

CONSTITUTION OF THE ALPHA UPSILON CHAPTER OF THE ALPHA PSI OMEGA NATIONAL THEATRE HONOR SOCIETY

ARTICLE 1: NAME

The name of this organization shall be the ALPHA UPSILON Chapter Cast of the ALPHA PSI OMEGA NATIONAL THEATRE HONOR SOCIETY of Clarion University of Pennsylvania.

ARTICLE 2: PURPOSE

The purpose of this, the ALPHA UPSILON Chapter of ALPHA PSI OMEGA is to stimulate interest in theatre activities at Clarion University of Pennsylvania and to nurture talents in all aspects of theatre. By electing students to membership, the society provides a reward for their participation in the theatre activities of the college. This chapter is not intended to take the place of any existing theatre organization.

ARTICLE 3: MEMBERSHIP

Section 1: An active member of the ALPHA UPSILON Chapter of ALPHA PSI OMEGA

is someone who:

- a. Has completed the new member process
- b. Maintains a minimum GPA of 2.5
- c. Attends Meetings Regularly
- d. Attends Events unless a prior excuse was given
- e. Follows these by-laws
- f. Is not on academic semester or alumni status
- g. Has a vote at meetings
- h. Reads the minutes of each meeting especially if not present for that meeting
- i. Pays their dues in a timely manner (see section 4)
- j. Participates in Fundraising Activities unless a prior excuse was given
- k. Examples of acceptable excuses for missing events or fundraisers include but are not limited to: (Family/Medical Emergency, Involvement in a show, prior commitment to another organization, etc.)

Section 2: To be eligible for a bid to membership in this the ALPHA UPSILON Chapter of ALPHA PSI OMEGA a student must:

- a. Be regularly enrolled at Clarion University of Pennsylvania
- b. Have been enrolled at Clarion University of Pennsylvania for a minimum of two full (15 week) semesters (Summer Sessions and Winter Intersession do not count toward the two semesters)
- c. Have worked on at least three Clarion University Theatre productions for Theatre majors or at least two Clarion University Theatre productions for minors or non-majors
- d. Accepted Productions are:
 - Clarion University Theatre Main Stage
 - Second Series

- Clarion Summer Theatre
- Staged Readings
- e. Work on a production is defined as such:
 - Performance (Acting or Understudy)
 - Design
 - Stage Management (Including Assistant Stage Management)
 - Run Crew or Build Crew
 - Dramaturgy
 - House Management
 - Participation in University Theatre shop hours
- f. Maintain a minimum GPA of 2.5

Section 3: To be elected to membership in this the ALPHA UPSILON Chapter of ALPHA PSI OMEGA a student must:

- a. Meet the requirements of Article 3, Section 2
- b. Pass the New Member Test with a 90% or higher
- c. Attend all designated New Member Events
 - 1. The New Member Events are to be decided upon by the Vice President with approval from the rest of the Executive Board but the standard events are:
 - I. Prop Run
 - II. Big-Little Bake-Off
 - III. Game Day
- d. Complete an interview with all active members and other potential new members.
- e. Pass a review by the current cast members with a majority vote in favor of granting membership.

Section 4: Fees/Dues

- a. Each Student who is approved for membership in this chapter must pay a \$35 initiation fee prior to the date they are initiated. \$30 of this is to cover dues to the National ALPHA PSI OMEGA Office and the other \$5 goes to the local chapter. Members who do not pay this amount by the date of initiation will not be permitted to participate in the initiation ceremony until the initiation fee has been paid.
- b. All Active Members must pay the chapter dues of \$15 each semester which shall be paid by the end of October for Fall semesters or the end of March for Spring semesters. If an active member does not pay their dues by this time then they will not be allowed to attend meetings or participate in events until their dues are paid. An exception to this rule may be applied in extenuating circumstances with prior authorization from the Treasurer and the rest of the Executive Board.

Section 5: A member can be dismissed from the chapter for the following reasons:

- a. Failure to pay dues in a timely manner
- b. Repeated Infractions of any rules contained within these by-laws.

- c. Stealing money or any other belongings of the ALPHA UPSILON Chapter of ALPHA PSI OMEGA or its members
- d. Doing anything that would result in the student's expulsion from the University
- e. The student no longer wishes to be an active member of the ALPHA UPSILON Chapter of ALPHA PSI OMEGA and therefore leaves the organization
- f. The final decision on the dismissal of current members will be left up to the Executive Board who will need to unanimously decide to dismiss a member except in the case of a student's expulsion from the University or if a student decides to leave the chapter. This decision is to be made on a case by case basis and is not to take into account any personal feelings of the Executive Board toward the member being considered for dismissal. The decision should be based solely on the actions of the individual in connection with the ALPHA UPSILON Chapter of ALPHA PSI OMEGA.
- g. The Executive Board consists of the four elected officers of the chapter: President, Vice President, Secretary, and Treasurer. All decisions which are voted on by the Executive Board specifically must be decided unanimously.

Section 6: A potential new member has two chances to accept a bid. After a bid has been denied two separate semesters, that person will not be offered another bid.

- 1. A potential member who has denied a bid twice may be offered a bid again if they request one and the current cast decides by majority vote to grant that request.

Section 7: When considering a potential member for membership or considering a current member for dismissal, personal feelings, prejudices, personal conflicts, religion, gender, sexual orientation, race, and national origin must not play a role in the process. No discrimination will be tolerated in this organization.

ARTICLE 4: DUTIES AND ELECTIONS OF THE OFFICERS

Section 1: The offices of this chapter of ALPHA PSI OMEGA and their duties are:

- a. President:
 - 1. Uphold the standards and guidelines of this society.
 - 2. Call meetings
 - 3. Preside over chapter meetings
 - 4. Vote only in the event of a tie
 - 5. Ensure clear and effective communication between members of the chapter
 - 6. Stay informed on the reports of all other officers even outside weekly meetings
 - 7. Call and conduct meetings of the Executive Board either by request of other Executive Board members or at the discretion of the president
 - 8. Complete necessary paperwork for the chapter to remain an official organization on the campus of Clarion University of Pennsylvania

9. Work with the Advisor to resolve issues with the University and non-members
10. Conduct the election of officers
11. Provide the chapter Advisor with up-to-date copies of the chapter by-laws and the National Constitution
12. Validate any excuse for a member who wishes to be excused from an event or meeting as to the acceptance of an excuse

- b. Vice President
 1. Succeed to the duties and office of the President in cases where the President is unable to fulfill the term or duties of office.
 2. Keep track of the involvement of students in the accepted theatrical productions to determine eligibility of new members.
 3. Inform potential new members that they have received a bid and inform them of any information pertinent to them in terms of the new member process including their financial responsibilities.
 4. Help guide potential new members through the new member process
 5. Decide on and schedule new member events
 6. Administer the new member test
- c. Treasurer
 1. Collect all dues and assessments from members
 2. Pay bills for the chapter
 3. Keep record of receipts and financial statements (bank statements available from chapter advisor)
 4. Report on the financial status of the organization at each regular chapter meeting.
 5. Report discrepancies to the President
 6. Work with the Advisor to keep finances in order
 7. Keep inventory of concessions
 8. Stock up on concessions before each production
- d. Secretary
 1. Keep an updated and accurate record of the organization events and members.
 2. Archive important chapter and national information
 3. Keep a copy of current and old by-laws
 4. Store copies of minutes
 5. Take minutes during regular chapter meetings
 6. Distribute copies of minutes to the Advisor and all active members of the chapter
 7. Keep a record of the attendance and excuses of all members of the chapter for meetings and activities
 8. Manage the chapter's phone tree and email
 9. Report discrepancies to the President

Section 2: The nomination and election of officers will be conducted as follows:

- a. Officers will be elected at a regular meeting toward the end of each semester provided that an office will become vacant the following

semester. The newly elected officers will be formally installed by the incumbent officers.

- b. Nominations for elections will be conducted as follows:
 1. The President will open the floor to nominations for each available position in the following order:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - I. Any member may nominate any other member and the nomination must be seconded to count. Any nominated member may refuse a position.
 - II. The offices of Treasurer and Secretary may be held by a single person if there are not enough members who are willing to hold positions currently in the chapter. However, if new members join who are willing to take a position then one of these offices must be given up and a new election held.
- c. Elections
 1. The candidates will have the opportunity to address the other members of the chapter to identify goals or qualifications they possess.
 2. The candidates will exit the place of voting and will not be permitted to take part in the vote for which they are running.
 3. The votes for each office will be counted by the President and Vice President
 4. If the President or Vice President is running for the office being counted, then the counting will be done by the current two highest officers.
 5. The officer running the election will name each candidate aloud. The voting membership will raise their hands to signify which candidate they are voting for.
 6. Officers will be elected by majority vote of the active chapter membership
 7. If no candidate receives a majority vote, then the candidate who received the fewest vote will be removed from the ballot and there will be a revote
 8. In the event of a two-way tie, the current Executive Board will determine the winner.
- d. Installation of Officers:
 1. Officers will be installed at the last regular meeting the semester they are elected
 2. Each officer will take an oath pledging to carry out the duties of the office
 3. If an officer does not return to Clarion University of Pennsylvania the following semester, a new officer will be elected at the beginning of the semester.

Section 3: The elected officers will hold their offices starting on the day after the end of the semester they are elected through the last day of the semester in which they graduate. However, an officer can be removed from their office via impeachment, transfer to another university, failure to return to Clarion University of Pennsylvania as a full time student during their term, or by stepping down from their position for any reason.

ARTICLE 5: IMPEACHMENT AND REMOVAL OF OFFICERS

Section 1: If an officer fails to fulfill the duties of his or her position according to the National Constitution or these by-laws, then the officer may be impeached by a two-thirds vote of the active membership.

Section 2: A motion for impeachment can be made by any active member of this chapter and must be seconded.

- a. The motion must be tabled until the following meeting so that the President (or Vice President in the case of a presidential impeachment) may conduct an investigation of the officer in question.
- b. The investigation may consist of:
 - I. Interviews with those involved in the offense
 - II. Reviews of any documents associated with the offense
- c. At the meeting after the original motion for impeachment, the results of the investigation will be presented to the active members and a vote will follow.

Section 3: If an officer does not pay their dues within the semester that they are due or their GPA falls below 2.5 that officer will be impeached and removed from office immediately without investigation or a vote.

Section 4: If an officer is removed, the election process will start immediately to replace the officer.

Section 5: An officer who is removed from office is still considered an active member of the chapter unless the Executive Board conducts a separate vote to dismiss the member or the member has not paid their dues or has a GPA below 2.5

Section 6: Impeachment must be based on the conduct of an officer (i.e. failing to fulfill their duties or behaving in a way that violates the rules and regulations set forth within the organization by-laws). An officer cannot be impeached based on personal feelings, gender, race, sexual orientation, religious beliefs, or other prejudices. Discrimination is not tolerated in this organization.

ARTICLE 6: ROLE OF CAMPUS ADVISOR

Section 1: The Advisor of this chapter of ALPHA PSI OMEGA shall be elected by the Members of the chapter.

Section 2: Qualifications of the Advisor:

- a. Must be a full-time member of the Clarion University staff.
- b. Must have worked at Clarion University for a minimum of three years.

Section 3: An elected advisor will hold his or her position until resignation.

- a. If the Advisor fails to fulfill his or her duties according to these by-laws or the Clarion University Guidelines for Advisors of Recognized Student Organizations, the Advisor can be removed from his or her position by a two-thirds vote of the active membership.
- b. In the event that the Advisor resigns or is removed by the chapter, the Advisor must hold the Advisor position until a new Advisor is elected

Section 4: Election of the Advisor

- a. Nominations
 - 1. Will occur at least one regular chapter meeting before the election
 - 2. Will be verbal and recorded by the Secretary
 - 3. Must be seconded before being accepted as a valid nomination
 - 4. It is the duty of the President to notify the candidates of their nominations and the responsibilities of the position

Section 5: Duties of the Advisor

- a. The Advisor must be familiar with these by-laws and the ALPHA PSI OMEGA National Constitution
- b. The Advisor must be familiar with the Clarion University Student Senate Recognized Student Organization Policy and the Clarion University Guidelines for Advisors
- c. The Advisor must be familiar with the University policies affecting recognized groups including, but not limited to, policies dealing with alcohol usage, new member guidelines, fundraising, and generally be aware of the procedures for reserving activity and meeting room space on campus.
- d. The Advisor will keep copies of important chapter records so that they will not get lost or forgotten in the process of changing officers.
- e. The Advisor will work with the Treasurer to keep finances in order.
- f. The Advisor will work with the President to resolve any issues that arise involving the University or person(s) not involved with ALPHA PSI OMEGA.
- g. The Advisor will be kept up to date on all business pertinent to the ALPHA UPSILON chapter cast via the Secretary

Section 6: The Advisor does not get a vote in the chapter proceedings.

Section 7: The Advisor is not required to attend any meetings or events unless the Advisor's attendance is deemed necessary by the Executive Board.

ARTICLE 7: MEETING

Section 1: Regular chapter meetings will be held once every week during the duration of each academic semester.

- a. Meetings will not be held during finals week

Section 2: A majority will consist of 50% plus one of the current active chapter membership

Section 3: Regular Chapter Meetings are conducted as follows:

- a. The chapter President will preside over regular chapter meetings. In his or her absence the Vice President shall preside.
- b. Members will only speak after being recognized by the person presiding over the meeting.
- c. The agenda for a regular chapter meeting shall be:
 - 1. Call to Order
 - 2. Old Business
 - 3. Report of Officers
 - 4. New Business
 - 5. Open Floor
 - 6. Meeting Adjourned

Section 4: Special meetings may be called at any time by the President or at the request of the Faculty Advisor.

- a. For a special meeting to be mandatory at least 24 hour notice must be given to the current active members
- b. The current active membership will be notified either through the chapter phone tree, or by email.

ARTICLE 8: EXCUSES

Section 1: An excuse for a meeting must be received by the President no later than 24 hours prior to the meeting except in the case of an emergency.

Section 2: An excuse for a scheduled, mandatory chapter event must be received by the President at least one week prior to the event except in the case of an emergency.

Section 3: All excuses must be typed and either email to the chapter email address or handed to the President by the person requesting the excusal.

Section 4: It is the duty of the President to notify members requesting excusal whether their excuse was accepted or not.

ARTICLE 9: FINANCES AND FUNDS

Section 1: There is a chapter due of \$15 each semester

Section 2: There is an initiation fee of \$35 that must be paid in full prior to initiation

Section 3: This chapter of ALPHA PSI OMEGA will be financially self-supported through fundraising, chapter dues, and donations.

Section 4: Special assessments may be levied on members only by a two-thirds vote of the current active membership.

ARTICLE 10: ADDITIONAL RULES

Section 1: All active members of the ALPHA UPSILON Chapter of ALPHA PSI OMEGA must adhere to these additional rules.

- a. Must complete all tasks with which they are assigned
- b. Must behave appropriately and within the confines of the law and the Clarion University Student Guidelines while at a chapter event or meeting
- c. Must not discuss the new member process with non-members including books and responsibilities
- d. Must not take part in any activity that may be considered hazing
- e. Must not ask or encourage any other member of the chapter to do anything inappropriate or illegal at any event or meeting sponsored by ALPHA PSI OMEGA or in the name of ALPHA PSI OMEGA
- f. Potential new members going through the new member process will be asked to participate in certain events and ceremonies, however, they have the right to refuse to take part in an event or ceremony or a part of an event or ceremony if it makes them uncomfortable. If a potential new member exercises this right then the current active cast must excuse them from the activity.
- g. Must not discuss the initiation process with non-members
- h. Must not discuss conduct issues with non-members
- i. Must not discuss exclusive members-only events (Prop Run, Bake-Off, etc.) with non-members
- j. Must not discuss chapter family matters with non-members
- k. Must not be dishonest in chapter proceedings
- l. Must not steal money, materials, or belongings from this chapter or any member of this chapter
- m. Must not spend any funds of the ALPHA UPSILON Chapter of ALPHA PSI OMEGA without prior approval from the cast

ARTICLE 11: AMENDING, SUSPENDING, AND ACCEPTING

Section 1: The articles may be amended, revised, or altered in whole or in part at any regular chapter meeting or by any individual or group of individuals with prior approval from the cast.

- a. A two-thirds vote in favor of a change is required.

- b. Notice of a proposed change or amendment and a written copy of the change or amendment must be provided for each current active member at least one week prior to voting on the change.
- c. Voting on a change or amendment is done orally and is run by the President during a regular chapter meeting.

Section 2: Once a change or amendment is approved by the members of the chapter, it is the duty of the President to update the by-laws and present the updated by-laws to the Student Senate for approval.

ARTICLE 12: RATIFICATION

These by-laws and any amendments, shall become effective upon ratification by the members of the ALPHA UPSILON Chapter of ALPHA PSI OMEGA NATIONAL THEATRE HONOR SOCIETY of Clarion University of Pennsylvania and following the approval of the Student Senate of Clarion University of Pennsylvania, the vice-president for Student and University Affairs, and the president of Clarion University.

ARTICLE 13: ACADEMIC SEMESTER AND ALUMNI STATUS

Section 1: Each member of ALPHA PSI OMEGA is granted on academic semester.

Section 2: An academic semester shall be granted for the following reasons:

- a. Student Teaching
- b. Studying Abroad
- c. Medical Reason
- d. Any other reason approved by the Executive Board

Section 3: A member of this chapter may be placed on Alumni Status for the following reasons:

- a. Graduating from the University
- b. Completing six total semesters as a member of this chapter of ALPHA PSI OMEGA or another chapter of ALPHA PSI OMEGA including his or her semester of initiation.

Section 4: A member on academic or alumni status has the following guidelines:

- a. Is not required to pay dues
- b. May, but is not required to attend any events of this chapter

ARTICLE 14: RESIGNATION

If an active member wishes to resign their membership, and are not eligible for alumni status at that time, said member must make their desire to resign known at a regular chapter meeting. Any member will be granted resignation immediately unless they hold office or have outstanding responsibilities in which case the must remain a member until a replacement officer can be elected and/or they fulfill their outstanding responsibilities or get another member to agree to take them over.