



# Thespian Troupe #4304 Constitution

**Adopted:** September, 2017

## **Article I: Name, Purpose, and Governance**

**Section 1.** Name: This organization shall be called **Troupe #4304**. The troupe has been chartered by Rahway High School. The charter affiliates it with the International Thespian Society (ITS).

**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 and scholar distinctions shall receive recognition of their exemplary accomplishments.

**Section 3.** Governance: This troupe constitution and its bylaws are two components of a hierarchy of documents that govern members of the International Thespian Society and its parent organization, the Educational Theatre Association (EdTA). The documents affecting troupes, in order of authority, are: the EdTA Code of Regulations, the 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 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 officers: president, vice president, secretary, treasurer, and clerk/scribe. 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.

## **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 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. In extreme cases a Thespian's status as a member in good standing of the local troupe may be suspended or withdrawn by the troupe director for just cause. Such decisions are subject to oversight by the school administration. This may affect any or all participation rights and benefits that require the troupe director's authorization, but will not

affect membership and benefits that come directly from the ITS national office.

#### **Article IV: Dues and Fees**

**Section 1.** Dues: There shall be no mandatory dues for Thespian induction except as provided by the EdTA Board of Directors.

**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.

**Section 3.** Graduation Honor Chords: Members are required to pay for their graduation honor chords when they have not completed their ten hours of volunteer work. *The fee for the 2017-2018 school year is \$25.*

#### **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, membership policy, 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.

**Adopted:** September, 2017

**Troupe Director**

**President Signature Signature**

---

---



INTERNATIONAL<sup>™</sup>  
THESPIAN SOCIETY

HONORING STUDENT ACHIEVEMENT IN THEATRE

## **Thespian Troupe #4304 Bylaws**

**Adopted:** September, 2017

### **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.

**Section 2.** Regular after-school meetings will begin at 2:35p.m. Changes will be posted by 2 p.m. the day of the meeting.

**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, stage manager, or troupe director shall be automatically suspended from all troupe activities, including receiving graduation honors. The troupe director has sole authority to reverse the suspension.

**Section 4.** Attendance shall be considered in the Thespian point 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.** Induction points will be awarded for theatre-related work done outside the school's theatre program. To qualify for points, a copy of the program or other verification must be provided.

**Section 3.** One-half of an induction point may be earned for attending non-school productions. To qualify, a ticket stub or a program must be provided as proof of attendance. A critique of the show (two-page minimum) must be submitted within one week of the production.

## **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.** Each inductee must provide his or her current mailing address and email address. Individual inductees are responsible for their own induction fees unless payment has been prearranged by a booster group, fundraising, or other source. The troupe will pay for additional honor items that are included in its officially adopted recognition system for members in *good standing*. Please see Article VIII Section 1 for more information. Students may ask the troupe director to purchase honor items on their behalf that are not included in the troupe's official system. Such items will be available at the troupe director's discretion and at each student's expense.

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

**Section 4.** The troupe director and president conduct inductions. The principal, superintendent, and/or like officials will be offered a role in the ceremony whenever possible. 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: Officers**

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

A. The president (Director) presides at all meetings, appoints all standing and special committees, and directs and supervises troupe activities.

B. The vice president (Assistant Director) presides in the absence of the president and is responsible for the induction of new members.

C. The secretary (Stage Manager) keeps the records of meetings and attends to troupe correspondence.

D. The treasurer (Production Manager) keeps the troupe's books and may act as business manager of Thespian productions.

E. The clerk/scribe (Assistant Stage Manager) keeps the point records of all activities: plays, production dates, casts, crews, and work accomplished as provided in the official point system. For troupes without a historian, the clerk may also keep a scrapbook of news clippings, posters, programs, etc.

F. Other offices such as historian, publicity chair, Student Advocacy Works chair, and TOTS-EAT chair may be added at the troupe's discretion. All officer positions must be listed in the troupe's constitution.

**Section 2.** 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 10 or 11.

**Section 3.** Nominations for officers are to be made by a committee that includes 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 FIRST troupe meeting for any school year.

**Section 5.** Voting will be done by secret written ballot (Google Forms) at an official troupe meeting.

**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 through 4 above.

**Section 7.** Officers shall be installed at the first 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 (i.e. Comedy Night) of Troupe #4304 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 (i.e. Storybook Theatre Workshop) 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.

## **Article VI: Class Representatives**

**Section 1.** Each grade shall have one elected representative. Said representatives will be elected the first business meeting of the school year.

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

## **Article VII : Conflict Resolution**

**Section 1.** In the event issues or conflicts arise between a Thespian and the 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.

## **Article VIII: Graduation Honors**

**Section 1.** All ITS members in *good standing* will be eligible to graduate with RHS approved honor attire at the RHS graduation ceremony. Those students in *good standing* will be invited at the discretion of the troupe director. Not all inducted members of ITS will graduate with ITS honors. A member in *good standing* has completed FOUR or more of the following tasks in the *current* school year:

1. Attendance at ITS monthly meetings and when applicable notified the Troupe Director in writing (email) of conflict by 2:00pm of the day of the meeting. The ITS member must not miss more than four as per Article I Section 3.

2. Participated\* in the “good neighbor” project: Storybook Theatre Workshop.

3. Attendance and participation\* in any special events the Troupe hosts, i.e. Comedy Night.

4. a. Volunteered for *at least* 10 hours of community service to the RHS Theatre Program and/or approved outside theatre as deemed by the troupe director.

*or*

4. b. All outstanding fees for induction and graduation chords are paid for the current school year. *Members are required to pay for their graduation honor chords when they have not completed their 10 hours of volunteer work.* Please see Article IV Section 3 for more information.

5. Performed or worked on crew for one production on the main stage of the current school year.

*\*Participation credit is at the discretion of the troupe director.*

**Adopted:** September, 2017

**Troupe Director**

**President Signature Signature**

---

---