

## MONARCH HIGH SCHOOL

**DRAMA SOCIETY**

**THESPIAN TROUPE**

**7219**

**CONSTITUTION**

## AND

**BYLAWS**

### Monarch High Drama Society/ Thespian Troupe # 7219 Constitution

Section I

**Article I. Name and Purpose**

Section 1 This organization shall be called Monarch High Drama Society/Thespian Troupe 7219.

Section 2 Monarch High Drama Society/Troupe #7219 operates under the authority of the Broward County School Board and the guide lines set forth by the International Thespian Society.

Section 3 The purpose of the Monarch High Drama Society/Troupe 7219 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 and its supporting units.

Section 4 The organization forbids secrecy; membership to the International Thespian

Society is given as recognition for meritorious work in the theatre arts and those

persons are known as "inductees".

**Article II. Membership**

Section 1 Members will be categorized as interested Monarch High School students that are inducted or non-inductees, honorary members, and the sponsor.

1. The secretary will maintain a list of members, their member category, and

contact information.

Section 2 All active student members shall be regularly enrolled as students of Monarch High school.

Section 3 All active members must have fulfilled the following requirements to apply for

membership with the International Thespian Society:

1. Participated in at least two (2) full-length plays,

2. Have earned a minimum of ten (10) points, i.e., 100 hours of theatre work.

Section 4. Final authority concerning membership requirements shall be vested in the Drama Society/ troupe sponsor, the current Theatre Teacher.

Section 5 Honorary membership may be granted to adults for the extraordinary and worthy assistance in the promotion of the theatre in the school and the community by the Sponsor with administrative approval.

**Monarch High Drama Society/Thespian Troupe # 7219 Constitution**

Section II

**Article III. Governing Board and Officers**

Section 1 Monarch High School Troupe # 7219 officers shall be elected by the sponsor. The term of office is for one full school year. That term of office begins immediately after appointment for the entire school year unless removed.

Section 2 Requirements for all officers are as follows: Each student must be an active

member of the Monarch High Drama Society/ Troupe 7219 for at least one school year, and at the time of election must be enrolled in grades 9-12 with a grade point weighted average of 2.5 or higher and good behavior in classes.

Section 3 The elected officers are to have the following duties:

A. **President** presides and must be present for fundraising activities and help count and prepare reports, runs meetings that have prepared agendas approved by the sponsor, attends all theatre troupe district meetings, forms committees, organizes competitions, and club events. The president makes sure minutes for each meeting are written by an officer if the secretary is not present. The President works with the Vice-President to keep the Drama Society bulletin Board neat and ensures that current pictures and news are there (must be pre-approved). President mostly regularly meets with the sponsor before or after school for guidance through all duties. The president must be present once a week at practices or rehearsals in order to help with sets and to clean up the stage area after practices. The president is trustworthy and does not discuss troupe business carelessly.

B. **Vice President** performs the duties of President when the President is

absent, organizes actors for competitions, creates advertising campaigns for each show and events, assists committees, runs school-wide and community advertising plans. The Vice President keeps the Drama Society Bulletin Board updated. The Vice President regularly meets with the sponsor mostly before or after school for guidance through all duties. The vice president must be present once a week at practices or rehearsals in order to help with sets and to clean up the stage area after practice.

The vice president has a positive attitude, is trustworthy and does not discuss troupe business recklessly.

C. **Secretary** records agenda (must be typed) in complete sentences and ideas in a binder at each meeting, makes copies, types up flyers, types up and sends invitations, sends thank you notes, and is responsible for e-mail correspondence when required. The secretary meets regularly with the sponsor to complete these items. The secretary arranges to organize the minutes and the secretary folder bi-weekly which is kept in the sponsor’s classroom. The secretary must be present once a week at practices or rehearsals in order to help with sets and to clean up the stage area after practices. The secretary has a positive attitude, is trustworthy, and does not discuss troupe business recklessly.

D. **Treasurer** is responsible for ticket sales, concession stand set up and break down, counting, fundraiser money records, working at all fundraisers, assisting with seeking donations, and setting up field trip money collection online and other fees. Must organize treasurer folder bi-weekly which is left in the sponsor’s classroom. The treasurer must be present once a week at practices or rehearsals in order to help with sets and to clean up the stage area after practices. The treasurer has a positive attitude, is trustworthy, and does not discuss club finances unless deemed essential.

E. **Historian** is responsible for taking pictures and completing an album for their term in office complete with pictures from each production, some meetings, and some rehearsals and any documentation of the current year of theatre events. The historian must be present once a week at practices or rehearsals in order to help with sets and to clean up the stage area after practices.

F. **Stage Crew Manager**- Re-directs meetings when there is too much talking or debating over an issue and requests to move on to another topics. This person runs try-outs, auditions, works toward deadlines with a group of stagecraft volunteers in order for set pieces to be completed for different performances. During each production, this person is responsible for updating the group during a meeting with status regarding the current production. The stage crew manager must be present twice a week at practices to help build set pieces. The stage crew manager has a positive attitude, is trustworthy, and does not discuss troupe business carelessly.

G. **An appointed Tech person** is an officer appointed by the club sponsor. This person helps prepare and update Monarch High Theatre’s web page with approval. The tech person has a positive attitude, is trustworthy, and does not discuss troupe business carelessly.

H. (Not Officers) **Student Representatives** are responsible for promoting and enlisting new members to the Thespian Troupe 7219 and heads the committee of student class representatives. They attend some officer meetings. They have a positive attitude and are trustworthy. Ninth and Tenth grade representatives will be voted on by the club members. The Twelve and Eleventh grade representatives will be chosen by the Sponsor.

Section 4 The duties of the **Sponsor** will oversee all Monarch High Drama Society/Thespian Troupe 7219 activities, be the final authority in selection of new members, competition participants, casts, sets, representatives, and costumes. The sponsor is to be the guide and inspiration of the group.

**Monarch High Drama Society/Thespian Troupe # 7219 Constitution**

**Article IV. Meetings and Attendance**

Section 1 Meetings shall be held twice a month one the first and third Wednesday, usually after school hours.

Section 2 Special meetings may be called by the sponsor or any officer (with sponsor approval). Weekly or bi-weekly meetings for officers may be necessary. Meetings will be announced at a minimum of twenty-four hours prior to meeting time.

Section 3 Any member, who is absent from four meetings per school year or four rehearsals during a current production, without 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 any production or business

meeting, shall be removed from the active membership by a vote of two-thirds of

the membership with the consent of the sponsor.

Section 4 Any member requesting re-admittance due to suspension must have the consent of the sponsor and two-thirds of the membership.

**Monarch High Drama Society/Thespian Troupe # 7219 Constitution**

Section III

**Article V. Dues**

Section 1 Members are expected to pay an annual fee of $15.00 to retain membership and receive one club t-shirt. Such fee will be due no later than September 19. Members who have not paid their fee or made appropriate arrangements with the board or Sponsor will be considered delinquent and may have all membership privileges revoked.

**Article VI. Thespian Inductions & Cords**

Section 1 In order to meet the minimal requirement for induction into the International Thespian Society as a student at Monarch High, the student must pay club dues, attend all club meetings (sign in), and pay an induction fee during the year of expected induction.

Section 2 The students must have at least a 2.7 GPA and a minimal of 10 points earned according to the ITS point system and the sponsor’s verification of hours. Each point is worth 10 hours of verified service at Monarch High and in the community. Verified middle school theatre work, can receive up to five points once.

Section 3 Student must have three positive recommendations which can be from a Monarch High teacher, sponsor, or coach.

Section Senior Drama Society Members who have met the criteria for induction will receive a theatre cord.

Section 4 Senior Drama Society members who have not met the 10 points criteria for induction, but have met all other requirements listed in this section and who have at least 70 hours of service, can also receive a cord.

**Monarch High Drama Society/Thespian Troupe # 7219 Constitution**

Section IV

**Article VII. Adoption**

Section 1 Two thirds of those attending the adoption meeting are required to adopt the

Constitution of the Monarch High Drama Society/Thespian Troupe 7219.

Section 2 Monarch High School Drama Society /Thespian Troupe 7219 Sponsor upon adaptation of the Constitution, shall appoint the initial Officers of the Thespian Troupe. The Sponsor shall have the authority to appoint representatives if no students are elected or an office becomes vacant.

**Drama Society/Thespian Troupe # 7219 Constitution**

**BYLAWS**

Section I

**Article I. MISSION -- VISION -- STRATEGIES**

Section 1 **MISSION**

To promote the theatre program and shows on the campus of Monarch High

School and in the community and to develop the advancement of standards of excellence in the theatre.

Section 2 **VISION**

Through the Drama Society/Thespian Club 7219 and its members, to develop a group to promote and educate students about the various activities involved with the theatre and its support units and to advance theatre on the campus.

Section 3 **STRATEGIES**

Strategies involved in supporting the Mission and Vision of the Monarch High Drama Society/Thespian Troupe 7219 are:

1. Promoting theatre and its shows on campus and in the community,

2. Do fundraising to support club and theatre expenses,

3. Hosting Cabbies, student judges who visit area schools and look for the most talented actors. This district sponsored group has an annual award ceremony.

4. Helping with sets, maintenance, and keeping the theatre clean with periodic work

parties,

5. Developing training events for thespian club members; to include safety

training,

**Article II. Attendance**

Section 1 Late arrival to or leaving early from meetings or rehearsals without a reason

considered valid by the Sponsor will be de-merited. In addition, three such offenses will be counted as an absence from a meeting without excuse.

Section 2 Regular school meetings may be held after-school with a no later than 2:55 pm (start time) unless special notice is posted as to the change of time.

Section 3 Irregular attendances indicates lack of interest; therefore; any member absent four (4) meetings per school year without a written excuse submitted to the Secretary,

or sponsor, or after the scheduled meetings shall be automatically suspended from the active roll or membership.

Section 4 Attendance shall be considered in the point award system.

**Monarch High Drama Society/Thespian Troupe # 7219 Constitution**

**BYLAWS**

Section II

Section 5 Absences shall accumulate for only the current school year.

**Article III. Inductions**

Section 1 The time and place of an induction as well as the type of ceremony is determined by the sponsor (most likely will be at the annual banquet).

Section 2 The officers will be responsible for planning and preparing the induction ceremony with the sponsor’s guidance.

Section 3 Inductions shall be held a minimum of once each year, or as often as deemed

necessary by the sponsor. Inductions normally will be held at the end of school year.

**Article IV. Troupe Activities**

Section 1 The troupe is not a secret organization. So, Monarch High School faculty and

students interested in theatre, as well as honorary members and alumni, shall be

invited to its meetings.

Section 2 At least one business meeting of Troupe # 7129 shall include an open invitation to all Monarch High School 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 dramatic groups in the Broward County

School District. These “Good Neighbor” programs will include a field trip to a

nearby school to see a production and visit from a neighboring school to see a

Monarch High Theatre production.

Section 4 The troupe shall cooperate with all other departments and clubs in the school in helping them with their programs when possible.

**Drama Society/Thespian Troupe # 7219 Constitution**

**BYLAWS**

Section III

**Article V. Point Award System**

Section 1 The theatre director/sponsor will determine the exact number of points to be

awarded for all theatrical and non-theatrical participation. Projects deserving

points that are not listed on the International Thespian Society’s point system shall

be awarded at the sponsor’s discretion.

Section 2 Points will be awarded as suggested by the point system of the International

Thespian Society and at the sponsor’s discretion.

**Article VI. Sponsor Appointed Officers and Student Representative Elections**

Section 1 Students express their interest in being a Drama Society/Thespian Officer or Class Representative by attending a business meeting on August 21.

Section 2 Students who would like to be considered for an office will submit a typed three paragraph essay (at least 40 sentences) expressing why they would be best for the position they are applying for, how they plan to work with other officers, the club, and the sponsor amicably yet effectively to carry out theatrical work. The sponsor will post the names of the officers on August 25.

Procedures:

A. The prospective class representatives shall be given the opportunity to give a 1-2 minute campaign speech at the first general Drama Society meeting on September 3.

B. A vote will be taken in secret ballot form of the students present and the ballots given to the sponsor. The votes will be reviewed by the sponsor who will make the final decision to the election of Student Representatives. The names will be posted on September 4.

**Monarch High Drama Society/Thespian Troupe # 7219 Constitution**

**BYLAWS**

Section IV

**Article VII. Class Representatives**

Section 1 Each grade (9-12) shall have one elected representative. Said representatives will be voted on the first general meeting of the school year. Intentions to become a

representative must be given to the President (who will submit them to the sponsor immediately) by filling out the necessary form prior to the first general meeting.

Section 2 The duties of each representative will be to promote theatre, seek new

members from the Monarch High School student population. **Senior Representative** –recruit new members, put up advertisements for performances, create and organize a short game or improvisation activity for each general meeting. **Junior Representative** – signs up all interested club members for competitions and checks the district website for information, new criteria, and updates the club of these deadlines. **Sophomore Representative**- Helps build sets and keep the prop and dressing rooms organized and assist the upper classmen representatives. Also, passes out approved flyers. **Freshman Representative**- Helps build sets and keep the prop and dressing rooms organized and assist the upper classmen representatives. Also, passes out approved flyers.

**Monarch High Drama Society/Thespian Troupe # 7219 Constitution**

**BYLAWS**

Section V

**Article VIII. Adoption**

Section 1 Two thirds of those attending the adoption meeting are required to adopt the

Constitution and Bylaws of the Monarch High School /Thespian Troupe 7219 on September 2.

Section 1 Monarch High School Thespian Troupe Sponsor upon adaptation of the Constitution and Bylaws shall officially appoint the initial Officers of the Monarch High/Thespian Troupe. The Sponsor shall have the authority to appoint student representatives if no students are elected or resigns.

Section 2 Adoption:

When interested students forming the Monarch High/ Thespian Troupe 7219 agree to the attached pages consisting of the Constitution and Bylaws and have been it shall go into effect. We, the undersigned, present on this day the Constitution and Bylaws of

Monarch High Drama Society/Thespian Troupe 7219 and declare that this Constitution and Bylaws has been adopted by a majority of all the organizing members present.

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 President Vice President Treasurer

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 Tech Person Senior representative Junior Representative

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 Sophomore Representative Freshman Representative

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 Stage Crew Manager Historian

The above organizing committee officers attest to the adoption by the organizing members on:

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 , Secretary Date