

Thespian Troupe #7663 Constitution & Bylaws

Date Adopted: _____

Article I: Name, Purpose, and Governance

Section 1. Name: This organization shall be called **Troupe #7663**. The troupe has been chartered by **Walnut Grove High School** as of **May 2011**. The charter affiliates it with the International Thespian Society (ITS), a branch of the Educational Theatre Association (EdTA).

Section 2. Purpose: The troupe is the honors component of the school's theatre program. Its purpose shall be the advancement of standards of excellence in theatre. More specifically, the troupe will encourage students to attain a better mastery of the theatre arts and will reward those who achieve it with induction into the troupe. Thespians achieving honor ranks and scholar distinctions shall receive recognition of their exemplary accomplishments.

Section 3. Governance: This troupe constitution and its bylaws are two components of a hierarchy of documents that govern members of the International Thespian Society and its parent organization, the Educational Theatre Association (EdTA). The documents affecting troupes, in order of authority, are: the EdTA Code of Regulations, the membership policy, the troupe handbooks, the troupe constitution, and troupe bylaws. This constitution may not be altered in any way that conflicts with a superseding document or school policies and procedures.

Article II: Membership Qualifications

Membership is achieved by complying with all induction criteria as defined in the troupe handbook. The Thespian point system is the official guideline for awarding induction points. Any changes to induction criteria, including the Thespian point system, must be adopted as a troupe bylaw.

Section 1. All nominees for active membership shall be regularly and actively enrolled in grades 9 through 12 as students of Walnut Grove High school.

Section 2. All active members must have participated in at least two (2) full-length plays or musicals in the current school year, or have earned a minimum of ten (10) Thespian points (i.e. 100 hours of superior work in the theatre).

Section 3. All active members must maintain a 3.0 GPA or higher in order to remain in active status. A violation of this article will result in the following:

- A written letter sent home to the parents informing them of their student's drop in GPA (eligibility follows the school time frame – 1st offense is probation). The student may be asked to attend a meeting with the Troupe Director and/or academic teacher to discuss strategies for improving grades.

- If GPA has not improved by the end of the following semester, the student will be considered inactive.

Students who are forced to leave productions due to grade ineligibility are exempt from losing their active status.

Section 4. Active members must be enrolled in a theatre class or another fine arts class, and/or participate in Walnut Grove theatre department productions for the current school year.

Section 4b. If any of these requirements are not met, students will be considered inactive members. Inactive members may retain their status on the roll of Thespian Troupe 7663 and may work with the Troupe Director and President to appeal this decision. However, losing good standing may affect various benefits of troupe membership, including the awarding of points, honor ranks, graduation recognition, participation in troupe and chapter events, etc.

Section 5. Final authority concerning membership requirements shall be vested in the Troupe Director.

Section 6. Honorary membership may be granted to adults for extraordinary and worthy assistance in the promotion of the theatre in the school and the community.

Article III: Officers

Section 1. Officers: The Thespian troupe shall have the following officers: President, Vice President, Secretary, Publicist, and Historian. These officers, along with the Troupe Director, are considered governing members of the Executive Board of Troupe 7663. Duties shall be defined in the troupe's bylaws.

- The positions of Secretary, Publicist and Historian may appoint inducted members to a working committee to serve as assistance for these positions. These committees shall be defined in the troupe's bylaws.

Section 2. Elections: The troupe shall elect officers for the next school year in the last full month of the current school term when operating under typical conditions. The Troupe Director reserves the right to adjust this time frame as needed to accommodate for special circumstances, as approved by the school's administrative body.

Section 3. Requirements for all potential officers are as follows:

- Each student must be an active member in good standing for at least one school year, and at the time of elections must be an inducted member of Troupe 7663.
- Candidates must have acquired at least 15 Thespian points and have no more than three unexcused production absences in a single school year.
- Candidates must maintain a 3.0 GPA or higher to be eligible to run for office.
- If a candidate is running for President, they must have already been an officer OR have received written approval to run from the Troupe Director. The Troupe Director may choose to collaborate on these decisions with advice from the current standing executive board.

Article IV: Meetings and Participation

Section 1. Meetings: Thespian troupe meetings shall be held monthly throughout the school year to plan activities and events throughout the year. Special meetings may be called by the Troupe Director, any officer, or by a quorum of Thespians.

Section 2. Quorum: A quorum shall be a majority of the troupe's active membership, and must include at least two standing executive officers and the Troupe Director.

Section 3. Denial of participation*: Any Thespian who causes deliberate dissension or disruption of any production or business meeting may be denied participation in troupe activities and current/future productions by a vote of two-thirds of the troupe's membership and the consent of the Troupe Director. Any member requesting reinstatement of participation rights may have them restored with the consent of the Troupe Director and two-thirds of the troupe's membership.

- In extreme cases a Thespian's status as a member in good standing of the local troupe may be suspended or withdrawn by the Troupe Director for just cause. Such decisions are subject to oversight by the school administration. This may affect any or all participation rights and benefits that require the Troupe Director's authorization, but will not affect membership and benefits that come directly from the ITS national office.

Article V: Dues and Activity Fees

Section 1. Dues: There shall be a one-time \$35 induction fee for new members as provided by the International Thespian Society Board of Trustees, unless determined by a two-thirds vote of the membership at the yearly elections.

Section 2. Fees: Troupes may approve additional fees for local participation in various productions throughout the school year. This requires consent of the Troupe Director and a two-thirds vote of the active troupe members at a regular troupe meeting. The school and its Troupe Director may also assess user fees in accordance with school policy. All fees approved by the troupe will be announced prior to enrollment in classes and auditions for the specific production in question.

Article VI: Amendments to Constitution

Section 1. All amendments to this constitution must have the vote of two-thirds of the active troupe membership and consent of the Troupe Director. This constitution and its amendments shall be subject to change according to any of all requirements of the International Thespian Society.

Article VII: Bylaws

Section 1. Purpose: Bylaws provide additional guidance for the governance and daily operations of the troupe. No bylaw may be in conflict with the EdTA Code of Regulations, membership policy, troupe handbook, troupe constitution, or school policy or procedures.

Section 2. Adoptions and amendments: The Troupe Director may adopt or amend bylaws as deemed appropriate. Bylaws may also be added or amended by approval of a simple majority of the troupe's active membership and the consent of the Troupe Director.

Article VIII: Amendments to Bylaws

Section 1. Exclusions: Article I may not be amended.

Section 2. Procedure: Articles other than Article I may be amended by approval of two-thirds of the troupe’s active membership with the consent of the Troupe Director. This constitution and its amendments shall be subject to change according to any or all requirements of the International Thespian Society.

Date Adopted _____

Troupe Director Signature

Principal Signature

Serving President Signature

Serving Vice President Signature

Serving Secretary Signature

Serving Historian Signature

Serving Publicist Signature

Thespian Troupe 7663 Bylaws

Date Adopted: _____

Article I: Attendance

Section 1. Notification: Regular attendance in class and at all meetings and rehearsals is crucial in setting students up for success in reaching their educational and artistic goals. All members shall notify the Troupe Director and Secretary by written excuse/email about any anticipated absences at least two weeks prior to the date in question. This allows the director time to plan accordingly and make necessary adjustments to rehearsals, performances, or other troupe activities.

Section 2. Excused and Unexcused Absences: Members shall notify the Troupe Director and Secretary by written excuse/email within 24 hours following any absence due to unforeseen circumstances. Excused absences are generally granted for valid reasons such as illness, family emergencies, or school-approved activities. Unexcused absences refer to any absence without a legitimate reason or proper notification.

Section 3. Any member who is absent from more than five (5) meetings/rehearsals through the current school year without providing a valid written excuse/email shall be automatically dropped from that particular show and/or suspended from troupe activities. The Troupe Director has sole authority to reverse the suspension.

Section 4. A student arriving late to or leaving early from meetings or rehearsals without a reason considered valid by the Troupe Director will receive a demerit. Three such offenses will be counted as an absence from a meeting without excuse.

Section 5. Regular after-school meetings will generally take place on the first Wednesday of each month and begin at the time scheduled by the director. If there is a change of time or date, the Troupe Director will post a special notice on the troupe Schoology group as well as social media.

Section 6. Attendance shall be considered in the Thespian point award system.

Section 7. Absences shall accumulate for only one school year at a time.

Article II: Thespian Points & Award System

Per EdTA: "To be inducted as a Thespian and to earn special honors past induction, students earn points for theatre-related work that they do as part of class or extra-curricular participation. EdTA provides a Thespian point system included in the troupe handbook to help determine induction eligibility along with providing the recommended number of points awarded for a specific assignment and helps track each student's points."

Section 1. Points will generally be awarded as suggested by the point system of the International Thespian Society. Exceptional hours and level of commitment may be rewarded to active Thespian members by the director at their discretion.

Section 2. Induction points must be earned over the course of more than one production. In years when there is only one production, this requirement is waived.

Section 3. Induction points can be awarded for theatre-related work done outside the school's theatre program. To qualify for points, a copy of the program or other verification must be provided.

Section 4. The Troupe Director will determine the exact number of points to be awarded in all theatrical and non-theatrical participation

Section 5. One-half of a Thespian point may be earned for attending other non-school theatrical productions or other WGHS concerts as audience members. To qualify, a ticket stub or a program must be provided as proof of attendance. A brief critique of the show (one-page maximum) may be submitted within one week of the production in order to receive an additional one-half of a Thespian point.

Article III: Induction

Section 1. An induction ceremony for new Thespians shall be held at least once each year at the end-of-year banquet. Additional ceremonies may be held as often as deemed necessary by the Troupe Director.

Section 2. Each inductee must provide his or her current mailing address and email address. Individual inductees are responsible for their own induction fees unless payment has been pre-arranged by a booster group, fundraising, or other source. Students may ask the Troupe Director to purchase honor items on their behalf that are not included in the troupe's official system. Such items will be available at the Troupe Director's discretion and at each student's expense.

Section 3. The Troupe Director determines the time, place, schedule, and format of induction ceremonies.

Section 4. The Troupe Director and President conduct inductions. The principal, superintendent, and/or like officials will be offered a role in the ceremony whenever possible. The Vice President is responsible for training induction ceremony speakers, scheduling and rehearsing said speakers, and preparing the stage and induction properties as directed by the Troupe Director.

Article IV: Officers

Section 1. Expectations: Troupe officers play a crucial role in the organization's success and have a significant impact on the overall experience of its members. Officers provide leadership and guidance to all other members of the troupe, as well as organize and plan department events and work for the advancement of the theater department. Under the supervision of the

Troupe Director, officers shall be considered advocates for the program, and shall seek to work only for the interest of the troupe and its values.

Section 2. Duties: Troupe officer duties are defined below. The Troupe Director may assign other duties as necessary.

A. President: The President presides at all meetings, appoints all standing and special committees, and directs and supervises all troupe activities. The President should act as a bridge of communication between the Troupe Director and the other officers. The President coordinates all agendas for troupe and officer meetings and provides access to the Secretary for record purposes. The President represents Troupe 7663 at school events, inter-club/organization interactions, public meetings, etc. by acting as both spokesperson and ambassador for the troupe. The President, in collaboration with the Vice President, will oversee the other board members, ensuring that all responsibilities are carried out.

B. Vice President: The Vice President presides in the absence of the President and is responsible for the induction and ceremony of new members. The Vice President will collaborate with the Publicist and Historian in appointing and coordinating committee members to assist with troupe activities. The Vice President represents the organization with the President at open houses, recruiting and fundraising events. The Vice President will be responsible for proposing at least one recruitment event each year.

C. Secretary: The Secretary keeps efficient and clear notes/records of meetings and attends to troupe correspondence. The Secretary manages the attendance record of each troupe member at meetings and events in order to ensure they maintain active membership. The Secretary manages the troupe's bylaws and coordinates with adding any amendments or addendums that are approved by a two-thirds vote of the troupe by the end of each school year. The Secretary may recommend an inducted Thespian to serve on their committee as scribe*, and will serve as the head of this committee.

Scribe (1 person):* The scribe assists the Secretary by keeping the point records of all activities: plays, production dates, casts, crews, and work accomplished as provided in the official point system. The scribe will work with the Vice President to confirm all requirements for inducting new members are met.

D. Publicist: The Publicist documents all troupe events, rehearsal processes, meetings, and productions via pictures, videos, collection or posters and press releases, etc. The Publicist should be present to take documentation of all troupe events and productions, or should appoint a committee member to be present at each event in their absence. The Publicist spearheads all in-school advertising, including but not limited to announcements, posters, promotional production videos and trailers, and headshots. The Publicist will collaborate with their committee to create graphics and artwork for these events. The Publicist runs and maintains the troupe's social media pages with guidance and collaboration of the

Troupe Director, President and Historian. The Publicist may recommend inducted Thespians to serve on their public relations committee*, and be considered the chair of this panel.

Public Relations Committee (1-3 people):* The public relations committee assists the Publicist in brainstorming marketing campaigns to be promoted through social media, print advertising, and in-school avenues such as the Viridian. The marketing committee may assist with creating graphics and artwork for programs, show posters, and other various media.

E. Historian: The Historian is responsible for creating and maintaining the troupe scrapbook. Each year, the troupe must create a year-in-review portfolio of documented events and activities (such as news clippings, posters, programs, photos, etc.) in order to receive Honor Troupe distinction. The Historian plans, coordinates and manages all service projects and fundraising efforts for the troupe in collaboration with the other officers and their committee. The Historian will contribute to and maintain the troupe's resource list of local non-profit organizations, and will coordinate with the committee to send out representatives of the troupe to encourage community interest in the program. The Historian may recommend inducted Thespians to serve on their programming committee*, and will be considered the chair of this panel.

Programming Committee (1-3 people):* The programming committee assists the Historian in planning and hosting fundraising events and various special events for each production. The programming committee will assist in coordinating volunteer efforts to increase involvement in the troupe and its proceedings.

F. Additional Positions: Other officers may be added at the troupe's discretion. All officer positions must be listed in the troupe's constitution.

Section 3. Requirements for all elected officers are as follows:

- Each student must be an active member in good standing for at least one school year, and at the time of elections must be an inducted member of Troupe 7663.
- Candidates must have acquired at least 15 Thespian points and have no more than three unexcused production absences in a single school year.
- Candidates must maintain a 3.0 GPA or higher to be eligible to run for office.
- If a candidate is running for President, they must have already been an officer OR have received written approval to run from the Troupe Director in collaboration with the current standing executive board.

Section 4. Elections: The troupe shall elect officers for the next school year in the last full month of the current school term when operating under typical conditions. The Troupe Director reserves the right to adjust this time frame as needed to accommodate for special circumstances, as approved by the school's administrative body.

Section 5. Candidates for officers are to express their interest by filling out an officer interest form each school year and be approved by the Troupe Director. Candidates may be asked to

attend a special interview with the Troupe Director and/or give a short statement to the troupe before elections about their qualifications.

Section 6. Voting will be done by anonymous online submission form.

Section 7. The officer candidate who has the most votes for each position will be elected to office. In the case of a tie, the Troupe Director may choose to have a run-off or break the tie with his/her vote.

Section 8. Three members, including one officer, may request a recall election of all or any elected officers. This request must be submitted to the Troupe Director in writing and state the need for such an election. A special meeting will be scheduled within five school days upon receipt of the request for the purpose of voting on whether or not a recall election is necessary. Two-thirds of the membership is required to mandate a recall election. If a recall election is necessary, election of officers will follow the procedure set in Section 5 through 7 above.

Section 9. Officers shall be installed at the first meeting of the school term.

Article V: Troupe Activities

Section 1. The troupe is not a secret organization. All interested faculty, students, parents, Honorary Thespians, troupe alumni, and administrators are welcome at troupe meetings.

Section 2. At least one meeting or special event of Troupe 7663 shall include an open invitation to all students for the purpose of playing theatre games and creating improvisations.

Section 3. The troupe shall sponsor at least one *good neighbor* program a year for the purpose of establishing good relationships with nearby Thespian and Junior Thespian troupes and other dramatic groups.

Section 4. The troupe shall cooperate with all other departments and clubs in the school in helping them with their programs in any way it can.

Article VI: Behavior Expectations

Section 1: Membership in the International Thespian Society is a privilege, not a right. As honor Thespians and student leaders in the program, all inducted and elected members are considered model representatives of the troupe and its values, and shall be trusted to act in this manner at all times.

Section 2: All troupe members are expected to adhere to higher standards of good behavior and conduct, both in the classroom and on the stage. Discrediting or harmful speech towards other students, teachers, directors, and the department as a whole will not be tolerated.

Section 3. Any member in violation of these expectations as well as the school's code of conduct may be subject to consequences including but not limited to removal from current productions, elected positions or inactivated Thespian membership (*see Article IV, Section III of the troupe constitution).

Article VII: Conflict Resolution

Section 1. In the event issues or conflicts arise between a Thespian and the Troupe Director that cannot be solved through communication between the two parties, the issue should be resolved by the school administration as indicated in the troupe handbook.

Section 2. In the event that issues arise between two members of the troupe, they and the Troupe Director will attempt to resolve the situation. If it cannot be resolved, the offending member will be at risk of probation or the removal of their membership at the discretion of the director.

Date Adopted _____

Troupe Director Signature

Principal Signature

Serving President Signature

Serving Vice President Signature

Serving Secretary Signature

Serving Historian Signature

Serving Publicist Signature