

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: MISSION STATEMENT

The purpose the ALPHA UPSILON Chapter of ALPHA PSI OMEGA is to stimulate interest in theatre at Clarion University of Pennsylvania and abroad while and by serving the theatre department and working to create a positive fellowship within it. 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 pledge process.
- b. Maintains a minimum G. P. A. of 2.5.
- c. Attends meetings.
- d. Attends events.
- e. Follows these bylaws.
- f. Is not on professional semester or alumni status.
- g. Has a vote in meetings.
- h. Reads the minutes of each meeting.
- i. Is a member of a committee.
- j. Takes part in concessions, including:
 - 1. Selling
 - 2. Aiding in the purchase of concessions including providing rides to stores.

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

- a. Be regularly enrolled at Clarion University of Pennsylvania
- b. Participate in Clarion University of Pennsylvania for a minimum of two full (15 week) semesters (Summer Pre-session, Summer Sessions, and Winter Intersession do not count toward the 2 semesters) and have worked on at least 3 productions.
 - 1. Accepted productions are:
 - Clarion University Theatre
 - Second Series
 - Dance Concert
 - Clarion Summer Theatre
 - c. Participate in a variety of production tasks (acting, directing, playwriting, front-of-house management, technical theatre, dramaturgy, production research, and other appropriate

theatrical responsibilities).

- I. Work on a given production is defined as such: performance (acting or understudying), design, stage management (incl. assistant stage management), running crews, build crews, publicity crews, dramaturgy, house management, approved practicum, and/or the completion of University Theatre shop hour requirements

- d. Maintain a minimum G. P. A. of 2.5

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

- a. Meet the requirements of Article 3, Section 1.
- b. Pass National Initiation Requirements
 - 1. Recite Their "Ode to Bill."
 - 2. Pass the Pledge Test with a 90% or higher
 - 3. Be able to name other Clarion Greek organizations
 - 4. Be able to name the national officers and their positions.
 - 5. Be able to name other chapters of ALPHA PSI OMEGA.
 - 6. Know the Greek Alphabet
 - I. A Pledge will not be admitted to the organization without completing Article 3, Section 3, b. 1 – 5.
- c. Attend all designated Pledge Events.
 - 1. The Pledge Events are to be decided upon by the Pledge Master and the Executive Board but the standard events are:
 - I. Prop Run
 - II. Big-Little Bake-Off
 - III. Game Day
- d. Obtain as many "Pledge Interviews" as possible: the entire active cast being the basic goal.
 - 1. A Pledge cannot be denied membership in this chapter of ALPHA PSI OMEGA if he/she fails to accomplish Article 3, Section 3, c and d.
- d. Pass a review by the current cast members with a majority vote in favor of granting membership.
 - 1. No more than ten Pledges will be given a bid per semester.

Section 4: Fees/Dues

- a. Each student who is approved for membership in this chapter must pay a \$30 initiation fee prior to initiation.
- b. All active members must pay the chapter dues of \$10 each semester.

Section 5: A member can be dismissed from the chapter according to the demerit system (see Article 11).

Section 6: A potential member has 2 chances to accept a bid. After a bid has been denied 2 separate semesters, that person will not be offered another bid.

Section 7: When considering a potential member for membership, 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. Appoint chapter committees.
5. Vote only in the event of a tie.

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. Be cognizant of all the affairs and policies of this chapter.
3. Oversee all the committees.
4. Appoint the Heads of committees.
5. Creation, distribution, and harboring of the Activity Proposal Form.

c. Parliamentarian:

1. Strengthen and uphold the bylaws of this chapter.
2. Regulate the demerit system.
3. Complete necessary paperwork for the chapter to remain an official organization on the campus of Clarion University of Pennsylvania.
4. Work with other chapter officers to solve problems that arise that challenge the chapter and/or its bylaws.
5. Report to the Executive Committee.
6. Conduct the election of officers.
7. Conduct impeachment investigations.
8. Provide the chapter Advisor with up-to-date copies of the chapter bylaws and the National Constitution.
9. Work with the Advisor to resolve issues with the University and non-members.

d. Treasurer:

1. Collect all dues and assessments from members.
2. Pay bills for the chapter.
3. Keep record of receipts and financial statements.
4. Report on the financial status of the organization at each regular chapter meeting.
5. Report discrepancies to the Parliamentarian.
6. Work with the Advisor to keep finances in order.

e. Pledge Master:

1. Responsible for handing out bids for membership to prospective pledges.

2. Guide pledges through the phases of the pledging process.
3. Helps coordinate pledge events with the Activities Committee.
4. Administer the Pledge Test.
5. Report discrepancies to the Parliamentarian.
- f. Historian:
 1. Have a thorough understanding of the history of ALPHA PSI OMEGA, especially this chapter.
 2. Keep an updated and accurate record of the organization events and members.
 3. Archive important chapter and national information.
 4. Keep a copy of current and old bylaws.
 5. Store copies of minutes.
 6. Keep an accurate record of the location and accomplishments of this chapter's alumni.
- g. Secretary:
 1. Record and keep minutes of meetings.
 2. Distribute copies of minutes to the Advisor and all active members of the chapter.
 3. Keep a record of the attendance and excuses of all members of the chapter for meetings and activities.
 4. Validate any excuse for a member who wishes to be excused from an event or meeting as to the acceptance of an excuse.
 4. Manage this chapter's phone tree and email.
 5. Report discrepancies to the Parliamentarian.

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

- a. Officers for the following year will be elected at a regular meeting in April (toward the end of the spring semester) and formally installed by the incumbent officers.
- b. Nominations for elections will be conducted as follows:
 1. The Parliamentarian will open the floor to nominations for each position in the following order and announce the Executive Board's nominees for each position:
 - President
 - Vice President
 - Parliamentarian
 - Treasurer
 - Pledge Master
 - Historian
 - Secretary
 - I. The Executive Board will decide upon a potential nominee for each position. At the nominations meeting, these potential nominees will formally be nominated by the Board before the Cast. These nominees may decline if they do not wish to accept the nomination.
 2. Any member may nominate any other member for any position.

3. Every nomination must be seconded by another member.
4. Any nominated member may decline the nomination for any reason.
5. Once a member has been seconded and accepted the nomination, that member becomes a part of the Shadow Cast.
 - I. The Shadow Cast will attend all Executive Board meetings possible as a sort of job training. The Shadow Cast is responsible for learning the roles and duties of the office for which they are nominated.

c. Elections:

1. Voting will be conducted as follows:
 - I. The elections will be conducted in the following order:
 - President
 - Vice President
 - Parliamentarian
 - Treasurer
 - Pledge Master
 - Historian
 - Secretary
 - II. The candidates will have the opportunity to address the other members of the chapter to identify goals or qualifications they possess.
 - III. The candidates will exit the place of voting and will not be permitted to take part in the vote for which they are running.
 - IV. The votes for each office will be counted by the incumbent of that office and current Parliamentarian.
 - V. If either the incumbent or the Parliamentarian are running for the office being counted, then the counting will be done by the current two highest officers.
 - VI. The officer running the election will name each candidate aloud. The voting membership will raise their hands to signify which candidate for whom they are voting.
 - VII. Officers will be elected by a majority vote (50% plus one) of the active chapter membership.
 - i. If no candidate receives a majority vote, then the candidate who received the fewest votes will be removed from the ballot and there will be a revote.
 - ii. In the event of a two-way tie, the current Executive Committee will decide on the winner.

d. Installation of Officers:

1. Officers will be installed at the last regular meeting of the spring semester.
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.

A. Nominations and elections will be conducted as listed in Article 4, Section 2, a, b, and c.

B. The elected officer will be installed on the day of election.

Section 3: The elected officers will hold their offices starting on the day after the final day of the academic school year (finals week) through the last day that academic year (finals week). Thus, each officer will hold their position, in chronological order, from the beginning of summer, through fall semester, and ending on the final day of the spring semester.

- a. In the event that any officer is incapable of fulfilling their duties for the summer, any of the following may serve in their absence in order:
 1. The officer who held the office in question the previous year.
 2. Any other officer for that year who is active in the summer and agrees to fulfill the absent officer's duties.
 3. Any other member who is willing to fulfill the absent officer's duties after being asked to fulfill them by the Executive Board.

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 bylaws, 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 Parliamentarian may do an investigation of the officer in question.
 1. The investigation may consist of:
 - I. Interviews with those involved in the offense.
 - II. Reviews of any documents associated with the offense.
 - i. The Investigator has the right to any documents that he/she asks for from any person in the organization for the purpose of conducting a thorough investigation. Upon the completion of the investigation, the documents are to be immediately returned to their rightful place.
 - III. Any other course of action with the approval of the acting President. If the President is conducting the investigation, in the event that the Parliamentarian is being investigated, he/she must seek the approval of the Vice-President.
 - b. If the Parliamentarian is the officer in question, then the investigation will be conducted by the President.
 - 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 is placed on probation or suspension, that officer will be impeached and removed immediately without investigation or

a vote.

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

Section 5: An officer who is removed from office will not be suspended from the organization unless they are suspended according to the demerit system.

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 bylaws 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 Parliamentarian 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 bylaws and the ALPHA PSI OMEGA National Constitution.
 1. An up-to-date copy of these bylaws and the ALPHA PSI OMEGA National Constitution will be provided by the Parliamentarian.
- 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 Parliamentarian to resolve any issue that arises 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 Committee.

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 quorum will consist of a majority of the current active chapter membership.

Section 3: A majority will consist of 50% plus one of the current active chapter membership.

Section 4: Regular chapter meetings are conducted as follows:

a. The chapter President will preside over regular chapter meetings.

1. In the absence of the President, the highest ranking officer present (as listed in Article 4, Section 1) will preside over the meeting.

b. Members will only speak after being recognized by the person presiding over the meeting.

1. If a member speaks without recognition, the words spoken will not be recorded by the Secretary in the minutes, and the member may be subject to a demerit.

c. The agenda for a regular chapter meeting shall be:

1. Call to Order

2. Old Business

3. Report of Officers

4. Report of Committees by Vice President

5. Comments from Committee Chairs

6. New Business

7. Open Floor

8. Meeting Adjourned

Section 5: 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 membership.

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 Secretary no later than 24 hours prior to the meeting.

Section 2: An excuse for a scheduled, mandatory chapter event must be received by the Secretary at least one week prior to the event.

Section 3: All excuses must be typed and either emailed to the chapter email

address or handed to the Secretary by the person requesting the excusal.

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

ARTICLE 9: FINANCES AND FUNDING

Section 1: There is a chapter due of \$10 each semester.

Section 2: There is an initiation fee of \$30 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: COMMITTEES

Section 1: The committees of the ALPHA UPSILON chapter of ALPHA UPSILON chapter of ALPHA PSI OMEGA are:

a. Executive Committee:

1. This committee will be composed of the elected officers.
2. This committee will handle all business arising between meetings.
3. This committee is responsible for the smooth running of this chapter.
4. The head of this committee will be the chapter President.

b. Financial Committee:

1. This committee handles fundraising ideas and activities.
2. The head of this committee will be the chapter Treasurer.

c. Banquet/Service Committee:

1. This committee organizes and coordinates community service activities.
2. This committee is responsible for organizing and planning the chapter banquet at the end of each academic year.
3. The head of this committee will be assigned by the chapter Vice President.

d. Activities Committee:

1. This committee is responsible for planning and running chapter activities that do not fall under the responsibility of any other committee.
2. This committee is responsible for advertising all activities and fundraisers.
3. This committee will fill out the proper paperwork to have fundraisers and activities approved by Clarion University of Pennsylvania.
4. The head of this committee will be assigned by the chapter Vice President.

e. Journalism Committee

1. This committee is responsible for the publication of *The Boyd*

Breeze, this chapter's newsletter.

2. The head of this committee will be assigned by the chapter Vice President.

Section 2: All committees are required to hold regular meetings as determined by the Committee Head and the Vice-President.

Section 3: All committees are required to file a written report of every meeting to the Vice President.

Section 4: Each committee chair should have a report prepared for each regular chapter meeting.

Section 5: Committee heads will hold their position for one academic year before needing to be reassigned to their position.

Section 6: Committee heads that are assigned by the Vice President will be chosen by the Vice President that will be serving the same term.

Section 7: A member of this chapter may not head more than one committee during the same academic year.

Section 8: The Vice President cannot serve as the head of a committee.

ARTICLE 11: DEMERIT SYSTEM

Section 1: The Demerit System has been created to discipline active members that act against this chapter of ALPHA PSI OMEGA or these bylaws.

Section 2: Reasons for demerit:

- a. A member will receive one demerit for each of the following:
 1. Not attending a mandatory event without an acceptable excuse.
 2. Failure to pay dues or an assessment on time without notifying the Treasurer in writing of a reason and/or a proposed payment plan.
 3. Not completing individual assigned tasks.
 4. Inappropriate conduct or behavior at a chapter event or meeting that is attended only by chapter members.
 5. For communicating any information regarding how the ALPHA PSI OMEGA pledging process works with any non-member, excluding Pledges. This includes the point system, tasks, responsibilities as a pledge, pledge events, and the contents of a Pledge's book.
 - I. Pledges may carry their books in public. If the Pledge is asked what the book is for, they may say that they are a Pledge of ALPHA PSI OMEGA, but must not disclose any information regarding their family or the pledging process.
 - II. Interviews are not to be conducted in the presence of non-members.
 6. For communicating any information regarding conduct issues, member-only (or "private") events (such as Prop-Run, The Big-Little Bake-Off, etc.), the agenda and minutes from any ALPHA PSI OMEGA meeting, including regular meetings, with non-members, excluding Pledges.
 7. For communicating as to which family any member belongs with non-members, excluding Pledges.
 - I. Members may, however, communicate who their Big

Brother/Sister and Little Brother/Sister are.

- b. A member will receive two demerits for each of the following:
 - 1. Inappropriate conduct or behavior at a pledge event that is attended only by members and potential members.
 - 2. Being dishonest with chapter proceedings.
- c. A member will receive three demerits for each of the following:
 - 1. Inappropriate conduct or behavior at an event hosted by the chapter for its members and nonmembers.
- d. A member will receive five demerits for each of the following:
 - 1. Theft of money or materials from this chapter or any member of this chapter.
- e. The Executive Committee has the ultimate authority to determine if an act is deserving of demerits and how many will be issued for the act.

Section 3: Consequences of Demerits

- a. A member that receives three demerits will be placed on probation.
- b. A member that receives five demerits will be suspended.

Section 4: Notification of Demerit

- a. It is the duty of the Parliamentarian to keep a record of the issuing of demerits.
- b. When the Executive Committee determines that demerits are necessary, the Parliamentarian will notify the recipients of the demerits via typed letter.
- c. When a member receives enough demerits to face consequences, he or she will be notified by the Parliamentarian via typed letter.

Section 5: Demerits transfer from the Fall semester to the Spring semester, but do not transfer for Academic year to Academic year.

Section 6: The Parliamentarian will handle any discrepancies involving the demerit system.

ARTICLE 12: PROBATION AND SUSPENSION

Section 1: Probation

- a. A member on probation may only attend events hosted by this chapter that he or she is approved to attend by the Executive Committee.
- b. A member on probation must attend regular chapter meetings.
- c. A member on probation must pay dues.
- d. A member on probation may not hold an office in this chapter.
- e. Grounds for being placed on probation:
 - 1. Receiving three demerits.
 - 2. Dropping below a 2.5 G.P.A. for more than one semester.

Section 2: Suspension

- a. A member on suspension may not attend any events hosted by this chapter.
- b. A member on suspension may not attend regular chapter meetings unless summoned by the Executive Committee.
- c. A member on suspension must pay dues.
- d. A member on suspension may not hold an office in this chapter.

e. Grounds for being placed on suspension:

1. Receiving five demerits.
2. Dropping below a 2.5 G. P. A. for more than one semester.

Section 3: Removal from probation or suspension

- a. To be removed from probation or suspension, a two-thirds vote must be passed by the active members of this chapter that are not on probation or suspension.
- b. The vote for removal from probation or suspension must be by the request of the Executive Committee.
- c. A member on probation or suspension may ask the Executive Committee for consideration to be removed in which case he or she must appear before the Executive Committee to plead his or her case.
- d. After a member asking for removal from probation or suspension appears before the Executive Committee, the committee will deliberate on the matter and decide whether a vote for removal will be requested.

Section 4: The Parliamentarian will notify a member via typed letter if he or she is placed on or removed from probation or suspension.

ARTICLE 13: AMENDING, SUSPENDING, AND ACCEPTING

Section 1: The articles may be amended, revised, or altered in whole or in part at any regular chapter meeting.

- 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 Parliamentarian to update the bylaws and present the updated chapter bylaws to the Student Senate for approval.

ARTICLE 14: RATIFICATION

These bylaws and its amendments, shall become effective upon ratification by the members of ALPHA UPSILON chapter of the ALPHA PSI OMEGA NATION 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 15: PROFESSIONAL SEMESTER AND ALUMNI STATUS

Section 1: Each member of ALPHA PSI OMEGA is granted one professional semester.

Section 2: A professional semester shall be granted for the following reasons:

- a. Student teaching

- b. Studying abroad
- c. Medical reasons
- d. Any other reason approved by a majority of the Executive Committee.

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 pledging semester.

Section 4: A member on professional semester 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.
- c. Is not granted an official vote in any meeting of this chapter of ALPHA PSI OMEGA.

ARTICLE 16: RESIGNATION

If an active member wishes to resign their membership, and are not eligible for alumni status at that time, said member must submit a letter of resignation detailing the reason or reasons for their withdrawal. The letter will be reviewed by the Executive Committee and permission will be granted based on a majority vote of the board. If the member is on the board or a committee, follow standard replacement procedure.