

UNISTA Bylaws

Article I. Organization

Section 1.01 ***Name***

- (a) Producing Organization: University of Northern Iowa Student Theatre Association.**
- (b)** The name shall be abbreviated to UNISTA.

Section 1.02 ***Charter***

- (a)** UNISTA (CAC 257) 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) and registered with Northern Iowa Student Government (NISG).

Section 1.03 ***Purpose***

- (a)** UNISTA is organized to produce the performing and visual arts. UNISTA is not organized for any pecuniary purpose.

Section 1.04 ***Mission Statement***

- (a)** The mission of the University of Northern Iowa Student Theatre Association is to produce and advocate theatre arts on campus and provide student artists and student patrons opportunities to risk and grow artistically, professionally, and interpersonally.

Section 1.05 ***Goals***

- (a)** To increase the quality of our productions.
- (b)** To better the communication between the UNISTA Board and Faculty of Theatre UNI, as well as, applicants and students.
- (c)** To produce and increase awareness of theatre and other forms of art and to create connections between student artists of UNI and the greater Cedar Valley Community.
- (d)** To provide opportunities for all students of all majors.

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Article II. Membership

Section 2.01 Criteria

- (a) 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. If student involvement drops below 75% it will be grounds for immediate dismissal of the production.

Section 2.02 Dues

- (a) Membership in UNISTA requires no dues.

Section 2.03 Voting

- (a) Each Board member in attendance of a UNISTA meeting is allotted one vote on issues brought to and/or by the UNISTA Board.
- (b) Board Members may not vote in regards to productions in which he/she is involved.

Section 2.04 Liabilities

- (a) Private property of members and officers of UNISTA shall be exempt from liability.

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Article III. Officer Positions

Section 3.01 Positions and Board Hierarchy

- (a) The Board members of the UNISTA Board are: President, Vice President, Secretary, Treasurer, Technical Coordinator, and Publicity Representative. All officers must be a student of the University of Northern Iowa and academically eligible. (2.5 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, Technical Coordinator, and Publicity Representative.

Section 3.02 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 fifteen peers, complete the UNISTA Election Nomination form, provide his/her nomination statement, a resume, and photo for the election web page.
- (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.

Section 3.03 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.

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Section 3.04 ***Vacancy***

- (a)** In the event of a vacancy occurring:
 - (i)** The Vice President shall fill any vacancy in the office of the President during the academic year, including the shadowing period.
 - (ii)** The Secretary shall fill any vacancy in the office of Vice President during the academic year, including the shadowing period.
 - (iii)** The Treasurer shall fill any vacancy in the office of Secretary during the academic year, including the shadowing period.
 - (iv)** The Technical Coordinator shall fill any vacancy in the office of Treasurer during the academic year, including the shadowing period.
 - (v)** The Board shall elect an interim Technical Coordinator to fill the vacancy of this position.
 - (vi)** The Board shall elect an interim Publicity Representative to fill the vacancy of this position.
- (b)** If an officer's semester GPA falls below a 2.5, he/she will be immediately removed from the board. GPA checks will take place at the beginning of Fall and Spring semesters.

Section 3.05 ***Tasks of Officers***

- (a)** General Board tasks include, but are not limited to:
 - (i)** Voting on production applications.
 - (ii)** Scheduling weekly meeting times.
 - (iii)** Monitoring process of all productions as well as ticket sales/house management responsibilities during the run of a production.
 - (iv)** Distributing marketing related materials to the University of Northern Iowa, as well as, the Cedar Valley.
 - (v)** Holding keys to all UNISTA storage locations.

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(b) President tasks include, but are not limited to:

- (i)** Presiding over UNISTA meetings.
- (ii)** Coordination of the acquisition of spaces for productions.
- (iii)** Acting as a signatory of the UNISTA bank account.
- (iv)** Maintaining of the UNISTA email account (unistaboard@gmail.com). The President will delegate responses specific to other Board members.
- (v)** Acting as a liaison between UNISTA, UNI United States Institute for Theatre Technology (UNI USITT), Alpha Psi Omega (APO), theatre faculty, and the Northern Iowa Student Government (NISG).
- (vi)** Completing GPA checks in coordination with Theatre UNI on the UNISTA Board, production team members, and cast and crew for all UNISTA projects and productions.
- (vii)** Assisting in audit of financial records in conjunction with the Treasurer.
- (viii)** Act as a spokesperson for UNISTA activities to Theatre UNI, the University of Northern Iowa, and the general public.

(c) Vice President tasks include, but are not limited to:

- (i)** Approving all publicity, but is not the publicist for productions. Maintaining records of rights.
- (ii)** Purchasing performance rights in conjunction with the Treasurer.
- (iii)** Maintaining the UNISTA production calendar in conjunction with the Theatre UNI Production Manager.
- (iv)** Scheduling and running post production forums.

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(d) Secretary tasks include, but are not limited to:

- (i)** Recording and posting minutes of weekly meetings that will be distributed to the UNISTA Board, the Design & Production Committee of Theatre UNI, any Production Team that is currently involved with UNISTA, and the UNISTA Membership.
- (ii)** Creating and updating paperwork used by UNISTA. (Production Applications, Box Office Reports, etc.)
- (iii)** Archiving 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.
- (iv)** Assist in the creation of programs for each of UNISTA's production/projects in conjunction with the Publicity Representative.
- (v)** Uploading all UNISTA documents to the Google Drive associated with UNISTA. (unistaboard@gmail.com)

(e) Treasurer tasks include, but are not limited to:

- (i)** Tallying ticket sales of UNISTA productions/projects.
- (ii)** Setting due dates for receipts for UNISTA productions/projects.
- (iii)** Acting as a signatory on the UNISTA checking account.
- (iv)** Maintaining a record of financial transactions.
- (v)** Presenting financial statements.
- (vi)** Purchasing performance rights in conjunction with the Vice President.
- (vii)** Withdrawing starting cash for each production.
- (viii)** Ordering checks for the UNISTA bank account.
- (ix)** Prepare an end of year financial statement.
- (x)** Holding all UNISTA tax exempt and discount cards.

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- (f)** Technical Coordinator tasks include, but are not limited to:
 - (i)** Filing all manuals for equipment owned by UNISTA.
 - (ii)** Approving Purchase Approval forms.
 - (iii)** Approving all equipment and production related purchases.
 - (iv)** Maintaining an accurate inventory of equipment and supplies.
 - (v)** Coordinating with the Strayer-Wood Theatre's Technical Director for production needs.
 - (vi)** Acting as a signatory on the UNISTA checking account.
 - (vii)** Holding all UNISTA tax exempt and discount cards.

- (g)** Publicity Representative tasks include, but are not limited to:
 - (i)** Maintaining the Production Board located in the Green Room of the Strayer-Wood Theatre.
 - (ii)** Maintaining the UNISTA website.
 - (iii)** Creating and distributing the UNISTA publicity style guide.
 - (iv)** Creating and maintaining a contact list of all marketing options.
 - (v)** Creating, operating, and maintaining of all social media for UNISTA (Facebook, Twitter, Google +, etc.).
 - (vi)** Assist in the creation of programs for each of UNISTA's productions/projects in conjunction with the Secretary.
 - (vii)** Create and help distribute posters for all UNISTA productions/projects.
 - (viii)** Archiving current and past productions which include, but are not limited to:
 - 1)** Production Photos, Videos, Music, etc.
 - (ix)** Facilitating marketing needs including, but not limited to:
 - 1)** Posters, table tents, chalking, social media events, press releases, video/audio advertisements, etc.

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Section 3.06 Removal from Office

- (a)** A grievance in the form of a petition must be presented to the Board by a Board Member.
- (b)** Grievances may be petitioned at any time regarding a Board Member.
- (c)** A general meeting shall be held to discuss the grievance of which the highest Board member in good standing presides.
- (d)** A vote shall be held by written ballot, excluding the accused Board member, to remove an officer.
- (e)** In the event of a three-fifths majority vote in favor of removal, a special meeting will be held by and for the remaining Board members where a vote shall be held by written ballot to uphold or veto the three-fifths majority vote.
- (f)** Membership will be notified 48 hours prior to the removal vote.

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Article IV. Meetings

Section 4.01 Board Meetings

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

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Article V. Productions

Section 5.01 *Submitting and Approving Applications*

- (a)** The Board shall review all applications for each production.
- (b)** UNISTA 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 UNISTA 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 regards 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 a UNISTA production at any given time.
- (f)** Before approval of all applications, the Board shall check all locator forms to find possible conflicts with Theatre UNI 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. UNISTA President, Technical Coordinator, 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.

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Section 5.02 *Strike Policy*

- (a)** UNISTA 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 UNISTA Board, or with faculty), causing a disturbance for main-stage or class work.

 - 2)** Negative impacts on classwork or main stage productions caused by UNISTA productions.

 - 3)** Failure to meet designated deadlines without prior approval by UNISTA.

 - 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 UNISTA or Theatre UNI, or the law will result in immediate dismissal.

 - 9)** Strikes not listed here may be determined by UNISTA.

Section 5.03 *Communication*

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

- (b)** Every UNISTA 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

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received within 24 hours of said meeting. All reports should be emailed to the UNISTA Gmail account (unistaboard@gmail.com).

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

Section 5.04 *Budgets and Purchases*

- (a) All production team members seeking funding for a production must submit a UNISTA 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 a UNISTA Purchase Approval Form will not be reimbursed.
- (c) All purchases, unless otherwise approved by UNISTA, must be paid with a UNISTA debit card or checkbook.
- (d) No purchase will be reimbursed without receipt record via submission of a UNISTA 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 UNISTA is a tax-exempt non-profit organization, all purchases must be made with the UNISTA tax-exempt ID. Reimbursements will not be made for taxes paid.

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Article VI. Financial Operations

Section 6.01 Fiscal Year

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

Section 6.02 Non-Profit Definition

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

Section 6.03 Tax-Exempt Definition

- (a) UNISTA is a tax-exempt organization and shall not reimburse on any taxes paid.
- (b) Using the UNISTA federal tax-exempt ID# on purchases of a personal nature is a violation of federal law.
- (c) UNISTA purchases should be on their own receipt.

Section 6.04 Financial Accounts

- (a) All UNISTA 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 UNISTA account.
- (f) At the end of the academic year, prior to the final UNISTA meeting, the names on the account will be transferred to the newly elected Board.

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Section 6.05 *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 6.06 *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 6.07 *Reimbursements*

- (a) No purchase will be reimbursed without consent from the UNISTA 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.

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Article VII. Additional Operation Procedures

Section 7.01 Box Office

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

Section 7.02 Amendments

- (a) These UNISTA bylaws may be amended by a two-thirds vote of the Board, as long as the amendment has been made available to the entire UNISTA organization.
- (b) Exceptions may be made to the bylaws in cases of unforeseen circumstances; exceptions require a unanimous vote by the Board.

Section 7.03 Discontinuance

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