



OPEN DOOR
PRODUCTIONS
ORGANIZATION CONSTITUTION

- I. Statement of Purpose
 - A. Open Door Productions (OpenDoor) is dedicated to conceiving and producing theatrical works to promote inclusivity and collaboration within the student body of the University of Utah. The goal of OpenDoor is to provide increased performance opportunity and freedom of expression to the student artist community. OpenDoor strives to create a positive and supportive environment where all students feel respected and welcomed.
- II. Statement of Compliance
 - A. OpenDoor agrees to abide by all regulations described in *Guidelines for Recognized Student Organizations*, all applicable University of Utah policies, and all applicable federal, state, and local laws.
- III. Notice of Nondiscrimination
 - A. OpenDoor shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, or status as an individual with disability, or as a protected veteran, and any other status protected by applicable state or federal law. (University of Utah, Policy 6-400, Section II-E).
- IV. Membership Eligibility and Requirements
 - A. Membership to OpenDoor shall be open to any currently enrolled student or employee of the University.
 - B. Members agree to be a part of the OpenDoor mailing list and to have their information listed on a directory distributed only amongst OpenDoor members. The OpenDoor directory will list interested students capable of fulfilling each of the various positions on a production team.
 - C. During the University of Utah academic year, OpenDoor shall hold one general meeting per month to which all members are encouraged to attend.
 - D. Membership is required in order to be on a production team for an OpenDoor production.

- E. Open Door Productions will not tolerate any behavior from any member that makes other members feel disrespected or uncomfortable. Any negative language towards another member at an official OpenDoor event or meeting will be taken as a serious offense and will be treated as such by the officers.
- V. Process for Selecting Officers
- A. Officers will be elected annually at the penultimate general meeting of the academic year.
 - B. Prior to the vote, each candidate for the various positions shall be given time to make a short presentation at the general meeting.
 - C. Election shall be by simple majority of OpenDoor members present. All members of OpenDoor shall have an equal vote.
 - D. The remainder of the academic year will then be a shadow period for the newly elected officers to learn and observe the duties undertaken by the current officer to ready them for the new school year.
- VI. Responsibilities of Officers
- A. There are 11 officer positions. The President, Vice President, Treasurer, Director of Marketing and Social Media, Director of Recruitment and Student Advocacy are responsible for running the organization as a whole. The Advisory Council, made up of 6 officers, has more direct responsibility for OpenDoor productions. The Advisory Council shall consist of the Season Production Manager, Technical Director, Master Designer, Movement Director, Associate Director, and Associate Music Director.
 - B. OpenDoor shall hold monthly executive meetings. Officers are required to attend all executive meetings.
 - C. Specific roles and responsibilities of OpenDoor Officers:
 - 1. President - The President of Open Door Productions:
 - a) Has executive responsibility for OpenDoor as a whole,
 - b) Has final responsibility for compliance with all applicable policies by all productions, members, and officers.
 - c) Oversees and manages OpenDoor relationships with the faculty and the student body of the University of Utah,
 - d) Oversees and manages OpenDoor meetings and events,
 - e) Serves as an advisor to the Producers of each individual OpenDoor production,
 - f) With the Vice President, will be responsible for disciplining and/or removing officers who are acting contrary to the Constitution of Open Door Productions or to the beliefs and

practices of the University of Utah and the College of Fine Arts (see Article VII).

- g) Oversees and manages the process for amending the OpenDoor constitution (see Article IX).
2. Vice President - The Vice President of Open Door Productions:
 - a) Has full executive powers and responsibility of the President in situations where the President is unavailable,
 - b) Serves as an advisor and adjunct in all roles and responsibilities of the President.
 - c) With the President, will be responsible for disciplining and/or removing officers who are acting contrary to the Constitution of Open Door Productions or to the beliefs and practices of the University of Utah and the College of Fine Arts (see Article VII).
 3. Treasurer - The Treasurer of Open Door Productions:
 - a) Has overall responsibility for OpenDoor's finances and budget,
 - b) Manages and oversees a budgetary review of each OpenDoor production prior to final approval,
 - c) Manages and oversees a budgetary audit at the close of each OpenDoor production,
 - d) Manages the creation and management of OpenDoor's annual budget.
 4. Director of Marketing and Social Media - The Open Door Productions Director of Marketing and Social Media:
 - a) Has overall responsibility for the marketing and social media representation of OpenDoor as a whole and for each individual OpenDoor production.
 - b) Manages and oversees publicity and advertising review of each OpenDoor production prior to final approval,
 - c) Manages and oversees the upkeep and management of all OpenDoor social media accounts. This includes, but is not limited to the Open Door Productions Facebook page and Instagram account.
 5. Director of Recruitment and Student Advocacy - The Open Door Productions Director of Recruitment and Student Advocacy:
 - a) Serves as OpenDoor's ombudsman to whom students can report problems or raise complaints,
 - b) Oversees and manages regular OpenDoor wellness events,

- c) Monitors each OpenDoor production for overall student wellness, health, and safety.
- d) Reports serious issues to the President,
- e) Initiates the process for removing an officer or disciplining a member for acting contrary to the policy or beliefs of the Organization or University (see Article VII).

D. Advisory Council - The Open Door Productions Advisor Council:

1. Serves as a group of qualified students who can be consulted and give advice to the production team for any and all productions put on by OpenDoor,
2. Required to have a reasonable amount of experience in their field and to be present and committed to helping every OpenDoor production,
3. Serves as emergency backup for each OpenDoor production,
4. Reviews and advises each OpenDoor production to ensure policy compliance and that students and staff are safe and respected.
5. The specific members of the Advisory Council include:
 - a) Season Production Manager - Oversees the productions put on by the organization for that year, including writing and distributing a calendar of organization events for each semester. Production Managers and Stage Managers on each individual production will turn paperwork into this officer. The Season Production Manager is therefore responsible for making sure that each production is following the policy outlined in this constitution and policies of the Department of Theatre. Responsible for consistent check ins with each production and Stage Manager. Serves as a link between each production and the President.
 - b) Technical Director - Oversees Master Electricians, Wardrobe Supervisor, and tech crews for each production put on by the organization. Serves as an advisor for technical aspects of all productions. Responsible for following policy required by the University, the Department of Theatre, and Open Door Productions as pertaining to technical elements.
 - c) Master Designer - Oversees designers (lighting, wardrobe, sound, scenic, etc.) for all productions put on by the organization. Serves as an advisor for all design elements of all productions. Responsible for following policy required by

the University, the Department of Theatre, and Open Door Productions as pertaining to design.

- d) Movement Director - Oversees choreographers, fight choreographers, and intimacy directors as applicable to productions put on by the organization. Serves as an advisor for all movement in all productions. Responsible for following policy required by the University, the Department of Theatre, and Open Door Productions as pertaining to movement and choreography to ensure the safety of all students and faculty involved.
- e) Associate Director - Oversees directors for all OpenDoor productions. Serves as an advisor for artistic direction in all productions.
- f) Associate Music Director - Oversees music directors for all productions where applicable. Will also assist with sound design and underscoring for straight plays as needed. Serves as an advisor for all musical elements in all productions. Serves as OpenDoor's primary Point of Contact with the Department of Music.

VII. Process for Removing Officers

- A. Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described by University policies or any federal, state, or local laws.
- B. Should an issue arise, it should be reported to the President and/or Vice President either directly or to the Director of Recruitment and Student Advocacy.
- C. For problems that do not directly threaten the safety or well-being of another member or person involved on a production or that does not directly and blatantly violate University policy and/or any federal, state, or local laws, a strike system will be employed. Strikes will be administered for inadequate fulfillment of aforementioned duties and for any other such behavior where the Organization is suffering or where other members are disrespected. If three strikes are given, the officer will be removed from their position.
- D. The President and/or Vice President will fulfill their duties until a replacement can be found by the officers via an emergency election.
- E. If an officer acts in a way that is perceived as seriously threatening to the workings of the Organization or to the safety of other members/officers, the officer in question will be removed immediately, irregardless of strikes.

VIII. Advisor Provision and Expectations

- A. An Advisor is required for OpenDoor as a whole, as well as for each individual production.
- B. The OpenDoor Advisor:
 - 1. Responsible for helping to find and vet advisors for the individual productions,
 - 2. Offer guidance and advice wherever necessary and will help ensure that the organization is following University policy, as well as any federal, state, or local laws that are applicable,
 - 3. Shall attend production meetings, OpenDoor events, and OpenDoor performances as necessary.
- C. Production Advisors:
 - 1. OpenDoor productions are required to have a Production Advisor for approval,
 - 2. Must be a responsible faculty member of any rank who has agreed to oversee the production, attend all production meetings and tech days, as well as guide and mentor the student producer throughout the process.

IX. How to Amend the Constitution

- A. Proposed amendments to the constitution shall be submitted to the officers in writing. The proposal shall indicate the section in question and the proposed change. The proposal must include a statement explaining why the change is important and necessary,
- B. Proposed amendments shall be reviewed by the Officers of OpenDoor,
- C. Officers of OpenDoor shall decide by majority vote whether to reject the proposal or to present the proposal to the general membership,
- D. Proposed amendments shall be accepted by the general membership by majority vote by those present at the general meeting,
- E. Amendments to the Constitution accepted by the general membership must be submitted to and approved by the Department of Student Leadership & Involvement before they become effective.

X. Season Selection and Casting

- A. Any production produced by Open Door Productions will be subject to screening by Open Door Productions and by the Department of Theatre.
- B. For any show requiring department facilities (performance space, technological elements, costumes and/or props), an application must be submitted to the Department of Theatre at least one semester prior (See Dept of Theatre Student Productions Policy):

1. First, any interested parties will submit an application (see Student Production Application) to Open Door Productions.
 2. There will then be a meeting organized for the applicants to pitch their show to the officers and interested members.
 3. After this pitch, the members will all be allowed to vote on which productions would best serve the student body and OpenDoor. The officers will have final say on this decision.
 4. Once the productions are chosen, the organization will work with the applicant to prepare the application and proposal required for the Department of Theatre. The chosen productions must be willing to be flexible to University policy as well as to the suggestions of the organization officers.
- C. Shows that do not require department facilities will not have to submit an application to the Department of Theatre. Instead, those interested will be required to submit an Organization Event Application:
1. These will be accepted prior to the first meeting of the semester and on a rolling basis as applicable.
 2. At the first meeting, all interested parties are welcome to pitch any organization events and productions that do not require Department facilities for the members and officers to discuss and vote on.
 3. A calendar of organization events will be released for each semester after the first meeting to all members by the Season Production Manager.
- D. Casting for Open Door Productions shows will be decided by the production team on a joint basis of merit and seniority.
1. Roles will go to the students who can best fulfill the vision of the production team and what is being asked of them, however, priority will always be given to students who have completed more years of training.
 2. Additionally, priority will always be given to students who are not cast in the Department of Theatre season.
 3. OpenDoor is committed to diverse representation and actively seeks to cast talented actors of any race, color, religion, national origin, sex, sexual orientation, gender identity/expression, and any other status protected by the law.