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|  Peters Township High School Thespian Troupe #185    Student/Parent Handbook 2015-2016  **Troupe Officers:**  **President:** Charlie Meyers **Vice-President:** Sabrina Liu **Secretary:** Nikki Wall **Treasurer:** Sienna Dalessandro  **Historian:** Lauren DiCello  **Social Chair:** Kellie Sabo  **Troupe Sponsors:** Mr. Phil Irvin**Troupe Info pages:** <http://pthsthespians.weebly.com/>Twitter: @Troupe185Edmodo code: uw5e7r1  |

**Thespian Troupe #185 Constitution Adopted: 8/2012 Edited: 8/2013**

# Article I: Name, Purpose, and Governance

**Section 1:** Name: This organization shall be called Troupe #185. The troupe has been chartered by Peters

Township 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 theater 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 theater 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 EdTA and its membership. The documents affecting troupes, in order of authority, are: EdTA Code of Regulations and Membership Policy, the troupe constitution, and the 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 point system adopted in the troupe by-laws outlines the information necessary to achieve induction and honor rankings.

**Section 2:** Officers: The Thespian troupe shall have the following officers: President, Vice-President, Secretary, Treasurer, Historian, and Social Chair. Duties of these positions 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. Terms of eligibility to run for office are outlined in the troupe’s bylaws.

# Article III: Meetings and Participation

**Section 1:** Meetings: Thespian troupe meetings shall be held monthly throughout the school year. Special meetings may be called the troupe director or troupe officer.

**Section 2:** 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.

# Article IV: Dues and Fees\*

**Section 1:** Fees: To obtain ‘active membership’ status, students will be required to pay the mandatory activity fee as outlined by the Peters Township School District. These fees must be paid by the date specified by the troupe sponsor.

*\*All dues and fees should be directed to the troupe sponsor. Please do not give checks to troupe officers.*

# Article V: Bylaws

**Section 1:** Purpose: Bylaws provide additional guidance or the governance and operations of the troupe. No bylaw may be in conflict with the EdTa Code o Regulations, EdTa policies, 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 majority of the troupe’s current officers and consent of the troupe director.

**Thespian Troupe #185 Bylaws Adopted: 8/2012**

# Article I: Meetings, Attendance, and Active Membership Section 1: Meetings

1. Regular Meetings: Regular, after-school meetings will begin *every 3rd Tuesday of the month at 2:30 p.m.* in the auditorium and will last approximately 45 minutes. Attendance will be taken by the troupe secretary.
2. Special Meetings: Special meetings may be called by the troupe sponsor as needed. Attendance will not be taken at these meetings, however, attendance is encouraged.

**Section 2:** Attendance

1. Tardy to Meetings: Any student arriving late (after 2:50 pm) to regular troupe meetings without a reason considered valid by the troupe director will receive a demerit. These such offenses will be counted as an absence from a meeting.
2. Irregular Attendance: Irregular attendance indicates a lack of interest; therefore, any member accumulating four (4) absences from regular meetings per school year shall automatically be suspended from troupe activities. The troupe director has sole authority to reverse the suspension in the case of extenuating circumstances (*i.e.* students placed on homebound instruction).
3. Fundraiser Participation: Irregular participation in fundraisers indicates a lack of interest; therefore any member who has not participated in at least two (2) fundraisers per school year shall automatically be suspended from troupe activities. The troupe director has sole authority to reverse the suspension in case of extenuating circumstances (*i.e.* students placed on homebound instruction). D. Active Membership:

Students wishing to participate in troupe activities, voting, and the end-of-year banquet must maintain an

“Active Member” status. The following criteria have been set forth to define an Active Member:

* + The student has paid the PTSD activity fee by the December meeting.
	+ The student has missed three (3) or fewer regular troupe meetings.
	+ The student has participated in at least one (1) troupe fundraisers.
	+ The student has attended at least one (1) night of each production. Sign-in sheets will be provided at each performance.
	+ The student has participated in at least one (1) production in the form of an on-stage or off-stage role. This includes tech building days.

E. Students Joining the Troupe After the September Meeting:

Students who wish to join the troupe after the first official meeting in September may do so as long as they meet the requirements of the attendance policy required for active membership outlined in Article I, sections 2B and 2C. Students may join the troupe before or at the December official meeting.

* *For example, a student may decide to join the Thespian troupe in November. If all dues and fees are paid* ***before or at*** *the November meeting, this student would be considered to have accumulated two (2) absences for lack of participation in the September and October meetings.*
* *If this student did not pay the dues and fees until* ***after*** *the November meeting, this student would be considered to have accumulated three (3) absences for lack of participation in the September, October, or November meetings.*

# Article II: Officers & Awards

**Section 1:** Officer Duties

1. The president presides at all meetings, appoints all standing and special committees, and directs and supervises troupe activities.
2. The vice-president presides in the absence of the president and is responsible for the induction of new members.
3. The secretary keeps the records of meetings and attends to troupe correspondence.
4. The treasurer counts and keeps record of the troupe’s funds under supervision of the troupe sponsor.
5. The historian creates a scrapbook to outline the troupe’s yearly activities.
6. The social chair organizes activities and workshops for the troupe throughout the year.

**Section 2:** Requirements for officers

Any student expressing interest in becoming a troupe officer for the following year must have been 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. Student must be in good academic standing. Students meeting these requirements may submit an application to be an officer by a date specified by the troupe sponsor.

**Section 3:** Voting A. Voting Procedures:

All voting shall take place electronically at the school. Students must be present at the specified voting time and location to participate. Any student deemed eligible to receive an award based on points will be placed into that category. A preliminary electronic vote will be taken to narrow down the category to a specific number of people (may vary each year depending on the number of preliminary nominees) who will be the final nominees for each category of voting. Likewise, any student who meets the requirements to run for troupe officer may submit an application. The preliminary vote will narrow the nominees down to ten (10). The final vote will choose the six officers. The nominee with the highest number of votes shall be named president, and nominees with fewer votes shall be awarded officer positions in the order of: Vice President, Secretary, Treasurer, Historian, Social Chair.

B. Students eligible for voting are those students who have participated in or attended **all 4 shows** (Fall Show, Coffeehouse, Musical, Spring Show) throughout the school year. Any student whose name does not appear in the program should sign in at the ticketing table to have attendance recorded.

**Section 4:** Officers shall be installed at the Senior Showcase evening event.

# Article III: Senior Showcase

The current senior class shall decide upon the format for their senior showcase by January 15 of that school year. Senior meetings may be called to choose this format, and at least 2/3 of the senior class must vote to agree upon the senior showcase format. The troupe sponsor has the sole authority to approve the senior showcase format.

# Article IV: Scholarship Eligibility

Those seniors wishing to apply for a scholarship from the Thespian Troupe Backers must follow all of the guidelines set forth by the Scholarship Committee. **In addition, the student’s parents must have joined the Thespian Troupe Backers group by the date outlined in their bylaws.**

*\*Please note, scholarships are awarded by a blind system. Members from the local community theatre are responsible for reviewing applications and selecting scholarship recipients.*

# Article V: Points, Induction, and Honors Rankings

Throughout the year, students in the Thespian Troupe work to earn points. The following guidelines and rules must be followed when earning and recording points:

* Points are only awarded with the approval of the sponsor.
* Documentation is required for out of school activities not sponsored by the troupe.
* A maximum of five (5) points per year may be earned for outside theatre participation.
* A maximum of five (5) points may be awarded for middle school production participation during the first year that a student joins the high school thespian troupe.
* Students will not earn points for roles in high school productions during their elementary or middle school years.
* The show directors have the sole authority to define roles of the show (*i.e. Major Role, Supporting Role, Minor Role, etc.)*
* Points will be awarded according to approximate time devoted for participation in the set crew. Time not approved by the director, stage manager, or other assigned party will not be counted. The maximum number of points that may be earned for set crew is four (4).
* In the points system on the following page, 1 point = approximately 10 hours.
* The point system reflects the **maximum** amount of points earned for each activity.
* Full points will not be awarded unless the student participates in mandatory clean-up of theatre and storage areas after each show. (-2 points)
* Points will be recorded on official point reporting sheets by the troupe sponsor. Points will be posted on the call board shortly after each troupe activity or show.
* Points will not be recorded for participation in fundraisers. Membership must be earned by participating in *at least one production*. *(For example, a freshman earning a total of 10 points by earning 5 points for middle school participation and 5 miscellaneous points would not be eligible for membership.)*

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Please fill out this page and bring it and the required check to the next troupe meeting (date TBA).

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Grade Level \_\_\_\_\_\_\_

Student Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(home or cell)

Parent/ Guardian e-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian e-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **$10 paid to “PTSD”** for the activity fee. Check #\_\_\_\_\_\_\_\_\_\_ (This is for the school district activity fee.)

**Statement of Understanding and Integrity:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the student handbook

(http://pthsthespians.weebly.com/forms--links.html), and I understand all of the terms. I know that in order to participate in end of year activities I need to maintain active membership status by missing **no more than 3 meetings** and participating in at least **1 fundraiser**. I understand how points may be earned, and I acknowledge that the troupe sponsor must approve all points. I also understand that the directors have the sole responsibility to assign a role as “major role, supporting role, etc.”

If my behavior at any event is considered unprofessional, inappropriate, or does not adhere to the guidelines of the PTHS Handbook, I will be asked to leave the event immediately, and participation in later events may not be granted. *I will always do my best to present the thespian troupe and the school theatre program in the most positive way possible.*

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Student Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature