

THE MIDNIGHT MADNESS CAST CONSTITUTION

AMENDMENT VERSION 7
January 2021



i. Preface

Please understand, our main goal here is to have fun. These rules are in place to keep the cast as a whole running smoothly, let members know what they should be doing, and establish procedures to give guidance to the cast and its members.

ii. Document Audience

This document is intended for any member of Midnight Madness of any status or prospective member.

For new members, review Articles I-IX and Appendices A and D prior to your first show as a probationary member of Midnight Madness. For all members, please review the full contents of this document prior to attending your first cast meeting as defined in Article XII.

RATIFIED MARCH 1997. VERSION 7 APPROVED BY THE CAST AND CAST EXECUTIVE MEMBERS, RATIFIED JANUARY 25th, 2021.

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ARTICLE I RIGHTS AS A PERFORMER/CAST MEMBER

- 1.1 Section 1** - You have the right to apply, perform, and take part in this cast without any discrimination due to race, age, color, religion, body type or weight, gender, sex, or sexual orientation.
- 1.2 Section 2** - You have the right to have fun and perform your role how you see fit as long as it falls within the boundaries of all rules set forth in this document and judgment of the Midnight Madness Cast Executives.
- 1.3 Section 3** - Seniority justifies performance as defined in Article II. As long as you are in the cast, and perform within the boundaries set forth in this document, your part is yours.
- 1.4 Section 4** - You have the right to be treated fairly and with respect by audience members, theater personnel and management, and by other cast members. Any disputes are to be resolved quickly by the guidelines set forth herein.
- 1.5 Section 5** - It is fully understood and disclosed that your role, position, and duties on and for the cast are unpaid and uncompensated, even if the cast / corporate unit is paid or compensated by a theater or third party for any work, performance, or appearance.

ARTICLE II ATTENDANCE

- 2.1 Section 1** - You are responsible for the part that you are scheduled to perform. If you are not able to fulfill your obligations then you must inform the President, Staging Manager, and senior performer or crew member for your role.
- 2.2 Section 2 - Absenteeism**
- A. You must inform the cast Staging Manager at least seven full days before the scheduled performance of absence or tardiness to keep your status in good standing.
 - B. If you find out after the time of official casting (usually 7 days before a show) that you cannot make the show, you must notify the Staging Manager and President and receive confirmation that at least one of the two have received your message.
 - C. Informing the cast any time after call time (usually one hour prior to a show) will be considered a No Call No Show (NCNS), and may be subject to some degree of reprimand as set forth by the guidelines set herein.
- 2.3 Section 3** - Seniority justifies performance. Attendance justifies seniority. You must take part in at least 6 shows in 13 show weeks and at least one cast meeting to be considered an active cast member. If you have 4 consecutive NCNSs you are downgraded to a non-active cast member and may be dismissed from the cast at the Cast Executives' discretion.
- 2.4 Section 4** - You are not to leave the theater after a show's call without the approval of the President or Staging Manager. Please complete all tasks and errands before you get to the theater.
- 2.5 Section 5 - Leave of Absences / Hiatus**
- A. Two-weeks notice should be given prior to taking a leave (except in an emergency leave, which will be handled individually by the cast executives at the time it occurs). Length of absence should be given prior to the leave, except in the case of a medical leave of absence.
 - B. Two-weeks notice should be given to the Cast Executives prior to the return from a leave, to reaffirm your desire to return and discuss any changes that may have been made to the cast and cast policy during your leave. If you do not return within 90 days of your stated return date and you have not contacted the President to discuss this, it will be considered a NCNS and a vote (executive or cast-wide at the President's discretion) will be taken on your dismissal from the cast.
 - C. Maternity leave: we leave it to your best judgment to perform as far into your pregnancy as you see fit. However, if the President or theater management requests that you not perform anymore, you must stop. You are then free to attend the shows or take a leave. After your delivery you will be allowed a three-month maternity leave without a penalty in seniority or standing. At or before the ten-week mark you must inform the President of your intention to return. If you do not, a vote (Executive or cast-wide at the President's discretion) can be taken on your dismissal from the cast at the end of the third month.
 - D. An extended leave of more than 90 days will strip a cast member of performance seniority unless a prior

agreement, including an exact return date, is reached with the cast Executive Officers.

ARTICLE III SENIORITY & PARTS

3.1 Section 1- Primary Roles

- A. When a new member joins, they are to designate a 'primary role' on their cast application. The Staging Manager may deny a primary role request, usually if the cast has too many performers in that primary role at a given time.
- B. Cast members can only have one primary role at a time. If they intend to change their primary role, they must inform the Staging Manager of their intention.
- C. Preferential casting is given to cast members in their primary roles.
- D. Typically only three cast members can exist in a primary role at a time.
- E. Primary Roles are listed in Appendix B

3.2 Section 2 - Senior Performers

- A. Senior performers are those cast members that have shown high competency in their primary role, have a complete screen-accurate costume as determined by the Executive Board, and are active cast members.
- B. Senior performers are appointed by the cast Executive Officers at their discretion in a method of their choosing, and are announced to the cast annually at MMASS (Section 12.11) following the Halloween season. Attendance, participation at non-show events, performance standards, knowledge of a role, and availability to train new members are all taken into consideration.
- C. To be a senior performer in a given role you must have the ability to perform your entire role completely and competently within a single show, and have all of your own costumes for all scenes for your role to do so. This assessment is made by the Cast Executives.
- D. Senior performers are responsible for the following: bringing any and all personal costumes, props, and makeup to each show should a last-minute call off occur; attending the cast's annual Halloween rehearsal or scheduling one rehearsal date with all of that role's performers and the Staging Manager prior to any October shows; working with new primary performers to explain blocking before a new member's first show in that role; will be responsible for coordinating audience night performers.
- E. Senior performers may request one full October show should the cast be scheduled to perform three or more during a Halloween season. This request will be honored by the Staging Manager to the best of their and the cast's ability, but the status of senior in no way guarantees that this request will be filled.

3.3 Section 3 - Irregular Support Staff

- A. Irregular Support Staff (ISS) are cast members that are unable to become full or active members of Midnight Madness, but may attend or help out at shows on occasion. ISS status is only granted by exec member vote with 50% or above approval.
- B. ISS will be granted up-to-date MM badges on show nights, with the badges clearly stating their position as "ISS."
- C. ISS are still bound by all rules in the Cast Constitution. However, they have no level of seniority over any other members, do not pay dues, do not vote, and cannot run for elected positions. If a full-time cast member needs to drop to ISS, they lose all accumulated seniority and must turn in their cast badge to be replaced by an ISS badge.
- D. A full time cast member cannot drop down to ISS if they are on a declared leave. If a cast member wishes to move to ISS status following a leave (rather than leave cast entirely), they may appeal to the execs to become ISS. Once a cast member is officially dismissed, subsequent ISS status cannot be granted.
- E. ISS will remain on the current cast and contact and social media channels at their and the cast executive's discretion.
- F. ISS cannot attend shows without notice unless attending as a paying customer to the cast's show and theater. They must contact a cast Executive member if they wish to attend a show and/or help out, and that cast Executive will inform the rest of the cast that they will be attending a given show. Should an ISS or former cast member attend a performance as an audience member, they will be welcomed as an enthusiastic audience member and will not be welcome to take part in any privileges granted to cast members (show meetings, balcony access, wing access, etc.).
- G. All "special show only" performers and cast for shadow cast events outside of Rocky (Hedwig, Clue,

LSOH, etc.) are classified as ISS.

- H. ISS. need to appear at least once at a Midnight Madness show or meeting every calendar year, or stay in regular and consistent contact (once every 90 days) with the cast execs, or they can be dismissed as cast members.

3.4 Section 4 - Guest Performers

- A. Individuals that fall outside the definitions of active-cast members, probationary members, and ISS can be considered guest performers.
- B. Guest performers may be required to fill out a guest performer application, such as, in the case of “audience nights,” when required by the executive board.
- C. A person may guest perform up to 6 times per 12-month period before they’re required to apply to the cast or for ISS status.
- D. Guest performers must notify the cast President and Staging Manager of their request to perform with our cast before official casting of the show has been set.
- E. Guest performers may play any role or portion of any role with the approval of the cast President and Staging Manager
- F. Coverage of the role in case the guest performer doesn’t show will be covered by the senior performer in the role, or an understudy as designated by the Staging Manager at casting time. If a guest performer does not show for their role more than once in a 12-month period, they may not request to perform at any time in the next 12-month period.
- G. Guest performers in the Transylvanian role need only simply ask/apply to the cast President and Staging Manager before the date of the show. No other advance notice or approval is needed unless required by the Executive Board when applicable.

3.5 Section 5 - To join the cast you must be at least 18 years of age or older.

3.6 Section 6 - New cast members must fill out an application and submit it with a Cast Executive to be admitted as a trial cast member. Once the new cast member is contacted by a Cast Executive and receives their welcome packet, their probationary period begins. During this time the potential member may pay to get in (the cast Executive Board reserves the right to rescind this for special circumstances or in general with notice to the cast, or when the performance theater requires it). They must take active participation a minimum of 4 consecutive shows, attend meetings, fall within the constitutional guidelines, and show a positive attitude. A cast vote will be taken and the new member will either be accepted as a cast member or deferred for further evaluation for a minimum of two performances.

3.7 Section 7 - To be considered an active cast member you must: not be on a leave of absence, not be suspended, have all dues up to date, and have attended 6 out of the last 13 shows and once during the last 6 shows.

3.8 Section 8 - Dismissed cast members lose all seniority and the rights and privileges thereof. You must re-apply and go through the application and probationary procedures again to return.

3.9 Section 9 - You are not to take any cast collective owned costumes or props home without emailed approval from the cast President. You are to return any cast collective owned props when you leave the cast, take a leave of absence, or at the request of any executive or support staff.

3.10 Section 10 - The three strikes and you’re out rule: if a cast member gives notice to quit, then rescinds and returns, will only be accepted back to the cast 3 times.

3.11 Section 11 – You will be issued a temporary ID as a probationary member and a cast ID upon acceptance to Midnight Madness. You are required to have your ID with you at all theaters or performance events. This ID is only valid to individuals on the current cast list, and cannot be used to attend events after leaving Midnight Madness. Your Midnight Madness ID is the property of the cast and must be surrendered upon request to any Executive cast member. Any ex-cast members found using old, expired or invalid IDs to obtain free access to the theater will be reported to the theater for ejection or prosecution at their discretion. Lost ID replacement cost is \$5.00 to be paid to the cast.

3.12 Section 12 - Cast members with previous experience with other casts or performances may have their probation period reduced or eliminated per approval and consent of the cast Executive board.

3.13 Section 13 - Any disputes in seniority or authority should be brought to attention to and be resolved by the Executive Board.

3.14 Section 14 - Pi is Good. Pie is Good. Spelling, grammatical, or capitalization mistakes or variances do not invalidate any rule or section of this document. The Execs will clarify any rule in question upon request.

ARTICLE IV

PERFORMANCE STANDARDS

4.1 Section 1 - Do not walk in front of the spotlights or light board during a performance, unless you are performing and is necessary for blocking. Leave the stage/performance area if you are not performing or helping with props and staging. If you have been told by the Head of Props or Staging Manager that you are not needed then you should be in the back of the theater, the side wings or rows, or in the lobby. You are encouraged to shout callbacks when not performing. Remember that our performances extend beyond the stage, and that you are always representing Midnight Madness while at the theater.

4.2 Section 2 - You are responsible for all props your character holds during your performance. You should know the location of the prop and when you need it, how long you need it, and what you need to handle. Check with the Staging Manager, Props Goblin, or senior performer for your part for locations and guidelines. You are responsible to return any cast props or costumes in your possession, and if another character must use them over the course of the show, placing all props in their proper place for them to use. You will be held responsible for replacing the prop or costume if it is missing and was last in your possession.

4.3 Section 3 - No running, unless your part requires it. You should be where you are supposed to be when you are supposed to be there. If you aren't then WALK QUICKLY, DON'T RUN.

4.4 Section 4 - Gum chewing: if your character isn't chewing, you shouldn't be either.

4.5 Section 5 - Costume requirements.

- A. Check with the Wardrobe Mistress, Staging Manager, and your part's senior performer for guidance on your character's costume components.
- B. Clothes should at least look close to (the same color or style as) your character's. If you are unsure check in with the Staging Manager before making any purchases.
- C. Cast costumes or costumes provided from other cast members are only a temporary solution as you should try your best to build your own costume. Thrift and vintage clothing stores are a great place to start.

4.6 Section 6 - Take pride in your role on cast. If you find yourself not caring or not trying or you're dissatisfied with the cast direction, then consider changing your role, taking a leave, or even leaving the cast if the time has come.

4.7 Section 7 - Keep in character and lip sync the words when your character is talking. Limited breaks in character are acceptable for brief sight gags, but should not be done at length unless pre-approved by the Staging Manager. This applies to any creative costuming variation attempts as well.

4.8 Section 8 - Unless it conflicts with your role, preparation for your role, or your elected or assigned duties, you should make the best effort possible to perform the Lip Dance and Transylvanian parts. Instructional videos are available on request.

4.9 Section 9 - Unless in the case of an unforeseen emergency or special circumstance, a single role or part should not be divided among more than three performers for a single show.

ARTICLE V

GENERAL THEATER RULES

5.1 Section 1 - If you fail to obey theater rules, you may be subject to punishment at the theater and/or the Cast Executive's discretion.

5.2 Section 2 - Upon arrival to the theater you must check in with the President and/or Staging Manager and be on the cast list for that evening's show. You must have your cast ID with you. If you are not scheduled, you may be required to pay to get in. The theater reserves the right to admit patrons without payment at it's discretion.

5.3 Section 3 - No weapons of any kind are to be in the possession of cast or audience members, unless The Head of Security is made aware of their presence and has approved it and informed all Executive and security members present.

5.4 Section 4 - No glass in the theater. All cast member liquids, drinks, and beverages should be in a plastic or metal container that is sealed and closed when not being held by the cast member. Open containers or cups and containers with easily removable lids are not acceptable, even if sold by the theater. Anything sold by the theater that is unacceptable must be transferred to an acceptable / approved container. Cast members may be held responsible for any damages to costumes, props, or the theater due to violations of this rule. Cast members that

find unattended open containers anywhere in the wings of a show are encouraged to dispose of them. Sorry Charlie.

5.5 Section 5 - Remember and be considerate of any other theaters showing movies at midnight. When not inside our designated theater or auditorium, talking and noise should be kept to an absolute minimum.

5.6 Section 6 - Audience and/or cast members are not to collect outside the auditorium doors or in the wings during or after the show. Stay far away from the theater doors while the movie is playing, as sound will carry inside. Stay out of the aisles, especially during the scenes specified under the Head of Security title. Once the film has ended, encourage any audience stragglers to leave the auditorium so that cleanup can begin. Friends of cast members will need to wait outside in the lobby or outside the theater at the discretion of the theater staff until cleanup and any post-show meetings have been called.

5.7 Section 7 - During special or shows with particularly large audiences, cast members may be required to check tickets and mark audience hands for admittance, at the discretion of the theater staff.

ARTICLE VI BOUILLABAISSSE

6.1 Section 1 - Cast Executives and support staff will delegate jobs such as cleaning, bottle check, door search, hand stamping, directing traffic, selling merchandise, virgin kits, raffle tickets, mailing list sign ups, setting up props, costumes and lights (if you know how), dance party, etc. The same goes for after the movie lets out. If you have prepared for your role or function for the evening you should be helping out wherever you can. Preshow job assignments go out for every show on the call sheet, and anyone not listed should be helping props set up the theater.

6.2 Section 2 - At the end of the show everyone not busy changing, collecting donations, or putting away props should be cleaning the theater. Final changing out of costumes and removal of makeup should be done post haste and only to the point where you can leave the theater as you are - you are not to spend excessive time changing and packing up your personal belongings perfectly. No one should leave the auditorium until cleanup has been called by the Garbage Queen and the President has dismissed the cast.

6.3 Section 3 - You are not admitted to the theater to watch movies in other auditoriums, you are in the theater for free to perform and help out with our show. Abuse of this policy will call for disciplinary action and/or to have your name removed from the cast list.

6.4 Section 4 - Any coup d'état attempts will be dealt with appropriately. There is a process for changing things you do not like through the power of the vote. If you do not like it, you are free to look for your own theater and try to start your own cast.

6.5 Section 5 - The cast collective is not responsible for any personal items lost, stolen, destroyed, etc., including those borrowed by the cast collective for a show. If a cast or audience member is found stealing, destroying, etc. property in this way, they will be dealt with according to constitutional guidelines and prosecuted by law, if applicable. Except under special and/or extreme circumstances and when agreed upon by the cast executives by majority vote, the cast will not pay for any item "lost" by any means. You may, however, be held individually responsible (financially or otherwise) for damages caused by you to any individual personal or cast owned items.

6.6 Section 6 - For the purposes of this document, "days" / "weeks" / "months" refers to actual time. "Show weeks" refers to any week there is a show, whether it is one or more shows.

6.7 Section 7 - You are responsible to contact the cast Secretary to be added to the cast e-group if you have not been added already. If you cannot be added or are not added to the e-group for any reason, it is your responsibility to contact the cast Secretary for information pertaining to any meetings, discussions of significance that are taking place, or cast policy changes made within the e-group. Unless a cast member has been given a special concession by the cast executives, it is the responsibility of all cast members to stay apprised to the communications occurring on the e-group. The cast and its executives will not be held responsible for any lacking communication caused by a cast member checking the e-group less than once per week.

6.8 Section 8 - The rules of this document and all policies put forth within apply to any and all Midnight Madness functions and shows, including appearances at other theaters, external cast and inter-cast functions, and other performances done under the blanket banner of Midnight Madness Productions. Only the minimum show attendance requirements do not apply if an individual cast member does not wish to partake of other Midnight Madness performances, and that should be communicated, in writing, to the cast Executives to maintain a good attendance and standing with the cast.

6.9 Section 9 - Photography and/or Video recording of shows by cast members is only allowed by consent and

approval of the President or Photography Czar. This also includes the use of camera phones.

6.10 Section 10 - All photos taken at shows on personal devices by any member of Midnight Madness of any status are considered to be property of Midnight Madness Productions. Cast members waive their right to lay claim to any photos or videos taken during a show. Cast members also understand that any photos or videos taken during shows by it's various members may be archived or used in online promotional materials at any time.

6.11 Section 11 - Accepted individuals of Midnight Madness as full members, ISS, and probationary members agree to not break any statutes of Illinois State, federal law, or any jurisdiction while acting as an agent of Midnight Madness or while performing with Midnight Madness at shows or on their behalf in any capacity.

ARTICLE VII INTERPERSONAL RELATIONS

7.1 Section 1 - Report any disagreement with theater employees, management, cast, or audience members to a cast Executive Officer immediately. All on-site dealings with theater management and employees should be handled by the Cast President.

7.2 Section 2 - Harassment of any type will not be tolerated and will be dealt with appropriately by the Executive Board. There is a difference between jokes and harmless banter, and malicious commentary and behavior. This includes the cast e-group and email as well.

7.3 Section 3 - Cast members should make their best attempt to divide a role between performers. If a fair agreement cannot be reached or if there are continual disagreements, the President and Staging Manager may split and assign roles as they see fit.

7.4 Section 4 - Personal bullshit gets left at the door (and let's hope you forget to pick it up on the way out). The important thing is the show as a collective, not any one individual.

7.5 Section 5 - You are not to criticize or comment on another cast member's appearance, performance, or behavior. Any concerns about such matters should be brought to the attention of the Cast Executive Members and will be dealt with by them, and only them, as they see fit.

ARTICLE VIII DRINKING, DRUGS, AND GENERAL CONDUCT

8.1 Section 1 - You are not to perform your role if you are intoxicated to the point of dysfunction. Assessment will be made by the President at the time of request or observation. If you are found incapable of performing, you may also be requested to leave the theater at the President's discretion. If you are under 21 you should not be inebriated at all.

8.2 Section 2 - No illegal drugs are allowed inside the theater at any time for any reason. Smoking and vaping should occur outside theater and at least 15 feet from any entrance.

8.3 Section 3 - There is to be no involuntary disrobing of audience or cast members by other cast members. Disrobing of cast or audience members is only allowed if the performance of your role(s) calls for it, and/or by clear mutual verbal consent, and has been discussed prior to the show's call time.

8.3 Section 4 - Non-consensual sexual misconduct in any form by a cast member toward another cast member, theater employee, or audience member will result in reprimand, including expulsion or involvement of authorities outside the cast body when necessary.

ARTICLE IX HYGIENE AND APPEARANCE

9.1 Section 1 - Every person should shower within 24 hours of performing. If you choose to shower once a week, make it the day of the show, before the show.

9.2 Section 2 - Some costumes are more difficult to wash than others but they should be kept relatively stink-free. When fishnets and wig caps should be washed before they become "crunchy."

9.3 Section 3 - Your breath should not stink if you are to perform within arms-length of anyone else.

9.4 Section 4 - Hygiene and appearance assessments can be made by the Staging Manager cast President any

time before or during a performance. If it is determined to be unacceptable, they may request any action be taken to correct it, up to and including dismissing a cast member from performing that night if minimum requirements are not met.

ARTICLE X SUSPENSIONS AND EXPULSIONS

10.1 Section 1 - Suspensions, punishments, and reprimands are at the sole discretion of the President should immediate action be deemed necessary.

10.2 Section 2 - The executive board will make a determination of the length of suspension and whether it will be in-theater or out-of-theater and inform the infracting party as soon as a decision is made. A suspension can be appealed to the cast collective, in writing, and put to an Executive Board vote.

10.3 Section 3 - Display of negative aggression and/or behavior warrants suspension.

10.4 Section 4 - In-Theater Suspensions

“In-theater” means you must attend shows for the duration, possibly performing tech or crew duties as called upon by the cast executives. You will not be allowed to perform any primary character role in any way during this time.

10.5 Section 5 - Out-of-Theater Suspensions

You are not to come to any Midnight Madness theater during the period of your suspension in any way whatsoever, regardless of whether it is a show night or not. Voting privileges during this period are forfeited. Unless called upon by the Executive board, you are not to attend any official cast meetings or functions. You are responsible for all dues that could be applicable to you during this time. Crew dues exemptions do not apply during out-of-theater suspensions. Should you choose to return after the suspension, you will have a meeting with the Executive Board before your first show or meeting back to review the suspension.

10.6 Section 6 - Expulsions

In a case of extreme disregard for the rules, or well-being of the cast and its members, a vote to expel an individual from the cast can be proposed by any active cast member at any show or official meeting at which all executive officers are physically present. The member to be voted upon is granted an amount of time designated by the cast President to address the cast and state their case. Should a vote be proposed to expel a sitting President, the Secretary will designate the amount of time given. After this point, a vote will be taken by all present active cast members. Expulsion votes are to be $\frac{3}{4}$ majority vote, and/or unanimous Executive vote. If either group (execs or general cast) vote in favor of expulsion and meet the necessary vote requirements, the cast member will be expelled from the cast and show immediately. Expelled cast members are also banned from the theater. An expulsion can only be overturned by a written appeal and an Executive Officer unanimous vote. The expelled party’s name will be given to theater management of all Midnight Madness shows and will be designated a security threat and to refuse admittance to any and all shows at their theater.

ARTICLE XI DUES, COLLECTIONS, AND SPENDING OF FUNDS

11.1 Section 1 - Dues are \$5 per show performed, exempting cast members as defined in 11.3 Section 3.

11.2 Section 2 - Collections by busking are to be taken at the end of the show in the lobby, preferably by those still in costume and as designated by the cast Treasurer. Only people specifically designated by the Treasurer are to participate in the collection line. All other cast members should be cleaning the theater and putting away props and tech.

11.3 Section 3 - Dues are not required when:

- A. A performer is not present at a show and adequate notice (7 days) is given and coverage is made.
- B. You have paid theater admission.
- C. When dues have been paid through purchases and has been approved by the cast Treasurer.
- D. When falling under crew classifications as designated in 11.8 Section 8.
- E. When exemplary service has been performed and dues have been waived by the President and Treasurer. These services include (but are not limited to):
 - a. Attending a full kit making event.
 - b. Attending a full kit recovery event.

- c. Attending a Halloween-related kit-making event event for at minimum 50% of the duration of the event (good for 6 shows of dues).
- d. Working as a cast-appointed photographer or posting show photo sets under the guidance of the photography czar.

11.4 Section 4 - If you fall behind in more than 6 shows worth of dues (\$30), you are considered on in-theater suspension. For reinstatement you must pay all back dues, the current show's dues, and advance 3 shows worth of dues.

11.5 Section 5 - The Cast Executives reserve the right to increase, decrease, suspend, reinstate, waive, or alter any portion of the dues program as they see fit. In times of financial surplus, the President may waive dues for additional time-consuming tasks performed for the cast such as prop construction, kit making, costume assistance, and other similar type actions and activities that President and Treasurer deem appropriate.

11.6 Section 6 - Spending of cast funds beyond virgin kit supplies in excess of \$50 will be discussed by the cast and approved by an Executive Officer vote. Any spending requests and issues should be brought to the attention of the cast Executive Officers for discussion. Should funds be allocated without prior consent of the Executive Officers, Midnight Madness reserves the right to not reimburse an individual cast member's time or money. The cast Treasurer may approve or deny the spending of funds less than \$50 if they disclose this spending with the rest of the Cast Executives.

11.7 Section 7 - The following restrictions apply to spending of funds for cast purposes:

- A. All prop and staging items and costumes purchased/made for the cast collective must be preauthorized by the Cast Executives and recorded by the cast Treasurer if purchased. If receipts are not available, the donating party will need to sign a donation release that the item was acquired and/or was made and/or was legally wholly owned by the donating party.
- B. Any items acquired for individual use or ownership are at the sole expense and responsibility of the individual cast member. Any non-advertised or non-general public discounts, deals, trades, or gifts of any items to an individual cast member are solely and exclusively at the discretion of the individual parties involved in the transaction. They are not to be generically offered on the cast email group or at cast meetings.
- C. Under no circumstances are the names Midnight Madness Productions, Midnight Madness, or any similar entity that Midnight Madness operates as/ under are to be used in the transaction of personal use and personally owned items. If any item is acquired by any means that would be considered illegal, Midnight Madness Productions takes no responsibility for the individual cast member and/or selling and/or acquiring party's actions, and they are not condoned or sanctioned by Midnight Madness, Midnight Madness Productions, or any authorized agent thereof.

11.8 Section 8 - Production Crew Dues Waiver.

- A. Dues are not required to be paid by any cast member specifically designated and performing "tech" or "crew" duties. These duties include (but are not specifically limited to), lighting (both working the board and spotlights), sound, and dedicated prop assistance.
- B. You must be specifically designated as a "tech" or "crew" member in that show's call sheet (casting / performance list) put out by the Staging Manager or President to qualify for dues waiver.
- C. The President and Treasurer can designate additional "tech" or "crew" people after the casting / call sheet has been issued, but only they can determine if the duties performed qualify for a dues waiver.
- D. Setup only duties do not qualify for dues waiver unless specifically cleared with the President and Treasurer.
- E. In the case of extreme negligence of assigned "crew" or "tech" duties, the Staging Manager or President may rescind the dues waiver for that show after the show. A warning will be issued during the show, and a final determination will be made at the show's conclusion.
- F. Tech and Crew members on probationary cast trial period are required to pay dues for a minimum of 90 days or 6 shows, whichever is greater. Upon voting in and acceptance as a permanent cast member, ALL dues paid during the trial period will be refunded in full for duties performed.
- G. Tech duties performed as part of a disciplinary action do not qualify for a dues waiver.

11.9 Section 9 - Any and all purchases or acquisitions made for the benefit of cast members will be made for active cast members only. It is at the sole discretion of the Executive Board to include or exclude any probationary members, suspended members, or ISS when distributing gifts or cast-related supplies that are intended to be given to and used by individuals and not the general cast as a whole.

ARTICLE XII MEETINGS

12.1 Section 1 - Mandatory meetings are just that. Absence from a cast meeting will forfeit say in any business or vote that may have occurred during the meeting unless preapproved by the cast President.

12.2 Section 2 - Only the President can call an official cast meeting. For a meeting to be official, at least two Executive officers, one being the President, at least two members of the Midnight Madness Productions board of directors or equivalent operating corporation, and at minimum 51% of active cast members must be present.

12.3 Section 3 - An official meeting must take place at an official meeting site announced by the cast President on the e-group and through email, and agreed on by the cast Execs no less than 14 calendar days prior to the meeting date. An alternate meeting place may be called by the President up to one day prior to the date of the scheduled meeting should the previously announced location become unavailable.

12.4 Section 4 - Notice for a post-show meeting can be given up to the point of official cleanup dismissal by the President. After cleanup duties for the night have been completed all cast members should either gather in the theater auditorium or lobby as designated by the President for official dismissal or information of a called post-show meeting. Post-show official meetings cannot be called for after dismissal of the cast for a night. If members leave early before an official meeting determination is made after a show, they lose all rights and privileges for input.

12.5 Section 5 - Official cast meetings can only be attended by cast members. Friends, relatives, bystanders, etc. can only attend at the discretion / approval of the President.

12.6 Section 6 - You are responsible to contact the Secretary for the minutes to find out what has occurred at a meeting. You are bound by any rules, performance, and/or policy changes made during a meeting whether you were present or not.

12.7 Section 7 - Unless under extreme circumstances, or the cast is currently without a performance theater, at least one cast meeting will occur per quarter. This can be suspended at the cast President's discretion to a minimum of one annual mandatory official cast meeting.

12.8 Section 8 - If a meeting takes place at a restaurant or establishment for eating and you order something as part of our group you are required have enough money to pay for your order before placing it, plus 20% of the total as tip. This is a required amount for the additional annoyance our servers have to put up with when dealing with a group of our size and demeanor. If you violate this policy more than once, you will not be permitted to order on cast group bills without pre-paying to the group.

12.9 Section 9 - If a meeting or rehearsal takes place in a cast member's home, you are to have the utmost respect for the cast member and their home. Hosting our cast can be stressful and messy, and we should be grateful for their generosity. Failure to adhere to this rule will result in suspension from cast activities and performances, or in extreme conditions, expulsion from the cast.

12.10 Section 10 - The cast President will clearly designate the official meeting start and end to all members present for the discussion of cast related items.

12.11 Section 11 - Midnight Madness Annual State of the Stuff Meeting (MMASS)

MMASS will follow the same structure and requirements as any official cast meetings, except for the following:

- A. Only the President may call MMASS.
- B. At least one member of the Midnight Madness Productions Board of Directors must be present.
- C. MMASS must be held within 3 months after the conclusion of Halloween shows.
- D. MMASS is considered to be mandatory for all active cast members.
- E. No new business will be brought during the official portion of the meeting, only members of the Executive Board may add points to order to the agenda. Voting on new members, cast elections, Constitution changes, and the state of the cast are to be the primary focus of MMASS.

ARTICLE XIII VOTES AND VOTING

13.1 Section 1 - Majority votes rules unless otherwise noted by procedures within this constitution. In the event of a tie, the President's will break the tie.

13.2 Section 2 - Non-active cast members (suspended, probationary, not up on dues, etc.) cannot attend sessions in which new members or Executive Officers are voted in.

13.3 Section 3 - Votes taken during one's period of suspension are final. If there is a problem or concern with a vote taken during a suspension period, a written petition may be made to the Cast Executives to make an individual's case. The Cast Executives reserve the right to approve or deny the petition without comment.

13.4 Section 4 - Votes can only be taken or made at an official meeting.

13.5 Section 5 - General non-election voting is by a simple show of hands by all present unless otherwise called for by the President.

13.6 Section 6 - Absentee votes in elections and votes planned prior to the actual meeting are allowed if approved by the President, are written prior to the vote on an "official cast ballot," and sealed in an envelope until the time when the ballots are counted. Only ballots from currently active cast members are valid.

13.7 Section 7 - If a vote is called for on a decision that must be made, a simple majority vote (greater than 50%) is sufficient. Votes where there is no opposition are not required.

13.8 Section 8 - Write-In voting is not allowed. All candidates for office or options for a topic being voted on need to be nominated or suggested and discussed as a group. You have the right to not vote altogether in any election or on any topic by declaring that you "abstain" from voting or by simply submitting a blank / unchecked ballot during the voting procedure. All "abstain" voting is not counted either for or against any option or person (it is as if they are not present for the election), and any member choosing to abstain cannot subsequently cast a vote unless a full cast re-vote or 2nd round of voting is being taken.

13.9 Section 9 - The cast President may call for a vote at any time, at any official cast function, for any matter at which at least 50% of active cast members are present.

13.10 Section 10 - An over 50% majority vote is required to assume any office. If no candidate garners more than 50% of the vote in an election between 3 or more cast members, the two highest total % voted candidates will be voted upon again in a 2nd runoff election.

13.11 Section 11 - In the case of a tie, the office remains held by the incumbent. If there is no current occupant, a re-vote is taken, preferably at a time when any non-voting members are now present. If a second-round results again in a tie, the current executives may break the tie by voting/assigning the office from the selection of nominated candidates.

ARTICLE XIV ELECTIONS

14.1 Section 1 - Elections are to be held at MMASS each year, at a date determined by the cast Execs and announced a minimum of 14 days prior to the meeting date. If the meeting does not take place as scheduled that weekend, elections are to take place on the next time a cast meeting is held. The cast President may call for an election at another time, with a minimum of 2 weeks-notice, if circumstances deem it necessary.

14.2 Section 2 - If there is no nominated challenger for an office, the position remains held by the incumbent.

14.3 Section 3 - If an officer or support staff becomes non-active (except for a close-ended leave) or is dismissed, a motion can be made by any active cast member to nominate a replacement and a vote can be taken. A temporary position may be voted upon or assigned by the President in the case of a leave (as circumstances dictate).

14.4 Section 4 - Unless otherwise stated, nomination and seconding procedures are open from the time that the meeting time and location is confirmed by the cast President, and closes 7 days prior to the meeting date.

14.5 Section 5 - A nomination must be made by an active cast member and seconded by another active cast member to include the nominee on the ballot for elected executive office.

14.6 Section 6 - Nominations and seconds must be for an active cast member and must be accepted by the nominee. Nominations and seconds may take place through the cast e-group or at the last meeting before election dates. If a nominee is not present at start of an officially scheduled meeting, the vote will be taken the following week/meeting/show for that office, pending an acceptance decision. This follow-up meeting will be announced on the e-group and through email at least 7 days prior to the selected date.

14.7 Section 7 - One may not nominate or second one's self.

14.8 Section 8 - Election votes are secret ballot only. Votes are to be counted and confirmed by two cast members selected prior to voting. Each nominee or incumbent will select one cast member to count the ballots, and the count will be confirmed by the President. Election voting will take place on an official cast ballot. Total votes per candidate will not be read aloud or discussed unless at the request by both candidates. Talled ballots will be sealed in an envelope and held by the cast President until the official meeting date, at which point they

may be discarded but not given to the cast or its members.

14.9 Section 9 - No one member can hold more than 2 executive offices at once. The exception being if there is no one willing or qualified per Article XV office requirements to fill all of the offices. The President can then assign the position to any one they see fit. For the purpose of Executive voting, each person counts as one vote, the holding of 2 offices by one person does not constitute 2 votes. A person can hold as many support positions as they can reasonably handle.

14.10 Section 10 - Executive elections are made and completed in reverse office order, from G. Head of Costumes to A. President.

ARTICLE XV OFFICERS AND THEIR DUTIES OUTLINED

15.1 Section 1 - Executive Officers are responsible for making sure the show and cast runs smoothly. Executive Officers, at a meeting separate from the general cast meetings, discuss and vote on spending of cast funds, suspension appeals, expulsion appeals, tie breakers, new rules (amendments to the Constitution), plans, special events, and add items to the agenda (points of order) for discussion at general cast meetings. In the event a situation arises that is not covered under Constitutional guidelines, the cast Executives also make a final group majority decision on these matters.

15.2 Section 2 - Executive Officers shall not abuse the power of their office, or ignore the rules put forth for others in this document. They cannot threaten a cast member with unjustified disciplinary action or otherwise. If a decision or threat is made that is felt to be an abuse of power and against the spirit of the cast, if not the actual written rules and policies of this document, the Cast Executives can override any decision made by another Executive by a majority vote.

15.3 Section 3 - Impeachment: If an Executive officer is not performing their duties to the satisfaction of the cast, a cast member may call for a vote on their removal from office. This must be a 3/4 majority vote for removal from office. An Executive Officer may also be replaced or removed from office by a unanimous vote of the remaining executive officers. At this time constitutional guidelines become active for filling a vacant office. Impeachment may not be called for any one person (for each office held) more than once every 90 days.

15.4 Section 4 - The President or cast Executive body may select and assign a replacement for any Executive Office left vacant due to resignation or dismissal from the cast (as either a Cast Executive, or from the cast altogether).

15.5 Section 5 - If the President resigns from the cast without naming an interim replacement, the cast Secretary will assume the office of President until the next cast election can be held. The outgoing President may require, at their own discretion, a run-off vote for the office if 2/3 of the cast requests a vote between 2 or more eligible candidates. If the President is unwillingly removed from their office or the cast, through either general cast or Executive action, a full procedural cast wide nomination and election will be taken to replace them at the time of official removal.

15.6 Section 6 - If a Cast Executive takes a leave of 60 days or more, and does not plan to continue fulfilling their Executive duties and obligations during their approved leave, they may be replaced with any other cast member qualified to hold the office, either temporarily until the end of the leave, or permanently by appointment by the President or by cast vote if the President calls for it. If an executive member resigns less than 90 days before the election date and is replaced by either a cast vote or executive appointment, their office is not eligible for voting in the next election.

15.7 Section 7 - Cast Executives reserve the rights to form committees of any function, size, or purpose to fulfill their duties of office. The committees may serve the purpose of a Support Personnel position (Appendix C.) or other duties lacking clear outlines. Long-term committees should be added to and listed within this document's appendices when appropriate.

15.8 Section 8 - The Executive Offices are as follows:

A. President (Cast Director / Fearless Leader)

- Must be an active cast member for at least one year.
- Must have served a minimum of 12 months (52 consecutive weeks), including one Halloween period (from October 7th through November 8th with a minimum of 1 Halloween show), in an executive office on the MM cast, unless approved by the current President and Staging Manager.

- Has final say in who performs each part or role.
- Has the right to send decisions that affect the cast collective to a general vote, but is not required to do so.
- Speaks directly to theater management for the benefit of the cast about the concerns, problems, and ideas the cast has.
- Ensures all duties of the Support Staff have been assigned or are covered.
- Calls for votes at cast meetings or for any officially scheduled elections.
- Calls for post-show meetings.
- Acts as the Sergeant at Arms at cast meetings.
- Is the deciding/ final vote in all non-election voting ties.
- Enforces suspension, expulsion, rules, dues collection, disciplinary action, and speaks with individual cast members about problems.
- Notes those not helping out before, during, and after the show, follows up with those individuals or the cast Executives for further review.
- Amends the Cast Constitution and follows necessary procedures accordingly.
- Assumes any of the roles/duties of any other Executive member or support personnel in the event of a vacancy until that role is filled.
- Names any interim Executive Officer replacements.
- Dismisses the cast from shows.
- Assumes all duties not otherwise mentioned in this document.
- May offer paid compensation or consideration to individual cast members in special circumstances, but it is not obligated in any way to do so or disclose it beyond the Cast Executives and Midnight Madness Productions Board of Directors.
- Works out any issues involving casting issues and NCNSs' with the Staging Manager and available cast. Coordinates and informs the executive board and cast of any relevant changes or issues.
- Coordinates with the Staging Manager and any involved support personnel to repair or maintain and sets, costumes, and props.
- Works with the Staging Manager to coordinate guest performers.
- Appoints a President's Assistant, when desired.
- Ensures proper training of any new Executive Board members.
- Oversees the cast bank account with the Treasurer. May add additional cast members to the bank account, but is in no way obligated to do so.
- Edits appendices and announces necessary changes to cast as needed.
- Calls for votes and coordinates voting procedures at cast meetings or for any officially scheduled elections; coordinates absentee voting when applicable.
- Coordinates ISS, active cast on leave, and ISS on leave, and informs the board if any member fails to meet their required obligations set in Articles II and III.
- Enforces suspension, expulsion, rules, dues collection, disciplinary action, and speaks with individual cast members about issues.
- Notes those not helping out before, during, and after the show; follows up with Cast Executives for further review.

B. Secretary

- Must be an active cast member for at least six months before the election date.
- Notes all points of order for future meetings and submits meeting agendas to cast Executives and cast members, when applicable.
- Takes notes at meetings and distributes them to the cast.
- Keeps archives of minutes for future reference.
- Keeps minutes at MMASS in accordance to the requirements set by the Midnight Madness Board of Productions Directors and submits those minutes to the Board of Directors for archiving.
- Oversees social media accounts and social media teams.
- Oversees and maintains the cast website or appoints a webmaster to the role.
- Handles correspondence with audience night applications and makes sure they are appropriately cast.
- Handles new cast member applications and correspondence, sends them introductory documents, sees

that they are added to any applicable e-group, and keeps cast applications on file.

- Maintains an accurate list of cast members, their phone numbers, email addresses, and primary roles, and distributes that list to the cast following MMASS.
- Keeps record of the mailing list, and any mailings.

C. Treasurer

- Must be an active cast member for at least one year before the election date.
- Must be approved by the majority of other Cast Executives
- Performs the duty of, assigns, or calls for a vote on the positions of dues collector, merch witch, kit sellers, and buskers.
- Approves spending of small funds (under \$50) on an individual basis, or reports the rejection of small funds spending or the spending of large funds to the Cast Executives for further discussion.
- Deposits money, writes the checks, disperses funds, is responsible for keeping the books and recording or executing cast financial transactions. Ensures the cast and office is operating in accordance of Article XI.
- Oversees the cast bank account with the President.
- Makes sure the books are available for review upon request to cast executives.
- Has an annual at balance sheet and income statement available for review for the cast at MMASS. The Executive Board, Treasury, or President may choose to share additional financial information with the cast that they may deem appropriate. The Treasurer will begin this report by stating “Bones is awesome.”
- Oversees dues waivers and coordinates with the President on their use.
- Recommends action to Executive Board for tax obligations.

D. Head of Security

- Must be an active cast member for at six months before the election date or hired outside (professional) by Executive committee.
- Coordinates with the Staging Manager and confirms when the cast is set up and it is time to let the audience into the theater.
- Trains and assigns cast members or ISS in position for door search before the audience is let into the theater.
- Makes sure that non-cast members are not gaining access to the theater through alternate theater exits unless otherwise approved by a cast Executive.
- Enforces theater rules and coordinates with the theater staff and President when someone is a problem and/or needs to be removed.
- Keeps an eye on props and belongings especially during points of distraction (e.g. Time warp, virgin call).
- Makes sure that props are not thrown maliciously (e.g. wrong time at cast or screen).
- Lets the audience know when the “Scene is Over”.
- Makes sure unauthorized items and props are not thrown.
- Ensures that the aisles free of obstruction throughout the movie.
- Encourages people to Time Warp and makes sure they sit down when finished.
- Clears the aisle for Frank’s entrance during Sweet T, Rocky’s entrance during Sword of Damocles, Eddie during “Saturday Night,” Dr. Scott’s entrance, Frank and Janet during Planet Schmanet, and Frank during I’m Going Home.
- Gets the audience out of the theater when the show is over.
- Collects any ISS badges at the end of the night and reports any that haven’t been returned.
- Ensures that audience members wait in line in an area designated by the theater if not outdoors until the Head of Security and Staging Manager announce the start of let-in.

E. Staging Manager (The Great Big Head)

- Must be an active cast member for at least six months before the election, including one Halloween period (from October 7th through November 8th).
- Makes sure that the duties of support personnel have been completed.
- Coordinates with the Head of Security and confirms when the cast is set up and it is time to let the audience into the theater.
- Casts performers, tech, and support personnel for all shows, subject to final approval and discretion of

cast President.

- Schedules and runs cast rehearsals.
- Is responsible for all blocking and blocking instructions and maintenance of the current blocking guide.
- Directs cast members on stage, choreographs or incorporates preshows, tells cast members where to go, what to do, and when to do it.
- Makes sure the lighting, including spotlights, and sound system are set up and ready to go.
- Makes sure stage is dropped and sets, props, costumes, and any blankets/pads/runners are set.
- Makes sure that all scheduled cast members on the call sheet schedule have checked in.
- Makes sure the show starts and runs on time.
- Develops and coordinates cast members to incorporate themes, breaks in character, and sight-gags when desired or applicable.
- Develops, approves, and incorporates preshows into the show whenever possible.

F. Head of Props

- Must be an active cast member for at least one year before the election date.
- Coordinates the Executive Board before shows, keeps the board apprised of any necessary information during the course of a show and after.
- Checks in with the theater before and after the show and makes sure that any necessary information has been exchanged with management.
- Coordinates with the cast to make sure they're prepared to let in at shows.
- Coordinates with the Staging Manager and Head of Costumes to make sure all cast-owned props are accounted for and in their appropriate place before the show begins.
- Makes sure that all cast-owned props are accounted for at the end of the show and are properly stored.
- Maintains a complete list of all props and makes sure all new applicants know the handling requirements for their chosen role.
- Makes sure all props are kept in generally good repair and fixes those that are not or notifies Executive Officers of any props that need repair.
- Keeps a list of all cast collective owned props, as assets of Midnight Madness Productions.
- Keeps a list of all cast member owned props and finds substitutions when cast-member owned props are not available.
- Recommends any new or replacement props that should be purchased or made by the cast.

G. Head of Costumes (Wardrobe Mistress)

- Coordinates with the Staging Manager and Head of Props to make sure all cast-owned costumes are accounted for and in their appropriate place before the show begins.
- Makes arrangements to store cast-owned props and costumes and keeps track of their locations.
- May be called upon by the Execs to determine whether an individual member's costumes are complete and appropriate, or what can be improved upon.
- Makes sure that all cast collective owned costumes are accounted for at the end of the show and are properly stored, and makes sure that individual members are not indefinitely using cast-owned costumes.
- Maintains a complete list of all costumes for each part, and makes sure all new applicants know the costume requirements for their chosen role.
- Helps cast members assemble a costume or cover themselves (so to speak) for a show.
- Makes sure all costumes are kept in generally good repair and fixes those that are not or notifies Executive Officers of any costumes that need repair.
- Recommends any new or replacement cast-owned costumes that should be purchased or made by the cast.
- For all intents and purposes, "costuming" also includes all makeup requirements as well.

H. Executive Advisor (number may vary, as needed/desired)

An honorary position, usually reserved for former MM Executives, or potential Execs in training for a future office, based on experience and/or general knowledge of cast matters. An Executive Advisor may participate in any or all Executive discussions on cast policy as the Cast Executives request or deem necessary, but carries no Executive voting weight or privileges otherwise. Executive Advisors are selected by the majority of the currently elected Cast Executives and may be removed from the Exec Advisor position at any time by an Exec majority vote. Exec

Advisors are in position by the grace of the Executive Officers and are not be voted on or discussed by the general cast.

ARTICLE XVII AMENDMENTS

16.1 Section 1 - Amendments introduced to the executive board will be voted on at the next possible meeting at which all voted or appointed Executive officers are present to vote. Approved amendments will be discussed with the cast at the next scheduled cast meeting.

16.2 Section 2 - 3/4 majority vote by cast Executives is needed to ratify or change a new amendment, section, or subsection.

16.3 Section 3 - The President may, at any time, edit the cast constitution for syntax purposes. All revisions are to be tracked and submitted by the President to the cast Executive board, who will approve the changes and confirm that any alterations made in this way are cosmetic and in no way effect the nature or spirit of an edited amendment, section, or subsection. Changes approved in this way need not be announced to the general cast.

16.4 Section 4 - An annual version noting version number and amendment year of the Midnight Madness Cast Constitution will be sent to all active, ISS, and probationary members following the MMASS and announcement of new amendments at said meeting.

ARTICLE XVII RELATIONS AND CONNECTIONS TO MIDNIGHT MADNESS PRODUCTIONS NFP

17.1 Section 1 - The Midnight Madness Cast Constitution serves as the bylaws for the Midnight Madness Productions NFP corporation unless otherwise noted or prohibited or overridden by state or federal law.

17.2 Section 2 - The Midnight Madness Cast Constitution serves as the default de facto rules and guidelines for any and all shows and performances done under the Midnight Madness Productions banner.

17.3 Section 3 - The legally registered directors of Midnight Madness Productions NFP need not hold any executive position with Midnight Madness, nor do the Executive members of Midnight Madness need to be a director for Midnight Madness Productions NFP.

17.4 Section 4 - MMASS is the legal annual board meeting date for Midnight Madness Productions NFP and all legally registered directors of Midnight Madness Productions NFP are required to attend this meeting. If a board member of Midnight Madness Productions does not attend the officially announced meeting and no alternate arrangements have been or can be made, that board member may be legally removed as a director from Midnight Madness Productions NFP if a replacement board member can be named by the remaining board members in accordance to the Midnight Madness Productions NFP Articles of Incorporation.

17.5 Section 5 - At least one Executive member of Midnight Madness is required to be a legally registered director of Midnight Madness Productions NFP, and at least one legally registered director of Midnight Madness Productions NFP is required to be a Midnight Madness Executive or Executive Advisor.

17.6 Section 6 - The identities of the Midnight Madness Productions Board of Directors need not be disclosed to the cast or members of Midnight Madness.

17.7 Section 7 - Should any board member of Midnight Madness Productions be forcibly and/or unwilling removed as a member in any standing of Midnight Madness, the Midnight Madness Cast under this constitution reserves the right to disavow the corporate body of Midnight Madness Productions, will instruct all board members to immediately dissolve Midnight Madness Productions under the guidelines found in the Midnight Madness Productions Articles of Incorporation Section 4.03 and Section 4.04 or corresponding section of any amended versions of the Midnight Madness Productions Articles of Incorporation . Members of the cast will reincorporate in a structure that they deem necessary with haste, and will absorb any and all donations or gifts made available through the dissolution of Midnight Madness Productions.

APPENDIX A.

Cast Contact Information : January 2020

This appendix may be edited or changed by the President without amendment or notice. The most current version will always be dated on this page and in the online version of this doc.

Primary Theater:

The Music Box Theatre - 3733 North Southport Avenue, Chicago

Primary Restaurant:

Golden Apple Diner - 2971 North Lincoln Avenue, Chicago

Facebook Group - <https://www.facebook.com/groups/mmrhps/>

Facebook Page - <https://www.facebook.com/Chicagorhps/>

Twitter - @midnightmadness

LiveJournal - <http://mmrhpscast.livejournal.com> and <http://mmrhpscastdaily.livejournal.com/>

Tumblr - mmrhps.tumblr.com

Instagram - www.instagram.com/mmrhps

YouTube - https://www.youtube.com/channel/UC_JcZw6Nm6YJNIRfbYmPCrQ

Active Website – www.chicagorockyhorrors.com

Archive Website - www.midnightasterisk.org

Midnight Madness Productions mailing address and phone number available upon request.

APPENDIX B.

Executive Officers, Support Personnel, and Senior Positions

President	Alan
Secretary	Hayley
Treasurer	Bones
Head of Security	Chris
Staging Manager	Holly
Head of Props	Shappy
Head of Costumes	Morgan

Cleanup Manager	Kitt
Security	Chris
Announcers*	
A/V Tech	Chris
Lighting Tech	
Photography Czar	

Intro
Rules
Virgins
Oath
Preshow*
Costume Contest

Frank
Brad
Janet
Riff
Magenta
Columbia
Rocky
Eddie
Dr. Scott
Crim
Trixie*

*No seniority

APPENDIX C

Support Personnel and Their Duties

Support personnel are positions appointed by the Executive members, unless otherwise noted. These are not Executive members and do not act as such, nor do they carry an Executive vote or scheduled meetings. This listing of offices, support personnel and their duties are subject to change if the cast or cast Execs see fit or as new duties arise. The Cast Support Personnel are as follows:

A. Garbage Queen

- Responsible for checking the theater before the show for excess or potentially dangerous debris.
- Responsible for making sure the theater is cleaned up by all available cast members at the end of the show according to Appendix D.
- Coordinates with theater staff to make sure that the cast and theater staff understand cleanup and recovery procedures during the Halloween/Fall season.
- Confirms that all available cast members are helping pick up recycling or garbage until the theater is cleared. Reports any cast member that refuses to help, or leaves early without prior approval to the President.

B. Security

- Assigned to shows by the Head of Security
- Keeps the audience out of the theater or auditorium until the Head of Security and Staging Manager confirm that the cast is ready for let in.
- Conducts door search for prohibited items
- Is on the lookout for any potential problems as the audience enters the theater.
- Performs any/all of the duties listed under Head of Security at their direction and follows any additional instructions given by the Head of Security.

C. Announcers

- Assigned to shows by the staging manager
- People who work the audience, especially the virgins and prepare them for the Rocky Horror experience.
- Keeps a stock of lipstick and either designates a cast member to mark virgins or performs the rite themselves.
- Works with other announcers and the Staging Manager to think up new material for preshow and virgin ceremonies.
- Must be a member of Midnight Madness for a minimum of 2 years and attend 75% of shows in that time.

D. A/V Tech Head (A/V Geek)

- Responsible for setting up all audio and video equipment before the show, running it during the show, and tearing it down at the end of the show, or making sure it gets done.
- Responsible for maintaining all preshow a/o dance party music/video files and working with preshow directors and coordinators, cast Executives, and theater staff when applicable, for music/video selection and cues.

E. Lighting Technician

- Assigned to shows by the staging manager
- Responsible for setting up all Lighting Equipment before the show, running it during the show, and tearing it down at the end of the show, or making sure it gets done.
- Responsible for making sure there are trained spotlight operator(s) for each show.
- Responsible for noting and recording all show and preshow lighting requirements and working with show and preshow directors and coordinators, and cast exec's when applicable, for all lighting cues.

F. Photography Czar

- Coordinates and trains new cast photographers at shows in up-to-date practices and guidelines.
- Maintains a list of official cast photographers, cast members approved to take photos, and a list of individuals restricted from taking photos at cast shows and functions at any time.

- Processes and posts show photo sets, or appoints the task to a cast member, and submits photos to the secretary for archiving and social media use.
- Ensures that photographers and cast adhere to Section 6.9 and Section 6.10

APPENDIX D.

Post-Show Cleanup Procedures

All audience must exit the auditorium. New cast members or friends helping cleanup must review this appendix before assisting the cast with any post-show procedures.

1. Put all of your costumes away as quickly and efficiently as possible. Change into your clothes for the night and grab a flashlight from the Garbage Queen.
2. Pick up any kit recovery items and pile them on the last seat in an aisle or inside a kit recovery bag (typically black garbage bags with red drawstrings).

Recoverable		Garbage	Give to Theater
Sponges	Party Hats	-Theater Programs	Cellphones
Cards	Paper Plates	-Concession Trash	Put on Stage
Gallon Zip Bags	Noisemakers	-Crushed, Dirty, or Wet Recovery	
Unused Poppers	Gloves	-Used Glowsticks	Sweaters, costume pieces, wigs, etc.
Unused Glowsticks	Toilet Paper Rolls	-Used Poppers	
Unused Balloons	Cast Programs	-Used Balloons	

3. Bring all cast recovery bags to the lobby for transport for the evening. Make sure that it is in a place where the theater will not mistake it for garbage.
4. Remove all toilet paper and virgin kit items from the seats. Move garbage (not popcorn or drinks with liquid) from the seats to a main aisle.
5. Check the lobby for any additional virgin kit items or trash left on floors/tables from the show.
6. Consolidate garbage and dispose in a proper receptacle.
7. If recovery has been called and tech crew still needs help with lighting/sound equipment or props, see where you can help.
8. Once recovery has been called and our props are stored, wait for the post-show meeting and dismissal.

APPENDIX E,

Kit Making Procedures

Please review before your first kit making.

Notes:

- All items go on the concave side of plate unless otherwise noted
- Instructions/Promo Flyer on convex side of plates with promo flyer facing out
- 1/3 of a roll of toilet paper should remain on a roll
- Discard plates or items with clear footprints or groddiness. You don't have to eat off it, but you shouldn't be afraid to touch it either.
- Thick glowsticks only
- Party hats can be repaired! Make sure to leave enough length of string when fixing.
- Do not tie garbage bags closed
- 25 kits per bag

The Order:

1. Ziplock bag
2. Paper Plates (5)
3. Playing Cards (8-10)
4. Instructions/Promo Flyer
5. Toilet Paper
6. Noise Maker
7. Party Hat
8. Party Poppers (2) in hat
9. Glow stick in hat
10. Balloon in hat
11. Glove in hat
12. Sponge
13. Seal
14. Count/Bag

APPENDIX F, Cast Application

MIDNIGHT MADNESS CAST APPLICATION

Name: _____ Neighborhood: _____
Phone: _____ Email: _____
Birthdate: _____ Pronouns: _____
Favorite David Bowie Song: _____

What is your ideal role? List your top 3!

1. _____ 2. _____ 3. _____

How many time have you seen the movie....

At Home? _____ In a theater? _____ With Midnight Madness? _____

Have you ever been a member of a Rocky Cast? If so which one and and when?

Do you have any costumes? If so, which ones? Do you own a tailcoat?

Do you have any special skills or training that may help us out? The more unique the better!

Please answer "yes" or "no." If answering no, please explain back of this sheet:

_____ I can learn and perform the lips and light dances (you will be provided with instructional videos and will be reviewed at rehearsals)

_____ I can perform as a Transylvanian.

_____ I can help with props throughout the show (including lifting the tank or tables).

_____ I can learn and operate the spotlight when needed.

_____ I can perform security when needed.

BY SIGNING THIS DOCUMENT YOU AGREE TO THE FOLLOWING:

- YOU AGREE THAT THE INFORMATION ON THIS SHEET IS ACCURATE TO YOUR KNOWLEDGE
- YOU HAVE REVIEWED OR WILL REVIEW OUR CAST CONSTITUTION, LINK FOUND IN YOUR WELCOME LETTER, BY YOUR SECOND ATTENDED SHOW
- YOU AGREE TO ATTEND CAST MEETINGS AND FUNCTIONS WHEN REQUIRED, UNLESS EXCUSED BY CAST OFFICERS
- YOU AGREE TO JOIN MIDNIGHT MADNESS AS A NEW MEMBER WITH PROBATIONARY STATUS, AND THAT A VOTE WILL BE CALLED FOR AT CAST MEETINGS TO VOTE YOU ON AS A FULL MEMBER.
- YOU AGREE TO DO WHAT YOU CAN TO PUT ON A GREAT SHOW, AND MAKE CHICAGO'S PERFORMANCE OF THE ROCKY HORROR PICTURE SHOW WITH MIDNIGHT MADNESS THE BEST THAT IT CAN BE.

SIGNED

DATE