The Constitution of the Rho Kappa Cast of Alpha Psi Omega
Ratified: February 29, 2016 (Amended: March 30, 2016)

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 Worcester Polytechnic Institute.

Article 2: Manifesto
We, the Rho Kappa cast of Alpha Psi Omega, dedicate ourselves to supporting theatre in all its forms at Worcester Polytechnic Institute, 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 shall 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 arrival back on campus in the subsequent term.

**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 By-Laws.

**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 and can include summer (E) terms.

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, M.W. Repertory 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 shall 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 shall close, and the Vice President will review the Nomination Forms. The Vice-President will inform the candidates of their nomination.
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 By-Laws of the Rho Kappa Cast of Alpha Psi Omega.

Subsection 2a: Sponsor Assignment
Members who are interested in sponsoring a nominee shall 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 his or her sole discretion, shall assign a sponsor to each nominee. The Vice-President will inform the Cast of the complete list of nominees and their sponsors within two (2) days of the close of nominations.

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 his 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 his or her 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.

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

Once members are elected to membership, they may choose to embark on the induction journey.

**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 shall provide access to and an explanation of the chapter’s constitution and by-laws 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 officer’s records. The individual and group requirements outlined in Sections 2 and 3 of this Article shall be presented during this ceremony.

Article 8: Officers’ Duties
The officers of this Cast will be President, Vice-President and Business Manager. Officers must be matriculated undergraduate students of WPI and must remain in good academic standing, as defined by WPI, for the duration of their service. 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, call meetings, appoint committees and have general supervision of the affairs of the society.

Section 2: Vice-President
The Vice-President will assume the responsibilities of the President in the President’s absence. The Vice-President will 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 receipts and expenditures for the society. The Business Manager will maintain the historical archives of the Cast. In the event that neither President nor Vice-President can attend a general meeting, then the Business will preside over the meeting.

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 shall 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 shall 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 shall address the group one at a time. After all candidates for a position have spoken and left the room, the cast shall discuss the candidates' ability to hold office. The voting will then take place by blind vote. Votes shall be counted by an impartial member of the group appointed by the current officers and the Cast advisor, or their designee. Those counting the votes cannot vote in the elections. Officers will be elected by a majority vote of the present Voting Members of the Cast.

If no candidate achieves a simple majority of valid votes cast, all but the top two candidates shall be eliminated after the first round of votes. Ties between two candidates and other exceptional cases shall be resolved by a truly random number generator, using a sample size of two.

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 shall 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.

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 shall 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 shall 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 shall 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
There shall be initiation dues, as specified by the National 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 shall not receive voting privileges for the Cast. The advisor shall also be recognized by the National Cast according to their policies.

Article 12: Constitutional and By-Law Amendments
The Cast shall hold a yearly discussion meeting for reviewing the Constitution and By-Laws to ensure that they are kept accurate, up to date, and remain proper reflections of the opinions of the cast.

The Constitution or By-Laws may be amended at any regular meeting by a two-thirds (2/3) vote of the present Voting Members, provided such change was presented in writing to the Cast at least one (1) week prior.

The officers shall 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 by-laws will follow, in word and spirit, all WPI policies and all federal, state and local laws.