Alpha Psi Omega National Theater Honor Society
Ramapo College of New Jersey Chapter
Constitution

Last Revised October 18, 2016

Article 1
Purpose
The mission of this chapter of Alpha Psi Omega at The Ramapo College of New Jersey is to encourage dramatic production at every step in a person’s academic career.

Article 2
Eligibility for Membership
Section 1. To be eligible for membership in this chapter of Alpha Psi Omega, the student must be regularly enrolled at The Ramapo College of New Jersey.
Section 2. The student must hold a GPA of 2.5 or higher.
Section 3. After meeting the requirements outlined in these by-laws, pledges will then be inducted into Alpha Psi Omega.

Article 3
Officers and Duties
Section 1. The officers of this chapter will be the President, Vice President, Business Manager, Secretary, Publicist/Webmaster, Production Manager, and Fundraising Manager.
Section 2. President oversees the executive board and all Alpha Psi Omega events. The President will call meetings, preside at all meetings, appoint committees, and provide general supervision of the affairs of the society in consultation with the Faculty Advisor. The President also has the capability to veto officers from their positions through the Stars and Strikes system as outlined in Article 9.
Section 3. Vice President/Membership will assist the President and assume the responsibilities of the President in case of her/his absence. The Vice President will oversee pledging and is in charge of monitoring members’ points each semester.
Section 4. Business Manager is responsible for all finances. He/she collects all dues and assessment of members; paying bills as approved by the executive board; keeps account of all receipts and expenditures; keeps a clear record of where money goes and what it is being used for; and is responsible for the society’s bank account. He/she will also keep cashier reports in the cash box along with the Fundraising Manager. He/she organizes the society’s major event of the year, including booking of the appropriate space and all arrangements necessary for the event. All expenditures for the events and concessions must be approved by the executive board.
Section 5. Secretary keeps and reads minutes of the meetings and the emails the minutes to all members. The Secretary is also in charge of Alpha Psi Omega’s email account and sends all important information to the membership. Any executive board member may use the email account only after obtaining permission from the Secretary; if there is an email opened in the account by anyone but the Secretary he/she must be notified.
Section 6. Publicist/Webmaster creates and posts flyers for Alpha Psi Omega activities. He/she maintains and updates the website, maintains and updates the account on OrgSync, and publicizes activities, events, and the society to the campus community. Posting of flyers and other publicity will take place two weeks in advance of each activity. The Publicist/Webmaster is also responsible for the design of merchandise. If he/she so chooses, the Publicist/Webmaster may appoint one chair person to assist in designing and distribution.
Section 7. Production Manager is responsible for booking spaces for all events, including general meetings, executive board meetings, and Alpha Psi Omega sponsored events. He/she must communicate clearly with Faculty to properly reserve spaces for meetings and events. It is also important that he/she communicate with the President to inform her/him that the booking has been made. Production Manager is responsible for coordination of productions and troupes. By advisement and direction of faculty he/she is also responsible for the hiring artistic and technical staff for productions.

Section 8. Fundraising Manager organizes all concessions activity including scheduling members to sell concessions and buying concessions to be sold. He/she is in charge of all activities related to preparing concessions for sale. Concessions will be sold at all student shows including the Sharp Theater, Adler Theater, student directed productions, and other performances as needed. The Fundraising Manager, along with the Business Manager, keeps track of the cashier reports. It is also the Fundraising Manager’s responsibility to maintain the cash box and cabinet. He/she will also be in charge of all Alpha Psi Omega merchandise.

Article 4
Election of Officers

Section 1. Nomination for officers will take place at meetings prior to the election meeting.
Section 2. Election will be by secret ballot, to be counted by the President as well as one executive board member who is not running for the position in which is being voted for.
Section 3. Officers of the following year will be elected at a regular spring meeting and formally installed by the incumbent officers.
Section 4. Officers will be elected by a majority vote of the chapter.
Section 5. If officers do not return to school, new officers will be elected to fill the vacancies at the first meeting of the year.
Section 6. Nominees are only eligible if they have served at least one semester as an active member of Alpha Psi Omega.

Article 5
General Membership Meetings

Section 1. General membership meetings will be every other week during the semester.
Section 2. Special meetings of the general membership and/or the executive board may be called at any time by the President or at the request of the Faculty Advisor.

Article 6
Initiation Fees and Assessments

Section 1. There will be an initiation fee of $40 which must be paid before any pledge can be initiated.
Section 2. Special assessments may be levied on members by two thirds vote of the active membership.

Article 7
Committees

Section 1. The standing committee of the chapter will be: Executive Committee. This committee will be composed of the elected officers and the Faculty Advisor. The executive committee discusses matters to be brought to the general membership meetings.
Section 2. Executive board meetings will be every other week during the semester.

Article 8
Pledging and Active Membership

Section 1. A point system will be utilized to maintain active membership. Points are given for attending Alpha Psi Omega events, membership meetings, service to the Ramapo College Theater Program, and the selling of concessions. The points system is as follows:
Working on a concession 10 points
Attending a general meeting 5 points
Service to the theater program 2 points per hour
(i.e. Costume Shop, Scene Shop, etc.) (Maximum of 10 points awarded)
Involvement in both main stage shows 15 points
(i.e. acting in 1 show/crew for the other; 2 crews)
For Alpha Psi Omega plays:
   Playwrights, Directors, Designers, Stage Managers, Actors, Crew 15 points
For Alpha Psi Omega troupes:
   Directors, Stage Managers, Actors 5 points per show
A total of 30 points per semester are required for active membership.

Section 2. Point values for specific events will be announced at general meetings, as well as printed on the semester calendar handed out at the start of the semester.

Section 3. Hours in the Scene Shop and Costume Shop must be signed off by either an instructor or student aide. Student aides who are paid to work may not count those paid hours towards points. Hours should be submitted to the Vice President.

Section 4. Those who are required to complete strike as a fulfillment for a show or a class may not count those hours for points.

Section 5. Pledges may achieve a minimum of 60 points during the semester they pledge in order to be inducted.

Section 6. If the minimum 30 points for an active member are not achieved, the member will be on probation the following semester. During the probationary semester, the member must complete 60 points in order for membership to stay active. If the member fails to complete 60 points in the semester, the membership will be considered inactive. The member must re-pledge in order to receive full benefits, including honor cords at graduation.

Section 7. Active and inactive members’ points are to be monitored by the Vice President.

Section 8. Graduating seniors who do not complete 30 points in their last semester will be considered inactive and will not receive full benefits, including honor cords.

Section 9. At the start of each academic year, the executive board may decide to adopt a different points system, should they choose.

Article 9

Regulations for Executive Board Members

Section 1. Executive board members who miss three consecutive executive board meetings may be voted off the board.

Section 2. Executive board members who do not perform the duties as outlined in Article 3 may be removed from the executive board by a majority vote.

Section 3. The President will keep track of the Stars and Stripes System. She/he will keep track of the executive board’s participation in the society. For each meeting, event, etc. the board members attend/partake in, they will be rewarded one star. The board members must get 8 stars for meetings (including general meetings), 4 stars for events, and 5 stars for overall duties. Failure to obtain the needed stars will give them strikes. After 3 strikes the board member will be brought to the Faculty Advisor. If an executive board member (not including President) believes that the President is not keeping up to this as well, he/she may bring it to the Faculty Advisor’s attention.

Article 10

Changes to By-Laws

Section 1. Additional by-laws or changes to by-laws may be adopted at any general membership meeting by a two thirds vote of the active membership.
Article 11

**Productions, Troupe, and Groups**

*Section 1.* Any member of Alpha Psi Omega may pitch to the executive board an idea for a production, troupe, or group, in which they will decide how to proceed with producing.

*Section 2.* All members of any production, troupe, or group (including directors, designers, actors, stage managers etc.) must sight the Alpha Psi Omega Production Contract upon being hired.

Article 12

**Production Contract**

*Section 1.* Any cast member, crew member or other technical or artistic staff participating in an Alpha Psi Omega production must read, understand, agree to, and sign the follow contract:
Alpha Psi Omega Production Contract

Below is the agreement between the student and Alpha Psi Omega (AYO) for participation (actors, run crew, or other technical or artistic positions) in an AYO production. Please read the list of responsibilities and privileges you agree to in participating in the production. Your signature at the end of the document is acknowledgment that you agree to the terms of this document.

You are entering into a collaborative process that will be exciting, challenging and rewarding. In addition to the benefits of being on stage or backstage, both artistic and social, there are responsibilities that everyone involved in a production must adhere to for the process to go smoothly and to insure the reward. You are now a theatrical company and we expect you to behave as such.

Each member of the company agrees to:

1) REHEARSALS: All company members must attend all rehearsals to which they are called.
   a. Exceptions include:
      i. A known conflict
         1. All conflicts must be written on the audition sheet or made known to the production and/or stage managers when hired.
      ii. An Emergency. This includes:
         1. Death
         2. Hospitalization
         3. Acts of God
   b. There are no conflicts for technical rehearsal and performances.
   c. Any conflicts added after casting or hiring may result in replacement.

2) PERFORMANCES: All cast, crew, and stage managers are required to attend all performances.

3) STRIKE: All cast, crew, designers, stage managers, and directors are required to attend strike. This includes any kind of load out for any kind of performance.

4) CONDUCT: All company members will follow the rules of conduct listed below.
   a. All members will be at rehearsal and ready to work at the appointed call time.
      i. If you are going to be late or absent, you must inform the stage manager before half hour.
   b. Turn off all cell phones and other alarms while working.
   c. Listen when the director gives notes and write them down.
   d. Do not give notes to other actors.
   e. Maintain the show as the director and designers intend it.
   f. Treat all members of the company with respect and courtesy.
      i. This includes time in and out of rehearsals and any and all social media.

5) POINTS: Participating in an AYO production earns you points as listed below.
   a. Playwrights: 15
   b. Directors:
      i. For a Show: 15
      ii. For Troops: 5/ show
   c. Designers: 15
d. Stage Managers:
   i. For a Show: 15/ entire production period
   ii. For Troops: 5/ show

e. Actors:
   i. For a Show: 15
   ii. For Troops: 5/ show

f. Crew: 15

Please consult executive board if alternate points system is in effect.

These are the professional standards we expect you to follow. If you are unable to adhere to the terms of the agreement, you may be replaced and/or required to serve a probationary period, in which you may not be allowed to participate in future AYO productions.

Please sign below to show that you understand and have read the entire contract.

X____________________________________ Date:__________________