

University of Northern Iowa Theatre Technicians (UNITT)

Constitution

Article I. Organization

1.01 Name

- a) University of Northern Iowa Theatre Technicians
- b) Abbreviated to UNITT

Article II. Mission Statement

2.01 Mission Statement

- a) UNITT is an organization where students can connect with other Design and Production minded students. There will be opportunities to learn new skills involved in the technical theatre trade, information about the annual technical theatre conferences, and guidance for hands-on technical theatre opportunities on and off campus.

Article III. Officers

3.01 Positions and Board Hierarchy

- a) The UNITT board members are: Executive Chair, Associate Executive Chair, Financial Chair, Artistic Chair, Marketing Chair. Officers must be qualified as a member (see 4.01a).
- b) In the event that a board member is incapacitated and/or cannot fulfill his/her duties, the hierarchy is: Executive Chair, Associate Executive Chair, Financial Chair, Artistic Chair, Marketing Chair.

3.02 Responsibilities

- a) Executive Chair
Responsibilities of the Executive Chair include facilitating meetings, fundraisers, and events, along with being a liaison between Theatre UNI and other student organizations. Maintaining the integrity of the group and its relationship to its partners.
- b) Associate Executive Chair
Responsibilities of the Associate Executive Chair include general maintenance and preparations for meetings, fundraisers and events, along with collecting, maintaining, and distributing keys from old board members to new board members. The Associate Executive Chair will also take the minutes at all board and general body meetings and distribute them as needed. They will also be responsible for updating the google drive

folder, including but not limited to concessions/general inventory, reports, and membership.

c) Financial Chair

Responsibilities of the Financial Chair include facilitating supplies and preparing budgets for UNITT events and concessions, maintaining the funds available for UNITT, attending NISG meetings, and keeping records on funds spent and potential funds for upcoming years.

d) Artistic Chair

Responsibilities of the Artistic Chair include creating a vision for our season of workshops and events, collaborating with the Marketing Chair to maintain the consistency of our brand, coordinating menu & volunteers for concessions, and functioning as a point of contact for incoming talent and presenters.

e) Marketing Chair

Responsibilities of the Marketing Chair include the running of the organization's social media and reaching out to students interested in the organization. This includes updating any bulletin board/display case spaces, concessions information, publicizing events & general body meetings, and making flyers with the Artistic Chair.

3.03 Meetings

- a) The board must hold board meetings at least once a month.
- b) Majority (2/3rds) of the board must be present to be considered an official business meeting.
- c) The advisor is not required to be present at all board meetings.

3.04 Elections

- a) The current board will notify the department of open positions for the upcoming year.
- b) Nominations for the new board officers will be taken from current members. They can be nominated by either themselves or their peers. In order to be considered, nominees must be considered a member (see 4.01a).
- c) Board members that currently hold positions will be renominated automatically for that position unless they request to be nominated for a different position.
- d) An application for board members will be sent out near the end of the Spring Semester, and will be open for a minimum of three weeks, barring the need of a special election or internal discussion.
- e) Fellow board members will discuss nominations for board positions at the next private board meeting, and will determine the next year's board in a fair and unbiased manner.
- f) One person can be nominated for multiple positions.
- g) One person cannot be selected to hold two board positions.
- h) A non-biased third party, consisting of the current UNITT Advisor or member of the Theatre: Design and Production staff at the Strayer-Wood Theatre, will preside over the election meeting. The newly elected board members will then preside over the last meeting of the academic year.

- i) In the event of a dispute, the remaining members of the board along with the third party will determine the outcome with a vote.
- j) Upon acceptance, new board members will be invited to the next meeting available to them.

3.05 Vacated Position

- a) In the event of a mid-academic year graduation by one of the chair members, an election will be held for only the empty position. Other board members may nominate themselves to take over the position. If they are voted in, then their previous position will be vacated and also put up to a vote.
- b) If a board member is not completing their responsibilities or violates the member requirements, their removal can be put up to a board-wide vote.
- c) If a chair member is removed from their position, the remaining board as a whole will take over their responsibilities until the time which a vote can be taken to fill the position.

Article IV. Membership Requirements

4.01 Criteria

- a) All UNI students are eligible to become general body members of UNITT.
- b) All UNI students are eligible to become UNITT guild members through an application.

4.02 Dues

- a) No dues are required by UNITT members.

4.03 Voting Rights

- a) Members gain voting rights by completing the membership criteria (see Article 4.01a).
- b) Members vote on issues that are brought to them by the board of officers.
- c) Member votes on issues brought to them by board officers are **interest votes only**.
- d) Member votes will take place during general body meetings.

4.04 Liabilities

- a) Private property of members and chair members of UNITT shall be exempt from liability.

Article V. Ratification and Amendments

5.01 Changes to Constitution

- a) Changes to this constitution will be made in Board Meetings with majority (2/3rd) board vote and discussion.
- b) Change suggestions from members will be taken into consideration.

Article VI: Financing

6.01 Financial Accounts

- a) All UNITT funds are secured in an account at the Veridian Credit Union.
- b) The Executive Chair and the Financial Chair are the signatories on the account.
- c) The board must approve all financial purchases and expenses.
- d) At the end of the academic semester or year names will be transferred from accounts dependent on the new and old board.

6.02 Expenses

- a) UNITT will provide concessions during main stage productions at TheatreUNI when allowed
- b) UNITT will provide concessions during events hosted by other TheatreUNI Student Organizations when allowed.
- c) Compensation for workshop presenters will be handled by the Financial Chair with collaboration with the rest of the board.

6.03 Reimbursement

- a) UNITT is a non-profit organization.
- b) No purchase will be reimbursed without consent from the UNITT board.
- c) No purchase will be reimbursed without a receipt record.
- d) All receipts must be submitted two weeks before the end of the academic semester.