

CONSTITUTION OF THE DELTA XI CAST
OF THE
ALPHA PSI OMEGA NATIONAL THEATRE HONOR SOCIETY

Rensselaer Polytechnic Institute, Troy NY

May 7th, 2011

ARTICLE I - PURPOSE

The purpose of this, the Delta Xi Cast of ALPHA PSI OMEGA, is to stimulate interest in theatre activities on the Rensselaer Polytechnic Institute, Troy, NY, campus and to secure for the Institute all the advantages and mutual helpfulness provided by a large national honor society. By electing to membership students or community members dedicated to theatre at Rensselaer Polytechnic Institute, the society provides a reward for their participation. The Delta Xi Cast is not intended to take the place of any existing theatre organization.

ARTICLE II – REQUIREMENTS FOR INVITATION TO MEMBERSHIP

Section 1. It is the policy of the Delta Xi Cast of ALPHA PSI OMEGA to provide, to the maximum extent feasible, equal opportunity to all qualified individuals without regard to race, color, religion, national origin, gender, sexual orientation, or disability for all aspects of the Cast's activities.

Section 2. Hazing, reckless or intentional endangerment to health, or forced consumption of alcohol or other drugs for the purpose of initiation or continued membership of the Delta Xi Cast of ALPHA PSI OMEGA is strictly prohibited.

Section 3. Invitation to the Delta Xi Cast of ALPHA PSI OMEGA is an honor and privilege bestowed on candidates who have demonstrated commitment to theatre on the Rensselaer Polytechnic Institute campus through outstanding integrity and service. It is the responsibility of the membership of the Delta Xi Cast to determine whether each candidate has met this criterion. Therefore, fulfillment of the minimum requirements alone will NOT be sufficient to elect a candidate to membership.

Section 4. While honoring the guidelines set forth by the National Cast and in keeping with the tradition of the Delta Xi Cast, a minimum participation within the Troy, NY campus of Rensselaer Polytechnic Institute of the following is required for consideration:

- a. The successful completion of two (2) Major and one (1) Minor Roles or five (5) Minor Roles, or an equivalent combination thereof.
 1. A Major Role is considered the equivalent of a lead actor in a full length play or musical, Lead Production Team positions (Producer, Director, Stage Manager, Master Electrician, Master Carpenter, Designer, etc.).
 2. Minor Roles may include but are not limited to: Supporting or Ensemble Roles in a full-length theatrical performance, all performance roles in one-act performances, Production Team assistants or leadership positions in a theatre organization on the Rensselaer Polytechnic Institute campus.
- b. Completed at least three semesters of participation in theatre work on the Rensselaer Polytechnic Institute campus.
- c. Participation in a variety of production tasks including roles in at least two different categories. Descriptions of roles and credit guidance in each major category will be described in the By-Laws.
 1. Performance & Dramaturgy
 2. Theatre Production
 3. Artistic Design and Direction
 4. Playwriting
 5. Officer in Drama/Theatre Organization/Club
- d. Work in which financial compensation or academic credit is received will not be considered.

- e. Candidates, if applicable, must be in good academic standing and not on academic probation.

The listings above are not exclusive and may be subject to change.

Section 6. A Nominations Committee as defined in Article VIII Section 2 shall be formed to determine all candidates' fulfillment of the aforementioned minimum requirements, as well as to determine the magnitude of roles the candidate may have performed that have not been listed in this document.

The Nominations Committee shall also decide upon, document, and submit to the membership for approval all policies and procedures for use at all Candidate Selection Meetings during the current initiation cycle.

The Nominations Committee shall present its results to the membership at a closed General Meeting. The Active Membership must accept or amend the results presented before proceeding with the current initiation cycle.

ARTICLE III – ELECTION TO MEMBERSHIP

Section 1. Candidates shall be elected to membership in accordance with the specifications defined in Article II during a Candidate Selection Meeting (CSM). A three-quarter majority vote of Active Members present is required for final selection. All CSMs shall follow the Active-Membership-approved procedures presented by the Nominations Committee. Details of CSMs are to remain private to the attending members only. These meetings shall take place approximately three months prior to initiations unless otherwise decided by the Active Membership.

ARTICLE IV – OFFICERS AND DUTIES

Section 1. The Officers of the Delta Xi Cast of ALPHA PSI OMEGA shall be the Director (President), Stage Manager (Vice President/Secretary), Business Manager (Treasurer), and

Archivist. In addition, the cast shall solicit an Institute Advisor to be approved by the Institute.

Section 2. The Director shall call meetings, preside at all meetings, appoint committees, and provide general supervision of the affairs of the Delta Xi Cast in consultation with the Institute Advisor.

Section 3. The Stage Manager shall assist the Director and assume the responsibilities of the Director in case of his or her absence. The Stage Manager shall also record the minutes of all open meetings of the Delta Xi Cast and publish them in accordance with the Cast By-Laws.

Section 4. The Business Manager shall collect all membership dues and fees, pay bills sanctioned by the Delta Xi Cast, keep an account of all receipts and expenditures, manage all other financial affairs of the Delta Xi Cast, and report on the financial status of the Delta Xi Cast at each General Meeting.

Section 5. The Archivist shall be charged with maintaining the electronic and paper documents of the cast, making paper copies available to members upon request, and maintaining the physical location of the Cast documents.

Section 6. The Institute Advisor shall serve as an advisor to the Cast and, when necessary, shall serve as a liaison between the Cast and the Institute. The Institute Advisor shall be equivalent to that of the National Cast's position of Faculty Sponsor.

Section 7. In the event that an officer is temporarily incapable of performing his or her duties, said duties shall be assumed in accordance with the following:

- a. The Stage Manager shall assume the Director's duties.
- b. The Business Manager shall assume the Stage Manager's duties.
- c. The Stage Manager shall assume the Archivist's duties.
- d. The Director shall assume the Business Manager's duties.

Section 7. Should an entire administration be rendered temporarily incapacitated, the Institute Advisor shall appoint a temporary Director.

Section 8. The Director, Stage Manager, and Business Manager (hereafter referred to as "the elected officers") shall be elected by the Cast.

Section 9. The Archivist shall be appointed by the elected officers, subject to approval by the Active Membership.

Section 10. The Advisory Board shall consist of the prior year's elected officers who have successfully served their term of office, plus any additional members appointed by the Executive Committee. The membership of the Advisory Board shall be published in accordance with the By-Laws.

ARTICLE V – ELECTION OF OFFICERS

Section 1. The term of an administration shall be one year.

Section 2. Elected officers for the following year shall be elected at the first General Meeting of the Spring Semester and shall be formally installed by the incumbent officers at a transition meeting as defined in the Cast By-Laws.

Section 3. Elected officers shall be elected by a majority vote of Active Members present. All Delta Xi Cast members are eligible for election.

Section 4. If an elected office becomes vacant, a new officer will be elected and installed to fill the vacancy at the next General Meeting. Should an officer need immediate replacement, and it is not feasible to wait until the next General Meeting, the remaining officers shall appoint a temporary replacement.

Section 5. During installation, each incoming officer will take an oath of office pledging to carry out the duties of said office.

ARTICLE VI – MEETINGS

Section 1. There should be at least one General Meeting of the Delta Xi Cast each month. On months where scheduling constraints prohibit monthly meetings, the meeting time may be moved or cancelled as deemed appropriate by the membership. There must be a minimum of one General Meeting every calendar quarter.

Section 2. Special meetings may be called at any time by the Director of the Delta Xi Cast or at the request of the Institute Advisor. Notification of the special meeting shall be published no less than one week in advance.

Section 3. A Quorum shall consist of the majority of the average number of Active Members attending the twelve previous General Meetings, rounded up to the next whole number.

Section 4. At the close of each General Meeting, Quorum shall be recalculated from the current meeting attendance roster and announced along with the time for the next meeting.

Section 5. Meetings shall be conducted under the guidelines determined by the Director based on both standing policy and the most recent edition of Robert's Rules of Order.

Section 6. No official business except agreement upon time of the next meeting shall be recognized at General Meetings at which Quorum has not been reached. However, status reports, updates, and motions concerning the operation of the meeting may be permitted. The count of members attending will be used to calculate future Quorum.

Section 7. The time, Quorum, and preliminary agenda for the next General Meeting shall be published no more than one week following the close of the current General Meeting and no less than two weeks prior to the next General Meeting.

Section 8. Members (1) who have attended three General Meetings in the past twelve (12) months, (2) are current on their membership dues, and (3) have been actively participating in theatre on the Rensselaer Polytechnic Institute campus within the past year shall be considered Active Members. The first two qualifications shall be tracked by the Stage Manager, the third shall be established by the member themselves.

Section 9. Unless otherwise designated, all votes and business shall be conducted based on a majority vote of the Active Membership.

Section 10. All Members of the Delta Xi Cast shall be considered General Members.

ARTICLE VII – INITIATIONS, FEES, AND ASSESSMENTS

Section 1. The National Cast initiation fee must be paid to the Business Manager immediately following initiations.

Section 2. The Delta Xi Cast dues must be paid to the Business Manager on an annual basis.

Section 3. The Executive Committee shall recommend the dollar amount of the Cast dues, subject to approval by the membership.

ARTICLE VIII – COMMITTEES

Section 1. The standing committee of the Delta Xi Cast of ALPHA PSI OMEGA shall be the Executive Committee, consisting of the elected and appointed officers, the advisory board, and the Institute Advisor. This committee will handle the daily operations of the Cast.

Section 2. The Chair of the Nominations Committee as outlined in Article II Section 5 shall be appointed by the Executive Committee at least two months prior to the first Candidate Selection Meeting of the current initiation cycle.

Section 3. The Director shall appoint other committees as necessary.

ARTICLE IX - IMPEACHMENT

Section 1. Should an officer be deemed by the membership unfit to fulfill his or her duties, impeachment proceedings may begin via presentation to the membership of a petition for impeachment, signed by the number of Active Members greater than or equal to Quorum, at a General Meeting. This petition shall include Articles of Impeachment stating the facts behind the allegations. At least two-thirds of the signatories on this petition must have attended at least two of the four previous General Meetings in order for the petition to be recognized.

Section 2. During the meeting at which the petition is submitted, a motion to move forward with impeachment proceedings shall be placed on the agenda for the next General Meeting. The next General Meeting must be scheduled by consensus of the Active Membership to be no more than four weeks following the current meeting.

Section 3. The officer being impeached shall be temporarily suspended from office. The remaining officers shall temporarily assume the impeached officer's duties as per the requirements set forth in Article IV.

Section 4.

- a. Should the Active Membership approve the motion to impeach an officer, a closed special meeting for the purpose of an Impeach Hearing (heretofore referred to as Hearing) shall be scheduled to occur no more than four weeks following the current meeting. The results of the impeachment vote shall be published immediately following the close of the meeting.
- b. The impeached officer must be officially notified by the highest ranking non-impeached officer no later than one week following the impeachment. Should the impeached officer wish to request a rescheduling of the hearing, they must do so within forty-eight hours of notification. Should said rescheduling occur, notice shall be published immediately. In the event that the impeached officer cannot be officially notified, impeachment proceedings will continue as previously scheduled.

Section 5.

- a. The presiding officer of the Hearing shall be the highest-ranking non-impeached officer.
- b. At the start of the Hearing, the membership raising the impeachment shall elect a prosecutor to present the allegations against the impeached officer.
- c. The impeached officer may choose to represent himself or herself, appoint a defender for representation, or resign his or her position and close the proceedings. If the selected defender is a non-member, he or she must be interviewed and approved by a majority of the non-impeached elected officers and the Institute Advisor.
- d. If the impeached officer is not in attendance and has not designated a defender, the presiding officer shall appoint an appropriate representative.
- e. The prosecutor must be a member.
- f. The remaining attendees shall act as jurors to whom all arguments shall be addressed.
- g. Anyone wishing to witness the Hearing must be a member or a membership-approved non-member. Members and non-members may deliberate, but only Active Members have voting privileges.

Section 6.

- a. The Hearing shall begin with a presentation of the rules of order as determined by the presiding officer. A motion to amend a specific rule, aside from those outlined herein, may be approved by a majority of the Active Membership present.
- b. The prosecution shall begin with a presentation of the Articles of Impeachment and any supporting arguments to the attendees.
- c. The defender shall then be given the opportunity for rebuttal.
- d. The prosecution and defense shall each be allotted a maximum of thirty minutes to present their arguments as outlined in subsections (b) and (c).
- e. Following the presentation of the arguments, each side shall be allowed an additional ten minutes for closing arguments, starting with the prosecutor.
- f. Upon conclusion of all arguments, the representatives, with the exception of a non-Active-Member representative and the impeached officer, shall enter an absentee vote. The impeached officer and both representatives must then exit the meeting location.
- g. The presiding officer shall open and officiate a discussion queue during which the jurors shall deliberate.
- h. A motion to close the queue and move to final voting must be approved by at least three quarters of the jurors.
- i. Following the close of the discussion, a vote by secret ballot to remove the impeached officer from office shall be taken. A two-thirds majority vote of the Active Membership is required for removal from office.
- j. The voting outcome shall be recorded and become part of the Cast archives.

Section 7.

- a. The presiding officer must notify the impeached officer and publish to the membership and interested parties the outcome of the Hearing no more than forty-eight hours following the final vote.
- b. Should the vote result in the impeached officer's removal from office, he or she shall be immediately stripped of his or her title and must remit all documentation

concerning his or her operations to the highest ranking non-impeached officer no more than one week following notification.

- c. Should the vote not result in removal from office, the officer shall assume his or her duties at any time within two weeks of notification.

Section 8. Should an entire administration be subject to impeachment, the proceedings for each officer shall be chaired by the Institute Advisor.

ARTICLE X – CONSTITUTIONAL CONVENTION

Section 1. Constitutional Convention requires that the entire Constitution be subject to review and approval. Therefore, this may only be pursued if a significant change in context is needed that cannot under any circumstances be accomplished using an Amendment or By-Law.

Section 2. Should the articles of this Constitution require revision, the Executive Committee may raise a motion to hold a Constitutional Convention at any General Meeting provided notice of the intent to raise such a motion, along with supporting evidence, is published no less than two weeks prior to that General Meeting.

Section 3. Should the motion be approved by a three-quarter majority vote of the membership present, Constitutional Convention shall proceed in the form of special, closed meetings called Article Review (AR) Meetings. Notice of Constitutional Convention, along with any and all starter documents and drafts, shall be published immediately by the Director. The Director shall also inform the Institute Advisor of the proposed changes. The AR Meetings shall be scheduled no less than two weeks following notification and no less than one week apart from each other in the event multiple AR Meetings are required.

Section 4. Constitutional Convention officially begins with the start of the first AR Meeting. Once this begins, every Section of every Article of the Constitution shall be subject to review and approval.

Section 5. The AR Meetings shall operate under the most recently established Quorum and procedural policy. Revisions may proceed for the Article as a whole or on a Section-by-

Section basis, whichever is most efficient. Approval shall proceed first on a Section-by-Section basis, followed by approval of the Article as a whole. All decisions shall be made by acclamation. In addition, the Director and at least one other Executive Committee member must be present to officiate all Article Review meetings. The Director shall publish the drafts-in-progress within three days of the close of each AR Meeting.

Section 6. When all Articles have been reviewed and approved, a final vote by acclamation accepting the Constitution shall be called. Following final approval, all attending members must sign a statement declaring that they, acting as the representative majority of the Cast, approve the terms and conditions set forth in the newly revised Constitution. Signing this document closes Constitutional Convention.

Section 7. The newly revised Constitution shall immediately be published by the Director and submitted for ratification at the next scheduled General Meeting. A special, open Ratification Meeting may be called if no General Meeting is scheduled to occur within two weeks following the close of Constitutional Convention.

Section 8. The newly revised Constitution shall be ratified by a two-thirds majority vote of members present at the meeting. Upon ratification, the new Constitution shall immediately supersede all previously adopted Constitutions and Policies. A statement of Ratification must be signed by all members of the Executive Committee and attached to the Constitution document. No other changes to the Constitution, regardless of simplicity or importance, may be made without re-initiating Constitutional Convention.

Section 9. All paper copies of the Constitution must include the signed ratification statement. Electronic copies of the Constitution must also include an image of the signed statement with signatures obscured. Once the final document is updated, it shall be published in a forum open to the general public and placed in the Delta Xi Cast archives.

Section 10. If the Constitution is not ratified, procedure defaults to the most recently accepted standing policy. The Executive Committee may call another Constitutional Convention no less than three weeks following the ratification vote in accordance with the above procedures.

ARTICLE XI – AMENDMENTS

Section 1. Should the articles of this Constitution prove insufficient guidance for a particular situation, and said situation requires more detailed documentation than can be provided using a By-Law, the situation may be addressed using an Amendment, to be placed following the Articles of the Constitution and preceding the By-Laws. They shall be numbered in order of adoption starting with the number One, denoted by the Roman numeral I and divided into sections in the same manner as the Articles of this Constitution.

Section 2. A motion to amend the Constitution may be raised by any member at any General Meeting. An affirmative vote by one-third of members present shall place the proposed Amendment on the agenda for the next scheduled General Meeting. In addition, the context of the proposed Amendment shall be placed in the meeting minutes and published within forty-eight hours of the close of the meeting.

Section 3. Any member may write the first draft of an Amendment. It is the responsibility of the member who raised the Amendment to present the draft to the Executive Committee for review at least ten days before the next General Meeting. The first draft must be published no less than one week prior to the next General Meeting in order to be considered.

Section 4. The Amendment discussion at the scheduled General Meeting shall be closed. During discussion, the Amendment may be revised and updated as necessary. The Amendment shall be approved by a two-thirds majority vote.

Section 5. Following approval of the Amendment, ratification shall be placed on the agenda for the next General Meeting. Ratification of the Amendment requires a two-thirds majority of members present at that General Meeting. The ratified Amendment will be added to the Constitution in accordance with Section 1. Should the Amendment fail to pass ratification, it shall be destroyed in its entirety. Notes from the discussion shall be kept by the Stage Manager for a period of one year. The subject matter of a failed Amendment may not be raised again officially until two months following the vote.

ARTICLE XII – BY-LAWS

Section 1. Should any additional issue require documentation or clarification, it may be documented in the form of a By-Law to be placed at the end of the Constitution.

Section 2. A proposed By-Law must be published no less than two weeks prior to discussion at a General Meeting. Adoption of a proposed By-Law requires a two-thirds majority vote of members present at that meeting.

Section 3. Each By-Law may not address more than one issue of policy or procedure. In addition, a By-Law may not restrict or counterbalance the Articles or Amendments of this Constitution, nor unduly restrict the rights and privileges of Cast members.

ARTICLE XIII – COMPLIANCE WITH RENSSELAER UNION POLICIES

In the event that this Constitution comes in conflict with any Rensselaer Union policy aside from those referring to Constitutional changes, officer eligibility, membership criteria, and financial matters, this Constitution will be superseded by that policy.

BY-LAWS

1. The Delta Xi Cast shall report to the National Business Manager the annual productions and activities of the Delta Xi Cast no later than the first of June 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.
2. The official badge, coat of arms, colors, and other symbols shall be prescribed by the National Cast.
3. The Delta Xi Cast shall present at least one theatre production per academic year. The production should be selected six to eight months in advance. Selection may occur during a General Meeting or during a specially arranged Show Selection Meeting.
4. The Delta Xi Cast is encouraged to support or produce additional conventional or non-conventional theatre events on the Rensselaer Polytechnic Institute campus.

5. Closed discussions are defined as discussions at which only members of the Delta Xi Cast, Institute Advisor, and other individuals authorized by the Executive Committee or membership may be present. All closed discussions shall remain strictly private to the Delta Xi Cast and authorized persons. A closed meeting is defined as a meeting at which all discussions are closed. Closed discussions and meetings shall be held in a non-public forum that may be barred by means of a closed door. A Sergeant-At-Arms may be appointed to keep watch over entrances and exits should the need arise. The Executive Committee is responsible for keeping under strict custody or destroying all written and electronic records taken during closed discussions.
6. The Delta Xi Cast shall initiate at least one membership (pledge) class per academic year. The established timeframe for initiations is during the Spring semester. Additional pledge classes may be initiated at other times during the academic year with membership approval.
7. The Stage Manager shall maintain and update the records and operations of the Delta Xi Cast membership list and electronic mail (e-mail) distribution list.
8. The Constitution of the Delta Xi Cast of ALPHA PSI OMEGA shall be reviewed every five years at the November General meeting or a similar meeting time at which student members can be present. Changes may be recommended if necessary.
9. The term "publish" used in the Constitution, Amendments, and By-Laws describes the posting of information relevant to the Delta Xi Cast via electronic mail through the Cast e-mail list as a primary means of communication. In addition, material may be posted in the RPI Playhouse or on the cast website.
10. Following the Spring Initiations Ceremony, the sitting administration and the elected administration shall hold an Officer Transition Ceremony, at which the incoming officers shall pledge their oaths of office. In addition, departing officers must release and transfer all electronic and physical documents to their newly elected replacements within four weeks of said ceremony. The Officer Transition Ceremony must occur before completion of document transition. Article IX Section 7b supersedes this By-Law in the case of an impeachment.
 - a. Should there be no Spring Pledge Class, the Officer Transition Ceremony shall take place at the last General Meeting of the Spring Semester.

11. An Affirmation Vote shall be defined as a unanimous vote stating that the membership has operated fairly and according to the policies and procedures set forth prior to or during the meeting in question. Said vote is required at the close of each CSM in which the final list of candidates for initiation has been made, and at other meetings of great import.

12. Pledge Program By-Law

1. Statement of Intent: The Intent of the Alpha Psi Omega pledge program is to develop the Pledges into effective cast members of Alpha Psi Omega and to teach them the Constitution, customs, and traditions of Alpha Psi Omega and the Delta Xi cast. Upon becoming brothers of Alpha Psi Omega, cast members should be prepared to vote in important cast decisions and to engage with the cast in worthy theatrical activities.
2. Hazing: Hazing, as defined in Article II, Section Two is prohibited. If hazing is suspected, contact the executive committee or the Institute Advisor.
3. Length of Program: The Pledge Program shall be at least six weeks long, starting with the distribution of bid letters, and ending with the initiation ceremony. At least two weeks shall be given between bid distribution and the pledge ceremony, and at least two weeks shall be given between the pledge ceremony and the initiation ceremony. The Pledge Educator shall be chosen a minimum of four weeks prior to the start of the program by the executive committee.
4. Pledge Educator Responsibilities:
 - a. The Pledge Educator is responsible for educating the Pledges and the big siblings on their roles in the pledge class and the cast as a whole.
 - b. The Pledge educator shall:
 - i. Prepare an educational program for the pledges to participate in upon pledging themselves to Alpha Psi Omega.
 - ii. Ensure that there are three pledge meetings, including the pledge and initiation ceremonies, in each pledge cycle. The third pledge meeting shall be informational in nature and should take place within two weeks of the pledge ceremony.

iii. Motivate cast members and big brothers to participate in the pledge program.

5. Big Siblings Responsibilities:

a. Big Siblings shall be responsible for ensuring that their little siblings are knowledgeable about the Constitution, customs, and traditions of Alpha Psi Omega and the Delta Xi cast.

b. Big Siblings shall:

i. Present the bid letter to their little siblings and encourage the potential pledge to accept the bid.

ii. Support the pledge throughout the pledge program and provide guidance on cast procedures.

iii. Ensure that their little knows why they were chosen to become a member of Alpha Psi Omega.

6. Pledge Responsibilities

a. Pledges are responsible for becoming familiar with the Constitution, customs and traditions of Alpha Psi Omega and the Delta Xi Cast.

b. Pledges shall:

i. Attend at least one pledge education meeting in addition to the pledge and initiation ceremonies. In the event that a pledge is unable to attend such a meeting, he or she must meet with the Pledge Educator or someone approved by the Pledge Educator to receive the education described in this By-Law.

ii. Follow the national regulations and local cast traditions for initiation, as explained by the Pledge Educator and their big sibling.

13. Breadth of Experience By-Law

1. Statement of Intent: This By-Law shall provide guidance to the Nominations Committee in assigning credit for and categorization of roles performed by potential candidates for cast selection. The Nominations Committee shall use its discretion to assign credit for roles not listed here.

2. Categories of roles

a. Performance & Dramaturgy

i. Performance shall include all staged performances, including but not limited to:

- Acting in a play or musical
- Performance in a musical's orchestra
- A trope performer in an improv production
- A staged reading

ii. Dramaturgy

- Dramaturgy is a comprehensive exploration of the context in which the play resides. The dramaturg is the resident expert on the physical, social, political, and economic milieus in which the action takes place, the psychological underpinnings of the characters, the various metaphorical expressions in the play of thematic concerns; as well as on the technical consideration of the play as a piece of writing: structure, rhythm, flow, even individual word choices.

b. Theatre Production

i. Technical and other execution roles for a single production.

For example

- Crew Chief
- Master electrician
- Master carpenter
- Show publicity
- House and box office managers

ii. In general work as lighting and sound operators, stage crew, dressers, ushers and the like will not be considered for credit.

c. Artistic Design and Direction

- i. Credit shall be given commensurate with time commitment and quality of work performed. In general an assistant role shall be credited half that of what the lead role was.
- ii. Single show roles for E.O.P. and similar productions shall normally be a minor role.
- iii. Director and assistant director
- iv. Musical and assistant musical director
- v. Choreography and assistant choreography
- vi. Stage Manager and assistant stage manager
- vii. Designers (Lighting, Sound, Costume, etc.)
- viii. Assistant designers if work performed was design and not execution.

d. Playwriting

- i. Credit shall be commensurate with the length and quality of a play or musical written and submitted for performance to a campus theatrical organization.
- ii. Credit shall not be given for writing done in full or part for academic credit.
- iii. Except in exceptional cases, writing for shows such as Theater Slam, FYE and similar shall not be credited.

e. Officer in Drama/Theatre Organization/Club

- i. Successful completion of a one academic year term shall receive a minor role credit in this category.
- ii. Elected and appointed officers responsible for the strategic direction and operations of the organization.
 - The executive committee of the RPI Players and Sheer Idiocy
 - RPI Playhouse Technical Committee and RPI Players' Season Publicity chairs
- iii. Credit for exceptional work by a committee member shall be determined by nominations committee and may exceed the standard role credit.

