

## **Troupe #5953 Drama Club Constitution**

### **Article I. Name and Purpose.**

Section 1. This organization shall be named "the Drama Club of James River High School," also functioning under the names "Theatre on the James" (ToTJ) and "Troupe 5953."

Section 2. The purpose of this organization shall be first and foremost to offer the opportunity for creative dramatics, study, composition, and performance within a positive and respectful environment.

Section 3. Secondly, the purpose of this organization shall be to stimulate interest in artistic and creative dramatics and to foster standards of performance, appreciation, and understanding of drama as an art form in the community.

Section 4. This organization shall strive to promote the value of the fine arts at James River High School.

### **Article II. Membership.**

Section 1. Membership is open to all James River High School students who are interested in promoting the purpose of this organization.

Section 2. Dues will be collected annually in the amount of fifteen dollars (\$15) for membership alone, or twenty dollars (\$20) which includes membership and a Troupe shirt. Dues will be payable within thirty (30) days after the first club meeting of the year, or thirty (30) days after the first meeting a new member attends. After 30 days, participation will not be allowed until dues have been paid.

Section 3. To maintain active club membership, students must be current on club dues and participate in at least two out of the three yearly productions. Students not meeting these requirements will be listed as inactive, NOT be able to vote for club officers, NOT be able to attend club functions and field trips, and NOT be able to attend the yearly banquet. Students wishing to run for office must also, in addition to these requirements, attend at least half of the scheduled club meetings during the school year.

Section 4. Active membership can be denied and/or suspended if the member is found to be in excessive disciplinary action at the school which affects their performance in OR their representation of the organization. Active members who are found to be in violation will be given one warning before being removed from active membership.

Section 5. Active membership can be denied or suspended for failure to show proper respect for officers, the members, the organizational purposes, or the sponsor(s).

### **Article III. Officers.**

Section 1. The officers of the organization shall consist of eight (8) Executive Board members: **President, Vice-President, Secretary, Treasurer, Publicist, Historian, Webmaster, and Hospitality.** There will be two (2) alternates in the event that any of the primary officers are unable to fulfill their term for any reason. In order to serve as one of the Executive Board officers, students must be inducted members of the International Thespian Honor Society; this requirement does NOT apply to alternates. An officer must also be an active drama club member during their term, attend all troupe events and activities, and be involved in all productions in some capacity. Officers must notify the President and the sponsor(s) at least twenty-four (24) hours in advance should they be unable to attend any scheduled meeting.

Section 2. The Executive Board shall be responsible for complying with the regulations of the administration of James River High School.

Section 3. Any officer who feels they cannot fulfill their duties during their term in office should submit a written resignation either by email or hard copy to the Executive Board. At the next scheduled Board meeting, the Executive Board will determine whether or not the resignation will be accepted. If the resignation is accepted, an alternate will be elected by the officers to serve the remainder of the term.

Section 4. If an active drama club member has a complaint against any officer regarding that officer's ability to fulfill their duties, that member should submit a written notice to the sponsor(s). The sponsor(s), along with the Executive Board, will determine what action (if any) will be taken to resolve the issue. Disciplinary actions may include but are not limited to: removal of their position, or a probationary period not to exceed thirty (30) days during which conditions of probation must be met in order for the officer to retain their position.

Section 5. Officer duties are listed below as pertains to their position. Additional areas in the department will be assigned to each officer. It will be the responsibility of that officer to maintain their area throughout the year. A checklist will be provided.

Section 6. It shall be the duty of the **PRESIDENT** to ensure that the constitution is carried out and to oversee all Executive and drama club meetings. The President must submit an agenda to the sponsor(s) at least twenty-four (24) hours prior to scheduled Executive Board meetings. Once the agenda is approved by the sponsor(s), the President is responsible for forwarding the agenda to the other officers. The President must notify the sponsor(s) at least twenty-four (24) hours in advance in the event that the President is unable to attend any Executive Board or drama club meetings. Additional duties include:

- maintaining the dry-erase calendar in the classroom;
- assisting the sponsor(s) with Thespian and VHSL competition registration;
- coordinating field trip room request and assignment lists;
- assisting with all itineraries as it pertains to events, field trips, and troupe outings;
- submitting requests for school announcements regarding department events;

- securing all areas of the theatre, including storage areas and dressing rooms;
- and assisting in organizing all parent meetings.

The President is the only officer authorized to call official meetings of the Executive Board, with the exception of the sponsor(s).

Section 7. The **VICE PRESIDENT** shall carry out the duties of the President when the President is absent or unable to carry out the duties as stated in Section 6. In addition, the Vice President's duties shall include:

- assisting the sponsor(s) in the ordering and sale of all ToTJ merchandise;
- distributing the Troupe, performance, and event T-shirts;
- collecting and submitting T-shirt orders for performances and events;
- organizing and overseeing approved fundraisers, including notifications and publicity;
- and designing and updating Cast Boards and lobby displays for all productions.

Section 8. The **SECRETARY** shall be responsible for the recording of the minutes for any scheduled Executive Board or drama club meeting. Minutes will be submitted to the members of the Executive Board within twelve (12) hours following Executive Board meetings and twenty-four (24) hours following the conclusion of each drama club meeting. Once minutes have been approved by the President and the sponsor(s), the Secretary will distribute the minutes to all active drama club members via email, text, or Remind. Additional duties include:

- maintaining the attendance records for all Executive Board and drama club meetings;
- creating and maintaining a phone and email list for all active drama club members;
- designing and creating any new forms needed for the organization;
- setting up Reminds for all performances, field trips and, off-campus events;
- and creating and maintaining a member/parent contact spreadsheet.

Section 9. The **TREASURER** shall maintain the ledger for the organization, recording payments and issuing receipts. The ledger must be maintained on a Google Suite spreadsheet, and will be submitted to the Executive Board on a quarterly basis for approval. Other duties for the Treasurer include:

- receiving any and all cash payments, depositing those payments in the safe, and recording those payments on the ledger;
- record all dues paid and dues outstanding;
- working with the sponsor(s) to create budget proposals for performances and events;
- recording and maintaining any financial credits earned by drama club members through contract work on rentals or other extra activities.
- and creating a quarterly profit and loss statement for the organization.

Section 10. The **PUBLICIST** shall be responsible for the creation of marketing materials, both print and digital, and the distribution of these materials to both the school and the community. These marketing materials will include press releases, advertising letters, flyers and posters, still photos and video footage, and social media material. The Publicist will also:

- update and maintain business and patron contact spreadsheets;
- plan and organize any "publicity days" for productions, including arranging for drivers, car assignments, publicity supplies, and distribution areas;

- provide both raw and finished material to the Webmaster for distribution through the website and social media channels;
- coordinate and design any booths for student interest events, such as Club Fairs and Elective Fairs;
- and design any T-shirts for performances or events.

Section 11. The duties of the **HISTORIAN** shall include the creation and upkeep of the yearly troupe scrapbook, which will record the performances and events of the organization during the given school year. The Historian may use photos taken by the Publicist as well as photos taken by themselves and any professional photographers. In addition, the Historian will:

- maintain the Thespian point records for the Troupe, and present these records quarterly to the Executive Board;
- create and maintain the current events and community events sections on the callboard;
- and assist the sponsor(s) in preparing for the annual Thespian induction ceremony.

Section 12. The **WEBMASTER's** primary duty shall be the updating and maintenance of the troupe website and social media channels. The Webmaster will work with the Publicist to create and distribute audience-ready material on a regular basis through the troupe's social media channels. Additionally, the Webmaster will:

- create and maintain individual social media channels for performances and events;
- upload pertinent material to the troupe website, including audition material and event information;
- and field, respond to, and forward electronic communications received through the website and social media channels.

Section 13. The **HOSPITALITY** officer shall serve as the coordinator for the public face of the organization. As such, they will assist the Vice-President in the creation and design of lobby displays and Cast Boards. They will also be responsible for the visual appeal of all audience-facing areas of the theatre, including the lobby, the ticket booths, and the house. Other responsibilities include:

- coordinating with the parent organization for the staffing and stocking of concession tables for performances and events;
- presenting ideas for and coordinating the execution of troupe outings and bonding events;
- welcoming new members of the organization and ensuring their comfort and acceptance within the organization;
- keeping the snack closet stocked and organized;
- and coordinating with the Publicist for possible community outreach strategies.

Section 14. The role of the **ALTERNATES** is to acquire knowledge in the operations of the organization, so they may serve the program with confidence in its future and continue to contribute to its growth and success.

## **Article IV. Elections.**

Section 1. Candidates running for office must have been an active drama club member and have been inducted into the Thespian Honor Society, with at least twenty (20) points earned. Candidates running for an alternate position must have been an active drama club member and either have already been inducted into the Thespian Honor Society, or have earned enough points in order to be inducted at the end of the school year. Candidates running for President or Vice-President must meet the above requirements and also have previously served as an officer or as an alternate for at least one (1) year.

Section 2. Officers will serve a term of one (1) year, but may be reelected.

Section 3. Election of officers will take place at a scheduled, announced drama club meeting in April or May. Officer candidates must complete the application packet and submit the packet to the sponsor(s) by the given deadline. All candidates meeting the candidacy requirements will be included on the slate of candidates.

Section 4. At the election meeting, candidates will present to the assembled drama club members a speech not to exceed three (3) minutes, at which time the drama club members may ask questions of the candidate. Candidates will not be permitted to listen to the speeches or question-and-answer sessions of candidates running for the same office as they are. Candidates who are running unopposed are encouraged to present a speech, and are required to take questions from the assembled drama club members.

Section 5. Negative campaigning or the impugning of other candidates is not permitted. Any candidate who engages in these tactics will be given one warning, and then removed from the slate of candidates.

Section 6. The election will be conducted by secret ballot, according to a ranked ballot system. The candidate with the greatest number of points shall be declared the winner of that election. Seniors will not be eligible to vote, but may attend the speeches and ask questions of the candidates.

Section 7. New officers will be announced and installed at the year-end banquet.

Section 8. Upon installation of new officers, they will receive a contract which includes a copy of this constitution and a list of their additional duties. These contracts must be signed by **both the student and a parent/legal guardian** before the new officer may take their position. These contracts must be returned to the sponsor(s) before the final scheduled day of classes; otherwise, the new officer will forfeit their position and an alternate will be sworn in and installed in that office.

## **Article V. Meetings.**

Section 1. Meetings of the Executive Board shall take place during the week before school resumes each year, and each week prior to scheduled drama club meetings.

Section 2. The drama club shall meet at least twice monthly.

Section 3. Additional meetings of both the drama club and the Executive Board may be called when deemed necessary by the President and/or sponsor(s).

Section 4. All voting must be met by a quorum, equal to a minimum of half the active membership with at least four (4) Officers present.

## **Article VI. Revisions of the Constitution.**

Section 1. Amendments to the existing Constitution may be proposed by any Executive Board member at any regularly scheduled Executive Board meeting or at an Executive Board meeting called specifically for that purpose.

Section 2. Amendment proposals must achieve a five (5) out of eight (8) officer vote threshold in order to be presented to the membership at large.

Section 3. Once an amendment proposal has been passed by the Executive Board, it may be presented to the drama club membership at any scheduled drama club meeting or at a drama club meeting called specifically for that purpose.

Section 4. In order to be ratified, an amendment must be approved by three-fifths (3 / 5) of the active drama club members present at the meeting at which the amendment was proposed.

Section 5. Unless otherwise specified in the language of the amendment proposal, any approved amendment commences and becomes valid as soon as the votes are tallied.

### **Additional Officer Duties to be Assigned:**

**Costume Loft.** Ensure that costumes and accessories are properly stored, organized and labeled. Properly put away and store any sewing instruments, materials, and notions. Sweep and empty loft trash as needed. At the end of every production, add costumes to the proper racks. Keep and update costume inventory.

**Properties Rooms.** Make sure that all props are properly organized and stored. Dispose of broken props. At the end of every performance, add show props to the properties rooms in their proper location. Keep and update prop inventory.

**Dressing Rooms.** Keep dressing rooms clean and organized. Empty trash, wipe down counters and mirrors, and sweep as needed.

**Lighting and Sound Booth.** Ensure that lighting and sound instruments and accessories are properly organized and stored. Vacuum as needed and empty trash. Report and record any damaged or missing material or instruments.

**Tool Room and Lumber Storage.** Make sure that lumber and tools are properly stored, organized, and labeled. Sweep passthrough and make sure slop sink is properly draining. Properly dispose of broken or nonfunctioning tools, blades, bits, et cetera. Report and record any damaged or missing tools and accessories. Keep and update lumber and stock unit inventory.

**House/Stage.** Keep stage floor swept and clear. Remove trash from house and backstage. Vacuum and sweep house as necessary.

**Library.** File and maintain organization of scripts, books, and other publications. Dust as necessary.

**Banquet.** Organize and prepare the year-end banquet. Assemble the banquet committee from active club members and Officers. Secure a location, distribute invitations to eligible club members, and organize banquet events. Note: this duty must be assigned to a junior or sophomore.