

Alpha Psi Omega

Zeta Delta Cast Constitution

Article I

Name and Purpose of Organization

I. Name

- A. The name of this organization shall be the Zeta Delta Cast of Alpha Psi Omega National Theatre Honor Society.

II. Purpose

- A. The purposes and duties of the organization shall be as follows: to honor those who have contributed to the University of Central Arkansas Theatre, to provide a continuous working body for the theatre, to provide leadership for others interested in and working in theatre, to provide a dramatic association organized on the most democratic basis where every member of a student body may have equal opportunity for expression, to provide a fraternity whose motto is fellowship and service, and to stimulate interest in the university theatre program.

Article II

Membership

I. Nomination

- A. A slate of nominees shall be presented to the membership for consideration prior to Thanksgiving break.
- B. The staff or faculty advisor(s) or their designee(s), shall nominate prospective members based on their active participation in the theatre. This nomination will be based on the accumulation of at least 75 points as established by the Zeta Delta Cast herein included in Article II: Membership, Section II: The Point System.
 1. Nominee must have accumulated at least 75 points by the first Monday in November.
 - a) If the nominee is within 5 points of the 75 points, he/she may be accepted with a secret ballot vote with the understanding that the remaining points will be acquired prior to initiation.
 2. Nominee must have a cumulative grade point average of at least a 2.5.
- C. Prospective members shall be invited to pledge no later than two week after their nomination by the Zeta Delta Cast or prior to finals week.
- D. This is an honor society, not a social fraternity or sorority. Once students have achieved the requirements, they should be invited to join.

II. The Point System

- A. Requirements for membership eligibility in the Zeta Delta Cast of Alpha Psi Omega are based on the accumulation of at least 75 points in at least 2 of the following areas: Performance, Production, and/or Business.
- B. Production directors and/or their appropriate designees (i.e., technical directors, stage managers, crew heads) are responsible for assigning points and reporting them to the Vice President and staff or faculty advisor upon the close of each production. The categories in which prospective members may earn points and the maximum points which may be awarded in each capacity follow:
1. Performance
 - a) Auditions:

(1) Full Length	4 pts.
(2) One-Act	4 pts.
 - b) Full Length Plays:

(1) Major Role	20 pts.
(2) Supporting Role	16 pts.
(3) Minor Role	10 pts.
 - c) One Act Plays:

(1) Major Role	10 pts.
(2) Supporting Role	8 pts.
(3) Minor Role	5 pts.
 2. Production (Points listed are for full length plays; maximum points for one acts are 1/2 the maximum listed for full length plays.)
 - a) Directing
 - b) Technical Directing
 - c) Design
 - d) Choreography
 - e) Dramaturg
 - f) Crew Head
 - g) Board Operator
 - h) Crew Member
 - i) Set Construction
 - j) Makeup
 - k) Costume
 - l) Props
 - m) Lighting
 - n) Sound
 - o) Strike
 - p) Work-study (Costume/Scene Shop)
 - q) Season Selection Student Representative
 3. Business

- a) House Manager 6 pts.**
 - b) Usher 4 pts.**
 - c) Business & Publicity 4 pts.**
 - d) Recruiting 4 pts.**
 - e) Work-study (Business) 20 pts.*
4. The following may be used in either one, but not both categories of Production or Performance:
- a) Stage Manager 30 pts.
 - b) Assistant Stage Manager 20 pts.
 - c) Playwright 30 pts.
 - d) Composer/Lyricist 30 pts.

*Work-study points are awarded after working with UCA Theatre for one full semester. These points are only awarded one time.

**Potential members can receive a maximum of 20 points in each of these areas.

III. Pledging and Initiation

- A. The Zeta Delta Cast of Alpha Psi Omega believes that the pledge period should offer an opportunity for active members and pledges to get to know each other. It should be a period of enjoyable education and collaboration in theatre. It should be an opportunity for students to offer services to the theatre and/or community. The total experience should be meaningful as well as enjoyable. There will be no hazing of any kind. The pledge period should be a time of fellowship and acknowledgement of achievement.
- B. After the pledges have been elected, they will be notified in writing by the Vice-President of all expectations and requirements for a successful pledge-ship as specified by the cast or their designees. Pledges who complete the requirements as specified will be initiated into the Zeta Delta Cast as active members, no later than March 15.
- C. All pledges are responsible for completing the requirements of initiation, as specified by the National Organization of Alpha Psi Omega and listed below:
 - 1. Pledges are required to learn the names and symbols of the Greek alphabet.
 - 2. Pledges are required to learn the names and addresses of the National Officers.
 - 3. Pledges are required to know the names of five of the Alpha Psi Omega chapters at other schools in their region.
 - 4. Pledges are required to memorize a speech from the Shakespearean canon of at least 12 lines for later presentation.
 - 5. Pledges may be instructed to wear blue and gold pledge ribbons at all times during the pledge period.

6. Pledges may be required to take a written examination, contents determined by the local chapter.

IV. Active Membership

- A. Membership is open to all students enrolled at the University of Central Arkansas. A person wishing to become an active member of the Zeta Delta Cast must have been actively participating in theatre at the University of Central Arkansas for at least two consecutive semesters immediately prior to that semester in which he/she is to be considered. Persons must be actively participating in the theatre during the semester they are to be considered for membership. Transfer students may be considered after one semester of active participation in UCA Theatre.
- B. Members must maintain an overall GPA of 2.5 or better.

V. Transfer Membership

- A. Any member of Alpha Psi Omega at another College may become an active member of the Zeta Delta Cast if he/she is a student at UCA and pays his/her dues.
- B. Any member of Delta Psi Omega is credited with 60 points toward an Alpha Psi Omega membership. The remaining 15 points must be acquired.
- C. Transfer membership of any other Honorary Dramatic Fraternity should be considered on a case-by-case basis.

VI. Inactive Membership

- A. Inactive Membership
 1. If an active member is not a student at UCA for a period prior to graduation, he/she may become inactive until he/she becomes a student again, at which time he may become active by paying dues.
 2. If a member's Grade Point Average falls below the National Organization of Alpha Psi Omega standard of 2.5, he/she will go inactive until the GPA is brought back up.
 3. Privileges:
 - a) An inactive member may attend regular meetings of the Zeta Delta Cast and all other functions of the Zeta Delta Cast, but may not attend those meetings in which candidates for membership are being discussed.
 - b) An inactive member may not vote on any measure.
 - c) An inactive member may make no nominations or motions.
 - d) An inactive member may not hold office.

VII. Student Teacher Membership

- A. Student Teacher Membership: If an active member is student teaching during a given semester, he/she may retain active member status by paying dues.

VIII. Suspension of Active Membership

- A. Suspension of Active Membership

1. If a member fails to pay dues by the second regularly scheduled meeting of the semester, he/she will be considered inactive until dues are paid.
 2. If a member is absent for three regular meetings within a given semester, he/she will be considered inactive and will be excluded from participation in meetings and Zeta Delta Cast activities for the remainder of the semester. If that member wishes to do so, he/she may present an excuse for the absence to the active membership who will vote by secret ballot as to whether or not they will be excused. The excuse must be presented at the meeting prior to or immediately after the absent.
- B. Privileges: A suspension of active membership results in the denial of all privileges of an active member, including the ability to attend meetings or other Zeta Delta Cast functions for the remainder of the semester of the suspension.

Article III Officers of the Organization

I. Officers

- A. The officers of the Zeta Delta Cast shall be:
1. President
 2. Vice-President
 3. Secretary
 4. Treasurer

II. Officer Qualifications

- A. Qualifications of the Officers
1. All officers must be full-time students of the university, have and maintain a 3.0 grade point average for the previous semester, may not be on disciplinary probation, and must be an active member of the Zeta Delta Cast.
 2. The President, Vice-President, Secretary, and Treasurer shall have been active members for at least one semester prior to their election.

III. Officer Duties

- A. President
1. Shall call and chair all Zeta Delta Cast meetings.
 2. Shall post the time and place of all meetings, and notify all members of the meetings.
 3. Shall represent the Zeta Delta Cast whenever the occasion demands including Student Government Association hearings.
 4. May attend UCA Theatre faculty meetings to be the voice of the students.
 5. Shall be the liaison between the UCA Theatre student body and UCA Theatre faculty.

6. Shall be available to hear concerns by the student body and create a sense of confidentiality with peers.
7. Shall be responsible for bringing up concerns addressed by the student body to the staff or faculty advisor.
8. Shall attend all Zeta Delta Cast events.

B. Vice-President

1. Shall assume the obligations and authorities of the President in the event that the President is unable to fulfill those duties.
2. Shall assume the duty of Pledge Director, whose duties shall be as follows:
 - a) Shall be responsible for meeting regularly with the pledges.
 - b) Shall inform pledges of the requirements of initiation.
 - c) Shall advise pledges in their activities.
 - d) Shall supervise the events and activities of the initiation ceremony.
3. Shall be responsible for maintaining records for the Zeta Delta Cast and UCA Theatre events
4. Shall ensure that all books and records are stored in the advising staff or faculty's office at all times.
5. Shall attend all Zeta Delta Cast events.

C. Secretary

1. Shall record the minutes of all cast meetings and make these records available to members and advisors upon request.
2. Shall call roll at each meeting of the Zeta Delta Cast and record the attendance.
3. Shall compile and keep an up to date a list of names, addresses, and phone numbers of each Zeta Delta Cast member and advisor.
4. Shall compile and keep an up to date a list of the names and email addresses of the alumni of the Zeta Delta Cast.
5. Shall keep a list of the members of all committees.
6. Shall assume all obligations and authority of the President in the absence of the President and Vice-President.
7. Shall make an annual report of the organization's activities to the school administration at the end of each year.
8. Shall attend all Zeta Delta Cast events.

D. Treasurer

1. Shall turn over the books and records, in good order, to the succeeding Secretary/Treasurer, and shall ensure that all books and records are stored in the advising staff or faculty's office at all times.
2. Shall post the time and place of all meetings, and notify all members of said meetings.

3. Shall be controller of Zeta Delta Cast funds and shall keep accurate records of all money received and disbursed, and make a complete report of such at each regular meeting of the Zeta Delta Cast.
4. Shall disburse money only as directed by the Zeta Delta Cast.
5. Shall make an annual report of the organization's budget activities to the school administration at the end of each year.
6. Shall attend all Zeta Delta Cast events.

IV. Election of Officers

- A. The Officers of the Zeta Delta Cast will be elected at the first regular meeting of March each year.
- B. They shall assume their offices at the final meeting of the spring semester, unless that office is vacated at the time of the election, in which case they shall assume their duties immediately. Officers shall maintain their office until the final meeting of the spring semester.
- C. Election shall be by secret ballot to be counted by staff or faculty advisor and subject to review by the nominating committee. The successful candidate(s) must receive a majority of the votes cast.
- D. If officers do not return to school, new officers will be elected to fill the vacancies at the next meeting.

V. Removal from Office

- A. The Zeta Delta Cast shall have the power to remove from office any officer by a 2/3 vote of the total active membership of the Zeta Delta Cast.
- B. A vote to remove from office may be called for by petition signed by 1/3 of the active members of the Zeta Delta Cast.
- C. Any vote for recall shall be by secret ballot to be counted by the staff or faculty advisor.

VI. Vacancies in Office

- A. In the event of a vacancy in the office of President, the Vice-President shall assume the office of President.
- B. Any vacancy occurring in the office of Vice-President, Secretary, Treasurer, and Marketing & Communication Director shall be filled by special election unless the regular election is scheduled within six weeks, in which case the office will remain vacant until the regular election.

VII. Special Election

- A. A special election of an officer to fill a vacancy may occur at any regular meeting, with nominations by active members.

Article IV Advisors

I. Advisors

- A. The advisor must be a member of UCA Theatre staff or faculty.
- B. The advisor will be selected at the first regularly scheduled meeting in March and shall serve for two (2) semesters or one (1) year.
- C. The advisor shall attend all business meetings to the best of his/her ability and see that the Zeta Delta Cast's purposes/activities are within University policy.

Article V Funds

I. Funds

- A. All funds shall be deposited in the account of the Zeta Delta Cast of Alpha Psi Omega in a Conway bank, or in the official University system, and shall be disbursed by the Secretary/Treasurer and a staff or faculty advisor as directed by the Zeta Delta Cast. In order for a monetary transaction (sign check/ deposit, etc.) to take place, it must be approved by the advisor and Secretary/Treasurer. All transactions must have the signature of both the advisor and Secretary/Treasurer.
- B. The fiscal year of the Zeta Delta Cast of Alpha Psi Omega shall be July 1 to June 30.

II. Dues

- A. Active members shall pay dues of an amount to be determined by a majority vote of the Cast at the first regular meeting of the year. Dues shall be paid to the Secretary/Treasurer by the second regularly scheduled meeting of the semester. Members are considered inactive until dues are paid.
- B. New members shall pay dues as established by a majority vote of the Zeta Delta Cast. These dues must include the national Zeta Delta Cast dues, which will be sent to the National office. These dues are to be paid prior to initiation.

III. Dissolving Funds

- A. In the event of the disbandment of the Zeta Delta Cast chapter of Alpha Psi Omega, all funds will be contributed to the UCA Theatre Foundation, a non-profit organization.

IV. Contracts

- A. In order for a contract to be binding, it must be signed by both the advisor and the President. All contracts must comply with the Board of Trustees Policy 416.

Article VI Operations of the Cast

I. Regular Meetings

- A. The date, time, and place of regular meetings shall be decided upon by the Zeta Delta Cast at the first meeting of the year. Regular meetings shall occur no less frequently than once a month.
- B. A called meeting of the cast may be held at any time designated by the officers in charge. A forty-eight (48) hour notification of all members is required.
- C. Though these meetings are to be of an informal nature, the current edition of *Robert's Rules of Order* shall be the guide of conduct for all meetings.
- D. A staff or faculty advisor must be present at all meetings and any time a vote takes place. Anything that is voted on without the presences of a staff or faculty advisor is in void.

Article VII Committees

I. Executive Committee

- A. This committee will be composed of the elected officers and the staff or faculty advisor.
- B. This committee will set the agenda for the regular meetings and will handle all minor business arising's between meetings.

II. Standing Committees

- A. Standing Committees will be formed as follows:
 - 1. A slate of nominees shall be presented to the Zeta Delta Cast by the President.
 - 2. Nominations may also be made by any member from the floor.
 - 3. Election shall be by secret ballot, the appropriate number of candidates with the most votes winning seats on the committees.
- B. There shall be a standing committee called the Committee for the new members made up of four members plus the Vice President. Their purpose shall be to formulate all requirements of pledge ship. The Committee's plan shall be submitted to the Zeta Delta Cast for its approval in time for communication to the pledge class, in writing, as specified in Article II, Section III: Pledging and Initiation, C. The National Alpha Psi Omega Ceremonies Manual shall be the basis of their work.

III. Induction Committee

- A. The staff or faculty advisor and the president will confer and appoint this committee, which is the Zeta Delta Cast induction team for conducting the induction ceremony.

IV. Additional Committees

- A. The President may appoint other committees when necessary. All active members of the Zeta Delta Cast are eligible for the appointment to such committees.

Committees shall make the reports of their progress to the Zeta Delta Cast at each regular meeting.

V. Quorum

- A. A quorum shall be defined as 50% +1 of the current active membership and must be present to conduct business.

**Article VIII
Service**

I. Active Member Service Project

- A. Zeta Delta Cast of Alpha Psi Omega must complete a service project each semester.

II. Pledge Class Service Project

- A. Each academic year, the pledge class must complete a service project which reflects the purpose of Zeta Delta Cast, Article I: Name and Purpose, Section II: Purpose.

**Article IX
Constitution**

III. Constitution

- A. This Constitution, to be legal and operative, must be adopted by a 2/3 vote of the total active membership. Once adopted, all existing forms of governance of the Zeta Delta Cast of Alpha Psi Omega shall become void when in conflict with this document.

IV. Amendment Process

- A. Proposed amendments to this Constitution must be submitted to the entire membership, in writing, at least seven (7) days prior to a vote being taken. All members must be notified of the scheduling of such vote at least 7 days in advance.

Timeline

August

Announce continuing service points (first meeting of the semester)

September

October

November

Nominations for next pledge class (before Thanksgiving break)

December

Prospective members shall be invited to pledge (before finals week)

Announce continuing service points (last meeting of the semester)

January

Nominees must accept their invitation (by the first full week of the spring semester)

Announce continuing service points (first meeting of the semester)

February

ACTF

Pledge Dues (end of February)

Mail National Dues

March

Initiation (by March 15)

Elect Officers (first regular meeting in March)

USITT

April

Calculate active member points

Curtain Call Ball

Officer Induction

Special Awards