

Article I
Organization

Section 1: Name

Producing Organization: University of Northern Iowa Student Theatre Association (UNISTA)

Section 2: Charter

UNISTA (CAC 257) is an official student organization of the University of Northern Iowa affiliated with the Department of Theatre (257 Communication Arts Center, University of Northern Iowa, Cedar Fall, IA 50614)

Section 3: Purpose

UNISTA is organized to produce the performing and visual arts. UNISTA is not organized for any pecuniary purpose.

Section 4: Mission Statement

The mission of the University of Northern Iowa Student Theatre Association (UNISTA) is to produce and advocate theatre arts on campus and provide student artists and student patrons opportunities to risk and grow artistically, professionally, and interpersonally.

Section 5: Goals

1. To increase quality of our productions
2. To better the communication between the UNISTA Board and Faculty of the Department of Theatre, as well as, applicants and students
3. To produce and increase awareness of theatre and other forms of art

Article II
Membership

Section 1: Criteria

All UNI Students are eligible for participation in the organization. However, non-students may participate, provided that the applicant for a production is a student. Any given production must have at least 50 percent student involvement to warrant regular approval by the Board.

Section 2: Dues

Membership in UNISTA requires no dues

Section 3: Voting

Each member in attendance of a general meeting is allotted one vote on issues brought to and/or by the UNISTA Board.

Section 4: Liabilities

Private property of members and officers of UNISTA shall be exempt from liability

Article III Officer Positions

Section 1: Positions

The officers of the UNISTA Board are: President, Vice-President, Secretary, Treasurer, and Technical Coordinator. All officers must be a student of the University of Northern Iowa and eligible (2.5 cumulative GPA and part-time enrollment)

Section 2: Elections

1. Officers shall be elected by online ballot on MyUNiverse, no later than the last working day of March. New officers will immediately begin shadowing current officers until they take office. The format for these elections is as follows:
2. The current President presides over all elections; any Board member up for re-election for any position may not be involved in the ballot counts. If the President is up for re-election, the Vice-President will preside over that vote.
3. Elections are voted on using an online poll on MyUNiverse.
4. Candidates must be nominated by fifteen peers and complete the UNISTA Election Nomination form.
5. Nominees with the completed forms will be eligible for election.
6. In the event of a tie, a second vote for that position will be held as soon as possible after the completion of the first vote.
7. If there are no nominees to fill a position, a special meeting will be set by the Board to fill the office.

Section 3: Terms

Terms consist of a shadowing period that lasts from elections until the week before the end of the academic year. The newly elected officers shall preside over the final meeting of each academic year.

Section 4: Vacancy

The Vice-President shall fill any vacancy in the office of the President during the academic year, including the shadowing period. In the event of a vacancy during the shadowing period, the newly elected officer shall take the position they were elected for. Any vacancy, excluding President, shall require a special election that will follow the format of the general elections, to be held as soon as possible.

Section 5: Tasks

General Board tasks include, but are not limited to:

1. Voting on production applications
2. Scheduling weekly meeting times
3. Monitoring progress of all productions.
4. Monitoring ticket sales/house management responsibilities during the run of a production

President tasks include, but are not limited to:

1. Presiding over UNISTA meetings
2. Coordinating the acquisition of spaces for productions
3. Acting as signatory of the UNISTA bank account
4. Acting as a liaison between UNISTA, faculty, and Student Government (NISG)

5. Withdrawing starting cash for each production
6. Assisting in audit of financial records
7. Checking academic eligibility of UNISTA production participants
8. Ordering checks for bank account
9. Holding the UNISTA debit card
10. Holding keys to all UNISTA storage locations
11. Act as a spokesperson for UNISTA activities to the department of theatre

Vice-President tasks include, but are not limited to:

1. Approving all publicity, but is not publicist for productions
2. Maintaining a contact list of all marketing options
3. Obtaining and maintaining records of rights
4. Purchasing of rights in conjunction with the Treasurer
5. Running meetings in the absence of the President
6. Distribute UNISTA publicity style guide

Secretary tasks include, but are not limited to:

1. Recording and posting minutes of weekly meetings
2. Archiving current and past productions
 - a. Applications and materials
 - i. Rehearsal reports (Current productions only)
 - ii. Technical Information including purchasing and rentals
 - iii. Programs
 - iv. Publicity
 - b. Photos
 - c. Videos
 - d. Music
3. Maintaining the UNISTA website
4. Maintaining Production Board
5. Maintaining Email account

Treasurer tasks include, but are not limited to:

1. Tallying ticket sales
2. Setting due dates for receipts
3. Acting as a signatory on the UNISTA checking account
4. Maintaining a record of financial transactions
5. Presenting financial statements

Technical Coordinator tasks include, but are not limited to:

1. Filing all manuals for equipment
2. Assisting Secretary with website
3. Approves purchase approval forms
4. Maintaining an accurate inventory of equipment and supplies
5. Approving all equipment and production related purchases
6. Holding keys to all UNISTA storage spaces
7. Coordinating with the Strayer-Wood Theatre Technical Director for production needs
8. Acting as a signatory on the UNISTA checking account

Section 6: Removal from Office

1. A grievance in the form of a petition must be presented to the Board
2. A general meeting shall be held to discuss the grievance of which the highest Board member in good standing presides
3. A vote shall be held by written ballot, excluding the accused Board member, to remove an officer
4. A unanimous vote is needed to remove an officer
5. In the event of a 2/3-majority vote in favor of removal, a special meeting will be held by and for the remaining Board members where a vote will be held to uphold or veto the 2/3 majority vote
6. Grievances may be petitioned at any time
7. Membership will be notified 48 hours prior to the removal vote

Article IV
MeetingsSection 1: Board Meetings

1. Regular meeting times are agreed upon by the Board prior to the first meeting of the year.
2. Any Board member may request special meetings
3. 3/5 of the Board present shall constitute a quorum
4. The faculty advisor constitutes as a Board member
5. Any member of UNISTA may attend Board meetings, except in the process of voting on production applications
6. Members of UNISTA may vote on certain issues: electing officers, removing officers, amendments and revisions to the by-laws and guidelines of UNISTA, by majority vote.

Article V
ProductionsSection 1: Submitting and Approving Applications

1. The Board shall review all applications for each production.
2. Each application must be approved or denied within one week of submittal.
3. Application for a show shall be approved by a majority of the Board.
4. In the event that a Board member is to be actively involved in a potential production, it is understood that the said Board member relinquishes his/her vote in regards to that particular show's first application.
5. If all Board members are involved in the production, the faculty advisor shall vote on the approval of the first application.
6. Before approval of all applications, the Board shall check all locator and audition forms to find possible conflicts with Strayer-Wood Theatre activities. Any individuals with a GPA under 2.5 may not participate.

Section 2: Communication

1. Upon the approval of the second application, an assigned Board member who is not involved in the production will act as Production Coordinator.
2. Every UNISTA production must have a designated member of the production team to attend the weekly Board meetings for the duration of the production process.

3. The Board must receive, at least weekly, copies of a production's rehearsal and production meeting reports.
4. A cast list may not be announced until GPA checks have completed and approved (See article V, 1.6).

Section 3: Budgets and Purchases

1. All production team members seeking funding in for a production must submit a UNISTA Production Budget Request Form with the production's second application. Budgets will be determined and allocated by the Board.
2. No purchase will be reimbursed without consent from the President and/or the Technical Coordinator via signature on a UNISTA Purchase Approval Form (see article VI, 7.1).
3. No purchase will be reimbursed without receipt record via submission of a UNISTA Receipt Log (see article VI, 7.2).
4. The Board will determine a deadline for all receipts to be submitted for reimbursement (see article VI, 7.3). The deadline will be set no later than two weeks after the closing of a production (see article VI, 7.4).
5. As UNISTA is a tax-exempt non-profit organization, all purchases must be made with the UNISTA tax-exempt ID. Reimbursements will not be made for taxes paid.

Article VI Financial Operations

Section 1: Fiscal Year

The fiscal year is from July 1st to June 30th.

Section 2: Non-profit Definition

No part of the net earnings of UNISTA shall benefit or be distributed to its members, trustees, officers or other private persons except approved reimbursements.

Section 3: Tax-Exempt

1. UNISTA is a tax-exempt organization and shall not reimburse on any taxes paid.
2. Using the UNISTA federal tax-exempt ID# on purchases of a personal nature is a violation of federal law.
3. UNISTA purchases should be on their own receipt.

Section 4: Financial Accounts

1. All UNISTA funds are secured in an account at Veridian Credit Union at Maucker Union.
2. The President, Treasurer, and Technical Coordinator are the signatories on the account.
3. The Treasurer can write checks for non-technical purchases or technical purchases with approval forms already signed by the Technical Coordinator.
4. The President and Technical Coordinator may approve all purchases.
5. The Treasurer is responsible for ordering checks for the UNISTA account.
6. At the end of the academic year, prior to the final UNISTA meeting, the names on the account will be transferred to the newly elected Board.

Section 5: Filing Paperwork

1. Receipts are filed according to production and must be kept for at least two years.
2. Bank statements should be printed and filed according to academic year and kept for at least two years.
3. The Treasurer is responsible for keeping a copy of all purchase approval forms and matched receipts.
4. All box office reports for every production shall be filed by show and kept for at least two years.

Section 6: Financial Reports

At the end of each academic year, the Treasurer shall provide a detailed financial statement which includes, but is not limited to: budgets, profits, and ticket sales for each production and the final balance for the year.

Section 7: Reimbursements

1. No purchase will be reimbursed without consent from the President and/or the Technical Coordinator.
2. No purchase will be reimbursed without receipt record.
3. The Board will determine a deadline for all receipts to be submitted for reimbursement.
4. The deadline will be set no later than two weeks after the closing of a production.

Article VII

Additional Operating Procedures

Section 1: Box Office

1. The Treasurer is responsible for withdrawing a sufficient amount of starting cash for each production.
2. Only Board members and those approved by the President are allowed to handle box office functions.
3. Ticket sellers should arrive at the production no later than 45 minutes before curtain.
4. Upon arrival, the ticket sellers are to count starting cash and fill in the box office report.
5. Upon completion of ticket sales, sellers are to update the box office report form.
6. At the end of all performances, the Treasurer is responsible for checking all box office forms and cash counts.

Section 2: Amendments

1. These UNISTA by-laws may be amended by a majority vote of the Board, as long as the amendment has been made available to the entire UNISTA organization.
2. Exceptions may be made to the by-laws in cases of unforeseen circumstances; exceptions require a unanimous vote by the Board.

Section 3: Discontinuance

Upon the discontinuance of UNISTA, the Board will, after paying and/or making provisions of all liabilities, give all assets of UNISTA to the University of Northern Iowa to set up a scholarship fund.