

## INTERNATIONAL THESPIAN SOCIETY TROUPE #7186 CONSTITUTION

### Article I. Name and Purpose

- Section 1. This organization shall be called Troupe #7186 of the International Thespian Society, a branch of the Educational Theatre Association.
- Section 2. The purpose of this troupe shall be the advancement of standards of excellence in Theatre. More specifically, the troupe shall encourage students to attain a better Mastery of the Theatre Arts.
- Section 3. The organization forbids secrecy; membership is given as recognition for meritorious work in the Theatre Arts.

### Article II. Membership

- Section 1. All nominees for active membership shall be regularly enrolled as students of Travis High School.
- Section 2. All active members must have earned a minimum of (10) points, Also, active members must be enrolled in grades 9-12.
- Section 3. Final authority concerning membership requirements shall be vested in the troupe sponsor, Ms. Jessica Swafford
- Section 4. Honorary membership may be granted to adults for extraordinary and worthy assistance in the promotion of theatre arts in the school and community.

### Article III. Officers

- Section 1. THS Troupe 7186 Officers are voted in by active members (non-seniors) of Troupe 7186. This process begins in April.
- Section 2. Requirements for all elected officers are as follows:  
Each student must be an active member of the troupe for at least one school year,  
At the time of election the student must be enrolled in grades 9-11.
- Section 3. The officer duties are listed in the additional By-Laws.
- Section 4. General skills for officers are listed below.
- A. President (Senior Class member)
1. Must work well with others and lead the group appropriately
  2. Must be available to work with the sponsor and organize officer and general meetings.
  3. Must be present at all of the troupe's activities.
  4. Responsible
  5. Handle team dynamics
  6. Be supportive of theatre and all of the arts
- B. Vice-President
1. Must work well with others and be able to lead the group in an appropriate way.
  2. Must be available to work with the sponsor.
  3. Must be present at all of the troupe's activities.
  4. Responsible
  5. Handle team dynamics
  6. Be supportive of theatre and all of the arts

- C. Secretary
  1. Must take notes at all meetings and type them. They must be posted on the callboard within three days of the meeting.
  2. Must have computer and network.
  
- F. Additional Jobs
  - a. Historian
    1. Must keep account of all of the club's activities in a scrapbook that is presented to the troupe at the ITS Initiation in May.
    2. Must have a camera or access to one.
    3. Must submit articles to various news agencies (local and school) and the school office to ensure complete coverage of theatre events.
  
  - b. Social Coordinator
    1. Must maintain active PR in regards to upcoming troupe events among troupe.
    2. Must create a guest list for social events.
    3. Must submit articles to newspapers or other avenues for troupe PR.

Section 4. The duties of the sponsor will be to oversee all troupe activities, to be the final authority in the initiation of new members and to be the guide of the group.

Section 5. The Executive Student Board shall be composed of the sponsor, all officers and any honorary members appointed by the sponsor.

Section 6. The Student Board will include all of the officers of the Executive Student Board and Committee Chairs within the organization.

#### Article IV. Meetings and attendance

Section 1. Each month, at least one officer and/or board meeting shall be held after school hours in the Black Box Theatre and at least 7 general meetings will be held in a school year.

Section 2. The sponsor, or any officer, may call special meetings or committee meeting by a quorum vote.

Section 3. A quorum shall be fifty percent of the active membership and must include two Board members.

Section 4. Any member who is absent for three meeting per school year, three rehearsals during any current production, unless they have an excuse considered valid by the sponsor or who does not participate in a current production, which would earn one or more points, shall receive a letter putting them on probation. Any member who causes deliberate dissension, which would disrupt the workings of any production or business meetings, shall be dropped from active membership by a vote of two thirds of the membership with the consent of the sponsor. Any member requesting readmittance after suspension must have the consent of the sponsor and two thirds of the membership.

Section 5. Probation is a temporary classification. The length of time the probation is in place will be determined by the sponsor and will not exceed eighteen weeks.

#### Article V. Dues, etc.

Section 1. EdTA submits dues to Travis High School Troupe 7186 and must be paid by the 1<sup>st</sup> of October each year.

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Section 2. There shall be a yearly membership fee for any student involved in the theatre program. It shall be paid by each initiated individual and made payable to Travis High School which will be deposited in the theatre activity account. (Not applicable at director's request)

Section 3. There shall be an initial membership due of \$35 per initiated individual made payable to Travis Theatre that will be sent in one check to EDTA, the National Organization. Students will not be initiated without payment.

#### **Article VI. Amendments**

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

### **BY LAWS**

#### **Article I. Attendance**

Section 1. Late arrival or leaving early from meetings or rehearsals without a reason considered valid by the Theatre director/sponsor will be counted as tardy. This must be given as soon as possible but a minimum of 24 hours in advance. Three such offenses will be counted as an absence from a meeting without excuse.

Section 2. Regular after school meetings will begin at 3:00 p.m. in Black Box unless special notice is posted.

Section 3. Irregular attendance indicates a lack of interest; therefore any member absent three meetings/rehearsals per school year without written excuse submitted to the Secretary, Stage Manager or sponsor the day of, or after the scheduled meeting/rehearsal shall be automatically suspended from the active roll or membership.

Section 4. Attendance shall be considered in the service hour system established by the troupe and toward the inclusion of students to various functions the department attends. Each meeting will earn the student one hour of service to the department.

Section 5. Absences shall accumulate for only one school year at a time.

#### **Article II. Inductions**

Section 1. Inductions shall be held yearly, or as often as deemed necessary.

Section 2. The sponsor will finalize the time and place of induction.

Section 3. The President will be held responsible for the training of the speakers of the induction ceremony, must schedule and rehearse said speakers, as well as take care of the preparation of the stage and induction properties.

#### **Article III. Troupe Activities**

Section 1. The troupe is not a secret organization, so faculty and students interested in theatre, as well as honorary members and alumni, shall be invited to its meetings.

Section 2. The troupe shall sponsor at least one "charity" program a year for the purpose of establishing good relationships with the community.

Section 3. The troupe shall cooperate with all of the departments and clubs in the school in helping them with the technical support in the auditorium and black box theater.

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#### **Article IV. Point Award System**

- Section 1. The theatre director/sponsor will determine the exact number of points to be awarded in all theatrical and non-theatrical participation.
- Section 2. Points will be awarded as suggested by the point system of the International Thespian Society. You can find updates to the point system below at [schooltheatre.org](http://schooltheatre.org).
- Section 3. Each student/thespian will be responsible for filling out any and all point information sheets prior to receiving said points. This is done monthly and sheets are due by the first Thursday of each month to the sponsor. This may require signatures or presentation of mementos/ticket stub for verification and forms are found in the Thespian Points binder.
- Section 4. The guidelines for the ITS Point System can be found on [schooltheatre.org](http://schooltheatre.org). The points sheet is also located in the Thespian Points binder. Please note that this is a guide and does not guarantee that an individual will receive full points for any position.

#### **Article V. Elections**

- Section 1. Nominations for officers are to be made by application. Officers will be elected by thespian vote.

#### **Article VI. Installations**

- Section 1. Officers shall be installed in May unless special circumstances exist.

#### **Article VII. Adoption**

- Section 1. This constitution was officially adopted on September 10, 2006 and ratified on August 28, 2019.

#### **Article VIII. Alcohol, Tobacco, Vape and Drugs**

- Section 1. In the event a student is found to have possession of alcohol, tobacco, vape or drug products while on a school sponsored trip or while at a school sponsored rehearsal or performance, the student will be sent home immediately and the appropriate administration contacted.
- Section 2. If found guilty of possession of alcohol, tobacco, vape or drug products the student will be removed from the program along with whatever school punishment is sentenced. The student will remain removed from the program for the remainder of the academic school year.
- Section 3. If a student returns to the program after a one-year suspension and is found guilty, once again of possession of alcohol, tobacco, vape or drug products the student will be removed from the program for the remainder of their high school career along with whatever school punishment is sentenced.

#### **Article IX. Conflict Resolution.**

- Section 1. In the event issues/conflicts arise between a Thespian and a Sponsor, which cannot be solved through communication between the two parties, the issue should be resolved by the school administration.
- Section 2. In the event issues/conflicts arise between a thespian and a chaperone, two thespians or other two parties—the sponsor and any other appropriate school personnel will handle the issue.

#### **Article X. Demerit System.**

- Section 1. Any member of ITS will be put on probation after receiving 15 demerits and will be removed from the honors program after acquiring 20.

Section 2. The demerit system is listed below:

Talking/chatter during warm-ups, notes, meetings or rehearsal when students have been asked to be quiet will result in 1 demerit.

Not wearing closed-toe shoes in the theatre work areas or not wearing proper dance/rehearsal attire will result in 1 demerit.

Not wearing a required theatre/show shirt on required days or during travel will result in 2 demerits.

Unexcused Absence is 3 demerits. Students are expected to email by 10 a.m.

Failure to meet a financial obligation or form due date will result in 4 demerits.

If a student does not participate in a mainstage production earning a minimum of one thespian point they will receive 5 demerits.

Failure to clean up costume area and properly hang costumes will earn 7 demerits.

ISS assignment during the school year will result in 8 demerits.

Not fulfilling an officer/board duty or responsibility will result in 9 demerits.

Public display of disrespect towards a director, department or member of the department will result in 10 demerits.

Students found guilty of possession or use of drugs, alcohol or narcotics will receive 20 demerits and removed from the program.

Section 3. A student will be put on probation if they have 15 demerits. An officer or board member will be removed from their position if they receive 15 demerits.

Section 4. Issues on demerits should be presented to the Troupe Sponsor.

Section 5. Merits can be obtained to correct offenses. One merit cancels out one demerit. In order to obtain a merit, an ITS member must work 1 hour for the department. These hours do not also count for the 25 required hours for the year.

## Officer/Board By-Laws

Being a Travis Theatre officer requires you to be a living representation of the Travis Theatre Mission Statement which is “Act well your part; there all the honour lies”. In addition, it will require more time than the average theatre members and you must be willing and able to commit your time and efforts to the success of the Travis Theatre Program. Listed below are the requirements of an officer for this organization.

### I. Eligibility of an Officer

- a. Grades--All officers must maintain an overall 6-weeks grade average of 70. If the average is below 70, the officer will be given a 6-week grace period while being placed on probation. If the grade average is not raised to a 70 during the grace period, the officer will be dismissed.
- b. Conduct
  - i. Two “N”s or one “U” in conduct grades for disciplinary reasons for each 6-week will result in a 6-week grace period while being placed on probation. Conduct grades must be brought up to “S” and “E” in all classes during the grace period or the officer will be dismissed.
  - ii. If an officer is suspended, expelled, transferred to an alternative school or receives detentions for 2 disciplinary offenses the officer will be dismissed.
- c. Class Requirements (effective May 2008)
  - i. Officers must be enrolled in a theatre class the entire year unless a conflict of interest occurs. It must be approved by the ITS Board.
  - ii. If an officer drops their theatre class, the board must meet to discuss the officer position.
  - iii. If a troupe member is released/drops from a production, the board must meet to discuss the officer position. Subsequently, they are ineligible to run for office the following academic year.

### II. Officer Elections

- a. Officer candidates must meet eligibility requirements.
- b. All candidates must have attend department meetings during the year they run for office.
- c. All candidates must be a member or eligible to be a member of the International Thespian Society, Troupe 7186, must be inducted at the Spring Ceremony and have paid their dues for membership.
- d. All officer candidates must petition for election with a given and necessary amount of signatures of current members with at least 10 ITS Points each, excluding seniors.
- e. Petitions for office must be turned in with the officer packet and a completed questionnaire stating why the candidate wishes to attain a board member position.
- f. Any candidate who is elected must attend the retreats and officer meetings.

- g. The only excuses accepted for missing a required event for an officer will be at the discretion of the Directors. Examples would include illness or family bereavement.

### III. Officer Removal/Resignation

- a. In the event that a board member is removed or resigns, the first alternate will fill the open office and the next highest-ranking candidate who accepts the position will fill the vacant slot. A reasonable effort will be made to keep the number deemed appropriate by the sponsor.
- b. In the case that the President is removed or resigns, the Vice-President will take his/her place and the highest-ranking board member will assume the role of Vice-President.
- c. In the event of co positions, the co will fulfill the duties of the office.
- d. If any officer wishes to resign, a written letter must be given to the President and the Sponsor.

### IV. Meetings

#### a. Thespian Meetings

- i. Thespian member meetings are to be held once monthly at the school.
- ii. President calls the meeting to order.
- iii. Any remaining old business will come from the secretary's minutes of the previous meetings.
- iv. New issues are presented, discussed and voted on if necessary.
- v. The next meeting time is announced.
- vi. The meeting is adjourned.
- vii. Officer notebooks and calendars are required at every board meeting.

#### b. Voting at Meetings

- i. Majority rule will only pass any business issue.
- ii. President will vote only to break a tie on any issue.
- iii. If a tie still exists, the director will vote to break the tie.

#### c. Attendance at Meetings

- i. Officers must be present at all board and general meetings. (For acceptable excuses, refer to Article II, J)
- ii. One unexcused absence from a Board Meeting will be allowed, however, 3 demerits will be given automatically. The second unexcused absence will result in dismissal.
- iii. Officers are expected to wear the required theatre shirt the entire school day of which a department meeting and ITS Meetings are held.

iv. 70% of the board members and a director must be present to hold a meeting. Only the President with a Director's approval or a Director may call emergency meetings.

v. All officers must submit grievances, suggestions, and agenda items to be addressed, no later than the board meeting, which is held prior to the department meeting.

vi. Meetings may not be cancelled without a board vote and Director's approval.

vii. Officers will be expected to help set up and clean up after all meetings.

## V. Officer Responsibilities

### a. Description of Board Positions

i. President: calls meetings (board and general) to order, presides over all meetings, encourages other officers to fulfill their duties, recognizes those who want to speak at meetings, maintains communication between officer board and directors, makes meeting agenda and gives to Secretary to be typed for the department and ITS Meetings, sends periodic mailers to all members and parents and prepares all audition sign-ups, contracts and audition information unless a stage manager is named.

ii. Vice-President: Carries out President's duties in their absence, notifies and communicates with committees, parents and chair-persons, keeps track of ITS Membership, maintains database and provides information to Booster Club Officers. They also are the spearhead of all activities of the troupe.

iii. Secretary: Keeps minutes of department and ITS meetings, posts minutes on callboard, gives a copy of all minutes to President, directors and administrators, makes copies and distributes agenda for meetings, keeps a copy of agendas, corresponds with other troupes and organizations as necessary, gives Thank-You notes as necessary, updates sponsor and parent address labels, maintains the suggestion box and helps with the website.

iv. Historian: Collects and takes photos and arranges for the videotaping of all productions, rehearsals, trips, crews, meetings and other departmental events. Creates a comprehensive memory book of the year, handles ITS State board and presents these items at the end of the year banquet.

v. Social Coordinator: In charge of publicizing all productions, meetings and other activities, lead publicity crews, communicate events through posters, announcements at the high school through television announcements and callouts, work with the THS Theatre Booster Club Inc to send press releases. Responsible for all community obligations and coordinates community service projects.



Maintains communications with middle schools and handles spring socials and visits.

- VI. Officer Board Demerit System: This system of demerits has been created as motivation for the positive behavior of a Thespian troupe member. The goal of the system is that its enforcement will help the board as a whole. An officer will be dismissed from the board if he/she acquires 15 demerits and demerits will be posted. The demerit and merit system is written above in the constitution.

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