

The Constitution of the Rho Kappa Cast of Alpha Psi Omega

Ratified: February 29, 2016 (Amended: March 13, 2019)

Article 1: Purpose

The purpose of the Rho Kappa Cast of Alpha Psi Omega is to:

- Stimulate interest in theatrical activities at Worcester Polytechnic Institute (henceforth WPI).
- Support all theatrical endeavors at WPI.
- Reward students with membership to the cast for their efforts in theatre at WPI.

The Cast will maintain an affiliation with the National Cast of Alpha Psi Omega and will in no way take the place of any theatrical organization at WPI.

Article 2: Manifesto

We, the Rho Kappa cast of Alpha Psi Omega, dedicate ourselves to supporting theatre in all its forms at WPI, to fostering fellowship within the WPI theatre community, and to preserving and expanding a body of theatrical knowledge within that community. To these ends, we charge our members to embody, in word and action, the ideals of **respect** for fellow members and the theatre community, **excellence** in developing and executing theatrical work, **leadership** among one's peers, **integrity** in representing Alpha Psi Omega and its principles, and, above all these, **humility**.

Article 3: Name & Symbols

The name of this Theatre Honor Society shall be the Rho Kappa Cast of Alpha Psi Omega. The flower shall be the African Violet. The colors shall be light blue and amber.

Article 4: Membership Status

Upon being voted into the cast, an individual is hereby known as a Member. The following classifications will be used for determination of Membership Status.

Section 1: Voting Member

A "Voting Member" designates a Cast Member who has completed the following prerequisites:

- Attended at least 50% of total general body meetings in the semester so far.
- Participated in at least 4 events within the previous two terms and current term across at least two categories as defined in Article 4, Section 1, Subsection 1. One of these events must include having participated in a theatrical production at WPI within the current or previous term.
- Is an enrolled undergraduate student at WPI.

A Voting Member is eligible to vote on matters concerning the organization. Members may be excused from meetings for academic, employed, or theatrical commitments if they inform the officers before the start of the meeting. Approved excuses will not count against the member's meeting attendance.

Inductees are considered Voting Members, and are expected to follow the same guidelines to maintain their status, except that their meeting attendance is recorded starting with their invitation into the Cast.

Subsection 1: Events for Voting Status

The following are the categories across which events are classified for the purposes of determining voting status:

- 1) Concessions
 - a. This includes working at the table or bringing a baked good to be sold
- 2) Auditions
 - a. This includes representing Alpha Psi Omega at auditions to provide assistance as needed
- 3) Alpha Psi Omega Sponsored Event
 - a. This includes the Theatre Fair, Show in 24 Hours, Alpha Psi Omega Constitution/Bylaw Review, and other non-recurring events associated with the Cast
- 4) Productions
 - a. This includes working on a production in any capacity or being the Theatre Fairy
- 5) Inductions
 - a. This includes sponsoring an inductee, being the Induction Chair, or attending the ceremony

The officer board of Alpha Psi Omega maintains the right to assign any additional occurrences not listed above to an appropriate category at their discretion.

Section 2: Non-Voting Member

A “Non-Voting Member” is an individual who does not fulfill the requirements of a Voting Member. Additional classifications may apply, as defined in the subsets below.

Subsection 1: Away Member

An “Away Member” designates an individual who is Off-Campus in the current term and, in the term prior to leaving, maintained Voting Member status. Away Status must be granted by the Officers of the Society. Attendance for the semester starts upon the member regaining On-Campus Status or when a petition by the individual to waive their Away Member status is approved by the Officers.

Subsection 2: Alumni Member

An “Alumni Member” of the Cast designates a member who is no longer an enrolled undergraduate student.

Subsection 3: Honorary Member

An “Honorary Member” may be faculty, members of the local community, and administrators of the University, or others who contribute continuously to theatre activities at WPI. Honorary Members are allowed to attend Alpha Psi Omega meetings, activities and events. Honorary Membership is a special status conferred using the process in Article 4 of the Membership Voting Bylaws.

Subsection 4: Discretionary Status

Members who do not meet the minimum requirements for voting may be granted voting eligibility at the discretion of the officers. This decision should be based on a formal request from the Member in question. Only currently matriculated undergraduates may request and be granted this status.

Article 5: Quorum

A quorum will consist of 50% of the Voting Members of the Cast. A quorum must be present for all elections and votes.

Article 6: Election to Membership

Section 1: Nomination Process

The induction process will be conducted twice every academic year, once in the fall and again in the spring.

Subsection 1: Opening Nominations

At least nine (9) academic weeks before the Induction Ceremony is to be held, nominations will be opened.

Subsection 2: Eligibility

A person is eligible to be nominated for membership by the Rho Kappa Cast only after the following criteria are met:

- The person must be enrolled as an undergraduate WPI student.
- The person must have completed four academic terms participating in theatre at WPI. Eligible active terms can be non-consecutive.
- The person must have participated in at least five WPI productions.

Subsection 2a: Definition of Theatre

For the purpose of induction into the Cast, theatre shall be defined as any production put on by Humanities and Arts Drama/Theatre, Masque, VOX Musical Theatre, or any of the Student Comedy Productions groups at WPI.

Subsection 3: Nomination Procedure

To nominate a candidate, a member of the Cast must submit a Nomination Form to the Vice President explaining why one feels the candidate is worthy of membership. Nomination Forms will be made available by the Vice President. Officers of the Cast will keep a copy of the nomination form.

Subsection 3a: Nomination Updates

The Vice President will keep the Cast informed of who has been nominated during the nomination process and a reminder will be sent to the cast twenty-four (24) to forty-eight (48) hours before the close of nominations with the current list of nominees.

Subsection 3b: Nomination Closing

At least eight (8) academic weeks before the Induction Ceremony is to be held, the nomination process will close, and the Vice President will review the Nomination Forms. The Vice President will inform the candidates of their nomination. The Vice President will inform the Cast of the final nominee list within twenty-four (24) hours of nominations closing.

Section 2: Post Nomination Procedure

Subsection 1: Public Notification of Nominees

Nominees may use their discretion when sharing their nomination status. This should be communicated to the nominees at the time of their notification.

Subsection 2: Sponsors

Every nominee shall be sponsored by a member of the Cast. The role of the sponsor is to guide the nominee through the nomination process, and if applicable, through their induction period. Sponsors are required to comply with the standards set forth in Article 1, Section 2 of the Bylaws of the Rho Kappa Cast of Alpha Psi Omega.

Subsection 2a: Sponsor Assignment

Members who are interested in sponsoring a nominee will submit their name and preferences to the Vice President at least forty-eight (48) hours before the sponsor assignment deadline, which shall be at least seven (7) weeks before the Induction Ceremony. The nominee will submit their preferences as well. The Vice President, at their sole discretion, will assign a sponsor to each nominee. The Vice President will inform the Cast of the complete list of nominees and their sponsors within forty-eight (48) hours of sponsor applications being due.

Subsection 2b: Sponsor Contact

All sponsors must contact their nominee within seventy-two (72) hours of the Sponsor Assignment.

Subsection 3: Nomination Documents

The Officers of the Cast will maintain a nomination notification letter. This letter is to be presented to the Nominees by their Sponsors after the sponsor assignment. An academic release form and sample Theatre Résumé will also be provided at this time.

If any required document (i.e. Theatre Résumé, academic release form, etc.) is not submitted by the predetermined deadline, it will be assumed that the nomination has been declined.

Subsection 3a: Nomination Notification Letter Content

This letter will include, but not be limited to, the following information: the notification of nomination, any scheduled timeframes or events relevant to the nominees, and the guidelines for acceptance of nomination.

Subsection 3b: Academic Release Form

Nominees that wish to be considered for membership must submit an academic release form when they are notified of their nomination. This form will be presented to each nominee by their Sponsor with the notification letter. The Sponsor must then present this form to the Vice President within forty-eight (48) hours of receiving it from the Nominee.

Subsection 3c: Theatre Résumé

Nominees that wish to be considered for membership must submit a fully completed Theatre Résumé to the Vice President at least six (6) academic weeks before the Induction Ceremony. The Theatre Résumé will include information about the nominee's participation in theatre since their time at WPI, including

term(s), positions, responsibilities, and supervisors. Additional requirements can be assigned by the Vice President.

Section 3: Membership Voting

Membership voting shall occur in a meeting at least five (5) weeks before the Induction Ceremony following the manner described in Article 4 of the Bylaws.

Subsection 1: Notification of Membership

Each Nominee must be notified of the Cast’s decision on their membership within seventy-two (72) hours of the membership voting meeting and prior to the public announcement of candidates. The nominee is required to withhold the results until after the seventy-two (72) hour period.

Section 4: Timeline Reference

In the event of a conflict of information between this table and the body of this constitution, this table receives preference. The Officers of the Cast may decide by unanimous vote to adjust the timeframes specified below to account for unusual circumstances. Such a decision must be provided to the Cast at least one (1) week before the deadline would have occurred.

TIMEFRAME	EVENT
At least nine (9) weeks before Induction Ceremony	Nominations for membership open
At least eight (8) weeks before Induction Ceremony	Nominations for membership close
Forty-eight (48) hours before sponsor assignment	Applications for sponsors due
At least seven (7) weeks before Induction Ceremony	Sponsor Assignment
Seventy-two (72) hours after sponsor assignment	Sponsor Contact
At least six (6) weeks before Induction Ceremony	Theatre Résumés due from nominees
Twenty-four (24) hours before the membership voting meeting	Reviewed résumés sent from Vice President to Cast for review
At least five (5) weeks before Induction Ceremony	Membership Voting Meeting
Seventy-two (72) hours after the conclusion of the membership voting meeting	Nominee notification deadline, moratorium on communications expires
One (1) day before Induction Ceremony	Induction Rehearsal
	Induction Ceremony

Article 7: Inductions

Once nominees are voted into the Cast, they are granted membership status. New members may choose to embark on the induction journey. Those participating in inductions and will henceforth be referred to as Inductees in Article 7. Inductees may choose to forego their induction journey at any point through the process by notifying the Induction Chair, their sponsor, and the officer board.

Section 1: Induction Chair

The Induction Chair is a temporary elected position within the cast specific to each induction. The Induction Chair must be a member of the Cast and must not be one of the three officers of the group. The Induction Chair cannot sponsor a nominee within their term of responsibility. Nominations and voting for the Induction Chair will follow officer election guidelines from Article 9, Section 1, with the exception

that this position is not required to be filled by a matriculated undergraduate. Elections will take place at least five (5) academic weeks prior to the Induction Ceremony. The responsibilities of the Induction Chair include coordinating the ceremony, informing the nominees of their responsibilities, ensuring that all paperwork for use of theatrical spaces for the ceremony and ceremony rehearsal has been filed, and ensuring that the requirements for induction are completed. The Induction Chair in all instances shall act as a mentor and guide to the nominees.

Section 2: Individual Requirements

These inductees are required to memorize the Greek alphabet and at least twelve lines of Shakespeare in preparation for their induction. These lines cannot be from a local production in progress. The inductees are also expected to learn the names and addresses of the national officers and the names of five other Alpha Psi Omega chapters in the region.

Section 3: Group Requirements

The inductees must provide a board of Bios for their class and collaboratively write a skit to be performed at the Induction Ceremony. They must also complete a list of trivia assigned by their Induction Chair.

The induction class shall provide a copy of the script for the induction skit to the Induction Chair to review for appropriateness at least twenty-four (24) hours before the ceremony. This is to verify content, and should not involve creative input unless requested by the class.

Section 4: Information for Inductees

The officer board and Induction Chair will provide access to and an explanation of the chapter's constitution and bylaws to the inductees before they choose to take the oath of membership. The inductees must also be informed of the required dues, to be collected by or at their first official meeting after induction.

Section 5: Induction Ceremony

There shall be an induction ceremony following the established script, which is maintained in the officers' records. The individual and group requirements outlined in Sections 2 and 3 of this Article will be presented during this ceremony.

Article 8: Officers' Duties

The officers of this Cast will be President, Vice President and Business Manager. In order to be eligible to be an Officer, an individual must be a matriculated undergraduate student of WPI, be in good academic standing, as defined by WPI, and be either a Voting or Away Member. Officers must maintain these requirements for the duration of their service as an Officer. Any eligible member can only hold one officer position at any given time. Each officer shall receive and maintain a transition binder outlining all noteworthy documents, expectations, and responsibilities required for their position, and will update the binder before passing it to the newly elected officer replacing them.

Section 1: President

The President of the Cast will preside at all meetings, unless specified elsewhere. They will also call meetings, appoint committees, have general supervision of the affairs of the society, and maintain the Cast's public relations.

Section 2: Vice President

The Vice President will assume the responsibilities of the President in the President's absence. The Vice President will also oversee the preparations for induction ceremonies and run the voting meeting. They will be responsible for distribution and management of Nomination, Academic Release, and Theatre Résumé Forms as well as sponsor assignments.

Section 3: Business Manager

The duties of the Business Manager will be to keep an accurate record of the proceedings of the meetings, collect all dues, pay bills sanctioned by the National Cast, and keep an account of all the expenses of the society. The Business Manager will also maintain the historical archives of the Cast. In the event of the absence of the President and Vice President, then the Business Manager will assume their responsibilities.

Article 9: Officer Elections

Officers for the following year will be elected in a C-term meeting and begin their term of office at the beginning of D-term. The former officers will remain as advisors for the remainder of D-term.

Section 1: Nominations

Any member of the organization may nominate an eligible member for office. The nomination period will begin at least two weeks before elections are held. In order to be considered at elections, the individual must be nominated for the desired position and accept the nomination. The start of the officer voting meeting must include a chance for final nominations.

Section 2: Officer Voting Meeting

After the nominations are closed, a length of time for the speeches, questions, and discussion following the speeches will be set. The President will be elected first, the Vice President will be elected second, and the Business Manager will be elected third. Each candidate for the office in question will address the group one at a time. After all candidates for a position have spoken and left the room, the cast will discuss the candidates' ability to hold office. The voting will then take place by blind vote. Votes will be counted by two individuals. One will be an impartial member of the group appointed by the current officers, and the other will be the Cast advisor or their designee. Those counting the votes cannot vote in the elections. The presider will list each candidate's name and count all those voting for each candidate. Following this, the presider will call for any of those who wish to cast a vote of disapproval. A vote of disapproval indicates a lack of confidence in any of the candidate's ability to hold the given office. After this, the presider will call for any abstentions (abstentions will not count as votes). Candidates will be elected by achieving a majority of the votes cast.

Subsection 1: Exceptional Cases

If there are more than two candidates and no candidate achieves a simple majority of valid votes cast, all but the top two candidates will be eliminated and a new round of voting will commence.

If there are two candidates and no candidate receives a simple majority, then the option that receives the most votes will win.

Ties shall be resolved by a truly random number generator, using a sample size equal to that of the tied options. If the vote of disapproval wins, then nominations for the position open immediately and a new election must take place the following week as outlined in Section 4.

Results of the voting will be announced to the membership and recorded by the incumbent Business Manager.

Section 3: Interim Officer Elections

In the event that any officer will be away from WPI for one or more academic terms while in office or in the event that an officer position is not filled during regular elections, special elections will be held to fill the position. Nominations must open at least one week prior to the election. The procedure for voting shall follow the method described in Article 9, Section 2. The interim will assume the duties of the office in question for the duration of the prescribed term. Current officers are eligible to run for an interim position. If a current officer is elected, then an interim officer election for that officer will occur the following week with nominations opening after the original interim officer election meeting.

Section 4: Officer Replacement

In the event that any officer steps down from their position, is no longer eligible, or can no longer fulfill their duties as an officer, special elections will be held to fill the position. Nominations must open at least one week prior to the election. The procedure for voting shall follow the method described in Article 9, Section 2. The officer elected will be a replacement for the previous officer, assuming all duties until the next occurrence of regular officer elections. The remaining officers will take responsibility for training the newly elected officer.

Section 5: Removal from Office

Any member may initiate the removal of a particular officer by providing a letter to the officer board signed by at least one-fifth of the active membership or by a majority of the officer board, excluding the officer in question. The removal of the officer will be discussed with the officer in question at the next scheduled officer board meeting. The discussion of the removal will be closed to the general membership of the club. At the first general meeting falling at least one (1) week after the submission of such a letter to the officer board, a discussion and vote shall be held. If three-fourths of the voting membership present vote to remove the officer in question, the officer will be removed from office. A representative of the officer board must provide at least one (1) week notice to all members of the Cast that such a vote has been scheduled. In the event of officer removal, the position shall be filled in accordance with Article 9, Section 4.

Article 10: Dues & Fees

Section 1: Initiation Dues

Initiation dues shall consist of dues specified by the National Cast and 15 dollars of dues specified by the Rho Kappa Cast.

Section 2: Special Assessments

Special assessments may be levied upon the membership by a unanimous vote of the voting members.

Article 11: Advisor

The Cast shall have as its advisor a full-time employee of WPI. The advisor shall be invited to attend general body meetings, but will not receive voting privileges for the Cast. The advisor will also be recognized by the National Cast according to their policies.

Article 12: Constitutional and Bylaw Amendments

The Cast shall hold a yearly discussion meeting for reviewing the Constitution and Bylaws to ensure that they are kept accurate, up to date, and remain proper reflections of the opinions of the cast.

Any member of the cast who wishes to propose a change to the Constitution and Bylaws outside of the yearly review may present the changes to the current exec board for approval, and they will present said changes at the next convenient regular meeting.

The Constitution or Bylaws may be amended at any regular meeting by a two-thirds vote of the present Voting Members, provided such change was presented in writing to the Cast at least one (1) week prior.

The officers will make an effort to keep a complete record of all constitutional changes.

Article 13: SOC Enabling Clause

The Rho Kappa Cast of Alpha Psi Omega agrees to abide by the policies of Worcester Polytechnic Institute as well as all federal, state and local laws. Any changes to this constitution and/or bylaws will follow, in word and spirit, all WPI policies and all federal, state and local laws.