

Preamble The following is the local constitution and bylaws of the Ridgewood Community High School Drama Club and Thespian Troupe 6662. Its purpose is to provide guidelines for drama club officers, thespians and club members.

Article I: Name and Designation

Section 1: Name: The official name of this organization shall be the Ridgewood Community High School Drama Club, henceforth known as the club, and Thespian Troupe 6662, henceforth known as the troupe.

Section 2: Purpose: The purpose of the club shall be to provide multiple opportunities for all students to participate in producing works of theatre. The purpose of the troupe is the honors component of the club. 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: Club Governance: The club constitution and its bylaws are two components of a hierarchy of documents that govern all Ridgewood High School Clubs and Activities and its students. The documents affecting clubs, in order of authority are: Ridgewood High School's Student Code of Conduct and Activities Handbook, Ridgewood High School Student Council, the club constitution and club bylaws. This constitution may not be altered in any way that conflicts with a superceding document or school policies and procedures.

Section 4: Troupe Governance: The 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 superceding document or school policies and procedures.

Article II: Rules of Order

Section 1: Modified parliamentary procedure shall be used at all officer and club meetings.

Article III: Membership

Section 1: The chain of order shall be as follows:

1. Sponsor(s) and Troupe Director(s)
2. Officers
3. Thespians
4. Active Members
5. Probationary Members

Section 2: Membership Qualifications

1. **Sponsor and Troupe Director:** The club sponsor shall be a professional employee of Ridgewood High School, appointed by the school administration. It is recommended that they be an individual trained for Education of Theatre Arts. The club sponsor shall continually guide students toward the realization of meaningful educational goals through the participation in the club. The club sponsor must adhere to the requirements and duties assigned as stated in the school's activity handbook and job descriptions. The club sponsor shall produce at least two plays during an academic year. It is recommended that the Troupe Director(s) be the same individual(s) as the club sponsor. The troupe director shall be responsible for maintain the troupe's good standing with ITS and the EdTA through keeping accurate records, inducting students into the society, and promoting educational theatre.
2. **Officer:** To be an officer of the club, as student must be a thespian for the office of president, vice president, treasurer and secretary. The offices of historian and student council representatives are open to those active drama club members that have at least one year of active member experience. All officers must be elected by a simple majority vote and approved to run by the sponsor(s).
3. **Thespians:** To be inducted as a member of the International Thespian Society, henceforth known as the society, students must earn at least ten points (see appendix A for point system) in both sides of production (technical and performance), participated in at least one fundraiser for the club, participated in at least one community service project sponsored by the club.
4. **Active Members:** Active members are those students who have earned and maintained such status through attending all club meetings, participating in fundraisers for the club, and participates in drama productions.

5. **Probationary Members:** Probationary members are those who have not yet filled the requirements of active membership however they still participate within the club and drama productions.

Section 3: Maintenance of Membership

1. See Article III, Section 2, Paragraphs 3, 4, and 5.
2. All students involved in, or associated with, the club must abide by the rules and regulations as set by Ridgewood Community High School. A member may be temporarily, or permanently, suspended from all club activities and/or sponsored events upon recommendation from the officers and/or the sponsor(s) and approved by the sponsor(s). A suspended student may not participate in activities involved with the club during the period of their suspension.
3. All students who have met the requirements set forth by the troupe for induction into the International Thespian Society, henceforth known as the society, may not be denied membership for any reason whatsoever. As stated in Article III, Section 3, Paragraph 2, a student may be suspended from participating in activities involved with the club but may not be suspended as a member of the society.

Section 4: Point system (see Appendix A)

Article IV: Election Procedure

Section 1: Date for election shall take place as follows:

1. Letters of intent are due by the first meeting in April.
2. Elections shall be held on the last meeting of May.

Section 2: Eligibility for Office

1. Any present thespian in their junior year at the time of elections that is in good standing who will be a full-time student the following year is eligible for the office of president, or any of the other offices.
2. Any thespian that is in good standing that will be a full-time student the following year is eligible for the offices of vice president, treasurer, and secretary, or other offices except the office of president.
3. Any active drama club member that is in good standing that will be a full-time student the following year is eligible for the offices of historian and student council representatives.
4. All officers must meet the requirements of activity membership as set by the IHSA.

Section 3: Procedures

1. All voting will be done with a secret ballot and by any active drama club member.

Section 4: Results

1. A simple majority vote is needed to win any officer position.
2. Any and all ties will be decided by the sponsor(s).
3. Any member that runs unopposed must gain a simple majority of yes votes.
4. If less than majority of yes votes are determined for an unopposed position, that office will be re-posted and elections will be held on the last meeting of the year or at the next available club meeting.
5. Newly elected officers shall be announced prior to the annual drama club banquet.

Article V: Duties and Responsibilities

Section 1: Officers

1. President
 - a. Presides at all meetings, appoints all committees, directs and supervises all club activities, and is responsible for all agendas at each meeting.
 - b. Presides over all thespian activities and has the authority to appoint any thespians to run the task at hand.
2. Vice President
 - a. Presides in absence of President.
 - b. Oversees all crews by keeping track of hours and points for all productions.
 - c. Assists the President in all activities run by thespians and has the authority to appoint any thespians to run the task at hand.
3. Treasurer
 - a. Oversees all club funds.
 - b. Oversees bill payments with sponsor approval.
 - c. Maintains all financial records, generates and communicates financial reports for officers and club members.
4. Secretary
 - a. Responsible for all correspondences, calendar of events, maintaining attendance records for club meetings and events, and providing officers with updates on active membership.
 - b. Takes and maintains copious notes of all officer and club meetings and provides minutes of all meetings.

5. Historian
 - a. Responsible for maintaining accurate membership records of all active members that includes but not limited to any and all involvement with productions, fundraisers, community service participation, attendance at meetings, fieldtrips and other troupe events.
 - b. Responsible for overseeing the publication of any and all upcoming troupe and club events.

6. Student Council Representatives (2)
 - a. Responsible for attending all meetings of the Ridgewood High School Student Council.
 - b. Responsible for maintaining copious notes of the Ridgewood High School Student Council meetings and providing accurate minutes of those meetings will all officers and members of the club and troupe.
 - c. Responsible for representing the club at all Ridgewood High School Student Council meetings and following the procedures as set forth by the council.

Section 2: Officer Meetings

1. Officer meetings between officers and the sponsor(s) shall be held at any time upon agreement between the parties concerned.
2. At least four of the seven officers and at least one of the sponsor(s) must be present to conduct business.

Section 3: Suspension of Officers

1. Suspension of an officer shall take place when the duties of that office are not completed or fulfilled.
2. Suspension of an officer shall take place for violating the governing rules of the club, troupe and or school.
3. Sponsor(s) and two-thirds majority vote of all active members may suspend an officer for not fulfilling the duties of that office.

Section 4: Replacement of Officers

1. A vacancy of an office in the school's first term will be determined by a by a new officer election following the procedures under Article IV.
2. A vacancy of an office in the school's second term shall be occupied by another officer already in office.

Article VI: Meetings

Section 1: Regular Meetings

1. Regular drama club meetings shall be held at least once every month.
2. Meeting dates, times and location(s) shall be determined by a majority vote of all officers and sponsor(s).
3. Four of the seven officers must be present at all meetings.
4. At least one of the sponsor(s) and or troupe director(s) must be present at all meetings.

Section 2: Special Meetings

1. Special meetings may occur at any time having been called by the sponsor(s) or the president of the club without penalty to any club member or thespian.
2. Four of the seven officers must be present.
3. At least one sponsor(s) and or troupe director(s) must be informed of the special meeting but need not be present.
4. Items may not be called to vote at such meetings and must be tabled until the next regular meeting.

Article VII: Banquet Procedures

Section 1: Purpose

1. The purpose of the club and troupe banquet shall be:
 - a. to induct new thespians.
 - b. to honor student actors and technicians for their superior performances during the school year.

Section 2: Induction of New Thespians

1. Induction of new thespians shall follow the guidelines set forth by the International Thespian Society.

Section 3: Suggested Banquet Procedures

1. Invocation
2. Dinner
3. Induction of New Thespians
4. Presentation of all Honor Thespians
5. Changing of Officers
6. Production Awards
7. Senior Awards
8. Special Student Awards

9. Closing Remarks / Presentation

Section 4: Awards

1. Procedures for Nomination
 - a. Nominations for awards shall take place during the next regular club meeting immediately following the fall and spring plays.
 - b. A simple majority vote of all active club members present at the meeting shall decide the nominees in each category.
2. Procedure for Voting
 - a. All voting will be done with a secret ballot and by any active drama club member.
 - b. All final recipients of awards shall belong to the sponsor(s).
 - c. Ties for awards are possible.

Section 5: Nominated Awards

1. The following awards are suggested for student nomination following each play:
 - a. Best Walk-On
 - b. Best Supporting Male Performer
 - c. Best Supporting Female Performer
 - d. Best Male Lead
 - e. Best Female Lead
 - f. Best Stage Manager
 - g. Best at Costumes
 - h. Best at Props
 - i. Best at Sound
 - j. Best at Lights
 - k. Best Assistant Technician
 - l. Best Assistant Director
2. The following awards are suggested by sponsor(s) following each academic year:
 - a. Most Promising Performer
 - b. Most Promising Technician

Section 6: Senior Awards

1. Senior Awards are selected by the sponsor(s) and are awarded to seniors who have demonstrated a commitment and dedication to the goals and values of the club and troupe that are above and beyond what is expected.
2. The following are suggested Senior Awards that shall be awarded:
 - a. Most Dedicated Actor
 - b. Most Dedicated Actress
 - c. Most Dedicated Technician
 - d. Most Dedicated Thespian.

Article VIII: Extent of Power

Section 1: Sponsor(s) and Troupe Director(s)

1. Although the sponsor(s) and or troupe director(s) are in charge of overseeing the club and troupe, neither shall use the club nor troupe for personal gain. The sponsor(s) and or troupe director(s) is responsible for assisting, guiding, listening and above all, educating students in the practice and art of theatre, never to dominate.

Article IX: Amendments

Section 1: Procedures

1. The officers of the club have the right to amend or appeal any part of this constitution provided there is two-thirds majority of all active club members and that such amendment or repeal does not violate the items of governance under Article I Section 3.
2. All approved amendments shall take effect the following term or one month after approval, whichever shall occur first.

Adopted: _____

Club sponsor: James D. Smith

Signature: _____

Troupe director: James D. Smith

Signature: _____

Club/Troupe President: Marilyn Hermann

Signature: _____