



Troupe Constitution

Thespian Troupe # 7610 Constitution

Adopted: August 30, 2010

Article I: Name, Purpose, and Governance

Section 1. Name: This organization shall be called Troupe # 7610. The troupe has been chartered by Carnegie Vanguard High School. The charter affiliates it with the International Thespian Society (ITS), a division 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 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 2. Officers: The Thespian troupe shall have the following elected officers: president, vice president, secretary, treasurer, historian/master of webs, and clerk. Duties shall be defined in the troupe's bylaws.

Section 3. Elections: The troupe shall elect officers for the next school year in the last full month of the current school term.

Section 4. Apprentices: Department newcomers seeking to become inducted who are not yet able and encouraged to attend bi-weekly Tuesday meetings and participate in troupe activities (i.e. Texas Thespians, ITS Fest, etc.)

Article III: Meetings and Participation

Section 1. Meetings: Thespian troupe meetings shall be held bi-weekly (every 1st and 3rd Tuesday of the month, alternating depending on vacation dates) 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 membership.

Section 3. Any member who is absent three (3) meetings per term, four (4) rehearsals during a 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 be dropped from active membership.

Section 4. Each officer will appoint a subcommittee of active troupe members to assist with organizing troupe activities. (*Fundraising, social, multimedia, charitable events, etc.*) All troupe members must be

appointed and participate in a subcommittee.

Section 5. 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 officers 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 current officers. All cases will be reviewed by the troupe director and board officers.

Article IV: Dues and Fees

Section 1. There shall be membership fees of \$70.00 per student, as per stated by Educational Theatre Association, Student Membership Benefits include:

- One-year subscription to Dramatics (9 issues), renewable at a discounted rate
- Black Thespian Troupe Polo
- Membership certificate
- Eligibility for Thespian scholarship programs and other benefits throughout high school; name permanently kept on membership rolls at the home office.
- Two dollars from each student's fee helps fund www.carnegietheatre.com.

Section 2. Dues will be \$35.00 per person annually, and will be payable by September 1 of each year. Those funds renew membership subscriptions to EDTA, maintaining the website and magazine subscription.

Section 3. As governed by the Houston Independent School District and its regulations set forth by Carnegie Vanguard High School, ALL clubs and organizations are to be self-sustaining. Due to this policy, ALL active Thespians are required to raise \$500. Options of fundraising include window sheets, ads, anti-fundraising, etc... All Thespians must be an active participant in their chosen committee and attend all mandatory events. Failures to abide by these guidelines will be reviewed on a case-by-case basis. All members must also earn 10 points in a school year. Failure to comply with this regulation will result in complete annulment of Thespian

membership.

Article V: Bylaws

Section 1. Purpose: Bylaws provide additional guidance for the governance and operations of the troupe. No bylaw may be in conflict with the EdTA Code of Regulations, EdTA policies, 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 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.

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Adopted: August 25, 2023

Troupe Director: Mr. Steward Savage

Signature:

Mahsa Forghani - *President*

Justin Seabrook - *Vice President*

Cameron Carnes - *Secretary*

Emerson Campbell - *Treasurer*

Pluto Chavez - *Clerk*

Adela Nicolae - *Master of Webs*



Thespian Troupe # 7610 Bylaws

Adopted: August 15, 2020

Article I: Attendance

Section 1. 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. All cases will be reviewed by Troupe director and board officers.

Section 2. Regular school meetings will begin every other Tuesday, *ten to fifteen minutes into lunch*. Ending time subject to change.

Section 3. Irregular attendance indicates a lack of interest; therefore, any member absent three (3) meetings per term *without a completed absence form found next to the sign in sheet, with teacher signature, submitted to the secretary by the morning of the meeting* shall be automatically suspended from troupe activities. *Notification of an absence from the full school day resulting in the absence of a meeting must be sent in writing upon return to school to secretary and troupe director to not be counted against a thespian.* The troupe director/board has 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.

Section 6. All members will be notified as to their change of status. Any member considered inactive or in bad standing at time of graduation will not

receive a graduation stole or honors cords

Section 7. Quitting participation in/work on a show, or not following through on a commitment made to the department or troupe will result in a demerit. All cases will be **immediately reviewed after infraction** by the Troupe director and board officers.

Section 8. Thespian members that are not actively participating in a current production are required to participate in all additional voluntary thespian activities. (*ie : bake sales, clean up days etc.*) **Absences will be reviewed by a case by case basis.**

Section 9. Merit System - Thespian members who perform above and beyond within the department qualify for merits. Each merit is non-transferable, recorded in the individual member banks, and can be used to cancel out demerits. Activities that qualify for a merit include the completion of multiple window sheets, attending a voluntary activity, participating in strike/runs during a production that the member is not working on, or any other act that is considered above and beyond by a majority vote by the board, such as working in multiple positions during a production. Thespian of the Month will receive a merit as a part of that award.

Article II: Thespian Points

Section 1. **Induction points can be earned over the course of one or more productions.** In years when there is only one production, this requirement is waived.

Section 2. Induction points will be awarded for theatre-related work done outside the school's theatre program (Max. 5 pts.) To qualify for points, a copy of the program or other verification must be provided.

Section 3. *One quarter point* may be earned for attending non-school productions. To qualify, a ticket stub or a program must be provided as proof of attendance.

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 induction pins and other honors items.

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

Section 4. The troupe director and president conduct inductions. 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: Office

Section 1. Duties: Troupe officer duties are defined below. The troupe director may assign other duties.

- A. The president presides at all meetings, appoints all standing and special committees, and directs and supervises troupe activities.
Chair of Special Events Committee (5-6 people.)
- B. The vice-president presides in the absence of the president and is responsible for the induction of new members. **Co-Chair of the Maintenance Committee. (4-6 members)**
- C. The secretary keeps the records of meetings and meeting attendance, as well as attending to all troupe correspondence.
Co-Chair of the Maintenance Committee. (4-6 members)
- D. The treasurer keeps the troupe's paperwork and is responsible for fundraising ideas, and may act as business manager of Thespian productions. **Co-Chair of the Fundraising Committee (5-10 members)**
- E. The master of webs has the responsibility of maintaining and updating all information on the department website (www.carnegietheatre.com) and *all social media*. Additionally, the master of webs keeps record of all productions as well as events through photographs, programs, posters, flyers, etc. They are responsible for photographing (if not possible, coordinating the photography of) productions and thespian headshots.

Co-Chair of the Multimedia Committee. (3- 5 members)

F. The clerk keeps the point records of all activities, dates, casts, crews, and work accomplished as provided in the official point system, as well as maintaining records of merits and demerits. Co-Chair of the Fundraising Committee (5-10 members)

G. The Community Inclusion Chair is responsible for the encouragement of the troupe community. Additionally, the Community Inclusion Chair is responsible for attending to conflicts that may negatively affect the troupe. The CIC is explicitly not required to manage interpersonal conflicts between Thespians or other department members. Chair of the Social Committee. (4-6 members)

Other officers such as Thespian/Festival Chair, Alumni Chair, and *Special Events Chair* may be added at the discretion of the troupe director and the elected officers, and is appointed by the active officers and the troupe director before the annual August meeting.

All officer positions must be listed in the troupe's constitution.

Section 2. Requirements for all elected officers are as follows: At no time will an officer acquire two or more demerits (doing so will result in removal from office); each student must be an active member (in good standing) of the troupe and go through the shadowing process of the board.

Section 3. *Nominations for officers are not limited to, but may 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 a majority vote.

Section 4. Elections will be conducted at the May troupe meeting for the next school year.

Section 5. Voting will be done by blind vote at an official troupe meeting overseen by the troupe director.

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.

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 #7610 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.

Article VI: Class Representatives

Section 1. *If needed*, each grade shall have one appointed representative. Said representatives will be appointed at the first business meeting of the school year.

Section 2. The duties of each representative (*if appointed*) will be to distribute newsletters, collect membership money from classmates, inform their grade of any new information, and aid any officer if requested to do so.

Article VII: Conflict Resolution

Section 1. In the event issues/conflicts arise between a Thespian and the board/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.

