



*Act well your part;
there all the honor lies.*



International Thespians Constitution for Urbana High School Drama Troupe 5705

Adopted: March 27th,2017

Article I: Name, Purpose, and Governance

Section 1. Name: This organization shall be called **Urbana High School Drama Troupe # 5705**. The troupe has been chartered by Urbana High School. The charter *affiliates* it with the International Thespian Society (ITS), a division of the Educational Theatre Association (EdTA).

Section 2. Purpose: This Thespian 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 shall receive recognition of their exemplary accomplishment.

Section 3. Governance: This troupe constitution and its bylaws are two components of a hierarchy of documents that govern the Educational Theatre Association and its membership. The documents affecting troupes, in order of authority, are: the Educational Theatre Association Code of Regulations and 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: Organization and Officers

Section 1. Membership: Membership is achieved by complying with all induction criteria as defined in the troupe handbook. The ITS 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 3. Officers: The Thespian troupe can have the following officers: **president, vice president, secretary, historian, Social Media Chair, and Public Outreach**. Troupe Director may decide which positions are necessary for their organization. Duties shall be defined in the troupe's bylaws.

Section 4. Elections: The troupe shall elect officers for the next school year in the last full month of the current school term.

Article III: Meetings and Participation

Section 1. Meetings: Thespian troupe meetings shall be held monthly throughout the school 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 (inducted) membership.

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 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.

Article IV: Dues and Fees

Section 1. Dues: There is a one time Membership Fee of \$30.00 at the time of induction.

Section 2. Fees: Troupes may approve additional fees for local Thespian troupe participation. 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.

Article V: Bylaws

Section 1. Purpose: Bylaws provide additional guidance for the governance and operations of the troupe.

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 VI: Amendments

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.

Adopted: _____

Troupe Director: _____

Signature: _____

Troupe President: _____
Signature: _____

Thespian Troupe #5705 Bylaws

Adopted: March 27, 2017

Article I: Attendance

Section 1. A Thespian Honor Society student who no shows, arrives late to or leaves early from meetings or rehearsals without a valid reason, or advanced notice, will receive a demerit. Two such offenses will be counted as being put on probation.

Section 1B. All members will be notified of upcoming meetings with at least (5) days notice.

Section 2(A). A weekly, bi-weekly, monthly meeting, as determined by the troupe director & officers, will be held after-school. Meetings will begin at 2:30 and run for no more than 30 minutes, unless designated by the Troupe President. Longer meetings will be given advanced notice. This schedule may be altered during production season.

Section 2(B). A monthly meeting of the Thespian Honor Society will be held outside of regular school hours and separate of Drama Club activities from 2:30 – 3:00. ITS members will be given advanced noticed.

Section 2(C). Students who are working towards ITS induction but have not achieved full membership are allowed to attend general meetings as spectators or observers. They, however, do not have say in decisions made within the ITS Organization.

Section 2(D). General meetings which involve all members of ITS should be used not just for information but as work sessions, when applicable, for upcoming events. Officers are encouraged to have help from all ITS Members.

Section 3. Irregular attendance indicates a lack of interest; therefore, any member absent three (3) meetings per school year without a written excuse submitted to the Secretary or President shall be automatically suspended from troupe activities for 30 days. The troupe director has sole authority to reverse the suspension.

Section 4. Attendance shall be considered in the Thespian points award system.

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

Article II: Thespian Points

Section 1. 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 2(A). A student must get an Officer or the Director to sign off on points. Points will be validated by the Director prior to each year's calculation.

Section 2(B). Officers may not sign off on their own sheets.

Section 2(C). Officers should not sign off on any activity without proof of participation or unless they have prior knowledge of participation.

Article III: Induction

Section 1. An induction ceremony shall be held at least once each year. Additional ceremonies may be held as often as deemed necessary by the troupe director.

Section 2. Induction fees are the responsibility of the inductee. The troupe will pay for advancement items once inducted except for the honor cord.

Section 3. The troupe director determines the time, place, schedule, and format of induction ceremonies.

Section 3(A). All officers help with the planning and organization of the Induction Ceremony.

Section 3(B). The troupe director and president conduct inductions. Other officers play a part in the Drama Awards Ceremony.

Article IV: Membership Practices

Section 1(A). Maintaining Membership: In order to remain a member of the Society once inducted a student must be a part of at least one theater course OR production each year.

Section 1(B). Officers of the I.T.S MUST be enrolled in a theater course – SSLing and Internship can fulfill this purpose; however, Troupe Director has discretion in selecting SSL's and/or Interns.

Section 2. GPA: In order to remain a member of the Society, a student must maintain a GPA of 2.5 or higher, and must not have an F on their report card.

Section 2(A) – Probation: If a student receives a 2.5 or lower or an F – the

student will be placed on probation and have until the next Report Card to achieve a higher standard – no F and a satisfactory GPA for the term. If this does not happen, a vote will occur to determine whether membership should be revoked. Final decision is left up to Mr. Ward. If a student is removed, they are still able to participate in activities, but Failing grades can prove to make a student ineligible, but they will be unable to reapply for Honor Society. A student may be placed on Probation for grades – twice for their entire remaining duration, not just one school year. After a third time of failing – a student’s status will be revoked. It is the responsibility of the President and Troup Director to inform a student when he or she is on probation.

Article V: Officers

Section 1. Duties: Troupe officer duties are defined below. The troupe director may assign other duties. Officers may discuss and divide up roles to fit their strengths. Officer roles may change each year.

A. ALL OFFICERS

- All officers are de-facto leaders of the troupe/department - and are always expected to follow the General Rules
- All officers are held to a higher standard as a result of their position, and by nature, have tougher consequences should they break the rules
- All officers are expected to be a reliable source of information
- All officers always keep the Troupes best interest in mind
- Be respectful to everyone in and out of the department
- Keep disagreements and arguments within the board - not in front of members
- Keep a professional attitude on and off social media - do not take part in Group Chat Gossip
- See something - say something. Shut disagreements down.
- Keep opinions on a professional level.
- Make everyone feel welcomed and valued by keeping the cliquish behavior to a minimum
- See someone by themselves? Make an effort.
- Always keep in mind - Leave the department a better place than was left for you.
- Be open to new ideas or new outlooks; Don’t get wrapped up in “YOUR” idea.

B. The President

- Presides at all Board & General ITS Meetings
- Schedule all General and Board Meetings
- Oversee the responsibilities of all drama club officers. The president is in charge of making sure officers fulfill their duties completely and efficiently. The President holds all officers accountable of their duties.

- The President is in charge of its overall organization, so while the President will be required to delegate, the President should be aware of what all officers are working on at all times
- Attends Drama Booster meetings as a student representative.
- Updates Board Members with information in a timely fashion.
- Arrange ITS Audition Workshops
- Collaborates with Booster President and assists as Student Representative for Fundraisers.
- Attend student recruitment events
- Assists in the Planning and Organization of End of Year Drama Banquet
- **Oversees and is the lead organizer of one of the ITS Sponsored Performance Events (i.e. F-Wing Live OR Broadway Backwards)**
- With the help of other Board Members, plans, coordinates and supervises club/society activities
- If cast in a production, the President oversees and assists with the Troupe Director with maintaining organization during a production
- Actively involved in some way in all Mainstage productions.
- Seek out ways to get Non Inducted ITS Members and other Department Members to be involved
- Know what events are coming up and keep board members apprised - don't wait - plan ahead
- Assist the Troupe Director with whatever is necessary; while the President is in charge of the Club and the Society, the Director has final say and is ultimately above all decisions made by the President.

C. The Vice-President

- Assist the President in a variety of ways. Whether running an errand or being delegated to a large event, the Vice-President should stand by for any action that must be taken. The Vice-President must be active in asking the Presidents what needs to be accomplished.
- Presides in the Absence of The President
- Inducts New Members at Drama Banquet
- **Oversees and is the lead organizer of one of the ITS Sponsored Performance Events (I.e. F-Wing Live OR Broadway Backwards)**
- Works with the Public Outreach Chairs to help their charity community outreach.
- Co-produce all events occurring throughout the year. While the President will usually oversee many large events, it is the duty of the Vice-President to double check and make sure nothing falls out of place for which it has already been organized.
- Completes all advancement of Levels Certificates for Induction
- Works in conjunction with President, to assist the Drama Boosters

D. The Secretary

- Attends all Club Meetings

- Prepares a paper agenda for all General Meetings then given to Historian for accurate records.
- Take attendance at meetings.
- Keep accurate attendance records for all events for reference for other officers
- Notifies President of absences - instances where someone needs to be on probation
- Verify all point sheets turned in each term - verify their attendance and validity
- Keep total points accumulated throughout the year - ready to be turned in at the end of the year
- Assist with Ordering and Organizing Awards
- Take minutes at each general meeting and post to ITS Members
- Publicize all meetings and gatherings one week prior to meeting
- Send out reminders to club members
- Send out mid year point notifications - letting ITS Members know where they stand point wise for the year.
- Inform Public Outreach officers of info that needs to be on marquee board.
- Keeps track of calendar of events (find complete F-Wing Calendar on UHSDrama.org) - for purposes of planning events and reminding of events
- Send out a Weekly Message to Drama Members on events for the week
- Send out reminders for upcoming events.
- Coordinate with Social Media / Web Master if info needs to go on Social Media
- Create sign ups for ITS events and outings when applicable
- Completes all Invitations to Be Inducted Certificates at end of year

E. The Historian

- Attends all club meetings
 - Photograph All Thespian Club Events & Productions*
- If unable to attend an event, has a committee member or board member
- Keep the Drama Google Drive Photos up to date and organized
 - Collaborate with Social Media/Webmaster on promote of productions & events
 - Keeps an accurate and updated list of kids involved in each event - for the purposes of making sure photos have been taken of kids at each event -
 - Reaching out to officers and/or other members to make sure every student is accounted for - photo wise - in each production/event
 - Create the end of year Slide Show Presentation
 - Documents all meetings & events
 - Keeps record of all activities - plays, production dates, cast, crews etc

F. The Social Media / Webmaster Chair

- Maintains the Website and Social Media aspect of the department
- Updates website and social media with information, pictures, videos, and other important media.

- Promotes department shows and events through the website and social
- Working with Show photographer (unless one and the same), promotes cast member headshots and info on Social Media
- Works in conjunction with Historian on Photography and Video throughout the year.
- Promotes daily on Social Media - about Theater facts, events, etc (does not have to be specific to Department)
- Is encouraged to visit and follow other Theater Social Media sites - promote in support
- Browse other Drama sites for new ideas and activities to bring to the board
- Find new and creative ways use to social media - video blogs documenting the show process, a twitter or instagram “take over”
- Keeps the Website updated with the help of the troupe director
- Assist other officers in planning and pulling off events

G. Public Outreach Officers

- Attends all club meetings
- **Organizes 1 community service project per semester in alignment with the Thespian mission**
- Oversees the upkeep of the Marquee Board Outside the Auditorium
- Oversees the planning of, and organization of Headshot Board for Productions
- Oversees the distributions of posters within the community
- Works with President to grow our presence in the community
 - o Contacts with Elementary Schools - for events in building
 - o Arrange a trip to Retirement Home
 - o Contacting Businesses - to support them, and to support us
 - § (May work with Drama Boosters for assistance)
- Responsible for making Community aware of events and productions
 - o Flier distributions to houses, cars, etc
- Assist Spirit Leader on Back to School Night & Orientation
- Writes and submits announcements for School Announcements, Find Out First
- Designs logos and posters for all events (not including Mainstage Productions) or Coordinate with Graphics / Art Department
 - o Due one month prior to every event (for printing and distribution)
- Responsible for Programs for all events that are not mainstage shows
- Work with President to Contact Businesses and Places needed for Events & Outings
- Markets the Department to Various Community Programs
- Organization of flyer distributions and groups needed to be involved in community awareness - such as fundraisers, productions, etc.
- **In coordination with President, works to create participation in Winter Wonderland**

H. Spirit Leader / Recruitment

- Oversees and Heads up Drama Club working closely with the President

- Work with Middle School partners to arrange Monthly Outings to Middle Schools
- Oversees Back to School Night Info & Freshmen Orientation
- **Organizes and Plans Improv Game Night - Date TBD**
- Acts as a mentor to new Club members by answering questions and helping them to feel welcome and appreciated in the club
- Encourages the benefits of being a member of the International Thespian Honor Society.
- Post Birthdays and Shout Outs on Schoology and other individual recognitions
- Oversees the “Drama Stars” of the Month - Recognition Program
- Plans Theater Spirit Weeks and Production Spirit Weeks - with approval from Troupe Director

I. All **Officers**, regardless of duties & jobs assigned, should be willing to help each other with events when asked or needed, even if the event is “not theirs.” All officers should assist with the Drama Holiday Party, Fundraising Events, etc.

J. All officers should attempt to participate in at least 1 event/outing per month to show a united front.

Section 2. Requirements for all elected officers are as follows: any student wishing to be an elected officer must have at least 30 points or be inducted in the school year prior to the year in which they hold an office. A student must be enrolled in grades 10-12 in order to be an officer. The President will be either a junior or senior, however. A student who serves as an Officer must be enrolled in one theater course during the time they serve.

Section 3. Nominations for officers are to be made by a committee, meeting with the troupe director, with additional nominations being permitted from the floor. Students may self-nominate from the floor. Officers will be elected by preferential ballot. Interested candidates may submit an application.

Section 4. Elections will be conducted at the April or May troupe meeting for the next school year to allow the incoming officers to begin shadowing the outgoing officers in order to learn the basic job responsibilities of their predecessors.

Section 5. Voting will be done by secret ballot through Preferential Balloting.

Section 6. 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 Sections 2–4 above.

Section 7. Officers shall be installed at the last social or program meeting of the school term.

Section 8: Removal From Office

The Troupe Director reserves the right to remove any officer from his/her position if he/she is not fulfilling duties and/or creating an environment not conducive to an effective Drama Club. The members of the Honor Society may ask an officer to step down should they feel that said officer's duties are not being successfully completed or said officer is creating disruption in person or online. The remaining officers, The advisor(s), after consultation with the remaining officers, shall issue a warning to the officer in question and institute a probation period of one month (depending on the issue). If, at the conclusion of this probation period, a review of the officer's performance finds him/her still in dereliction of duty, the advisor will remove him/her from office. Upon the removal of an officer, the Executive Committee shall meet immediately following the vote of the membership. At this time, the Committee shall distribute the removed officer's duties between the remaining officers with no changes to title or previous functions. If the officer removed is the President, the Vice President will assume the title of President, with the Vice President's duties distributed among the remaining officers and no other changes to title or previous function. The school year shall continue with the remaining officers.

Section 9. Probation / Issues Between Members/Officers

The Troupe Director is to remain neutral during all internal conflicts between members and officers. The Troupe director will follow proper steps to resolve or avoid situations. Should an issue result in the discussion of the removal or probation of an officer, The troupe director and its members will follow Section 8.

Section 9(A). The President could be removed, at the Troupe Director's discretion, if the President does not make the Director aware of any situations between officers that may be detrimental to the Society.

Article V. Who is permitted to attend organizational gatherings?

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 #5705 shall include an open invitation to all students for the purpose of playing theatre games and creating improvisations. **It is expected that the troupe holds monthly outings for emphasis of bonding and unity.**

Section 3. The troupe shall sponsor at least one "good neighbor/community" service program per semester 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.

Section 5. At least one performance event, outside of Department productions, should be organized by and presented by the Thespian Troupe.

Section 6. At least one charity drive or event should be held that is not directly related to theatrical work.

Article VI: Conflict Resolution

Section 1. In the event issues/conflict arise between two or more Thespian Members that cannot be solved through communication between the two parties, the issue should be resolved with appropriate mediation led by the Troupe Director.

Article VII: Amendments and Decisions

Section 1. All amendments to this constitution must have the vote of two thirds of the active troupe membership and consent of the sponsor/director. In order to take a vote, there must be a quorum at the given General Meeting. This constitution and its amendments shall be subject to change according to any or all requirements of the International Thespian Society. The troupe director has final say in all decisions.

Adopted: _____
Troupe Director: _____
Signature: _____
Troupe President: _____
Signature: _____