**CONSTITUTION OF THE ALPHA ZETA CHI CHAPTER OF THE ALPHA PSI OMEGA NATIONAL THEATRE HONOR SOCIETY**.

**Article 1**

**Organization**

**Section 1.** Name

**(a)**  The National Theatre Honor Society & Producing Organization at the University of Northern Iowa shall be Alpha Psi Omega (ΑΨΩ), the Alpha Zeta Chi (ΑΖΧ) Chapter.

**(b)** The name of the organization shall be abbreviated to APO or ΑΨΩ.

**Section 2.** Charter

**(a)** Be it known that we the undesignated members of the Grand Cast of the Alpha Psi Omega Honor Society by virtue of the authority vested in us by the several chapters thereof, do hereby empower a chapter to be formed at The University of Northern Iowa by the students and faculty, whose names are hereunto affixed, and whoever they may choose to honor for their participation in dramatic activities by election to membership in accordance with the Constitution and Ritual of this Society which have been delivered into their hands. This chapter shall be designated the Alpha Zeta Chi Cast of Alpha Psi Omega. Granted at Wichita, KS this 7th day of June, in the year 2010.

**Section 3.** Purpose

**(a)** The purpose of this, the Alpha Zeta Chi Chapter of Alpha Psi Omega is to stimulate interest in theatre activities at the University of Northern Iowa and to secure for the college/university all the advantages and mutual helpfulness provided by a large national honor society. By electing students to membership the society provides a reward for their participation in theatre activities of the college/university.

**Section 4.** Mission Statement

**(a)** The mission of Alpha Psi Omega is to reward and honor those students who have gone above and beyond in their pursuit of Theatre Arts at the University of Northern Iowa. It is also the mission of Alpha Psi Omega to foster growth within members artistically, professionally, and interpersonally; to advocate Theatre Arts on campus and within the community.

**Section 5.**  Goals

**(a)** To increase awareness of Theatre Arts on campus and within the community.

**(b)** To reach out to students from different departments with majors other than Theatre.

**Article 2**

**Membership**

**Section 1.** Membership

**(a)** To be eligible for membership in the Alpha Zeta Chi chapter of Alpha Psi Omega a candidate must be a full time student at the University of Northern Iowa.

**Section 2.** National Eligibility Requirements

**(a)** After meeting the requirements of the National Constitution, the local chapter may establish higher or additional criteria for eligibility.

**(b)** Completed, or close to completing, at least two semesters of participation in theatre work at the University of Northern Iowa.

**(c)** Participation in a variety of production tasks (acting, directing, playwriting, front-of house management, technical theatre, dramaturgy, production research, and other appropriate theatrical responsibilities). A point system has proven to be an effective means of fairly determining membership eligibility. The point spread allows each chapter to determine an appropriate point assignment based on level, degree, and quality of work in each category.

A Recommended Minimum Point System

A total of 75 points from the following categories (including participation in at least 2 areas of categories 1 through 6) is necessary to be eligible for admission into Alpha Psi Omega.

Category 1. Theatre Performance

Acting (25 pts.)

Dance (25 pts.)

Singing (25 pts.)

Category 2. Theatre Production

Design (25 pts.)

Producing (25 pts.)

Stage Management (25 pts.)

Assistant Stage Manager (15 pts.)

Production Coach/Other (25 pts.)

Technical Director (25 pts.)

Assistant Technical Director (15 pts.)

Crew Heads (15 pts.)

Construction Crews (15 pts.)

Running Crews (10 pts.)

Front-of-House (10 pts.)

Public Relations/Publicity/Marketing (15 pts.)

Category 3. Directing

Stage directing (25 pts.)

Choreography (25 pts.)

Musical directing (25 pts.)

Category 4. Dramaturgy: (20 pts.)

Category 5. Playwriting:

Play/Book for musical: (25 pts.)

Musical Composition for Theatre Performance (25 pts.)

Category 6. Theatre Education (above and beyond class requirements)

Seminar leader or presenter (25 pts.)

Workshop leader or presenter (20 pts.)

Panel member or presenter (20 pts.)

Category 7. Special: Officer in Drama/Theatre Organization/Club (10 pts.)

Category 8. Special: Membership in Delta Psi Omega (50 pts.)

Category 9. Student Theatre Productions

Performing (15 pts.)

Directing (15 pts.)

Assistant Directing (10 pts.)

Designer (15 pts.)

Assistant Designer (10 pts.)

Technical Director (15 pts.)

Assistant Technical Director (10 pts.)

Stage Manager (15 pts.)

Assistant Stage Manager (10 pts.)

Writer for 10MPF (15 pts.)

\*Note: Students receiving academic credit as a part of a class (with the exception of Theatre Practicum and Theatre Production) are ineligible for points.

**(d)** G.P.A. of 3.0 or higher.

**(e)** The local chapter may not allow standards to fall below these guidelines.

**(f)** Honorary and faculty membership may be conferred after securing permission from the National Office.

**Section 3.** Honorary Membership

**(a)** Honorary membership may be bestowed on persons who have made special continued contributions to the theatre program of a particular college or university after approval from the National Office.

**Section 4.** Election to Membership

**(a)** Candidates will be elected to membership by the active officers on the chapter’s board, provided that the candidates meet all the eligibility requirements.

**Section 5.** Dues

**(a)** Once elected, members must pay a one-time national due. The dues will be sent to the National Office with an induction report. This report must be completed within two weeks of the member’s induction.

**(b)** In addition to the national dues, the chapter may require local dues as deemed necessary and appropriate. Local dues must be passed by a majority vote of the current officers.

**Section 6.** Participation

**(a)** Participation in activities sponsored by APO does not require membership in APO.

**(b)** Members of APO who allow their G.P.A. to fall below the 3.0 standard will be placed on a probationary period until midterm grades are posted. If the member fails to raise their G.P.A. above the 3.0 standard by midterm, they will be suspended from participation in hosting APO sponsored events until their G.P.A. rises above the 3.0 standard again. In the event that midterm grades are not posted, the member will meet with the President and faculty advisor to determine the member’s participation.

**(c)** Officers of APO who allow their G.P.A. to fall below the 3.0 standard will be placed on a probationary period until midterm grades are posted. If the officer fails to raise their G.P.A. above the 3.0 standard by midterm, they will be removed from office for the semester. The remaining officers will fill the vacancy as dictated by the officer hierarchy. A special election will be held of the remaining chapter members in good standing to fill the Social Chair position. In the event that midterm grades are not posted, the officer will meet with the President and faculty advisor to determine the officer’s participation on the board.

**Article 3**

**Officers and Duties**

**Section 1.** Officers

**(a)** The officers of this chapter will be the President, Vice-President, Secretary, Treasurer, and Social Chair.

**(b)** In the event that an officer is incapacitated and/or cannot fulfill their duties, the hierarchy is as follows: President, Vice-President, Secretary, Treasurer, and Social Chair.

**Section 2.** Duties

**(a)** The duties of the President will include but not be limited to:

**(i)** Call and preside over regular meetings.

**(ii)** Appoint committees.

**(iii)** Act as the representative of the society at campus and community events.

**(iv)** Act as the liaison between the organization and the Department of Theatre faculty.

**(v)** Complete G.P.A. checks of current members and candidates for membership.

**(vi)** Act as spokesperson of the organization at Department of Theatre events.

**(vii)** Act as signatory of APO bank account in conjuncture with the Treasurer.

**(b)** The duties of the Vice-President will include but not be limited to:

**(i)** Create and update all APO paperwork as needed.

**(ii)** Maintain APO production calendar.

**(iii)** Purchase performance rights (in conjunction with the Treasurer).

**(iv)** Approve all publicity (in conjunction with the Social Chair).

**(v)** Assume the responsibilities of the President in the event of his/her incapacitation.

**(c)** The duties of the Secretary will include but not be limited to:

**(i)** Record notes at all meetings and distribute meeting minutes within 24 hours of each meeting to appropriate parties.

**(ii)** Keep accurate record of all members and their accomplishments in the area of theatre.

**(iii)** Maintain the APO email account.

**(iv)** Maintain all APO documents.

**(v)** Archive all APO events and productions.

**(vi)** Assume the responsibilities of the Vice-President in the event of his/her incapacitation.

**(d)** The Treasurer will include but not be limited to:

**(i)** Act as a signatory on the APO bank account.

**(ii)** Keep an accurate record of all APO financial operations.

**(iii)** Hold the APO cash box and checks.

**(iv)** Report on the financial status of the organization at each meeting.

**(v)** Hold tax exempt and discount cards.

**(vi)** Purchase performance rights as necessary (in conjunction with the Vice-President).

**(vii)** Assume the responsibilities of the Secretary in the event of his/her incapacitation.

**(e)** The Social Chair will include but not be limited to:

**(i)** Maintain various APO social media accounts and website.

**(ii)** Assist in the creation of posters and programs for APO events and productions.

**(iii)** Facilitate poster and advertising paraphernalia distribution for APO events and productions.

**(iv)** Facilitate marketing need for APO events

**(v)** Research service opportunities on campus and within the community.

**(vi)** Act as a liaison between students and the APO board.

**(vii)** Assume the responsibilities of the Treasurer in the event of his/her incapacitation.

**Section 3.** Elections

**(a)** Eligibility for election to office requires membership in APO.

**(b)** Candidates will be elected by majority vote of the new chapter of the consecutive year.

**(c)** In the event of a tie, a second vote between the tied candidates will be held immediately.

**Section 4.** Special Elections

**(a)** In the event that an officer is incapacitated, and the remaining officers fill the vacancy as dictated by the officer hierarchy, a special election will be held of the remaining chapter members to fill the Social Chair position.

**(b)** In the event of a tie, a second vote between the tied candidates will be held immediately.

**(c)** If there are no nominees to fill the position, a special meeting will be held by the remaining officers to fill the position.

**Section 5.** Terms

**(a)** Officers will be elected for a term lasting for the duration of the upcoming academic year.

**(b)** Terms will begin with a shadowing period that begins immediately following the announcement of the election results. The newly elected officers will preside over the final meeting of each academic year.

**(c)** In the event that an officer graduates at semester or does not return to school, the remaining officers will fill the vacancy as dictated by the officer hierarchy, and a special election will be held of the remaining chapter members to fill the Social Chair position.

**Section 6.** Removal from Office

**(a)** Grievances may be petitioned at any time regarding any officer. A grievance, in the form of a position with ten signatures, must be presented to the board by a current officer.

**(b)** Grievances must be presented at the next regular meeting. The highest officer in good standing will preside over the grievance.

**(c)** A vote will be held by written ballot of the officers, excluding the accused officer, to determine removal of the accused officer.

**(d)** A majority vote will constitute removal of the accused officer from the board.

**(e)** In the event of a tie, the accused officer will not be removed from the board.

**(f)** Officers will be notified 48 hours prior to conducting the removal vote.

**Article 4**

**Meetings**

**Section 1.** Board Meetings

**(a)** A weekly meeting time will be determined and agreed upon by the officers before the first meeting of each semester. The meeting time must be passed by a majority vote.

**(b)** Meeting times will be posted to the public.

**(c)** Any officer may request a special meeting.

**(d)** A quorum will consist of a majority of the chapter’s active members.

**(e)** Faculty advisors constitute as officers.

**(f)** Anyone may attend a board meeting at any time.

**(g)** Anyone may come to the board meetings and voice their concerns about APO as an organization or any APO sponsored events.

**Section 2.** Voting

**(a)** Any officer may call for a vote.

**(b)** A vote will consist of the current officers.

**(c)** A vote will pass by majority unless otherwise noted.

**Section 3.** Committees

**(a)** Officers may appoint committees as deemed necessary. A committee will be appointed by majority vote.

**(b)** Each committee will consist of at least one officer.

**Section 4.** Special Meetings

1. In the event that the board should need to discuss sensitive information (member grades, induction, etc.), the officers have the right to call a special closed meeting. Attendance will be dictated by the current officers.
2. Meeting notes will be distributed to those who attended the meeting, and will not be made public.

**Article 5**

**Additional Operation Procedures**

**Section 1.** By-Laws

**(a)** Additional by-laws may be presented at any regular meeting. Before they are adopted into the standing by-laws they must pass two rounds of voting.

**(b)** The first vote to adopt a by-law will consist of all of the active officers. The vote must pass by a majority.

**(c)** The second vote to adopt additional by-laws will consist of the active membership. The vote must pass by a two-thirds majority.

**Section 2.** Amendments

**(a)** The articles of this constitution may be amended, revised, or altered, in part or in whole, at any regular meeting. Before the amendments are adopted, they must pass two rounds of voting.

**(b)** The first vote to adopt a by-law will consist of all of the active officers. The vote must pass by a majority.

**(c)** The second vote to adopt additional by-laws will consist of the active membership. The vote must pass by a two-thirds majority.

**(d)** Each amendment must be presented to each voting party in writing at least one week prior to voting.

**(e)** In the event of unforeseen circumstances, a one-time exception to the by-laws can be adopted provided a unanimous vote from the officers is passed.

**Section 3.** Discontinuance

**(a)** Should the Alpha Zeta Chi chapter of Alpha Psi Omega at the University of Northern Iowa discontinue, the officers will donate all assets to the University of Northern Iowa Department of Theatre.

**Section 4.** National Playbill

**(a)** At the beginning of each academic year, each chapter will submit to the National Business Manager (the editor of the annual Playbill) the following information: 1) University Name, city, state; 2) Chapter Name; 3) Current APO Season; 4) List of Chapter Officers; 5) List of Faculty and Staff; and 6) For Each Photograph submitted, list Title, Cast, Crew, Director, etc.

**Section 5.** Member Records

**(a)** Each chapter will keep an accurate record of each member detailing their accomplishments in the field of theatre.

**Section 6.** Financial Operations

**(a)** All receipts must be turned into the Treasurer within a week of the purchase.