

Associated Students of the Performing Arts Constitution

ASOPA, being recognized by the University of Wyoming as a student organization, pursues the interests of its members in working, performing and presenting theatrical and dance productions for the ASOPA membership, the department of theatre and dance, the university community and the Laramie community. Our organization works hand-in-hand with the department of theatre and dance with any special productions that arise throughout the course of the year. The organization allows students another outlet for performing and presenting theatrical or dance work. Members must take full advantage of all the outlets that this organization has to offer.

ARTICLE I NAME OF ORGANIZATION

This organization shall be known as the Associated Students of the Performing Arts; hereafter referred to as ASOPA or organization.

ARTICLE II PURPOSE

SECTION 1. PURPOSES

1. Promote effective communication between students and faculty in the Department of Theatre and Dance.
2. Act as mentors and a support system to fellow student.
3. Provide student input to the faculty on issues of concern to the department.
4. Provide members with performance and technical opportunities beyond those provided by the department.
5. Assist new students in becoming acquainted with the department and the University.
6. Provide social activities. Dram Prom is an annual end-of-the-year celebration sponsored and organized by the Executive Committee of ASOPA.
7. Assist in deferring the cost of members' expenses with ACTF, ACD F, USITT, U/RTA and other related festivals and conferences as approved by the Executive Committee.
8. Provide organizational services to the department.
9. Raise funds for the purpose of the organization.

SECTION 2. AFFILIATION WITH THE UNIVERSITY OF WYOMING

ASOPA will abide by all University of Wyoming regulations that govern recognized student organizations.

SECTION 3. AFFILIATION WITH OTHER GROUPS

The ASOPA membership and Executive Committee will determine if the organization will work with different local, state or national entities.

ARTICLE III MEMBERSHIP

SECTION 1. MEMBERSHIP

Membership will be composed of any individuals who are interested in the Performing Arts and who support the purposes of the organization as outlined in ARTICLE II and who pay the dues of the organization.

SECTION 2. MEMBERSHIP CLASSIFICATION

Members will be classified by acting, dance, playwriting and technical focus. The Acting classification will consist of actors. The Dance classification will consist of dancers. The Playwriting classification will consist of playwrights. The Technical classification will consist of technicians, designers and managers.

SECTION 3. DUES

Dues payable to the organization by members will be in such amounts and payable at such times as determined by the Executive Committee.

SECTION 4. VOTING

All dues-paid members will have one vote for the purpose of conducting the organization's business. Officers will also have one vote, except that the President will only vote to break a tie.

SECTION 5. ASSOCIATE MEMBERSHIP

Faculty members will be automatically considered Associate Members. All dues will be waived. Associate Members will not have voting rights.

SECTION 6. RIGHTS AND PRIVILEGES

Members in good standing will receive all benefits of the organization.

SECTION 7. POINT SYSTEM

A system will be established to determine the good/bad status of members and their eligibility for financial assistance as in accordance to Article 2-Section 1.7.

SECTION 8. NON-DISCRIMINATION CLAUSE

ASOPA will not discriminate on the basis of race, color, religion, sex, national origin, disability, age, sexual orientation, veteran status, and political belief in any aspect of membership or services.

**ARTICLE IV
OFFICERS**

SECTION 1. EXECUTIVE COMMITTEE

There will be eight officers of the organization designated as President, Treasurer, Secretary, Acting Representative, Dance Representative, Technical Representative, Playwriting Representative and Associate Officer. Officers will serve as the Executive Committee of the organization.

SECTION 2. DUTIES AND RESPONSIBILITIES

The duties and responsibilities will be determined by the Executive Committee and approved by the membership with a majority vote. The duties and responsibilities are listed in the organization's by-laws.

SECTION 2. DUES

Dues for members elected to the Executive Committee will be waived.

SECTION 3. RIGHTS AND PRIVILEGES

Officers in good standing will receive all benefits of the organization.

SECTION 4. POINT SYSTEM.

A system will be established to determine the good/bad status of officers and their eligibility for financial assistance as in accordance to Article 2-Section 1.7.

**ARTICLE V
OPERATIONS**

SECTION 1. The President, Treasurer, Secretary, Acting, Dance, Playwriting and Technical Representatives of the organization will be elected by the membership. Only members in good standing are eligible to run for office and elect members to office. The Associate Officer will tabulate and provide the results to the incumbent President. The Executive Committee will establish a deadline for members to submit nominations for elections. The President, Treasurer, Secretary, Acting, Dance, Playwriting and Technical Representatives will serve a one-year term starting at the beginning of the organization's fiscal year. The month of April is a transition period for the new officers to adjust to the leadership positions.

- Section A. **OFFICE OF PRESIDENT**
The office of the President is open to all members of ASOPA and will be nominated, voted on and elected by current ASOPA members in good standing. The nominees of this office preferably should have served in a previous position on the Executive Committee.
- Section B. **OFFICE OF TREASURER**
The office of the Treasurer is open to all members of ASOPA and will be nominated, voted on and elected by current ASOPA members in good standing.
- Section C. **OFFICE OF SECRETARY**
The office of the Secretary is open to all members of ASOPA and will be nominated, voted on and elected by current ASOPA members in good standing.
- Section D. **OFFICE OF ACTING REPRESENTATIVE**
The office of Acting Representative is open to all members in the membership classification of Acting. The Acting Membership will vote on and elect an acting representative.
- Section E. **OFFICE OF DANCE REPRESENTATIVE**
The office of Dance Representative is open to all members in the membership classification of Dance. The Dance Membership will vote on and elect a dance representative.
- Section F. **OFFICE OF TECHNICAL REPRESENTATIVE**
The office of Technical Representative is open to all members in the membership classification of Technical. The Technical Membership will vote on and elect a technical representative.
- Section G. **OFFICE OF PLAYWRIGHT REPRESENTATIVE**
The office of Playwright Representative is open to all members in the membership classification of Playwright. The Playwright Membership will vote on and elect a playwright representative.

SECTION 2. THE ASSOCIATE OFFICER

The Associate Officer will be determined by the faculty of the Department of Theatre and Dance and will serve as Advisor to the organization and liaison between the faculty and the Executive Committee. The Associate Officer will be a member of the Executive Committee. The Associate Officer will serve in that position until replaced by the faculty of the Department of Theatre and Dance.

SECTION 3. VACANCIES

Section A. ELECTED POSITIONS

Vacancies of the elected positions on the Executive Committee will, on an interim basis, be filled by a majority vote of the Executive Committee. The interim replacement will serve the remainder of the unexpired term. The new officer will receive a reimbursement for his or her dues as determined by the Executive Committee.

Section B. ASSOCIATE OFFICER

Vacancies to the faculty appointed position on the Executive Committee will be filled by methods determined by the faculty of the Department of Theatre and Dance. The Executive Committee will make recommendations to the faculty on possible appointments.

SECTION 4. REMOVAL OF OFFICERS

From time to time, officers may need to be removed from the Executive Committee because of failure to perform duties or violations of University of Wyoming regulations.

Section A. ACADEMIC PROBATION

When an officer of ASOPA is placed on Academic Probation, as determined by the University of Wyoming, he or she must rightfully and respectfully resign his or her position. He or she will be

eligible to run for office once the University of Wyoming removes him or her from academic probation.

Section B. FAILURE OF ELECTED OFFICERS TO PERFORM

When it has been motioned by a member during a regular business meeting that an officer of ASOPA has failed to perform his or her duties of elected office repeatedly, requests a vote to remove the officer and a 2/3 majority of the members present at the meeting vote in favor of removing the officer in question, then by the power of the membership the officer will be removed from office and replaced as outlined in ARTICLE V, SECTION 4A.

Section C. FAILURE OF THE ASSOCIATE OFFICER TO PERFORM

The membership must vote in a 2/3 majority during a regular or special meeting to show their support for removing the Associate Officer from the Executive Committee. The motion must include valid reasons why the Associate Officer has failed his or her responsibilities to the organization repeatedly. The Executive Committee will then present and discuss the passed motion with the faculty of the Department of Theatre and Dance. The faculty of the Department of Theatre and Dance has sole authority to replace the Associate Officer.

**ARTICLE VI
MEETINGS**

SECTION 1. GENERAL MEMBERSHIP MEETINGS

Meetings will be held no less than once monthly at a time and location designated by the Executive Committee. The Executive Committee as deemed necessary may call additional meetings. The Executive Committee may also cancel meetings.

SECTION 2. EXECUTIVE COMMITTEE MEETINGS

Executive committee meetings will be held no less than once prior to every general membership meeting at a time and location designated by the Executive Committee. The Executive Committee as deemed necessary may call additional executive committee meetings. Executive committee meetings may not be canceled unless the Executive Committee votes as a majority to cancel the meeting.

SECTION 3. GENERAL MEMBERSHIP MEETING ATTENDANCE

Attendance at general membership meetings is mandatory for both members and the officers of the Executive Committee.

SECTION 4. EXECUTIVE COMMITTEE MEETING ATTENDANCE

Section A. Attendance at the executive committee meetings is mandatory for the officers of the Executive Committee.

Section B. The general membership is able to attend executive committee meetings when they have arranged with the Secretary to be on the meeting agenda.

**ARTICLE VII
COMMITTEES**

SECTION 1. COMMITTEES

The Executive Committee or the President may establish committees from time to time. Such committees will serve the interests of the organization.

SECTION 2. COMMITTEE CHAIRPERSONS

The chairperson of the committee will be appointed by the President or elected by a majority vote of members in good standing at a business meeting.

SECTION 3. COMMITTEE MEMBERS

Members of the committees may be appointed by the President, the Executive Committee, or the Committee Chairperson; subject to the approval of the Executive Committee.

SECTION 4. REMOVALS OR VACANCIES

Members of the committees or the Chairperson there of may be removed by the Executive Committee once failure to perform an assignment has been established. The President, the Executive Committee, or the Committee Chairperson, subject to the Executive Committee approval, may appoint replacements on committees.

**ARTICLE VIII
PUBLICATIONS**

SECTION 1. GENERAL INFORMATION

The organization may produce such publications, as the Executive Committee may deem appropriate and helpful to the membership. The Executive Committee will possess a packet of information that members can request to see at any reasonable time. This packet of information will include a copy of this constitution, point information, job descriptions of the officers, committee lists, activity lists, proposals for productions and the process of proposing a production to the Executive Committee.

**ARTICLE IX
POWERS AND EXECUTION OF PAPERS**

SECTION 1. POWERS

The Executive Committee, who will have and may exercise the powers of the organization, including the hiring, shall manage the affairs of the organization or contracting of such staff as may be appropriate to execute the operations of the organization. The Executive Committee may assign such responsibilities and powers as may be appropriate to such staff in so far as the responsibilities and powers are allowable by law.

SECTION 2. EXECUTION OF PAPERS

The Executive Committee may generally, or in particular cases, authorize the execution of papers in some other manner: all contracts, transfers, and other obligations made, accepted or endorsed by the organization will be signed by the President or his/her designated agent of the organization.

**ARTICLE X
RECORDS AND OFFICE**

SECTION 1. RECORDS

The organization will keep accurate and complete records of accounts and will keep minutes of the proceedings of its membership, Executive Committee, and committees having any authority delegated by the President or the Executive Committee.

SECTION 2. OFFICE

The office of the organization will be located at such place as the Executive Committee may from time to time determine.

**ARTICLE XI
FISCAL YEAR**

SECTION 1. FISCAL YEAR

The fiscal year of the organization shall begin the day following spring commencement and will end the day of spring commencement.

ARTICLE XII
FINANCES

SECTION 1. CONTRACTS

The Executive Committee may authorize any office or officers, agent, or agents of the organization, in addition to the officers so authorized by this constitution, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization; such authority must be in writing and may be general or confined to specific instances. No individual student or students may enter a binding contract that involves ASUW funds. The terms of any contract the organization enters with ASUW will be negotiated and finalized by working with the Campus Activities Council. No debts or obligations will be incurred, and none will be honored in the name of the organization without authority having first been granted by a majority vote of the Executive Committee.

SECTION 2. CHECKS

All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the organization will be signed by both the President and the Treasurer.

SECTION 3. DEPOSITS

All funds of the organization will be promptly deposited to the credit of the organization in such banks, or other depositories as the Executive Committee may select.

SECTION 4. GIFTS

The Executive Committee may solicit or accept any contribution, gift, bequest, grant, or device, consistent with the purposes of the organization or for any special purpose of the organization.

SECTION 5. DISSOLVING OF ORGANIZATION

Any funds remaining in the organization's possession, if the organization is dissolved, will be disbursed in accordance to the by-laws of this organization.

ARTICLE XIII
AMENDMENTS

SECTION 1. AMENDMENTS

The articles of this constitution may be altered, amended or repealed in whole, or in part. Proposed amendments must be available to members for reviewing at least one week prior to voting on the proposed changes. A two-thirds majority vote of the members present at a business meeting must approve any amendments to the constitution.

SECTION 2. ASUW APPROVAL

Any proposed changes to the constitution must be presented to the Student Organization Committee for approval, and such changes will not be effective until approval is granted.

Associated Students of the Performing Arts

By-laws

MEMBERS

- SECTION A. GOOD/BAD STANDING-** For members not requesting financial assistance. Members must pay their dues by the appropriate deadlines, earn 50 or 75 points each semester and attend $\frac{3}{4}$ of all meetings to maintain good standing status. These members will be in good standing until the last business day of October, for the fall semester, and the 15th of March for the spring semester, and by that time if the member fails to earn enough points (s)he will be placed in bad standing until enough points have been earned. Any additional points earned during the fiscal year can be carried over for financial assistance points the following year. Members joining later in the semester, in addition to paying increased dues, must make up the meetings missed by earning 10 additional points per meeting missed. Points for good standing status must be earned on a semester basis.
- SECTION B. GOOD/BAD STANDING-** For members requesting financial assistance to festivals and conferences. Members requesting financial assistance to festivals and conferences must pay their dues by the appropriate deadlines, earn 50 or 75 points from the established system, attend all general meetings and be in good standing status. These members will be in good standing until the last business day of October, for the fall semester, and the 15th of March for the spring semester, and by that time if the member fails to earn enough points (s)he will be placed in bad standing until enough points have been earned. Members attending ACTF, ACDF, URTA or USITT must have all required points two weeks prior to their festival. Any additional points can be carried over to financial assistance points the following year. Members joining later in the semester, in addition to paying increased dues, must make up the meetings missed by earning 10 additional points per meeting missed. Students who attend the University of Wyoming at the beginning of the spring semester must formally request financial assistance from the Executive Committee and abide by the contract that will be established. If the contract is not abided by then the member loses all benefits of ASOPA for one year.
- SECTION C. GOOD/BAD STANDING-** For members of the Executive Committee. Members of the Executive Committee must fulfill the responsibilities of their job descriptions as listed in these by-laws. If members of the Executive Committee have not been removed from office by the end of the fall semester then they are eligible for financial assistance and all the benefits of the organization. The officers of the Executive Committee will be in good standing until the last day of the fall semester and if they are not removed they will remain in good standing until the end of their term, unless removed from office prior to the last day of the fall semester where as they will be removed from good standing status. Any officer removed from the Executive Committee for failure to perform will be denied financial assistance, privileges of the organization and will have their membership suspended for one semester.
- SECTION D. POINT SYSTEM**
Each activity on the ASOPA yearly calendar will be assigned points. The total points will be figured on an ASOPA member working one slot of each activity. ASOPA members can work each individual activity once or any combinations of activities to earn the total required points.
- The total point requirement will be 50 points for members joining in the current academic year and 75 points for members who have joined in years previous to the current academic year. To maintain good standing status, members must receive 50 or 75 points, according to their status. Members who commit to an activity and fail to fulfill their responsibilities without notifying the Committee Head of a valid conflict at least 24 hours in advance will have the point value of the activity deducted from their current points.
- SECTION E. RIGHTS AND PRIVILEGES**
SECTION 1. MEMBERS IN GOOD STANDING
Members in good standing will enjoy the following rights and privileges:

1. One comp ticket to UW Main Stage productions (Determined by Box Office)
2. Discount tickets to Dram Prom
3. Free admission to films at the Gladys Crane Mountain Plains Film Festival (Must work festival in order to attend shows for free.)
4. Can run for offices in the Executive Committee
5. Can vote on offices in the Executive Committee
6. Are the selection pool for committee chairpersons and committee members
7. Are the selection pool for production managers, technical directors, production and technical staffs, directors, choreographers, dancers and actors for ASOPA PRODUCED productions
8. Are able to seek financial assistance to festivals and conferences if they meet the required deadlines as mentioned above
9. Have one vote on all business addressed at general business meetings
10. Executive Officers receive two free tickets to Dram Prom
11. Executive Officers will be able to post their picture, information and ASOPA information on the ASOPA web page in the Department of Theatre & Dance's Homepage.
12. Executive Officers are eligible for parking spots in front of the Fine Arts Building as long as no one else is parked there, they have a parking permit or they don't mind paying for a ticket.

SECTION 2. MEMBERS IN BAD STANDING

1. There are no rights or privileges for members in bad standing

DUES

SECTION A. AMOUNT OF DUES

Dues shall be determined by the Executive Committee at the beginning of each academic year. An increase in the amount of dues will be applied to any members not paying their dues by the deadline set by the Executive Committee. Dues shall be lowered appropriately for members joining in the spring semester.

SECTION B. DEADLINE FOR STUDENTS REQUESTING FINANCIAL ASSISTANCE

Students requesting financial assistance for festivals and conferences must pay their dues by the deadline set by the Executive Committee. A second deadline will be set in the spring semester for members joining in the spring semester. Dues can be paid for the present year starting May 1 when the new Executive Committee takes office and the new fiscal year starts. Dues must be paid to the Treasurer.

SECTION C. DEADLINE FOR STUDENTS NOT REQUESTING FINANCIAL ASSISTANCE

Students not requesting financial assistance must pay their dues by the last business day of October or the last business day of February if entering the University during the spring semester. Students not requesting financial assistance can pay their dues on a semester basis.

SECTION D. CHARGES FOR CHECKS WITH INADEQUATE FUNDING

All checks must have adequate funding, in order to be accepted by the Treasurer. If a check returns to the Treasurer with inadequate funding, there will be a \$10.00 charge installed to the person(s) responsible for the inadequate funded check. The person(s) responsible for the inadequate funded check will then have to pay \$10.00 plus the amount of the original check. From thereafter the person(s) responsible for the inadequate check must pay in cash.

OFFICERS

SECTION A. ELECTION OF EXECUTIVE COMMITTEE

SECTION 1. NOMINATIONS

Nominations are due to the Secretary by 5:00pm on the second-to-last Friday of March.

SECTION 2. DATE OF ELECTIONS

Ballots will be distributed the last Thursday of March and must be turned into the specified location in the Main Office by 4:30pm on the last Friday of March. The Associate Officer will pick up the ballots at the end of the day. The Associate Officer will provide the results to the incumbent President the following day.

SECTION 3. ELECTION METHOD

Secret ballots will be used with each ballot signed and initialed by the Secretary. Only members in good standing will receive a ballot. All members in good standing will be able to vote for the President, Treasurer and Secretary. Only members with good standing status in the individual member classifications can vote for the Acting, Dance and Technical Representatives.

SECTION B. DUTIES OF EXECUTIVE COMMITTEE

SECTION 1. PRESIDENT

The chief executive officer for the organization shall be the President. The President shall supervise and coordinate business and affairs of the organization. The President will be the main liaison between the faculty and the organization, communicating the needs of the department to the membership and the needs of the membership to the department. The President will submit required organizational paperwork to ASUW for continued "recognized student organization" status. The President will delegate tasks and appoint committees for required organizational activities. The President will be the organization's student representative for the Gladys Crane Mountain Plains Film Festival and any other special events held throughout the year. The President will be the liaison between ASUW and the organization, updating the Executive Committee and membership of upcoming events, requirements and other important information. The President will represent the organization at any ASUW meetings or Department of Theatre and Dance faculty meetings. The President will oversee all activities of the Executive Committee, control all meetings, and be available for all members to answer questions regarding the organization. The President will nominate an ASOPA member to the Web Page Designer position, which must be approved by the Executive Committee. The President will lead the Executive Committee in establishing a calendar for the organization's activities for the following fiscal year.

SECTION 2. TREASURER

The Treasurer shall have custody of all funds of the organization. The Treasurer shall keep full and accurate accounts of receipts and disbursements of the organization and shall deposit all money and other valuable effects of the organization in the name and to the credit of the organization in such banks or depositories as the Executive Committee may designate. Whenever required by the Executive Committee, the Treasurer shall render a statement of the accounts of the organization. The Treasurer shall at all reasonable times exhibit the organization's books and accounts to any officer of the organization upon request. The Treasurer will collect all dues of the general membership, maintain an updated membership list that will be distributed to the members of the Executive Committee and the Box Office of the theatre. The Treasurer is responsible for dividing profit into the organization's different accounts. The Treasurer pays all of the organization's bills and expenses. The Treasurer will work with the President and general membership to establish an ASUW budget request for the following academic year. This will take place in December and January of his or her term. The Treasurer will work with the President, Representatives and Faculty in establishing budget requests for individual festivals or conferences. The Treasurer will perform all the duties customarily incident to the position of the Treasurer, subject to the control of the Executive Committee. The Treasurer will work with the Executive Committee in establishing a calendar for the organization's activities for the following fiscal year. The Treasurer, in the absence of the President, shall preside and fulfill all functions incumbent in the office of the President.

SECTION 3. SECRETARY

The Secretary shall keep the notes of the Executive Committee and the minutes of the general membership and shall see that all notices are duly given in accordance with the provisions of the constitution and by-laws. The Secretary shall be custodian of the organization's records. The Secretary will be responsible for keeping track of the organization's point system as outlined in the by-laws of the organization and required by Article 3-Section 7 and Article 4-Section 10 of the Constitution. The Secretary is responsible for taking attendance at meetings and fundraisers, relaying important information to the membership and organizing people to work concessions and other fundraisers. The Secretary will make all ballots of the organization and will sign to certify the authenticity of those ballots before being distributed to the membership. The Secretary will perform all other duties customarily incident to the office of Secretary, subject to the control of the Executive Committee, and shall perform such additional duties as shall from time to time be assigned to him/her by the Executive Committee. The Secretary will work with the Executive Committee in establishing a calendar for the organization's activities for the following fiscal year. The Secretary, in the absence of the President and Treasurer, shall preside and fulfill all functions incumbent in the office of the President.

SECTION 4. ACTING REPRESENTATIVE

The Acting Representative is the liaison between the members in the acting classification and the Executive Committee. The Acting Representative will work in conjunction, if necessary, with the Technical and Playwriting Representatives in planning the travel and accommodations of members attending ACTF and any other festivals, conferences or activities deemed appropriate by the Executive Committee. The Acting Representative will make a projected list of costs and distribute it to the members of the Executive Committee for discussion, amending and approval. The Acting Representative will work with the faculty in planning the trip if the department is interested in helping. The Acting Representative will distribute NWDC/ACTF Registration forms to the members planning to attend the festival. The Acting Representative will coordinate, along with the Dance, Playwriting and Technical Representatives, any other established committees and the department of theatre and dance, the student written one-acts, cabaret nights, ACTF showcase nights, and any other presentations as deemed appropriate by the Executive Committee. The Acting Representative, in conjunction with the Dance, Playwriting and Technical Representatives, will organize concessions for all Main Stage and ASOPA productions. The Acting Representative will work with the Executive Committee in establishing a calendar of the organization's activities for the following fiscal year.

SECTION 5. DANCE REPRESENTATIVE

The Dance Representative is the liaison between the members in the dance classification and the Executive Committee. The Dance Representative will work in conjunction, if necessary, with the dance faculty in planning the travel and accommodations of members attending ACDF and any other festivals, conferences or activities deemed appropriate by the Executive Committee. The Dance Representative will make a projected list of costs and distribute it to the members of the Executive Committee for discussion, amending and approval. The Dance Representative will coordinate, along with the Acting, Playwriting and Technical Representative, any other established committees and the department of theatre and dance, the student dance comps, ACDF showcase nights, cabaret nights, and any other presentations deemed appropriate by the Executive Committee. The Dance Representative, in conjunction with the Acting, Playwriting and Technical Representatives, will organize concessions for all Main Stage and ASOPA productions. The Dance Representative will work with the Executive Committee in establishing a calendar of the organization's activities for the following fiscal year.

SECTION 6. TECHNICAL REPRESENTATIVE

The Technical Representative is the liaison between the members in the technical classification and the Executive Committee. The Technical Representative will work in conjunction, if necessary, with the Acting and Playwriting Representatives in planning the travel and accommodations of members attending USITT, ACTF and any other festivals, conferences or activities deemed appropriate by the Executive Committee. The Technical Representative will make a projected list of costs and distribute it to the members of the Executive Committee for discussion, amending and approval. The Technical Representative will work with the faculty in planning the trip if the department is interested in helping. The Technical Representative will coordinate, along with the Acting, Playwriting and Dance Representatives, any other established committees and the department of theatre and dance, the student written one-acts, cabaret nights, ACTF showcase nights, ACDF showcase nights, the student dance comps, and any other presentations as deemed appropriate by the Executive Committee. The Technical Representative, in conjunction with the Dance, Playwriting and Acting Representatives, will organize concessions for all Main Stage and ASOPA productions. The Technical Representative will work with the Executive Committee in establishing a calendar of the organization's activities for the following fiscal year.

SECTION 7. PLAYWRITING REPRESENTATIVE

The Playwriting Representative is the liaison between the members in the playwriting classification and the Executive Committee. The Playwriting Representative will work in conjunction, if necessary, with the Technical and Acting Representatives in planning the travel and accommodations of members attending ACTF and any other festivals, conferences or activities deemed appropriate by the Executive Committee. The Playwriting Representative will make a projected list of costs and distribute it to the members of the Executive Committee for discussion, amending and approval. The Acting Representative will work with the faculty in planning the trip if the department is interested in helping. The Playwriting Representative will coordinate, along with the Dance, Acting and Technical Representatives, any other established committees and the department of theatre and dance, the student written one-acts, cabaret nights, ACTF showcase nights, and any other presentations as deemed appropriate by the Executive Committee. The Playwriting Representative, in conjunction with the Dance, Acting and Technical Representatives, will organize concessions for all Main Stage and ASOPA productions. The Playwriting Representative will work with the Executive Committee in establishing a calendar of the organization's activities for the following fiscal year.

SECTION 8. ASSOCIATE OFFICER

A faculty member, determined by the Department of Theatre & Dance faculty, shall be the Advisor to the organization and will be considered an Associate Officer in the Executive Committee. The Associate Officer will not have voting rights. The Associate Officer will be the liaison between the faculty of the Department of Theatre and Dance and the Executive Committee. The Associate Officer will take information and ideas to the faculty and will provide information from the faculty to the Executive Committee. The Associate Officer will attend all Executive Committee meetings as requested by the Executive Committee, providing additional perspectives and opinions. The Associate Officer will assist in the organizing of Dram Prom and will hire the bouncer for the celebration. The Associate Officer will be a cosigner on the financial accounts established by the Executive Committee. The Associate Officer will tabulate the results of the yearly Executive Committee elections and provide the information to the incumbent President on the following day of the election as described in Article 4-Section 1. The Associate Officer will work with the Executive Committee in establishing a calendar of the organization's activities for the following fiscal year and will provide information about the Department of Theatre and Dance calendar of events for the following academic year.

SECTION 9. EXECUTIVE COMMITTEE

Each officer is responsible for continuing the information that will be passed on to him or her at the beginning of his or her term of office. Each officer is responsible for continuing the record of his or her office for future reference. The binder should explain the past, present and possible future of that office. All members of the Executive Committee are responsible for establishing a calendar of the organization's activities and events for the following fiscal year. This calendar should be firmly in place by the end of the fall semester to allow time to prepare for any special needs, work around the Department of Theatre and Dance's calendar and to request any necessary funds from ASUW during the budgeting process in the early part of the spring semester. The Executive Committee will also be responsible for updating the website and bulletin board. The President will delegate these responsibilities to the other officers.

SPECIAL OFFICES

SECTION A. WEB PAGE DESIGNER

The President of the organization, at the first general membership meeting of the organization, will nominate the Web Page Designer from the ASOPA membership. The Executive Committee must approve the nomination by a majority vote. The Web Page Designer, after fulfilling his or her responsibilities, will not be required to earn the necessary points for financial help. (S)he will still be required to attend all general membership meetings and the Executive Committee meetings deemed necessary, and pay dues by the required deadline to remain in good standing and receive financial assistance.

Web Page Designer Responsibilities:

1. Updating the ASOPA web page with ASOPA news, information, pictures, points and general membership meeting notes after each general membership meeting.
2. (S)he must attend all general membership meetings.
3. (S)he must attend all Executive Committee meetings as deemed necessary.
4. (S)he must work with the faculty web page designer when posting material on the web page.

SECTION B. CONCESSIONS COMMITTEE HEAD

The Executive Committee of the organization, at the beginning of each academic year shall call for a Concessions Committee Head from the ASOPA membership. The Executive Committee must approve the selection by a majority vote. The Concessions Committee Head, after fulfilling his or her responsibilities, will not be required to earn the necessary points for financial help. (S)he will still be required to attend all general membership meetings and the Executive Committee meetings deemed necessary, and pay dues by the required deadline to remain in good standing and receive financial assistance.

Concessions and Coat-Check Responsibilities

1. (S)he must make arrangements for receipt of cookies from ASOPA members and verify that the wrapping is compliant with the regulations and guidelines of the University of Wyoming and the City of Laramie Food and Health Regulations.
2. (S)he must organize the ASOPA members who will be baking and selling these products to the public at all of the University of Wyoming Department of Theatre and Dance Season Productions and all ASOPA sponsored productions.
3. (S)he must attend all general membership meetings.
4. (S)he must attend all Executive Committee meetings as deemed necessary.
5. (S)he must work with the Treasurer of ASOPA when selling the products listed above.
6. (S)he must count any monies dealing with this office with two witnesses present during the counting of the monies. One witness will be an ASOPA member in good standing and the second witness will be the Treasurer of ASOPA.

MEETINGS

SECTION A. DATES

General Membership meetings will be held twice to allow more students to attend who have evening classes. Meetings will be held at the minimum of once a month. Meetings will be held on Thursday and Friday evening at 5:15 or 5:30pm in the Crane Studio Classroom or the Fine Arts Theatre Greenroom. Announcements about the meetings will be posted on the ASOPA Board one week prior to the scheduled meeting. Members must notify the Secretary 24 hours in advance if they have a scheduled conflict and need to be excused. These meeting times may change or be canceled if the Executive Committee votes in a majority to change or cancel the meetings. A complete meeting will be considered a meeting held on Thursday and Friday. A majority or 2/3 majority of the membership is calculated from voting at both meetings.

SECTION B. QUORUMS

SECTION 1. GENERAL MEMBERSHIP MEETING QUORUM

A quorum shall consist of 10 members in good standing present at a business meeting of the organization, one of whom must be an officer.

SECTION 2. EXECUTIVE COMMITTEE MEETING QUORUM

A quorum shall consist of four officers of the executive committee.

SECTION C. AGENDA

The agenda for general meetings and executive meetings will be as follows:

1. Committee Reports
2. Financial Update
3. Old Business
4. New Business
5. Announcements

AMENDING BY-LAWS

SECTION A. AMENDMENTS TO BY-LAWS

SECTION 1. AMENDMENTS

The articles of these by-laws may be altered, amended or repealed in whole, or in part. Proposed amendments must be available to members for reviewing at least one week prior to voting on the proposed changes. A majority vote of the members present at a business meeting must approve any amendments to these by-laws.

SECTION 2. ASUW APPROVAL

Any proposed changes to these by-laws must be presented to the Student Organization Committee for approval, and such changes shall not be effective until approval is granted.