**CONSTITUTION AND BY-LAWS**

**EPSILON CHAPTER**

**CHI TAU EPSILON NATIONAL HONORARY DANCE SOCIETY**

**ARTICLE I**

**Name**

The name of this organization shall be known as Chi Tau Epsilon, also abbreviated as XTE.

**ARTICLE II**

**Purpose**

It shall be the purpose of this honorary organization to recognize superior ability of performing artists of dance, and to promote the combined and individual interests in the achievements of the performing arts.

**ARTICLE III**

**Membership**

**SECTION 1. Qualifications. Eligibility for membership shall be based on the following criteria:**

1. A candidate must be a full-time undergraduate student with a minimum 3.0 overall grade average on a 4.0 grade system or a minimum 2.5 grade average on a 3.0 grade system.
2. A candidate must have accumulated the required number of points in accordance with Article II, Section 2.
3. A candidate shall be subjected to final membership approval upon recommendation of the Points Committee to the members of the organization for a majority vote.

**SECTION 2. Membership Status.**

1. An active member shall be a full-time undergraduate student of Sam Houston State University, majoring or minoring in dance, in satisfactory scholastic standing.
2. Any member whose scholastic standing falls below minimum grade point average required for the initial membership shall be suspended from voting privileges and all other functions and privileges of the organization for one semester. This time period shall be used to raise the grade point average back the required level. No formal participation will be allowed; however, the member may attend meetings if they choose to do so. Repeated failure of a member to maintain or achieve the grade point average shall result in expulsion for the organization and the relinquishing of their pin. After expulsion, the person may pledge again upon achieving the required grade point average.
3. Any member who does not earn the required number of points during the semester will be suspended from the voting privileges and all other privileges and functions of the Epsilon Chapter of Chi Tau Epsilon. The minimum number of points to be earned each semester will be 100 points for members and 150 points for pledges, or will be determined by the executive committee and the beginning of the semester so that it may be proportional to the number of projects going on that semester. A member who does not achieve 100 points will be on probation the following semester. This member will not attend the banquet and will be required to earn pledge points the following semester. Any pledge that does not earn 150 points will not become a full member, but may pledge again the following semester.
4. A member may become inactive for the period of one semester if involvement in the organization hinders other crucial activities. If the inactive status is maintained for more than that one semester the member shall be required to relinquish their pin.

**Point System**

**SECTION 1. Points Committee.**

1. The Points Committee shall consist of the Vice President, and (if necessary) three members of the Epsilon Chapter of Chi Tau Epsilon, each of whom must be selected by a majority of the members. The Vice President shall serve as chairman. The committee will meet at the end of each semester to consider and evaluate the accumulated points of members and prospective members.

**SECTION 2. Point Scale.**

1. A student in satisfactory scholastic standing, with an overall accumulation of the minimum number of pledge points, shall be considered for membership in the Epsilon Chapter of Chi Tau Epsilon National Honorary Dance Society.

**SHSU DANCE COMPANY IN CONCERT:**

Cast

Crew 35

Stage Manager

Asst. State Manager 35

Light and Sound 25

Backstage Crew 35

Costume Crew 20

Box Office 30

Usher 10

Page 20

**DANCES @8 AND/OR THESIS CONCERT:**

Dance Performance (each piece) 10

Understudy (each piece) 7

Choreography 12

Stage Manager 12

Asst. Stage Manager 8

Scene/Light/Costume Design 10

Backstage Crew 7

Program/Publicity 5

Box Officer/Usher 5

House Manager 8

Page/Runner 7

**WORKSHOP:**

Direct 15

Asst. Direct 10

Teach 15

Asst. Teach 10

Staff/Crew 5

Poster 5

**MEETINGS:**

Attendance at Meeting 5

Unexcused Absence -2

Committee Meetings 3

**MISCELLANEOUS:**

Community Service 7

Alumni Brunch 10

Bring food to events 5

Relay for Life 20

Watching Performances 5

Decorating Boards 5

Socials 5

Other Designated Duties 5

Any other points will be rewarded for outside activities for promotion for dance and/or theater at the discretion of the officers or committee members. These activities include trips, ACDFA Festival, and shows.

**\*\*\*\*\*ANY MEMBER WHO SIGNS THEIR NAME TO A DESIGNATED SIGN-UP SHEET MUST FULFILL THE REQUIREMENTS ACKNOWLEDGED ON THE SHEET OR THEY WILL BE DEDUCTED THE SAME AMOUNT OF POINTS THAT THEY WOULD HAVE BEEN REWARDED.\*\*\*\***

**SECTION 3. Transfer Students and freshmen.**

1. Transfer students and freshmen shall be eligible for immediate membership in the Epsilon Chapter of Chi Tau Epsilon providing they meet all eligibility requirements and maintain the mandatory number of points required by the constitution.

**SECTION 4. Incentive for Most Points**

1. The member who has earned the most points from the semester activities will be rewarded. This will serve as an incentive for all members to give total attention to the organization throughout the entire semester.

**ARTICLE IV**

**Officer Duties**

**SECTION 1. Officer Listings and Duties**

1. President- the President oversees all the duties of the officers. The President takes care of all the executive decisions that Chi Tau Epsilon Dance Honors Society needs to make. The President is in charge of running the major event Dances @ 8, and overseeing all of the other major events. The President must attend all major events, including socials, fundraisers, and community service. The President is must update the organizations calendar, copy any forms that are needed, and take care of all T-shirt orders.
2. Vice President- the Vice President must assist with anything that the President needs. The Vice President is also in charge of planning all of XTE’s socials as well as assist with all of the other major events. The Vice President must attend all of the major events, socials, fundraisers, and community service. The Vice President is in charge of accepting all of the Pledge and Member Applications and Transcripts.
3. Secretary- the Secretary is in charge of the major events Workshop and Relay for Life. The Secretary must also attend all major events, socials, fundraisers, and community service. The Secretary is in charge of recording the minutes at each meeting as well as posting them up the next day.
4. Treasurer- the Treasurer is in charge of all the financial expenses of XTE. The Treasurer is in charge of balancing the XTE account and keeping up with all the receipts. The Treasurer needs to make a monthly balance sheet so the President can view all the finances. The Treasurer is also in charge of managing all the dues that come from the pledges and members. At the end of the year, the Treasurer must pay the banquet bill. The Treasurer must attend all major events, socials, fundraisers, and community service.
5. Historians- the Historian job will be shared between two officers. The Historians will take turns decorating the board for XTE, as well post signs up on the board when it is needed. The Historians will take pictures at all the XTE events and then put together an end of the year scrapbook that will be shown at the banquet. The Historians are also in charge of putting together the end of the year banquet and providing the invitations for it. Also in charge of providing the programs for the major event Dances @ 8. The Historians must attend all major events, socials, fundraisers, and community service.

**ARTICLE V**

**Committees**

Each member or pledge must be an active participant of at least one of the following committees each semester:

1. **DANCES @ 8**

Chairperson: President

Members are responsible for the organization of the XTE production Dances @ 8 each semester. They will determine specific dates and deadlines for the students participating in the production. They will also determine and reinforce the rules and regulations needed for a smooth run of a production. They must also seek the appropriate approval for the event before beginning the project. This committee is responsible for obtaining participants for the show and feedback after the show has ran.

1. **FUNDRAISING**

Chairperson: Vice President

Members are responsible for organizing and carrying out any fundraising activities. They will seek the appropriate approval for the fundraising events before carrying them out.

1. **WORKSHOP**

Chairperson: Secretary

Members are responsible for the organization of the XTE Workshop each semester. They must create a letter to be distributed to schools and other dance organizations informing them of the workshop and inviting their attendance. They must make copies of the letter, stamp, stuff envelopes, and mail out the information in a timely fashion. They will get any phone or fax message from the dance office concerning the workshop. They will organize classes and assign teachers, monitors, and persons to run registration and other lobby events. They will also maintain the update address list consisting of schools, colleges, alumni, etc. who may be interested in attending SHSU and XTE dance functions.

1. **COMMUNITY SERVICE**

Chairperson: Treasurer

Members are responsible for organizing community service events each semester. They will seek out opportunities and make the appropriate arrangements to carry out these functions.

1. **BULLETIN BOARD**

Chairperson: Historian

Members are responsible for keeping up with all information placed on bulletin boards. They must check boards weekly, taking down all old information, and keeping the boards neat and orderly. They may decorate the boards as they choose and post information on upcoming XTE events and functions. They will keep up with the faculty biographies and picture boards, and update them as needed. They will keep the lobby area neat and clean and assist with decorating on special occasions.

1. **PUBLICITY**

Chairperson: Historian

Members are responsible for advertising XTE events and functions. They will contact Channel 7, the Houstonian, and the Huntsville Item with information about functions. They will design and distribute fliers about the events. It is their job to get out information about Chi Tau Epsilon and all its events and functions.

**ARTICLE VI**

**Meetings**

**SECTION 1.**

1. A regular bi-monthly meeting time shall be determined at beginning of each semester by the members of the Epsilon chapter of Chi Tau Epsilon.
2. A regular weekly business meeting of the officers shall be determined at the beginning of each semester. All members of Chi Tau Epsilon are welcome to attend.

**SECTION 2.**

1. Any business presented on the meeting agenda that requires a majority vote of the members for approval shall require a two-thirds vote of approval by all members.

**ARTICLE VII**

**Finance**

**SECTION 1. Dues.**

1. Beginning with the initiation date and including each succeeding semester, the chapter dues shall be $20.00 per semester.
2. New members shall pay an additional initiation fee of $5.00 to the Chi Tau Epsilon Honorary Dance Society.

**SECTION 2. Fines.**

1. Dues shall be payable no later than the second meeting of each semester with a fine imposed upon those members delinquent in payment.
2. A member with repeat unexcused absences shall be subject to a financial penalty at the discretion of the treasurer.
3. Fines shall be from $1.00-$5.00, and be assessed on a daily basis from the time they are implemented. Once a fine has reached $25.00, a member’s voting privileges and all other privileges of Chi Tau Epsilon will be suspended until the fine is paid.

**SECTION 3. Finances**

1. The finances of the organization Chi Tau Epsilon is taken care of by the Treasurer. All of the finances are dealt with a local bank where the Treasurer, President, and Vice President can sign for. After any fundraiser that Chi Tau Epsilon has, the Treasurer is to deposit the money in the bank the day after. If any case the Treasurer is not able to do that, then the President shall take on that duty.

**ARTICLE VIII**

**Elections**

**SECTION 1. Election Timing**

1. At the end of each year election for officer positions are held. Elections are at the end of the Spring Semester. If needed, there will be elections at the end of the Fall Semester. (In case of officers graduating or any mandatory reelecting.) Elections will take place at the last meeting of the year and then announced at the XTE banquet.

**SECTION 2. Election Procedure**

1. Elections will happen on the last XTE meeting of the year. In order to vote for officer, the person must have been a member for at least one year. (2 semesters) For voting, each officer in the running will be given a chance to speak to the organization for why they should be an officer. At the end of all the presentations, XTE members will be given a ballot for them to place their votes. Each ballot will contain the names of all the positions up for running, where they can write their vote under it. When all the ballots are taken up, the current President and Advisor will count them. Majority of votes will win for each of the officer positions. If only one person is running for a certain position, then that person automatically gets that officer position.

**ARTICLE IX**

**Disciplinary Procedures**

**SECTION 1. Notice**

1. When an officer or member lacks the requirements he or she must fulfill, disciplinary actions will occur. Disciplinary actions are the result of failure to attend mandatory events, failure to accomplish given duties, failure to hold at least a 3.0 GPA, and any other criteria the officers have given. If the officers feel as though a member needs disciplinary actions, all officers will call in that member for a discussion to inform them of their actions as well as their consequences. If a member of the officer line is subject to disciplinary actions, the President will inform the Advisor of the situation. From there, there will be a group meeting with the officers and Advisor about disciplinary actions for this officer.

**SECTION 2. PERSPECTIVE**

1. When disciplinary actions must be taken, the officer or member in the situation will have a chance to clarify their actions and give the officer line their perspective. When in the officer meeting, the person who’s held accountable will have a chance to speak and give reasons. After they are finished, the officers will make their judgment for disciplinary actions based on their explanation, as well as the seriousness of the situation.

**ARTICLE X**

**Advisor**

**SECTION 1. Duties**

1. The Advisor for the Chi Tau Epsilon Dance Honor Society has specific duties he or she must fulfill. The Advisor must attend all major events that XTE has. These events include Dances @ 8, Workshop, and the end of the year banquet. The Advisor must oversee the organizations expectations as well as help guide the organization in a successful path. It is mandatory for the Advisor to attend any officer meetings that are needed. If disciplinary actions are needed for an officer, the advisor must oversee the deliberation. The Advisor must accompany the President in tallying up the votes for the end of the year election.

**ARTICLE XI**

**University Registration**

At the beginning of each fall, spring, and summer semesters, this organization shall submit their online registration via ORGLink to the Department of Student Activities no later than the twelfth class day. Changes in officers that occur during the semester must be updated online promptly. If this organization fails to abide by this policy, we must resubmit the “New Student Organization Application Packet” to the Department of Student Activities and subsequently go before the Student Organizations’ Board for reconsideration to once again become an officially registered student organization.

**ARTICLE XII**

**Amendment Procedure**

This constitution may be amended by a two-thirds (2/3) vote of the Chi Tau Epsilon Dance Honorary Society members. A current officer at that time shall submit a proposed amendment, in writing. The proposed changes must be set forth in detail and sent to the officers one week before the next formal meeting. At the formal meeting, ballots will be passed to each active member for the voting. A two-thirds (2/3) vote of active chapter members shall be necessary to pass the amendment or amendments.