 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. retreats, leadership meetings, bylaws, etc.).
4. Collaborates on organizational events with recruitment/promotional components (i.e. Involvement Fair, RA Resource Fair, etc.) with the publicity chair.
5. Facilitates and takes attendance at events they host.
6. Responsible for planning Minicabs.
7. 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 members of the organization.
8. Communicates with OTL members about their status for completing service points.

#### F. 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.
  - a) Itemized receipt required for full reimbursement.
  - b) Receipts must be submitted to the treasurer within one week of purchase.
  - c) Responsible for educating and informing the executive board of the approval and reimbursement process.
  - d) 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.
  - a) 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.

#### G. Service Chair

1. The service chair is chosen by the new president based on an application process.
2. Organizes collection of non-monetary donations.
  - a) Arranges for transportation and temporary storage of all non-monetary donations and is responsible for the delivery of donations.
3. Organizes and facilitates service events in which members of the organization can participate.

#### H. 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, Back to The Lake, Fall Cabaret, the play, the musical, Peer Theatre's Night of One Acts, Peer Theatre performances, and any other OTL activities.
4. Promote shows to the student body and surrounding community.
5. Responsible for coordinating the recording of Minicab performances, Back to the Lake, and Fall Cabaret.
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. 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.

#### I. Community Chair

1. The community chair is chosen by the new president based on an application process.
2. Facilitate OTL membership bonding through community events.
  - a) Plan and facilitate community functions.
  - b) In charge of High Five Buddies, a program that will act as a mentorship program between returning and new members of the organization.

### VII. Musical Artistic Team

- A. Each position will be chosen by the new director based on an application process.
- B. No member of the audition boards can be cast in that board's production (even if they are not the director) unless there are extenuating circumstances approved by the president.

C. 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. In contact with the pit conductor, musical director, and choreographer throughout the rehearsal process.

D. Pit Conductor

1. Pit Conductor is chosen based on an audition and/or application process at the discretion of the new musical director and music director.
2. Selects and organizes a pit for the musical, and directly oversees the pit.
3. Creates 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.

E. Choreographer

1. Choreographer is chosen by the new musical director based on an application process.
2. Runs all dance rehearsals.
  - a) 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. Facilitates auditions by teaching a dance to those auditioning.

F. Artistic Director

1. 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.).
  - a) 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. Establish a schedule for the fitting and costuming of every member of the cast prior to dress rehearsal.



6. Responsible for creating a list of all props required and acquiring them or delegating their acquisition.
7. May select and oversees the props master and costume master, whose duties are as follows:
  - a) 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.
  - b) 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 Director is a part of the crew and is required to be present at builds, tech rehearsals, and performances.

#### G. Musical Crew Manager

1. Crew Manager is chosen by the new Musical Director based on an application process.
  - a) Two years of crew experience is required. If no interested parties fulfill these requirements, the application process will be opened up to those with one year of crew experience.
2. Selects crew members from a pool of applicants along with the assistance of the artistic director and technical director.
3. Responsible for purchasing necessary materials for the set.
4. Creates schedule/timeline for builds.
5. Works with the artistic Team and treasurer to create the Artistic Budget.
6. Responsible for delegating tasks to crew members during builds and rehearsals.
7. 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.
8. Regularly meets and corresponds with the artistic director and musical director to execute show vision.

#### H. 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 Fall 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. Orders and coordinates pick up and return of tech for the musical.
9. Works 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.

I. Musical Stage Manager

1. Musical Stage Manager is chosen by the new musical director based on an application process.
  - a) 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. Attends 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. Creates 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.

VIII. Play Artistic Team

- A. Each position will be chosen by the new director based on an application process shortly after the new director is elected.
- B. No member of the Audition Boards can be cast in that board's production (even if they are not the Director) unless there are extenuating circumstances approved by the president.
- C. Play Crew Manager
  1. Crew Manager is chosen by the new play director based on an application process.
    - a) Two years of crew experience is required. If no interested parties fulfill these requirements, the application process will be opened up to those with one year of crew experience.
  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. Responsible for delegating tasks to crew members during builds and rehearsals.
  7. 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.

a) Reports to play director.

#### D. Play Stage Manager

1. Play Stage Manager is chosen by the new play director based on an application process.
  - a) 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.
8. Takes notes on set orientation and changes during rehearsals.

#### E. 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. The play director may choose what combination of the following responsibilities the dramaturg is responsible for.
  - a) Does all research for the production. This may include the following:
    - a. Makes a vocabulary list, including definitions of any ambiguous phrases and societal/time period references.
    - b. Finds character name meanings and if they are historical or real people, researching them as well.
    - c. Research any previous productions of the play, including reviews, criticism, and theory of the performances.
    - d. 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.
  - b) Creates a timeline of important historical events of the period of the play, and the time when the play was written (if different).
  - c) Compiles images or any other type of appropriate structural analysis of the play.
  - d) Writing or finding an appropriate biography of the playwright.
  - e) Compiles any sensory media which could help define the world of

the play (i.e. photographs, music, artwork).

- f) Creates packets for the cast and production company to educate about the context of the play including:
    - a. All research information.
    - b. A reference page (including online references that would be easy for the cast/crew to access).
    - c. Custom or found charts, graphs, or statistics, which illustrates certain topics that are addressed throughout the play.
  - g) Attends at least one third of production rehearsals.
  - h) Attends the first read-through and as many run-throughs as possible.
  - i) Observes the rehearsals.
  - j) Takes notes as necessary.
  - k) Assists Publicity Chair(s) with the marketing of the production.
  - l) Works with Service Chair(s) for possible outreach programs based around topics of the play.
  - m) Plans and executes a lobby display before the performance of the production.
  - n) Plans and executes audience talkback sessions to be held after performances.
4. Prepared to answer any and all questions that might arise during the rehearsal process.

#### F. 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 Fall 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 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. Orders and coordinates pick up and return of tech for the play.
- 9. Works with the artistic team 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, tech rehearsals, and performances.

#### G. Play Artistic Director

- 1. Artistic Director is chosen by the new play director based on an application process.

2. Works with the play director to create the overall artistic vision for the show (i.e. lights, sound, set, colors, etc.)
  - a) 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 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. Responsible for creating a list of all props required and acquiring them or delegating their acquisition.
7. May select and oversees the props master and costume master, whose duties are as follows:
  - a) 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.
  - b) 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 Director is a part of the crew and is required to be present at builds, rehearsals, and performances.

IX. Peer Theatre Executive Board

A. 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 Peer Theatre's Night of One Acts Stage Manager if desired and deemed necessary.

B. Peer Theatre's Night of One Acts 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.
  - a) By application submitted to the Peer Theatre director.
3. No previous experience with Off the Lake Productions is required.
4. Responsible for running Peer Theatre's Night of 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 Peer Theatre's Night of One Acts Directors to schedule rehearsals without conflicting actors' schedules.
8. Runs rehearsals.
9. Blocks the show prior to each blocking rehearsal.

X. OTL Members

A. 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.

B. 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.

C. 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.

D. Peer Theatre

1. Must submit completed application before being selected by the Peer Theatre director.
2. Students can apply for Peer Theatre and be in any other facet of Off the Lake.
3. Peer Theatre members are encouraged to attend weekly meetings. Peer Theatre directors may set a minimum requirement for meeting attendance in order to be involved in Peer Theatre's Night of One Acts. Those cast in Peer Theatre's Night of One Acts must attend rehearsals as instructed by their director.
4. To be able to facilitate performances, Peer Theatre members will be trained beforehand and authorized by the Peer Theatre director.

E. 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. No performance of an OTL Production may be held on a religious holiday that could cause any OTL member to be absent and, thus, unable to participate in the show. Additionally, no OTL member may be penalized for missing a rehearsal, meeting, or build as a result of a religious holiday or observance. Because the dates of many holidays change every year, e-board members and directors are responsible for researching the dates of these holidays and scheduling around them when choosing show dates.

## XI. Productions

### A. Fall Cabaret

1. Returning OTL members from the immediately preceding semester are eligible to participate in the Fall Cabaret.
2. Run by the musical director and play director.

### B. Musical

1. Run by the musical director.

### C. Play

1. Run by the play director.

### D. Peer Theatre Performances

1. At the performance, there will be a theme selected by request for the skits.
  - a) Members of Peer Theatre perform 2-3 skits
  - b) Afterward, trained facilitators facilitate dialogue with attendees about the topics covered in the skits.

### E. Peer Theatre's Night of One Acts

1. Run by the Peer Theatre director.

### F. Show Selection Process

1. Chosen after new Directors and President are elected.
2. This process applies to the selection of the Musical, Play, and Peer Theatre's Night of One Acts.
3. Steps for Musical and Play Show Selection:
  - a) The respective director holds a discussion meeting to present and hear show ideas with all members of Off the Lake.
    - a. Any non-graduating member
    - b. Member can send in and present on a show of their choice.
  - b) Non-graduating OTL members are allowed to vote. The directors and President may not vote for any show.
  - c) The respective director chooses five of the shows from the show discussion and applies for the rights to all of them.

- a. The respective director must pick three of the five already chosen shows discussed at the show discussion to then have the organization vote on.
  - (a) One of these three shows must be a show pitched by someone other than the director.
  - (b) If the director feels every pitch other than their own pitches is not in good taste for the organization (ex. the organization lacks the necessary diversity, lacks finances, or there were no other pitches), then the deciding power will be given to the president. If the president feels the director's opinion is in good faith, the director has the opportunity to place a third pitch of their own on the final ballot.
- b. The respective director must get the rights for the show before placing them on the voting form.
- d) Members are permitted to rank their top two choices.
- e) A show is selected if it receives greater than 50% of the first-choice votes.
- f) 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.
- g) 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.
- h) In the case of a tie, the respective director will break the tie.
- i) The show will not be announced to the executive board, the organization, or the public until the rights are secured by the president.
  - a. The president will inform the directors and the treasurer of the show.

4. Steps for Peer Theatre's Night of One Acts Selection:

- a) The respective director holds a discussion meeting to present and hear show ideas with all members of Off the Lake.
- b) Non-graduating OTL members are allowed to vote. The directors and president may not vote for any show.
- c) The respective director chooses eight of the shows from the show discussion and applies for the rights to all of them.
  - a. The respective director must pick six of the eight already chosen shows discussed at the show discussion to then have the organization vote on.
    - (a) Two of these six shows must be a show pitched by someone other than the director.



(b) If the director feels every pitch other than their own pitches is not in good taste for the organization (ex. the organization lacks the necessary diversity, lacks finances, or there were no other pitches), then the deciding power will be given to the president. If the president feels the director's opinion is in good faith, the director has the opportunity to place a third pitch of their own on the final ballot.

b. The respective director must get the rights for the show before placing them on the voting form.

d) Members are permitted to rank their top three choices.

e) The two shows with the highest weighted average voting preference will be selected (ex. If a show is voted as a member's first choice, it gets a 3, second choice is a 2, and third is a 1, not ranked is a 0. The combination of all votes for that show divided by the amount of voters will produce that show's weighted average score.)

f) In the case of a tie, the respective director will break the tie.

g) The show will not be announced to the executive board, the organization, or the public until the rights are secured by the president.

a. The president will inform the directors and the treasurer of the show.

#### 5. Default Location

a) The default location for any OTL event which requires OTL owned technical equipment (including but not limited to soundboard, speakers, microphones, lighting equipment, cables, etc) will be the Lawrence Tower Ballroom, with the exception of Back to the Lake.

b) If a location other than the Lawrence Tower Ballroom is wanted for an event and OTL owned equipment is required for the event, then permission is required from the technical director(s) who will be running the event at least 48 hours in advance.

#### G. Auditions for the Musical and Play

1. Auditions Board will be chosen as seen fit by the respective director.

a) Suggestion from the group can be taken into account.

2. Directors may select audition/callback materials as they see fit.

3. The president is permitted to audition for and participate in all OTL productions, provided they are in good standing with the responsibilities outlined in the president role and responsibilities as specified in Section V of the OTL Constitution and Bylaws. The OTL president(s) is not allowed to use intimidation tactics (considering power and privilege) to be selected

for a role in a production (cast, crew or pit). Advisors must be contacted if there are any concerns of the president utilizing their power or intimidation tactics to be selected for a role in productions. However, it is imperative that all duties outlined in Section Five take precedence over the president's involvement in OTL productions.

a) Should any OTL general body members or executive board members observe the President not fulfilling or prioritizing their responsibilities as outlined in Section Five of OTL's Constitution and Bylaws, they reserve the right to file a complaint with the OTL Advisor via email or in-person appointment. Upon receiving such a complaint, at the discretion of the OTL Advisor, along with the Executive Board (excluding the President(s)), may conduct a vote to remove the President(s) from their role in any OTL productions. This does not include their role as President, only their role in an OTL production. This vote requires a majority vote and can be conducted either in-person or virtually, as outlined in OTL's Constitution and Bylaws; XIV: Amending the Bylaws; Subsection F.

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.

H. The shows selected for voting may not be shows that OTL has previously performed in the last 8 academic years.

## XII. Removal from Organization

### A. 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 or directors have the option to remove that member from the position using the following procedure:
  - a) Before official removal, the president and/or directors should notify the individual and schedule a meeting about clarifying responsibilities with the advisors.
    - a. After this meeting, a probationary period will begin and the work of the executive board member will be reevaluated.
  - b) 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:
  - a) The president and/or directors will select another qualified applicant from the entire pool of applicants.
  - b) 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.

#### B. OTL Member Removal

1. OTL members and alumni of Off the Lake Productions can be removed and banned from OTL sanctioned events at any time for the following reasons:
  - a) Repeated disruption of the organization's mission.
  - b) Repeated action not in accordance with this document.
  - c) Charged with a violation of the student code of conduct or convicted of breaking a 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.
  - a) 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.

#### XIII. Bylaw Disputes

- A. Any disputes with the bylaws shall be brought to and settled by the organization chair in consultation with the president. If there is a conflict of interest, the advisors will deal with the dispute.

#### XIV. Amending the Bylaws

- A. 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 members of the organization, excluding the organization chair.
- B. Official changes to the bylaws must be proposed by the organization chair.
- C. 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.
- D. 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.
- E. Any executive board member may propose to temporarily change a bylaw through the use of an online voting form. 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.