

Constitution of the Alpha Epsilon Kappa Chapter The Alpha Psi Omega National Theatre Honor Society

Article 1 Name

This organization shall be called the Alpha Psi Omega National Honor Society, Alpha Epsilon Kappa chapter, also known as Alpha Psi Omega, Alpha Psi, APO and ΑΨΩ.

Article 2 Mission Statement

The purpose of Alpha Psi Omega is to stimulate growth in student participation in the George Fox University Theatre, to encourage independent student theatre projects, to foster creative collaboration between the theatre and other academic departments, and to provide opportunities to practically apply concepts learned in the classroom. The Alpha Epsilon Kappa chapter of Alpha Psi Omega at George Fox University will provide a nurturing and accepting environment for students to further integrate their faith and art. Alpha Psi Omega is an independent student-driven organization.

Article 3 Membership Requirements

Section 1. To be eligible for membership in this chapter of Alpha Psi Omega the student must be regularly enrolled at George Fox University.

Section 2. In order to be considered for membership, Alpha Psi Omega members must fulfill chapter membership and point obligations in addition to national membership obligations.

Section 3. To be eligible for membership the student must be a declared George Fox University Theatre Major or Minor. Non-majors or minors may petition for membership.

Section 4. To be eligible for membership the student must have at least a 2.5 cumulative GPA at George Fox University and at least a 3.0 cumulative GPA in Theatre courses at GFU.

Section 5. To be eligible for membership the student must have accumulated at least 100 points from both Main Stage and Second Season categories as set forth in the Points System below.

Section 6. The Faculty Advisor, in conjunction with the Central Committee, will determine point distribution.

Section 7. 35 of the member's points must come from design/technical roles in support of the University Theatre's Main Stage seasons.

Points System:

100 points must be acquired for acceptance to APO. These points must include at least 2 of the following categories:

Performance

- Acting
 - o Main Stage
 - Leads – 30 pts
 - Supporting – 20 pts
 - Minor – 10 pts
 - o Second Stage
 - Leads – 20 pts
 - Supporting – 15 pts
 - Minor – 10 pts
- Dance – 25 pts
- Performance Art – 25pts

Production Leadership

- Directing – 30pts
- Choreography
 - o Main Stage – 30pts
 - o Second Stage – 20pts
- Stage Management
 - o Main Stage – 30pts
 - o Second Stage – 20pts
- Stage Combat Director
 - o Main Stage – 30pts
 - o Second Stage – 20pts
- Design (including Lighting Design, Costume Design, Makeup Design, etc.)
 - o Main Stage – 30pts
 - o Second Stage – 20pts
- Producing
 - o Main Stage – 30pts
 - o Second Stage – 20pts
- Composition
 - o Main Stage – 30pts
 - o Second Stage – 20pts

Supporting Roles

- All Crew Heads
 - o Main Stage – 20pts
 - o Second Stage – 15pts
- Volunteer Construction Crews (non-paid)
 - o Main Stage – 15pts
 - o Second Stage – 5pts

- House Manager
 - o Main Stage – 20pts
 - o Second Stage – 10pts
- All Titled Assistants (including As. Director, As. Stage Manager, Makeup Mistress, Fight Captain, etc.)
 - o Main Stage – 20pts
 - o Second Stage – 15pts
- All Back Stage Crews
 - o Main Stage – 10pts
 - o Second Stage – 5pts

Academic Leadership

- Scriptwriting
 - o One Act or 10 minute play – 20pts
 - o All other works will be awarded points on a case-by-case basis
- Dramaturgy
 - o Main Stage – 30pts
 - o Second Stage – 15pts
- Academic Awards in Theatre
 - o Points will be awarded on a case-by-case basis

Miscellaneous Points:

- Players: 10 pts per semester
- Ushering: 5 pts per Main Stage production, 3 pts per Second Stage production.
- Points may be awarded for projects done or continued outside of class time that were not compensated with credits, money or any other means. These points are awarded on a case-by-case basis.

Section 8. Honorary membership may be bestowed on persons who have made special continued contributions to the theatre programs at George Fox University.

Section 9. Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provision of the constitution. The member will be notified in writing by the Central Committee of the possible revocation, but will be allowed to address the organization in order to relate to members any relevant defense prior to their official removal through the consensus process. The member in question shall be notified by the corporate decision by official written correspondence.

Section 10. New members are required to pay a one-time fee of \$20.00 to secure their lifetime membership in the National Honor Society.

Section 11. Alpha Epsilon Kappa may institute additional dues and fees when the organization feels the demand for such fees is stronger than the demand to keep the dues to the minimum National requirements.

Section 12. New members will be officially recognized by the organization in either December or April.

Section 13. An inactive member is one that chooses not to attend meetings or participate in functions. To become an inactive member, the member must notify the Central Committee in writing of their intent. To reinstate a member, the chapter's active members must reach consensus on the issue.

Article 4 Selection to Membership

Section 1. Candidates will be notified of their eligibility and will have the opportunity to decline, defer or accept the invitation to be a member of Alpha Psi Omega.

Article 5 Officers of the Central Committee and their Duties

Section 1. The officers of the Central Committee for this chapter will consist of a Team Coordinator, a Project Coordinator, a Secretary, a Treasurer and two Members at Large.

Section 2. The Team Coordinator will facilitate the consensus process of meetings. The Team Coordinator's duties include: keeping members focused, on task, and accountable to the respectful spirit of consensus; listening to contributions, suggestions, and opinions of group members; facilitating the process of reaching consensus; administering resolution of impasses or unresolved business.

Section 3. The Project Coordinator will serve as the contact person for all project proposals and membership petitions. The Project Coordinator's duties may also include: gathering proposals and petitions, reading them, and presenting them at APO meetings for group discernment.

Section 4. The Secretary will take down the Minutes of each meeting, including members present, items of business, decisions reached, and business items declared for next meeting. The Secretary will e-mail Minutes to APO members (or Central Committee members) within three days of the meeting, and will file or store Minutes for future records.

Section 5. The Treasurer will serve as the primary contact person for Financial Affairs and ASC. The Treasurer will be responsible for all APO matters relating to finance, including petitioning ASC for funds for projects, seminars, KC/ACTF, etc.; and working with Financial Affairs in distributing allotted funds for APO projects.

Section 6. The duties of the Members at Large will be determined based on APO needs and membership.

Article 6
Selection of Officers of the Central Committee

Section 1. Officers for the following year will be selected at a regular spring meeting and formally installed by the incumbent officers.

Section 2. The chapter through a consensus process as defined in Article 9 Section 6 will select officers.

Section 3. If Officers do not return to school, new officers will be selected to fill the vacancies at the first meeting of the school year.

Section 4. Each officer will be expected to carry out the duties of the office.

Article 7
Term of Office

Each officer shall hold a one-year term in his/her office. No officer may hold more than two consecutive complete terms in the same office.

Article 8
Removal of Officers

Upon the first offense, the officer shall receive a letter of reprimand. Upon the second consecutive offense, the officer shall be brought before the Central Committee. In both instances the Central Committee must have a valid reason and proof of why the officer has been reprimanded. Upon the third consecutive offense, the active membership of the organization shall convene to determine whether or not to remove the officer. The affected member will be allowed to address the organization in order to relate any relevant defense prior to the group's debate over the issue. The organization must reach consensus in order to remove the officer.

Article 9
Meetings

Section 1. Meetings will be conducted under the Alpha Kappa Epsilon Principles of Consensus.

- (a) All members are of equal status and value.
- (b) All contributions to discussion are equally valid and must be given equal respect and consideration.

- (c) All bring a piece of the solution – no one member owns it all. As such, members should be aware that they have a valid contribution to make, even if that contribution differs from or opposes the opinions of the other members. However, members must also be ready to alter or release their preconceived ideas to aid the process of consensus.

Section 2. There will be at least one regular meeting of the full chapter each month.

- (a) The Central Committee may have one closed meeting per month, or as needed.
- (b) The frequency of meetings may be altered as the character and shape of the society solidifies.

Section 3. Special meetings may be called at any time by a member of the Central Committee or at the request of the Faculty Advisor.

Section 4. A Quorum will consist of a majority of the chapter membership currently enrolled at George Fox University.

Section 5. The Team Coordinator will determine the agenda for each business meeting, in consultation with the officers of the Central Committee. The Team Coordinator will decide which of the following options to use in conducting meetings.

(a) Option 1:

- i. Secretary announces items of business leftover from last meeting, if any.
- ii. Treasurer announces financial items of business, if any.
- iii. Project Coordinator announces new project proposals and membership petitions, if any.
- iv. Team Coordinator announces other business, if any.
- v. Team Coordinator prioritizes items in order of urgency and importance.

(b) Option 2:

- i. Team Coordinator presents previously drawn agenda, having already contacted the other officers for their items of business.
- ii. Team Coordinator asks for any overlooked items of business that should be added to the agenda.

- iii. In this way the Team Coordinator can delegate which meetings are to discuss petitions for membership, financial matters, project proposals, etc.

Section 6. Decision-Making Process will follow the standards of the Principles of Consensus as defined by Alpha Kappa Epsilon.

- (a) Meetings will open with a short time of prayer and centering/focusing. Sometimes allowing just a moment to catch one's breath and relax can save the group some tense haggling later.
- (b) Team Coordinator will open up the day's items of business.
 - i. Detailed presentation of item, given by the appropriate officer, during which officers and members present can ask questions for clarification.
 - ii. Time of silence/contemplation of item.
 - iii. Team Coordinator opens time of discussion. All present can contribute input and thoughts.
 - iv. Team Coordinator listens for common threads, parallel thoughts and sentiments, and creative ways that differing opinions might be fused into a working solution.
 - v. Team Coordinator proposes a consensus, and opens it to correction, alteration, and/or approval.
 - vi. If consensus is reached, Team Coordinator asks for approval of the consensus. If approval is given, Secretary notes the decision in the Minutes.
 - vii. If consensus is not reached, several options are available. Team Coordinator may:
 - 1. Direct the group into another time of silence, to calm nerves, contemplate the issue, and reopen hearts to the spirit of consensus. "Take a breather."
 - 2. Appoint a special committee to discern further on the issue outside of general meeting time, and have them present their recommendation for approval at the next meeting.
 - 3. Call a special meeting of the Central Committee, to do the same task as option 2.
 - 4. Give the issue a rest altogether, leaving it unresolved until the next meeting.
 - 5. Ask the opposing minority if they would be willing to step aside from the decision, thereby allowing the consensus of the

majority to be approved, with the understanding that the opposing minority does not share that approval.

- viii. Process of consensus is repeated for each item of business.
 - i. If all items of business are not addressed due to time constraints, the Secretary will note them in the Minutes and present them for business at the next meeting.
 - 1. The Secretary notes all approved decisions.
 - 2. The Secretary notes all unresolved items of business.
- ix. Meeting closes in prayer.

Article 10 Committees

Section 1. The standing committee of this chapter will be:

- (a) Central Committee: This committee will be composed of the elected officers and the Faculty Advisor. This committee will handle all minor business arising between meetings.
- (b) Other standing committees may be appointed as deemed necessary.

Article 11 Project Management

Section 1. Project applications must be completed to the following specifications:

- 1. Essay format, 2-3 pages in length, 12-point font, double-spaced.
- 2. Include the project title, an outline of the rehearsal schedule, and a box number or current address to be reached.
- 3. Answer the following questions briefly:
 - What is the artistic and literary quality of the show or project?
 - What are the opportunities and challenges of this project?
(Consider acting, technical and scope factors.)
 - What is the educational value of the project for the students involved and for the audience?
 - What is the expected budget for the project?
 - How will the show challenge our students in terms of integrating their faith and their art? Projects do not necessarily need to be faith-based.

Section 2. Project applications must be submitted to the Project Coordinator by the specified deadline for each season.

Section 3. The Central Committee will carefully consider the application and will notify the applicant in writing what the decision is within (2) weeks of submission.

Section 4. Once the project is approved, the applicant will be given a specified budget. All receipts will be turned in to the Treasurer for reimbursement. Any additional costs above the budget are the responsibility of the applicant.

Section 5. Alpha Psi Omega has the right to ensure the artistic integrity of the project.

Article 12 Faculty Advisor

Section 1. The Faculty Advisor shall be selected by the Central Committee of the cast and must be approved by the consensus of active members.

Section 2. The Faculty Advisor has no term limit, and must be a current George Fox University Theatre Faculty, Instructor or Staff member.

Section 3. The Faculty Advisor shall act as a liaison between Alpha Psi Omega and the faculty of the Performing Arts Department at George Fox University. He/She shall also serve as a mentor to the organization providing guidance to the officers and members.

Section 4. The Faculty Advisor is expected to be updated on the state of the organization, and shall attend APO meetings as requested by the Central Committee.

Section 5. The Faculty Advisor shall have access to the organizations financial account in case of an emergency.

Section 6. If the Faculty Advisor cannot perform the duties of the position or has not upheld the position in an appropriate manner, he/she can be removed by the membership through the consensus of the active membership. The Faculty Advisor will be notified in writing of the possible removal, and will be allowed to address the organization in order to relate to members any relevant defense prior to the organization's deliberations on the issue.

Section 7. In the event that the Faculty Advisor is removed or resigns, the Central Committee shall choose a new advisor within 14 calendar days.

Article 12
Amendments

Section 1. The articles of this constitution may be amended, revised, or altered in whole or in part at any regular meeting by a consensus of the active membership, provided such amendment is given to each member in writing at least one week prior to the decision.

Article 13
Relationship with the National Organization

Section 1. Each chapter will report to the National Business Manager, who edits the annual *Playbill*, the annual productions and activities of the chapter no later than June 1st of each year. Photographs, programs, and other supporting materials may be included and will be featured in *Playbill* at the discretion of the National Business Manager.