

**PARKVIEW HIGH SCHOOL THEATRE
AND
THESPIAN TROUPE #5067
CONSTITUTION AND BYLAWS**

Parkview High School Theatre & Troupe #5067 Constitution and Bylaws

Article I. Name and Purpose

Section 1. This organization shall be called Parkview High School Theatre Troupe and/or Troupe #5067 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 the 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 Parkview High School in the Springfield Public School District.

Section 2. All active members must have participated in at least two (2) full-length productions, and have earned a minimum of ten (10) points, i.e., 100 hours of superior work. Active members also must be enrolled in grades 9-12 at Parkview High School.

Section 3. Final authority concerning membership requirements shall be vested in the troupe sponsor.

Section 4. 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. Executive Council

Section 1. The Executive Council shall be comprised of the sponsor, all elected officers, and any honorary members appointed by the sponsor.

Section 2. Parkview High School Troupe # 5067 shall elect officers once a year in the last full month of the school term at the yearly ITS ceremony lock-in. If the lock-in cannot be held, another activity will be selected.

Article III. Executive Council (cont.)

Section 3. Requirements for all elected officers are as follows: Each student must be an active member of the troupe for at least one school year, and at the time of election must be enrolled in grades ten or eleven.

Section 4. The elected officers are to have the following duties:

President: The President is responsible for running the ITS meetings. The President is also responsible for being the outward face for the ITS troupe and its voice. The other responsibilities for the president are to ensure the executive council is performing all of their duties and to step in and assist when needed.

Vice President: The primary responsibility of the V.P. is to perform the duties of the President in his/her absence. The other responsibilities of the V.P. are to insure that the committees and their heads are performing their duties to their fullest and assist when needed. The V.P. is also required to attend all Theatre Booster Club Meetings and report on the ITS troupe's activities and the theatre department.

Treasurer: The primary responsibility of the treasurer is to collect the dues for all incoming freshmen that are payable to the International Thespian Society. The other responsibility of the treasurer is to assist the fundraising committee and track its funds as deemed necessary.

Secretary: The secretary is the liaison between the Executive Council and the other members of the troupe. The secretary will keep minutes of all meetings and post those minutes the following day on the ITS board so members that were not present may read and initial. The secretary must keep a running calendar on the ITS board and the Call Board of ITS events. The secretary must keep record of attendance and inform the E.C. when members are close to losing membership due to lack of attendance.

Historians: There shall be 2-3 historians elected each year. The historians responsibilities are to keep a written and photographic record of the troupe's performances and activities throughout the current and if necessary the previous school years.

Clerk: The clerk is responsible for keeping and updating thespian points of members and inductees. The clerk must keep in contact with all members to insure the member's points are accurate, this is important because points are the basis for inducting new members and the wearing of Thespian Honor Cords at commencement ceremonies.

Article III. Executive Council (cont.)

Section 5. The duties of the sponsor will be to oversee all troupe activities, to be final authority in selection of new members and to be the guide and inspiration of the group.

Section 6. Officers will be removed from office for the following (but not limited to) reasons; suspension from school, not performing their duty to their fullest ability, any illegal action on or off school property.

Article IV. Meetings and attendance

Section 1. Meetings shall be held every other Thursday, at 3:00 pm in the auditorium, room 105, or another venue not in use.

Section 2. Special meetings may be called by the sponsor, any officer, or by a quorum, when approved by the sponsor.

Section 3. A quorum shall be fifty percent of the active membership and must include at least two officers.

Section 4. Any member who is absent for four meetings per school year, unless they have an excuse considered valid by the sponsor, shall be dropped from active membership. Any member who causes deliberate dissension, which would disrupt the workings of theatre business in or out of theatre activities, shall be dropped from active membership by a majority vote of the officers of the troupe with the consent of the sponsor. Any member requesting re-admittance after suspension must have the consent of the sponsor and two thirds of the officers.

Article V. Dues, etc.

Section 1. There shall be no dues for the troupe except as provided by the International Thespian Society Board of Trustees, unless determined by a two-thirds vote of the membership at the regularly yearly election.

Article VI. Amendments

Section 1. All amendments to this constitution must have the vote of two-thirds of the troupe's Executive Council. This constitution and its amendments shall be subject to change according to any or all requirements of the International Thespian Society or the Springfield Public School District.

BYLAWS.

Article I. Attendance

Section 1. Late arrival to or leaving early from meetings without a reason considered valid by the theatre director/sponsor will be noted. Three such offenses will be counted as an absence from a meeting without excuse.

Section 2. Regular after school meetings will begin at 3 p.m. unless special notice is posted as to the change of time.

Section 3. Irregular attendance indicates a lack of interest; therefore any member absent four (4) meetings per school year without a written excuse submitted to the Secretary or sponsor the day of the meeting or after the scheduled meetings shall be automatically suspended from the active roll or membership.

Section 4. If a member is absent from a meeting for an excused reason that member must read an initial the minutes posted on the ITS board or the Theatre Call Board within the week of missing the meeting or that members missed meeting will become un-excused absence.

Section 5. Attendance shall be considered in the point award system.

Section 6. Absences shall accumulate for only one school year at a time.

Article II. Inductions

Section 1. Inductions shall be held once each year, or as often as deemed necessary by the sponsor.

Section 2. The time and place of the induction as well as the form will be determined by the sponsor.

Section 3. The Vice-President will be held responsible for the training of the speakers of the induction ceremony and must schedule a rehearsal of the induction ceremony as well as prepare the stage and 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 meetings.

Article III. Troupe Activities (cont.)

Section 2. At least one business meeting of Troupe #5067 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 groups.

Section 4. The troupe shall cooperate with all other departments and clubs in the school to help them with their programs in any way possible.

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.

Section 3. Points will be deducted from Thespians for any school discipline procedure, two (1) points for a ISS (minor violation), three (3) or four (4) points for OSS (major violation), add one (1) point if involved in a production.

Section 4. Honor cords are to be worn at graduation for those seniors who have earned more than 100 Thespian Points.

Article V. Elections

Section 1. Executive Council shall be elected at the ITS annual Lock-In. If the lock-in cannot be held, another activity will be selected.

Section 2. Nominations for officers are to be made at a general meeting two weeks before the annual lock-in, the nominations will be cut down to two (2) by a nomination committee in a meeting with the sponsor. Students nominated at the general meeting must be present at the meeting to accept their nomination. A student not elected to a nominated office is eligible to be nominated for another office if the student accepts the nomination.

Section 3. Voting will be done by secret ballot.

Article VI. Installations

Section 1. Executive Council shall be installed at the last social or program meeting of the school term.

Article VII. Committees

Section 1. Some troupe members will be selected to work on Committees. These Committees will help oversee and schedule troupe events or activities. Troupe is broken into the following committees:

Social Committee: This committee is responsible for scheduling and planning Social events for our Troupe 5067. These events include the annual Lock-in, opening and Giants awards picnics, etc. It is suggested that there be one social event a month, including the summer months.

Sister Troupe Committee: This committee is responsible for scheduling and planning events with and supporting our sister troupe. These events include one social event a semester, attending their productions, and sending a “break-a-leg” gift before opening night.

Fundraising Committee: This committee is responsible for scheduling and planning events that deal with fundraising. There should be at least two (2) fundraising events a semester, including one over the summer.

Rush Committee: This committee is responsible for scheduling and planning events to increase our membership. These events include Parkview’s annual Freshman Focus, Froshfest, and Viking Fest as well as other events that could increase membership.

Section 2. Committee Heads will report directly to and get direction from the Vice President of the troupe.

Section 3. There will be one member appointed to be the Student Council Liaison. This member will keep the troupe current of upcoming school activities and spirit functions.

Section 4. The Executive Council may increase or delete the number of committees as needed.

Article VIII. Productions

Section 1. When a student at Parkview High School is involved in a production, he/she are considered a member of ITS either active or inductee.

Section 2. Students in productions at Parkview High School Theatre who are involved in **ANY** illegal activities on or off campus, (caught by authorities or not,) shall be prohibited from participation in the next production. If the transgression occurs at the year’s end, this ban will not roll over into the following year, but the student will be scrutinized for casting or crew responsibilities for following productions.

Article VIII. Productions (cont.)

Section 3. Students who receive ISS during a production are not allowed to attend rehearsal unless the student is finished serving their suspension that day. Students who receive OSS will be removed from the production immediately. The student after serving their OSS will then be evaluated whether or not they may return for future performances. The OSS penalty may be waived by the Sponsor and Administration, ONLY in special circumstances.

Section 4. Students involved in production casting will have to maintain their grades. Each student cannot be failing any two (2) classes. This rule is situation specific. If the performer is failing two (2) or more classes they will have to attend mandatory tutoring to improve their grades. Grades will have an impact on casting for the following show.

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.

Article X. Adoption

Section 1. Fifty percent (50%) of the current-voting members are needed for adoption of this constitution.

Signed this day July 31, 2006 by

David M. Krudwig
Sponsor

Lauren Anderson
Sponsor

Kendra N. Vaughan
President

Shelbie G. Hutton
Vice President

Joanna M. Carlson
Treasurer

Abigail R. Price
Secretary

Jennifer R. Brown
Historian

Porche C. Luttrell
Historian

Kaitlin D. Oxenreider
Historian

Kelsey D. Shryer
Clerk

Adopted August 28, 2006