

Constitution of the Theatrical Sound Designers and Composers Association

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MISSION STATEMENT

The Theatrical Sound Designers and Composers Association (TSDCA) is a professional membership organization of sound designers and composers for the performing arts working in the United States. Through advocacy, ongoing education, mentorship, and outreach we seek to advance our community and promote sound design and composition as vital artistic components of the collaborative art of live theater. This organization is not a union or collective bargaining unit, but will provide a forum for sound designers and composers to exchange ideas and engage in activities that will strengthen our field and reinforce our standing as artists in the theater community.

CODE OF CONDUCT

We advocate for a diverse creative community, as we know it strengthens and enriches the field of sound design and composition. We recognize and celebrate individual differences among all theater artists, including but not limited to race, ethnicity, age, gender, gender identity or expression, sexual orientation, physical abilities (including pregnancy and breastfeeding), caregiver status, nationality, language, religious beliefs or socioeconomic background. All artists deserve equal access and a safe working environment where the only risks people face are artistic challenges. As part of our commitment to the pursuit of professional standards that includes equitable fair dealings with all our collaborators, all TSDCA members, applicants for membership, vendors, employees, and guests of employees and members shall abide by the [Anti-Harassment Policy](#).

ARTICLE I. NAME AND SEAL

The name of this association shall be the Theatrical Sound Designers and Composers Association, TSDCA. Its seal shall be of a design adopted by its Executive Board. Its principal offices shall be in the State of New York. It shall continue until dissolved.

ARTICLE II. PURPOSE

Community: The association will provide our members forums for networking, mentorship, and exchange of ideas and practices.

Provide Advocacy: TSDCA gives voice to professional Theatrical Sound Designers and Composers. The association will promote to the larger theatrical community and public, the value and artistry of Conceptual Sound Design, Reinforcement Sound Design, and Music Composition for live performance.

Education: TSDCA strives to provide resources for continuing education for all our members: early career and established; union and non-union; Sound Designers and Composers. As artistic vision and technology evolve, so must we.

Outreach: TSDCA will work cooperatively with other theatrical organizations, and the larger sound and music community in the USA and worldwide, sharing ideas and information that advance our common interests.

ARTICLE III. MEMBERSHIP

Section 1. Categories of Membership

There shall be at least eight (8) standing membership categories: Professional Sound Designer or Composer, Early Career Sound Designer or Composer, Affiliated, Corporate, Not-for-Profit, Life, Student, and Supporting Memberships. The Executive Board shall have the authority to amend membership categories as set forth in Section 3 below.

Section 2. Membership

a. The Executive Board shall have the authority to establish eligibility requirements for Membership.

b. Each Professional, Early Career, Affiliated, and Life Member shall enjoy all benefits of the association including, but not limited to, full voting privileges, and the opportunity to serve as a committee chair.

Eligibility for nomination to the Executive Board varies per Membership category and is further defined in Article IV, Section I.

All members (Professional, Early Career, Affiliated, Supporting, Student, and Life) are eligible to serve on committees or to be appointed to councils.

c. Types of Membership include, but are not limited to,

i. Professional Sound Designer or Composer

This membership category is composed of professional sound designers and composers working in live performance. It includes select professional cohorts such as associates and assistants and includes professional teachers of theatrical sound. They must have a demonstrated history of professional work.

ii. Early Career Sound Designer or Composer

This membership category is for early career sound designers working in the United States. This includes designers who have recently left the educational system.

iii. Affiliated

This membership category is for individuals who work regularly with sound designers. It includes live sound engineers, resident engineers, recording engineers, FOH mixers, musicians, piano tuners, etc.

iv. Supporting

This membership category for anyone who supports sound designers and what they are trying to do with this association.

v. Corporate

vi. Not-for-profit

vii. Life

This membership category is for the Professional Member who reaches the age of 65 - Status and all rights remain as Professional Member.

viii. Student

This membership category is for students currently enrolled in post-secondary education, including internships or apprenticeships, in the fields of sound design, composition, or related disciplines. Applicants must be over the age of eighteen.

d. The Membership Committee shall have the authority to review and re-classify membership status. Membership will become active upon payment of any difference in category dues between the original membership and the re-classified category.

Section 3. Changes in Membership Categories

a. The Executive Board shall have the authority to establish, amend or rescind membership categories, to set their eligibility requirements, and to determine what benefits and privileges of the association such categories will enjoy, with the exception of restrictions listed in (b) below. Acts of the Executive Board that affect membership categories shall be communicated forthwith to the members of the association.

b. No additional membership category shall be granted any benefit or privilege that is not available to a Professional Member of the association. This does not pertain to dues.

Section 4. Application for Membership

a. Any person wishing to apply for membership shall complete and submit an online application. The Executive Board may adjust application requirements from time to time such as Membership drives or by special invitation.

b. The Membership Committee shall review all applications and determine if the applicant meets the eligibility requirements of the membership category. The Membership Committee may accept, reject, or re-classify an application to another category.

c. Should an applicant disagree with the determination of the Membership Committee, the applicant may appeal the determination by applying to the Executive Board Secretaries for a hearing in the following venue:

The applicant may appeal to the Executive Board and will be heard (or have a written appeal read) at the next regularly scheduled meeting of the Executive Board. A two-thirds (2/3) majority vote of the Executive Board shall be required to overrule the determination of the Membership Committee and shall be a final determination for this application without further avenue for appeal.

Section 5. Dues

a. The Executive Board shall establish the dues and fees payable by each category of membership after considering the services and benefits offered to each. Any changes in the dues structure will be submitted to the Professional Membership for a ballot vote, and shall become effective if approved by a simple majority of the Professional Membership voting. Said proposal, along with a statement from the Treasurer of the association, shall be communicated to the voting Membership prior to the commencement of voting.

b. The Executive Board shall have the authority to suspend the requirement of any fees, but not dues, payable by a member or applicant for any category for a special event or other special membership drive or circumstance. Such suspension will require a two-thirds (2/3) majority vote of the Executive Board.

c. The Executive Board shall have the authority to designate any Professional Member of the association as a Lifetime Professional Member. Lifetime Professional Members shall enjoy all benefits and privileges of Professional Members, but shall be exempt from dues for the remainder of their membership in the Association. Approval of such designation shall require a unanimous vote of the Executive Board. Those in consideration may not be current members of the Executive Board.

d. The dues will be valid for the term of one year from the start of membership. Annual dues must be paid within 90 days of receipt of invoice to maintain active membership.

Section 6. Withdrawal from Membership and Reinstatement

a. Members may request withdrawal from membership in the association by communicating such to the secretaries of the Executive Board. Withdrawal shall be effective immediately upon receipt of such communication. Dues will be non-refundable.

b. Former members may be reinstated to membership in the association by communicating such to the Membership Committee of the association. The Membership Committee shall determine the appropriate current category for the reinstatement and communicate to the former member such dues that are applicable for reinstatement. Should the former member disagree with the determination of the Membership Committee, said former member may appeal the determination as outlined in Section 4 (c) above.

ARTICLE IV. GOVERNMENT

Section 1. Executive Board

The Executive Board will advocate for equity, diversity, and inclusion. When speaking on behalf of TSDCA, the Executive Board will promote the mission of the association and not a specific member's opinions or work. This holds for all representation including but not limited to public appearance, print, online, and social media.

Rules, Regulations, and Procedures shall be established at the first meeting of the Executive Board following the annual election.

a. The governing body of this Association shall be known as the Executive Board and shall consist of Co-Chairs (2), Vice Chairs (2), Secretaries (2), Treasurer (1), Affiliated Representative (1), Early Career Representative (1), and Regional Representatives (6). The Regional Representatives will consist of two (2) each from the Eastern, Central, and Western regions of the United States, (These regions shall be defined using the geographical regions of United Scenic Artists as a guideline.) Professional, Affiliated, Early Career, and Life members may serve as Regional Representatives. All other positions on the Executive Board will be filled by Professional or Life Members of the Association, and should represent all membership categories. There are two exceptions.

1. The Early Career Representative shall represent members of that category.
2. The Affiliated Representative shall represent members of the Affiliated category.

Full-time students are not eligible to serve on the Board.

b. Officers of the Association shall serve a term of two (2) years.

1. Board positions are staggered on purpose. If a person steps down early in their term, the appointed or elected replacement will serve out the remainder of the original term.

c. A vacancy on the Executive Board other than as described in Article IV, Section 2 (paragraph f) shall be filled by appointment of the Executive Board, and the successor shall serve until the next annual election.

d. The Executive Board shall be responsible for and authorize all disbursements through the treasurer. Funds are exclusively for organizational use. Disbursements shall be made in the following manner:

1. The Treasurer is responsible for creating and executing the yearly budget as approved by the Executive Board. For unexpected necessary expenditures under One Hundred US Dollars (\$100) the Treasurer may authorize these funds.

2. For amounts up to and including One Thousand US Dollars (\$1000) the Executive Board shall have the authority to establish payment methods including, but not limited to: electronic funds transfer, electronic bill payment, and/or the use of credit/debit cards.

3. For amounts in excess of One Thousand US Dollars (\$1000) disbursement shall be in the form of a check drawn upon the general fund of the Association and signed by two (2) Officers of the Association, one of whom shall be the Treasurer, unless by reason of employment, or other good and sufficient cause as determined by the Executive Board the Treasurer is unavailable.

It is the intent of this Section that no single invoice or payment is broken into multiple payments for the express purpose of subverting the requirements listed above in Section 1(d)(2).

e. The Executive Board on its own initiative shall have the power to take any action necessary and render any decision necessary to carry out fully and adequately all provisions contained in the Constitution of this Association, and in order to effect such action the Executive Board shall have the right to represent and act for any member, or members, and/or appoint representatives to act for any member, or members, on its behalf and to take such further action as it may deem necessary.

f. The Executive Board shall meet, at minimum, quarterly at such place and time as the Executive Board may designate. An online platform must be made available for every meeting. Every meeting will be recorded aurally solely for the Executive Board (such as a member who is unable to attend), and minutes written by the Secretary will be made available to the voting members by request. Confidential information may be redacted. Any member in good standing may propose an agenda item for discussion at the Executive Board Meetings by contacting the Secretaries for inclusion All requests will be considered, pending the approval of the Vice Co-Chairs.

g. A quorum of the Executive Board shall consist of nine members of the Executive Board and must include at least one of the current Co-Chairs and one of the current Vice-Chairs. If a member of the Executive Board can't attend an Executive Board meeting, they may appoint another Professional Member of the Association to be present and act as their Proxy. Proxies

may be used to establish a quorum at an Executive Board Meeting. They may vote on matters included in the notice of meeting, and/or on matters raised at the meeting, or according to directions of the Executive Board Member they are representing. Proxies shall be announced at the beginning of the meeting and at each instance when they are voting. Proxies shall be communicated to the Chair of the meeting prior to the start of the meeting for recording in the minutes. Any present Executive Board Member acting as Proxy can only represent one additional vote. Any present Professional Member not on the Executive Board can represent one individual as a Proxy.

h. Removal of a Member of the Executive Board

1. The Executive Board may require that a member of the Board be removed by referendum. The board member in question is allowed a hearing by the Executive

Board. If a referendum is required it shall be approved by a quorum of the Executive Board.

2. The membership may require that a member of the Executive Board be removed by referendum at the written request of thirty-five (35) Professional, Affiliated, Life, or Early Career Members in good standing. The board member in question is allowed a hearing by the Executive Board where the referendum is approved or denied.

3. If the referendum is approved, the Executive Board shall inform the member by written notice, which shall be served upon the member by registered or certified mail and email, directed to the member's address as it appears on the books or record of the association thirty (30) days before the referendum is voted upon. Said notice shall state the reason for removal as described by the Executive Board or Professional Membership.

4. A vote on the referendum shall be taken by the Professional Membership thirty (30) days after distribution. The offending member will be removed from the Executive Board by a two thirds (2/3) majority vote.

i. The Executive Board may by its own action submit any proposal at any time to the membership for referendum vote, if it should so desire. A referendum vote shall override all other past determinations on a particular matter, whether the Executive Board, its officers, or the membership at a membership meeting made such determinations.

j. Notwithstanding anything stated in the above provisions, it is the essence of this Constitution that all powers of this organization reside in the Professional, Early Career, Affiliated, and Life membership as a body and that the powers of the Executive Board and its officers derive from the Professional Membership.

Section 1a. Councils

a. Councils are small board-appointed groups that manage behind-the-scenes functions of the non-profit

b. The Executive Board shall have the power to establish and dissolve councils, and exercise oversight, as it may deem necessary.

The councils of the Executive Board include, but are not limited to:

1. Development Council
2. Finance Council

The council members of Finance must include the Treasurer, and councils are staffed by volunteers from within the Professional, Affiliated and Early Career Membership, and approved by the Executive Board, and any others that the Executive Board appoints. All members shall have an equal voice within the Council and must remain active members.

The Executive Board shall approve all decisions by the councils.

Section 1b. Committees

a. Standing committees serve various goals and missions of TSDCA on a continual basis

b. The Executive Board shall have the power to establish and dissolve committees, and exercise oversight, as it may deem necessary.

The Standing committees of TSDCA include, but are not limited to:

1. Membership
2. Communications
3. Nominating
4. Bylaws/Legal

Every 10 years a committee shall be formed to review and recommend changes to the bylaws of the Association.

Committees are staffed by volunteers from within the Membership. All members shall have an equal voice within the Committee and must remain active members.

The committee members vote committee chairs on for a term of two (2) years. Every committee is staffed by two (2) Co- Chairs. Any Professional, Life, Early Career, or Affiliated member in good standing is eligible to be a Co-Chair of a committee. A Co-Chair may assign a proxy if not available for duties. At least one (1) Co-Chair will preside over all meetings. In the event a committee chooses to not elect co-chairs, the Executive Board will appoint co-chairs from within the committee or recruit co-chairs from the general TSDCA membership after consulting with both the committee members and referencing past candidates gathered by the Nominating Committee. Eligible members can only serve as a Co-Chair of one committee at a time.

The Executive Board shall approve all decisions by the committees. A Chair of each Committee shall provide updates on their work to the Executive Board, at the Annual Meeting, and at the request of the Executive Board.

Section 1c. Working Groups

a. Working Groups of TSDCA are specific initiatives with concrete goals meant to exist for the duration of the project

b. The Executive Board, Councils, and all Committees shall have the power to establish and dissolve working groups, and exercise oversight, as it may deem necessary.

Working Groups are approved by the Executive Board and are staffed by volunteers from within the Membership. Working Groups shall provide updates on their work to the Board/Council/Committee that formed them or upon request of the Executive Board. All members shall have an equal voice within the Working Group and must remain active members.

The Executive Board shall approve all decisions by the working groups.

Section 2. Officers

a. The Officers of this Association shall consist of Co-Chairs (2), Vice Chairs (2) , Secretaries (2), and a Treasurer (1). Their terms of office shall be two (2) years.

A Member of the Executive Board may only serve in the same position for four (4) consecutive terms. After four (4) consecutive terms, if a member wants to run again for the same position, they'll need to seek approval from the Executive Board before the nomination can be placed on the ballot.

b. All terms of office shall commence July 1 of the year elected

c. The Co-Chairs shall be the first and second executive officers of the Association, and a minimum of one shall preside at all membership meetings, and shall perform such other duties as the Executive Board may from time to time determine.

d. The Vice Chairs shall perform the duties and exercise the powers of the Co-Chairs in the absence of the latter, shall preside at meetings of the Executive Board, and shall perform such other duties as the Executive Board may from time to time determine. The Vice Chairs shall alternate presiding at meetings, unless the other Vice Chair is unable to attend that meeting.

e. The primary responsibilities of the Secretaries are to disseminate the minutes of the Association to the Executive Board, give a report of the Executive Board at Annual meeting, to maintain the membership record, be responsible for all correspondence within the Association, and perform such duties as the Executive Board may, from time to time, determine. Minutes will be Available to any member upon request.

f. The Treasurer, or any person or persons designated by the Executive Board, shall receive all monies of the Association and shall deposit the same as directed by the Executive Board. The Treasurer, or any person or persons designated by the Executive Board, shall make disbursements from the funds of the Association as authorized by the Executive Board from time to time. The Treasurer shall keep accurate financial accounts and shall prepare and submit, at the annual meeting and whenever so requested by the Executive Board, a complete financial statement of the Association. The Treasurer shall also be responsible for preparing and submitting all necessary documents relating to the financial status of TSDCA and its non-profit status. The duties of the Treasurer shall be assumed by the Secretaries in the event that the Treasurer is unable/unavailable to execute their duties.

Upon a new Treasurer being elected, the existing Treasurer becomes the Deputy Treasurer for a year while they mentor the new Treasurer through the next financial cycle. The Deputy Treasurer is not a member of the Board.

g. The Early Career Representative represents the Early Career Members.

h. The Affiliated Representative represents the Affiliated Members.

i. Regional Representatives represent all membership tiers - including Professional, Life, Early Career, Affiliated, Student, and Supporting Members - in their respective regions.

j. Regional Representatives must be a full time resident in their respective region at the time of election and throughout their term.

j. In the event of any vacancy on the Executive Board, a replacement from the eligible Membership will be appointed by a two thirds (2/3) majority vote of the Executive Board and shall serve until the next Annual Election. If the officer is serving until the next election cycle, but not finishing their term, a vote by the Membership will be held for the remainder of the original officer's term at the annual meeting.

k. In the event that a position that has two (2) concurrent vacancies (Co-Chairs, Vice Chair, Secretaries, Regional Rep), in order to maintain staggered terms, the top two vote-getters shall both be elected to that position. The candidate receiving the most votes will be elected to a one-time term of three (3) years, with the second-place candidate serving the standard two (2) year term.

Section 3. Elections

a. Election results for officers and members of the Executive Board are announced at the Spring membership meeting. The Co-Chair not up for re-election of the Association that election cycle, in coordination with the Nominating Committee will run the elections. There are two ~~three~~ methods of becoming a candidate :

1. Members who wish to run for any position may provide a written statement of intent and two (2) letters of support from professional members to the nominating committee before May 1st of the election year.

2. The Nominating Committee may make nominations. Such a Nominating Committee shall consist of at least three (3) Professional Members of the Association, of whom no more than two (2) members of the Executive Board (not including the presiding co-chair).

No person shall accept nomination for more than one category. The membership will be informed of the full slate of nominees by May 20th. Anyone seeking election is ineligible for the Nominating Committee.

b. At least twenty (20) days before July 1, a ballot and voting instructions, per Article VII, Section 3, shall be communicated to all Professional, Early Career, Affiliated, and Life Members listing all nominations for officers and members of the Executive Board. A person must be a Member in good standing prior to release of the ballot in order to participate.

After the receipt of the ballot, voting will remain open until 24 hours before July 1, Officers and members of the Executive Board shall be elected according to the following rules:

1. The nominees for the offices of one (1) Co-Chair, one (1) Vice Chair, and one (1) Secretary who receive the greatest number of votes shall be elected.
2. The nominees for the office of Treasurer, Affiliated, and Early Career Representative who receive the greatest number of votes shall be elected.
3. The nominees for the Regional Representatives who receive the greatest number of votes shall be elected.
4. In the event of a tie for any office, the Executive Board shall determine by a simple majority vote which of the nominees tied for the office shall serve.

Newly elected Officers and Members of the Executive Board shall take office July 1st. The new officers are to avail themselves for a transition period prior to taking office.

ARTICLE V. MEMBERSHIP MEETINGS

Section 1. Annual Meetings

One annual meeting of the Association Membership will be held at such date, time, and place(s) as the Executive Board may designate, said date to be inclusive, in each year.

Section 2. Special Meetings & Regional Membership Meetings

Special Meetings of the Association or Regional Membership Meetings shall be called by the Secretaries at the direction of the Executive Board or upon the written request of five percent (5%) of the Professional Members. The notice of a special meeting shall state the purposes thereof and no other business shall be transacted at the meeting. A referendum may be proposed but not voted on at a Special Meeting or Regional Membership Meeting.

Section 3. Notice of Meetings

Notice of the time and place of annual, special meetings, and regional membership meetings of the membership shall be communicated to each member of the Association per Article VII, Section 1. Notice of the Annual meeting shall be sent at least twenty (20) days before the date thereof; notice of a Special Meeting shall be sent at least ten (10) days before the date thereof.

Section 4. Quorum

At all meetings of the Association, ten percent (10%) of the Professional Members shall constitute a quorum. In the absence of a quorum, the meeting may be continued at the discretion of the presiding officer, but no official business of the Association shall be transacted.

Section 5. Right to Vote

All Professional, Early Career, Affiliated, and Life Members shall have the right to vote in elections, and at membership and committee meetings of the Association. Each Professional, Early Career, Affiliated, and Life Member of the Association shall have the right to one vote, in person, online, or by proxy, subject to reasonable regulations by the Executive Board governing the manner of voting by proxy.

Section 7. Rules of Order

The rules contained in the current edition of Robert's Rules of Order (www.rulesonline.com) shall govern this Association in all cases to which they are applicable and in which they are not in conflict with this Constitution and by-laws, and any standing orders, which this Association may adopt.

ARTICLE VI. SUSPENSION OF MEMBERS

Section 1. Suspension

a. If any member violates any provision of the Constitution or [Anti-Harassment Policy](#), the Executive Board may at its discretion suspend said member from the privilege of membership. Such action requires a two-thirds (2/3) vote of the Executive Board.

b. Any member of the Association determined to be in Conflict-of-Interest, as shall be defined by the Executive Board from time to time, shall be suspended from membership. The Membership Committee may determine that a re-classification of the Membership Category will remove the conflict, and may offer re-classification, instead of suspension, to the member so determined to be in Conflict-of-Interest.

c. Members may be dismissed from membership for non-payment of dues, subject to such grace period as the Executive Board may from time to time determine. Members may also voluntarily suspend their membership for any reason by contacting the Membership Committee. Such Members may be restored to membership subject to such guidelines as the Executive Board may from time to time determine.

Section 2. Appeal

From any disciplinary action inflicted in this Article, the member disciplined may appeal to the membership of the Association, which shall determine the appeal by a two thirds (2/3) majority vote of those members present at a special meeting duly called for such purpose.

Section 3. Notice of Disciplinary Action

Notification shall be sent to the offending member as specified in Article VII, Section

2. ARTICLE VII. NOTICES

Section 1. General Notices

All notices and communications to members of the Association shall be sent by electronic communication to the latest electronic address furnished by the member to the Association.

Section 2. Notification of Disciplinary Action

The Executive Board shall inform the offending member by written notice, which shall be served upon the member by registered or certified mail and email, directed to the member's address as it appears on the books or record of the Association thirty (30) days before appropriate disciplinary action shall take place. Said notice shall state disciplinary action contemplated by the Executive Board together with its reasons.

Section 3. Secure Web-Based Voting

All voting on members of concern to the Association, including, but not limited to, elections and referendums, may take place via secure web-based voting. The Executive Board shall select a provider of secure web-based voting, provided that no member of the Executive Board has any conflict of interest with the provider selected.

ARTICLE VIII. GENERAL CLAUSES

If any portion of this Constitution shall be, or held to be, illegal, such portion shall be deemed to be separable from the other portion of the Constitution and shall not affect the same.

ARTICLE IX. DISSOLUTION

By resolution adopted by the Executive Board and ratified by a two-thirds (2/3) majority of the Professional Members in good standing present in person or by proxy at a special meeting called for the purpose, a referendum concerning the dissolution of this Association shall be submitted to the Professional, Early Career, Affiliated, and Life Membership, which referendum shall require a two-thirds (2/3) majority vote to pass. Upon such dissolution all assets and property of the Association, after payment of all necessary expenses and debts, shall be distributed to organizations exempt from Federal Income Tax under the provision of Section 501 (c)(6) of the Internal Revenue Code of 1954, as amended. The Executive Board shall have the full power to settle up the affairs of the Association and to sell and dispose of and to give good title to any and all of its property, both real and personal, and shall make division in accordance with the terms of this article.

ARTICLE X. AMENDMENTS

The Executive Board or any ten (10) Professional Members in good standing, by petition in writing addressed to the Executive Board, may propose amendment to or repeal of the existing Constitution or adoption of a new Constitution. Any such proposal shall be submitted to the membership at least two (2) weeks prior to any general membership meeting held during the course of the year, shall be discussed at said meeting, shall be submitted to the Professional, Early Career, Affiliated, and Life Membership for referendum vote, and shall become effective if approved by at least two-thirds (2/3) of those voting.