

Article I Organization

Section 1: Name

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

Section 2: Purpose

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

Section 3: Charter

UNISTA (PO Box 462 Cedar Falls, IA 50613) is an official student organization of the University of Northern Iowa affiliated with the Department of Theatre (125 Strayer-Wood Theatre, University of Northern Iowa, Cedar Falls IA 50614)

Section 4: Mission Statement

The mission of the University of Northern Iowa Student Theatre Association (UNISTA) is to produce theatre which affords students of the university opportunities to explore their creative impulses in a non-critical environment.

Section 5: Goals

Increase quality and quantity of our productions.
Better the communication between Board (See Article III) and Faculty, Applicants, and Students.
Producing other forms of art.
Increase exposure to students and community.

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 show is a student.

Section2: 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 board (See Article III).

Section 4: Liabilities

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

Article III Officers

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 for participation in extra-curricular activities.

Section 2: Elections

Officers shall be elected by the in attendance members at the annual meeting held the fourth week of classes in the spring semester. New officers will immediately begin shadowing current officers until they take office.

The format for these elections is as follows:

1. The current president presides over all elections; any board member up for re-election may not be involved in ballot counts, if the President is up for re-election then the Vice-President will preside over that vote.
2. Elections happen one position at a time in this order: President, Vice-President, Secretary, Treasurer, and Tech Coordinator.
3. Nominees must be in attendance
4. Must be nominated by another member
5. The nomination must be seconded by a different member
6. Nominee must accept or decline nomination.
7. Once all nominations have been taken someone must move to cease all nominations and this movement when seconded will cease nominations.
8. Voting for positions is done by written ballot, tallied by the current board and positions are decided by majority vote.
9. In the event of a tie between two nominees a second vote will be held immediately after the first with only the two nominees up for the position.
10. 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 to the end of the fiscal year. At that time the board will assume power and serve a one year term ending at the end of the new fiscal year.

Section 4: Vacancy

The vice president shall fill any vacancy in the office of the president during the fiscal year including the shadowing period until the end of the fiscal year. Any other vacancy shall require a special election that will follow the format of general elections to be held as soon as possible and be scheduled by the board. In the event of a vacancy during the shadowing period the newly elected officer shall take the position they were elected for.

Section 5: Duties (Still need to do some adding here on my part)

General Board duties are as follows but not limited to:

1. Assisting in box office duties during run of shows.
2. Monitoring the progress of all productions
3. Attending all weekly production meetings of current shows.

President duties are as follows but not limited to:

1. Presides over all UNISTA meetings.

2. Coordinates the acquisition of spaces for productions.
3. Is a signatory of the UNISTA bank account.
4. Holds a procurement card for purchases.
5. Acts as liaison between UNISTA, and faculty and student government.
6. Withdraws starting cash box for each show.
7. Checks periodically the UNISTA mail box (See Appendix A)
8. Assist in audit of financial records.
9. Checks academic eligibility.
10. Responsible for ordering checks for bank account
11. Holds a key to all UNISTA storage locations.

Vice-President duties are as follows but not limited to:

1. Approve all publicity
2. Not responsible for any shows publicity
3. Maintain contact list of marketing options
4. Obtain and keep records of rights.
5. Coordinate purchase of rights in conjunction with treasurer.
6. Runs meetings in the absence of the president

Secretary duties are as follows but not limited to:

1. Archive of Past productions
 - a. Applications and related materials.
 - i. Rehearsal reports
 - ii. Tech information
 - iii. Programs
 - iv. Publicity
 - b. Photos
 - c. Videotapes
2. Maintain website
3. Maintain Production Board
4. Maintain email account.

Treasurer- duties are as follows but not limited to:

1. Tallies ticket sales
2. Sets date for receipts due for every show
3. Responsible for writing checks
4. Not a signatory on the UNISTA account
5. Responsible for understanding finances
6. Depositing Money
7. Annual financial statement presented at final general meeting of year.

Tech Coordinator- duties are as follows but not limited to:

1. File of all manuals for equipment
2. Assisting secretary with website.
3. Managing purchase pre-approval forms
4. Maintain an accurate inventory of equipment and supplies
5. Approve all equipment and production related purchases
6. Holds a procurement card for purchases
7. Holds keys to all UNISTA storage spaces.

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 good standing board member presides.

3. A vote at that meeting is held excluding board members on the decision to remove an officer will take place by written ballot. 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. A unanimous vote is needed to remove the officer.
4. Grievances may be petitioned at any time.

Article IV The Board

Section 1: UNISTA Board duties

1. Schedule all meetings of the board. (See article V)
2. The authority to conduct UNISTA business except limited by law.
3. Schedule all general meeting (See article V)
4. Set agendas
5. Approve productions

Section 2: Approving Productions

1. The board shall review all applications for each production
2. Each application must be approved or denied within one week of submittal
8. Application for a show shall be approved by majority of the board.
9. 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 their vote in regard to that particular show.
10. If all board members are involved in the production the faculty advisor shall vote on the approval of the production.
11. Before approval of all applications the board shall check all activity cards to find possible conflicts with Theatre UNI. Any individuals on academic suspension from the university may not participate in UNISTA. Based on the department of theatre regulations on academic eligibility for extra-curricular activities.

Article V Meetings

Section 1: Board Meetings

Sub Section 1: Notice of Meetings

The Secretary shall contact all board members personally or by post in regards to meeting time.

Sub Section 2: Emergency Meetings

Any board member may demand special meetings. The Secretary shall deliver notice of a special meeting personally to the Board no less than 1 day prior to a meeting.

Sub Section 3: Quorum

3/5 of the board present in person shall constitute a quorum sufficient to conduct the business of the board.

Sub Section 4: Open Meeting

Any member of UNISTA may attend board meetings except in the process of voting on approval of productions.

Sub Section 5: Meeting Frequency

Board meetings shall be scheduled once per week except during university sessions of class and summer session.

Section 2: General Meeting

Sub Section 1: Notice of Meetings

The Secretary shall contact all members by post by means of email or signs in regards to meeting time.

Sub Section 2: Frequency of Meetings

The board shall call general meetings whenever deemed necessary and shall not be a period of more than 2 months between meetings.

Sub Section 3: Voting Rights

Members of UNISTA may vote on the following issues: electing officers, removing officers, and approvals, amendments, and revisions of the by-laws and guidelines of UNISTA by majority vote.

Article VI Financial Operations

Section 1: Fiscal Year

The Fiscal year is from May graduation to May graduation.

Section 2: Non-Profit Definition

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

Section 2: Tax-Exempt

UNISTA is a tax-exempt organization and shall not reimburse on any taxes paid.

Using the UNISTA federal tax-exemption ID# on purchases of a personal nature is a violation of federal law. UNISTA purchases should be on their own receipt.

Section 3: Financial Accounts

Sub Section 1: Bank Account

All UNISTA moneys are held in a savings account in order to procure a higher interest rate at the John Deere Community Credit Union and not affiliated with the University of Northern Iowa.

1827 Ansbourgh Ave.

Waterloo, IA 50701

1-800-235-3228

www.jdccu.org

The balance in the savings account must remain at \$5.00 for it to remain open.

The faculty advisor (the permanent signatory), president, and tech coordinator are the only signatories on the account

Money transactions occur through automatic transfer from the savings to a checking account. The organization also holds two procurement cards act as debit, credit, ATM that draw directly from the savings account.

Sub Section 2: Procurement Cards

The holders of these cards are the President and Tech Coordinator. These cards shall only be used as credit and not in an ATM function

At the end of each fiscal year the cards are cut up and the new President and Tech Coordinator shall become the new cardholders, which will need to be ordered.

Only board members are allowed to use these cards for any purchase.

Sub Section 3: Check Procedures

The treasurer keeps and writes all checks for any approved reimbursements and purchase of rights.

Checks require signature of president, all checks for amounts above \$300 and/or to other board members also need signature of the faculty advisor. Checks written to the president in any amount require the signature of the faculty advisor only.

The president is responsible for ordering checks for the UNISTA account.

Sub Section 4: Transfer of Account

At the end of the fiscal year the past board members along with the new board members shall go to the bank and transfer the account to the new board members.

Section 4: Ledger

Sub Section 1: Organization

Records in ledger must include date, type of transaction (credit, check/#, withdrawal, deposit), purpose (detailed description/breakdown of purchase subtotals, and total expenditures) Running total shall be the last section in the ledger. Check and replace any unusable colored pens at the start of each academic year.

All production financial information is on the left side of the ledger and continuing financial information is on the right.

Coding in ledger is as follows:

1. Subtotals = Blue
2. Totals Expenditures = Black
3. Deposits = Red
4. Withdrawals = Green
5. Running Total = Black
6. Corrections = Orange

7. Negative Balance = -
8. Deposit = D
9. Procurement Card = C
10. Withdraw = W

Treasurer is responsible for balancing the ledger with bank statements.

Section 5: Filing Paperwork

Sub-Section 1: Receipts

Receipts are filed according to each show and must be filed and kept for at least 7 years.

Sub-Section 2: Bank Statements

Bank Statements should be filed according to fiscal year and must be kept for at least 7 years.

Sub-Section 3: Purchase Pre-Approval Forms

The treasurer is responsible for keeping a copy of all purchase pre-approval forms and matched with any related receipts.

Sub-Section 4: Ticket Sale Information

All unsold tickets and box office reports for every production shall be filed by show and kept for at least 7 years.

Section 6: Financial Reports

Sub-Section 1: Audit

UNISTA accounts shall be audited once a fiscal year at the end of the fiscal year by the president and the tech coordinator.

Sub-Section 2: Financial Statement

At the end of each fiscal year the treasurer shall provide a detailed financial statement which includes but not limited to: budgets for each show, profit from show, ticket sales from each show, and final balance for the year.

Section 8: Reimbursements

Nothing will be reimbursed without an approved purchase approval form or consent of the tech coordinator. The board will determine a deadline for all receipts to be submitted for reimbursements. The deadline will be set no later than two weeks after the closing of a production. See Article VI: Section 2 for information on tax-exempt information.

Section 9: Disillusionment

Upon disillusionment of UNISTA the board shall, after paying or making provision for payment of all of the liabilities of UNISTA, bequeath all assets of UNISTA to the University of Northern Iowa to setup a scholarship fund.

Article VI
Additional Operating Procedures

Section 1: Box Office

Sub-Section 1: Production Money

1. President is responsible for retrieving the money box from the Theatre UNI box office. UNISTA has an allocated shelf in the box office for storage of the money box when empty and not in use.

2. President is responsible for withdrawing a sufficient amount, base on production and venue size, of starting cash on the nearest business day to the first performance.
3. Active board members and shadowing board members are the only persons allowed to handle box office functions, ticket sales, and handling moneys.

Sub-Section 2: Ticket Selling Procedures

1. Ticket sellers shall arrive at the production no later than one hour prior to start of event.
2. First duties are to count starting cash and fill in the UNISTA box office report with starting cash information, starting ticket number, and show information.
3. After ticket sales have ceased fill out the box office report form and file unsold tickets and all moneys, less starting cash into and envelope to be given to the Treasurer for auditing and deposit at the end of all productions. During the run of the show these envelopes can be left in the bottom of the cash box.

Sub-Section 3: Show Audit

1. At the end of all performances the treasure is responsible for checking all box office forms and cash counts.

Section 2: Amendments

1. These By-Laws of UNISTA may be amended by a majority vote of the board as long as the amendment has been made available to the entire UNISTA organization.