WORKING MODEL OF E33 PRODUCTIONS

E33 PRODUCTIONS

Revised April 25th, 2017 by Victor Gutierrez
Article I. Name and Purpose

Section 1.01 Name

The name of this organization shall be E33 Productions, herein referred to as E33.

Section 1.02 Purpose

The purpose of this organization shall be to produce and assist other groups in the production of events, to engage development of technical skills, and to promote fellowship among the membership and the MIT community through the support of events.

Article II. MIT Affiliations

Section 2.01 MIT Affiliation Awareness

A full awareness of E33’s affiliation with MIT will be maintained. In case of equal capacity and capability priority will be given to members of the MIT community, and in particular to MIT students.

Section 2.02 Definition of an MIT Community Member

An MIT Community Member is

(i) A current MIT student

(ii) An MIT faculty or staff member

(iii) An MIT Alumnus

(iv) The significant other of one of the three above mentioned groups.

(v) An individual who has been an active member of an ASA recognized group within the last year

(vi) A full-time Wellesley student

Section 2.03 ASA God Clause

E33 agrees to abide by the rules and regulation of the Association of Student Activities and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to ensure that they are in accordance with the aforementioned rules and regulations.

Article III. Membership
Section 3.01 Active Members

An individual who has assisted an E33 event or has joined E33 within the last 12 months, and has completed any and all safety documentation is considered an active member.

Section 3.02 Unpaid Members

An individual who cannot get paid through MIT may still work for E33 as an unpaid member provided they still submit any and all necessary safety documentation.

Section 3.03 Paid Members

An individual who wishes to be paid must complete all paperwork required by MIT and the Board of Officers of E33 to be added to payroll.

Section 3.04 Membership Rights

Members of E33 are able to vote at general membership meetings and may attend any open officer meetings.

Section 3.05 Membership Breakdown

At all times, the majority of the membership of E33 will be MIT students.

Section 3.06 Minimum Membership

At any given time, the membership of E33 will be made up of at least five distinct members including officers.

Section 3.07 Discrimination Clause

E33 will not discriminate based on any characteristics listed in MIT’s Nondiscrimination Statement.

Section 3.08 Membership Dues

If at any time, E33 institutes a policy of charging dues then allowances will be made for students incapable of paying said dues.

Section 3.09 Removal of General Member

(i) If a majority of the Board of Officers has decided that a member has violated the E33’s statement of Ethics as on file with the Student Activities office, or has failed to meet the standards of quality and safety set forth by the membership that member shall be removed from the general body.

(ii) At any time the board of officers may remove a member on a two-thirds vote.

(iii) All dismissals must be explained during the next general body meeting.
Article IV. Board of Officers

Section 4.01 The Board of Officers

There will be at all times a Board of Officers consisting of at least three executive officers. The officers shall be the President, the Treasurer, the Secretary, the Chief Operating Officer (COO), the New Member Training Chair, and the Social Chair. The Board of Officers shall herein be referred to as the Board.

Section 4.02 Requirements for Board of Officers

All officers of the Board must meet ASA requirements for the position. The President, the Treasurer, and the COO must be distinct individuals.

Section 4.03 Responsibilities of the Board of Officers

The Board will be responsible for making major decisions regarding E33.

(i) The Board is responsible for the recruitment of new members.

(ii) The board can, at its discretion, appoint an MIT faculty member or staff member as an advisor for a renewable one-year term. He or she shall function as a liaison between E33 and the Institute. The advisor shall have the privilege of attending all Board meetings, open or closed, but shall have no vote.

(iii) The Board will maintain general oversight on all ongoing productions and rentals.

(iv) The Board shall conduct all negotiation on the terms of final agreement between E33 and its clients.

Section 4.04 Unspecified Responsibilities of the Board of Officers

(i) If at any time, the officers as a whole decide it is necessary for an officer to perform a specific task and it is both unclear which officer’s responsibility it is and no officer volunteers to perform said task then the officer to perform said task shall be the loser of the best two out of three rounds of rock-paper-scissors-shoot.

(ii) Each game shall take the form of one, two, three, shoot, where the shoot signifies revealing of all officers choice of rock, paper, or scissors. In all cases, rock beats scissors, scissors, and paper beats rock.

(iii) In a round involving more than two officers, all officers shall shoot simultaneously. At the end of each round, each officer will get a single point for each loss when compared to all hands played. At the end of each round, the points of all officers will be totaled and the officer(s) with the most points, equal to or greater than two, shall be determined the loser of the match. In the event of a tie, another game shall be played amongst the losers as a tiebreaker.

Section 4.05 Meetings of the Board of Officers

Quorum for the Board of Officers Meeting shall be at least half of the currently elected officers. Quorum must be present at all votes during a Board of Officers for the decision to be valid.
Meetings of the Board of Officers may be closed to the general membership by a two-thirds majority vote of the Board present.

**Section 4.06 Election of Board of Officers**

(i) The current Board of Officers shall accept any and all nominations from the membership for any officer position. Individual elections for all positions on the board are to be conducted in the order of President, Treasurer, Secretary, COO, New Member Training Chair, and Social Chair followed by any other officer later added to the Board in the order of addition.

(ii) Elections are to be held at all regularly scheduled General Body Meetings, or at the next General Body Meeting if an interim position must be appointed and approved.

(iii) The elected officer shall be the nominated individual with the most votes, which must exceed one third of the voting membership. If no candidate has the necessary number of votes then the candidate with the least number of votes shall be removed from the nominations and elections for that position are reconducted.

**Section 4.07 Removal of Officers**

(i) Officer Initiated Removal

If the majority of the Board of Officers vote to remove an officer, a general body meeting shall be called. A majority of the voting members attending the meeting is required for the officer in question to be removed from his or her office.

(ii) Member Initiated Removal

If at a general body meeting, a two-thirds majority of all active members vote to remove an officer the officer in question shall be removed from office.

**Section 4.08 Duties of the President**

(i) The President shall act as liaison between E33 and the community, including Theater Arts, ASA and CAC.

(ii) The President will preside at meeting of the members.

(iii) The President will chair the Board of Officers.

(iv) Within one month of taking office, the President will certify the copy of E33’s constitution on file with the Secretary of the Undergraduate Association, as required by the Constitution of the Association of Student Activities.

(v) The President will ensure that all constitutional amendments are lodged with the MIT Association of Student Activities.

**Section 4.09 Duties of the Treasurer**

(i) The Treasurer will be responsible for the funds of E33.

(ii) The Treasurer will transfer funds from finalized invoices in a timely manner.

(iii) The Treasurer will submit Purchase Orders and Requisitions to SAO.
(iv) The Treasurer will be in charge of applying for funding and grants.

(v) The Treasurer will maintain financial records for the previous 7 years as required by tax regulations.

(vi) In the absence of the President, the Treasurer will assume the responsibilities of the President.

**Section 4.10 Duties of the Secretary**

(i) The Secretary will maintain archives of membership status and level of training of each member.

(ii) The Secretary will be responsible for the taking of minutes during all Board and General Body meetings.

(iii) The Secretary will be responsible for the maintenance of the E33 website, or appoint a Webmaster to do so.

(iv) The Secretary will approve payroll every week for all members except themselves.

**Section 4.11 Duties of the COO**

(i) The COO will be in charge of maintain records on all current productions.

(ii) The COO will be in charge of finding the Production Manager all productions.

(iii) The COO will insure that information needed for an event is provided. If necessary, the COO will interface with the client to ascertain the required information.

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**Article V. General Body Meetings**

**Section 5.01 Frequency of General Body Meetings.**

A General Body meeting will be called at least once during each academic semester.

**Section 5.02 Chair of General Body Meeting**

Meetings shall be presided over by the President, unless they are absent, and in that cases the Treasurer shall preside.

**Section 5.03 Decisions made at a General Body Meeting**

All decisions made at the General Body meeting shall be made by a majority of all voting members, except in the case when a separate decision making policy is set forth in the constitution.

**Section 5.04 Special General Body Meeting**

A special General Body Meeting can be called on the request of the Board of Officers or a signed request of 5 or more general members presented to the Board of Officers.
Meetings are to be held within two weeks of formal request.

Section 5.05 Quorum of General Meeting

Quorum for a meeting shall be one quarter of all active members. Quorum must be present at all votes during a general body meeting for decisions to be valid.

Article VI. Amendments to the Working Model

Sections 6.01 Presentation of Amendments

Amendments may be presented by any member of E33.

Section 6.02 Formal Text of Amendments

In all cases, the formal text of a proposed amendment will be included in the announcement of a meeting at which it is to be voted upon. All members are to be able to review the specific text of the amendment before voting.

Section 6.03 Amendment Ratification

Amendments shall be ratified by a two-thirds vote of all voting members at a General Body Meeting.

Section 6.04 Submission of Amendments to ASA

Any amendments passed shall be submitted to the Association of Student Activities by the President.

Article VII. By-Laws

Section 7.01 Following of By-Laws

E33 shall be bound by all by-laws set forth by the Board of Officers.

Sections 7.02 Creating of By-Laws

(i) By-laws shall be enacted by a majority vote of the Board of Officers.

(ii) A majority General Body may propose a by-law to the Board for a required vote. If a two-thirds majority of the General Body proposes a by-law then the Board is required to ratify said by-law.

Section 7.03 Submission of By-Laws to ASA

Any by-law passes shall be submitted to the Association of Student Activities by the President.