

TheatreUNI Multicultural Theatrical Society (MTS) Constitution

ARTICLE I: ORGANIZATION

UNI Multicultural Theatrical Society. The name shall be abbreviated to **MTS**.

Charter– MTS is an official student organization of the University of Northern Iowa affiliated with Theatre UNI, (257 Communication Arts Center, University of Northern Iowa, Cedar Falls, IA 50614)

ARTICLE II: PURPOSE

Section 1: TheatreUNI's Multicultural Theatrical Society is a club for students of diverse multicultural backgrounds and student allies. The purpose of this new organization is to give a voice to minorities and multicultural student performers and technicians through the art of theater while fostering an inclusive environment.

Section 1.2 Mission- Our mission is to represent our ever-changing society utilizing theater as outreach. Theater is an art form that asks us to accurately represent the underrepresented by holding a mirror to society through performance.

Section 1.3 Goals- Below are possible performance endeavors, not limited to:

- 1. Staged readings of diverse and inclusive plays from diverse playwrights*
- 2. Collaborating across campus with other student organizations i.e. Black Student Union and UNI PROUD.*
- 3. Bringing prominence to UNI's commitment to diversity in theatre to the community at large*
- 4. Performing student produced, directed, and designed works involving inclusion and diversity*

ARTICLE III: Eligibility/Membership Selection

Section 2.1 Criteria- All UNI students are eligible for participation in the organization. The applicant for a production must be a student. However, non-students may participate. Any given production must have at least 75% student involvement to warrant regular approval by the Board.

Section 2.2 Dues- Membership in MTS does not require dues.

Section 2.3 Voting- Each Board member in attendance of an MTS meeting is allotted one vote on issues brought to and/or by the MTS Board

ARTICLE IV: OFFICERS

Section 4.1 Officers

a) The officers of the MTS Board shall be President, Vice-President, Secretary, Treasurer and Publicity Representative. All officers must be a student of the University of Northern Iowa and academically eligible (1.75 cumulative GPA and part-time enrollment in the university of at least six credit hours).

b) In the event that a Board member is incapacitated and/or cannot fulfill his/her duties, the hierarchy is as follows: President, Vice-President, Secretary, Treasurer, and Publicity Representative.

Section 4.2 Elections –

(a) Officers shall be elected by online ballot on MyUNIverse, no later than the last working day of March. New officers will begin shadowing current officers until they take office.

(b) The current President presides over all elections; any Board member up for reelection for any position may not be involved in the ballot counts. If the President is up for reelection, the Vice President will preside over that vote.

(c) Candidates must be nominated by peers and complete an MTS Election Nomination form, provide his/her nomination statement.

(d) Nominees with the necessary completed forms, documents, and files will be eligible for election.

(e) In the event of a tie, a second vote for that position will be held as soon as possible after the completion of the first vote.

(f) If there are no nominees to fill a position, a special meeting will be held by the Board to fill the office.

The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section 4.3 Terms

(a) Terms consist of a shadowing period that lasts from the announcement of the election results until the week before the end of the academic year. The newly elected officers shall preside over the final meeting of each academic year.

Section 4.4 Vacancy

In the event of a vacancy occurring:

- The Vice President shall fill any vacancy in the office of the President during the academic year, including the shadowing period.
- The Secretary shall fill any vacancy in the office of Vice President during the academic year, including the shadowing period.
- The Treasurer shall fill any vacancy in the office of Secretary during the academic year, including the shadowing period.
- The Technical Coordinator shall fill any vacancy in the office of Treasurer during the academic year, including the shadowing period.
- The Board shall elect an interim Technical Coordinator to fill the vacancy of this position.
- The Board shall elect an interim Publicity Representative to fill the vacancy of this position.

Section 4.5 Tasks of Officers

The executive board shall be responsible for the planning, organizing, leading, implementing, controlling, assessing, evaluating, and concluding of events that are annual, traditional, or new.

ARTICLE V: DUTIES OF OFFICERS

Section 5.1: President

The President shall:

- Oversee and lead the total operations of the organization.
- Preside over every MTS meeting.
- Coordinate of the acquisition of spaces for productions.
- Act as a signatory of the MTS bank account.
- Maintain of the MTS email account (unistaboard@gmail.com). The President will delegate responses specific to other Board members.
- Act as a liaison between UNISTA, UNI United States Institute for Theatre Technology (UNI USITT), Alpha Psi Omega (APO), UNI Student Theatre Association (UNISTA) theatre faculty, and the Northern Iowa Student Government (NISG).
- Act as a spokesperson for MTS activities to Theatre UNI, the University of Northern Iowa, and the general public.

Section 5.2: Vice-President –

The Vice President shall:

- Assist in total operation of the organization as directed by the President.

- Generate all agenda items and report them to the President.
- Report directly to the Executive Board.
- Preside in the absence of the President.
- Serve as chairperson of the Program Committee
- Purchase performance rights in conjunction with the Treasurer.
- Maintain the MTS production calendar in conjunction with the Theatre UNI Production Manager in conjunction with the Secretary.
- Schedule and run post-production forums.

Section 5.3: Secretary

The Secretary shall:

- Keep a roster of all active members.
- Coordinate information to and from the Executive Board.
- Keep a record of all minutes for executive and general body meetings and
- Report directly to the Executive Board.
- In the event of a vacancy of the Public Relations Officer, the Secretary shall take on those duties.
- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club
- Record and post minutes of weekly meetings that will be distributed to the MTS Board, the Design & Production Committee of Theatre UNI, any Production Team that is currently involved with MTS, and the MTS Membership.
- Create and updating paperwork used by MTS. (Production Applications, Box Office Reports, etc.)
- Archive current and past productions which include but are not limited to 1) Applications and Materials: Rehearsal Reports, Technical Information including purchasing and rentals, Programs, and Publicity.
- Assist in the creation of programs for each of MTS's production/projects in conjunction with the Publicity Representative.
- Upload all MTS documents to the Google Drive associated with MTS.

Section 5.4: Treasurer

The Treasurer shall:

- Oversee general fund management and be responsible for budgetary expenditure.
- Report directly to the Executive Board.
- Have a thorough understanding of all NISG financial guideline rules.
- Serve as the Chair of the Fundraising Committee.
- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports on:

- Tally ticket sales of MTS productions/projects.
- Set due dates for receipts for MTS productions/projects.
- Act as a signatory on the MTS checking account.
- Maintain a record of financial transactions.
- Present financial statements.
- Purchase performance rights in conjunction with the Vice President.
- Withdraw starting cash for each production.
- Order checks for the MTS bank account.
- Prepare an end of year financial statement
- Holding all MTS tax exempt and discount cards.

Section 5.5: Publicity Representative

Publicity Representative shall:

- Work in conjunction with the secretary
- Be responsible for addressing promotional needs of the organization
- Serve as the Chair of the Publicity Committee
- Report directly to the Executive Board
- Maintaining the Production Board located in the Green Room of the Strayer Wood Theatre.
- Maintain the MTS website.
- Create and distributing the MTS publicity style guide.
- Create and maintaining a contact list of all marketing options.
- Create, operating, and maintaining of all social media for MTS (Facebook, Twitter, Google +, etc.).
- Assist in the creation of programs for each of MTS's productions/ projects in conjunction with the Secretary.
- Create and help distribute posters for all MTS productions/projects.
- Archive current and past productions which include, but are not limited to 1) Production Photos, Videos, Music, etc.

General Board tasks include, but are not limited to:

- Voting on production applications.
- Scheduling weekly meeting times.
- Monitoring process of all productions as well as ticket sales/house management responsibilities during the run of a production.
- Distributing marketing related materials to the University of Northern Iowa, as well as, the Cedar Valley.
- Holding keys to all MTS storage locations.
- Facilitate marketing needs including, but not limited to: 1) Posters, table tents, chalking, social media events, press releases, video/audio advertisements, etc

ARTICLE VI: MEETINGS

Section 6.1 Board Meetings

- Regular meeting times are agreed upon by the Board prior to the first meeting of the year.
- Meeting times will be posted to the public.
- Any Board member may request special meetings.
- Two-thirds of the Board present shall constitute a quorum.
- The faculty advisors constitute as Board Members.
- Any member of MTS may attend Board meetings, except during the process of voting.
- Members of MTS may come to the Board meetings and voice their concerns about MTS, its productions, etc.

Section 6.2: Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

***BYLAWS**

ARTICLE VII: PRODUCTIONS

Section 7.1 Submitting and Approving Applications

- (a) The Board shall review all applications for each production.
- (b) MTS will announce when applications will be accepted for productions and when applications will be due to the Board.
- (c) Each application must be approved or denied within two weeks of the application submission date unless otherwise specified by the Board.
- (d) Applications for a show will require a two-thirds vote of approval from the MTS Board.
- (e) In the event that a Board member is to be actively involved in a potential production, it is understood that the said Board member relinquishes his/her vote in regard to that particular show's voting issues including, but not limited to applications, budgets, etc.
 - (i) No more than one (1) Board Member shall be involved in an MTS production at any given time.
- (f) Before approval of all applications, the Board shall check all locator forms to find possible conflicts with TheatreUNI sponsored activities. Any individuals with a GPA under 2.5 may not participate.
- (g) After approval of the first application, a meeting with the Design & Production Committee of Theatre UNI must take place. MTS President, a Technical advisor from MTS and a designated member of the production at hand should attend. Technical requirements should be communicated with the Strayer-Wood Theatre's Technical Directors before the meeting takes place.

Section 7.2 Strike Policy

(a) MTS operates under the three-strike policy. This is to maintain strong standards and a sense of accountability. Accumulation of three strikes will result in the immediate dismissal of the production.

(b) Productions will incur one strike for each of the following, but are not limited to:

1) If the production is deemed to be having difficulties in communication (internal, with the MTS Board, or with faculty), causing a disturbance for main-stage or class work.

2) Negative impacts on classwork or main stage productions caused by MTS productions.

3) Failure to meet designated deadlines without prior approval by MTS.

4) Late submission of all reports, including rehearsal, production meeting, and performance, etc.

5) Failure of a production representative to attend weekly meetings after approval of the second application without prior notice to the Board or sufficient reason of absence.

6) Any violation of the copyright set by the respective publisher of a script.

7) Unapproved purchases by any member of the production, including but not limited to: Directors, Designers, Actors, Choreographers, Stage Managers, etc.

8) Any violation of bylaws or standards set by MTS or Theatre UNI, or the law will result in immediate dismissal.

9) Strikes not listed here may be determined by MTS.

Section 7.3 Communication

(a) Upon the approval of the second application, MTS Board members will begin attending weekly rehearsals.

(b) Every MTS production must have a designated member of the production team to attend the weekly Board meetings for the duration of the production process.

(c) The Board must receive daily rehearsal reports sent by 10 AM of the morning following a rehearsal. Production reports, or production meeting notes, must be received within 24 hours of said meeting.

(d) A cast list may not be announced until GPA checks have been completed and approved for all involved cast, designers, etc.

Section 7.4 Budgets and Purchases

(a) All production team members seeking funding for a production must submit a MTS Production Budget Request Form with the production's second application. Budgets will be determined and allocated by the Board.

(b) Any purchase made without prior approval from the President or Technical Coordinator or Treasurer via signature on an MTS Purchase Approval Form will not be reimbursed.

(c) All purchases, unless otherwise approved by MTS, must be paid with an MTS debit card or checkbook.

(d) No purchase will be reimbursed without receipt record via submission of a MTS Receipt Log.

(e) The Treasurer will determine a deadline for all receipts to be submitted for reimbursement. The deadline will be set no later than two weeks after the closing of a production.

(f) As MTS is a tax-exempt non-profit organization, all purchases must be made with the MTS tax-exempt ID. Reimbursements will not be made for taxes paid.

Section 7.5 Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section 7.6 Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

Article VIII. Financial Operations

Section 8.1 Fiscal Year

(a) The fiscal year is from July 1st to June 30th.

Section 8.2 Non-Profit Definition

(a) No part of the net earnings of MTS shall benefit or be distributed to its members, trustees, officers, or other private persons except approved reimbursements.

Section 8.3 Tax-Exempt Definition

(a) MTS is a tax-exempt organization and shall not reimburse on any taxes paid.

(b) Using the MTS federal tax-exempt ID# on purchases of a personal nature is a violation of federal law.

(c) MTS purchases should be on their own receipt.

Section 8.4 Financial Accounts

(a) All MTS funds are secured in an account at Veridian Credit Union at Maucker Union on the campus of the University of Northern Iowa.

- (b) All Board Members are the signatories on the account.
- (c) The President or Technical Coordinator may write checks for non-technical purchases or technical purchases with approval forms already signed by the Technical Coordinator and Treasurer.
- (d) The President, Treasurer, or Technical Coordinator may approve all purchases.
- (e) The Treasurer is responsible for ordering checks for the MTS account.
- (f) At the end of the academic year, prior to the final MTS meeting, the names on the account will be transferred to the newly elected Board.

Section 8.5 Filing Paperwork

- (a) Receipts are filed according to production and must be kept for at least three years.
- (b) Bank statements should be printed and filed according to academic year and kept for at least three years.
- (c) The Treasurer is responsible for keeping a copy of all purchase approval forms and matched receipts.
- (d) All Box Office Reports for every production shall be filed by show and kept for at least three years.

Section 8.6 Financial Reports

- (a) At the end of each academic year, the Treasurer shall provide a detailed financial statement which includes, but is not limited to budgets, profits, and ticket sales for each production and the final balance for the year.

Section 8.7 Reimbursements

- (a) No purchase will be reimbursed without consent from the MTS Board.
- (b) No purchase will be reimbursed without receipt record.
- (c) The Treasurer will determine a deadline for all receipts to be submitted for reimbursement. The deadline will be set no later than two weeks after the closing of a production.

Article IX. Additional Operation

Procedures Section 9.1 Box Office

- The Treasurer is responsible for withdrawing a sufficient amount of starting cash for each production.
- Only Board members and those approved by the Board are allowed to handle the box office functions.
- Those Board members operating the Box Office should arrive at the production no later than one hour before curtain.
- Upon arrival, the Box Office staff are to count the starting cash and fill in the Box Office Report.
- Upon completion of ticket sales, the Box Office staff are to update the box office report form and reset the cash to \$100.
- At the end of all performances for the production, the Treasurer is responsible for checking all Box Office forms and cash counts.
- Theatre UNI directors, designers, playwrights, and UNI Faculty and Staff will not be charged admission to MTS sponsored productions.

Section 9.2 Amendments

(a) These MTS bylaws may be amended by a two-thirds vote of the Board, as long as the amendment has been made available to the entire MTS organization.

(b) Exceptions may be made to the bylaws in cases of unforeseen circumstances; exceptions require a unanimous vote by the Board.

Section 9.3 Discontinuance

(a) Upon the discontinuance of MTS, the Board will, after paying and/or making provisions of all liabilities, give all assets of MTS to Theatre UNI to set up a scholarship fund.

ARTICLE X. Committees

Every member of MTS is strongly encouraged to join a committee. Membership of the Committee shall consist of a balanced number of members formed each year. The Chairperson shall be voted on by officers. The active members of the committee shall be any MTS member that either volunteers for the committee or is appointed to the committee by the executive board. Each committee is suggested to ideally have 2-7 members.

Section 10.1 Educational Workshops Committee shall be responsible for planning events that will educate on topics/issues related to Multiculturally diverse students, careers, internships, university opportunities, study tips, culture, etc. These workshops shall be put in place to help improve student life and education. The result of these workshops shall be

Section 10.1 Volunteers Committee shall be responsible for creating and securing volunteer opportunities to expose and publicize MTS. The committee shall also secure

volunteers from the organization and abroad. Volunteers should be secured and notified within two weeks of the date of the event.

Section 10.1 Fundraising Committee shall be responsible for planning events to raise money for necessary causes and for sustainability purposes relevant to MTS.

Section 10.1 Publicity Committee shall be responsible for the marketing, publicizing, hanging, and tearing down, and updating of all publicity (events/programs/workshops/etc.) hosted or co-hosted by MTS. Publicity committee shall begin promoting all events at a minimum of 14 days before the events or earlier. The committee shall maximize publicity mediums such as, but not limited to, Facebook, Twitter, Northern Iowan Ads, Waterloo/Cedar Falls Courier, Posters, Flyers, MyUniverse, MyUniverse Weekend, Online UNI Calendar, Bubble Boards, Maucker

ARTICLE XI: ADVISOR

Section 11.1: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section 11.2: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Office of Student Activities.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

***'Roberts Rules of Order' will be followed unless it is superseded by this constitution.**