

# Grand Oaks High School Theatre Department

## Constitution & Bylaws

<b>Organization Name</b>	Grand Oaks High School Theatre Department
<b>Sponsors</b>	Travis Meador, Michael Larson
<b>Description</b>	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.
<b>Membership Dues</b>	\$30 Lifetime Membership Fee upon induction to the International Thespian Society. Students are inducted upon earning 10 ITS points.
<b>Planned Expenditures</b>	Dues go directly to ITS to pay for membership. We go on an annual competitive trip to Texas Thespian State Festival. Registration fees, Hotel expenses, College Audition Fees, Transportation, and Food are all paid for by students attending the trip. (Approximately \$400 per traveling student). Theatre Department Activity Fund pays for Individual Event Fees, Sponsor Food, and Gas.
<b>Anticipated Fundraising</b>	Budget money for Grand Oaks High School Theatre Department is funded by profits from productions of the Theatre Department at Grand Oaks High School.
<b>Club Meetings</b>	Auditorium (or TBA). Frequency: Once a month/as necessary.
<b>Meeting Dates/Times</b>	Pre-scheduled. See Calendar page for a full list of club meetings.
<b>Anticipated Calendar of Events</b>	<i>See the Calendar page of the website for a full list of events.</i>
<b>Officer Positions</b>	<p>Theatre Officers are leadership positions in the department. They will assist the director in many capacities and will help lead the entire troupe to success, with individual and shared responsibilities to be assigned and managed by the Directors (comprised of the following five position responsibilities; there will not be named positions). Five officer positions will be available each year. You must be in the Production Theatre Class to be eligible for running for officer positions. Before the conclusion of each school year, an election process (peer-voting) will determine the Theatre Officer Board for the following school year. More information will be posted online in each Spring regarding the upcoming election process.</p> <p>Officers are the leaders of the Troupe and are always expected to follow all the set rules above as well as...</p>

- Being a reliable source of information
- Always keeps the Troupes best interest in mind
- Be respectful to everyone in and out of the department
- Expected to keep a professional attitude on & off social media
- Keep their opinions on a professional level

#### PRESIDENT.

I. Oversee the responsibilities of all thespian club officers. The president is in charge of making sure officers fulfill their duties completely and efficiently.

II. Collaborate with senior officers to plan all thespian club field trips throughout the year. While every officer participates in decisions, the president is in charge of its overall organization. The president must ensure all permission forms are collected from students before he /she is allowed to attend.

III. Oversee any event the theatre program undertakes during the year. Whether it is a monthly thespian club or officer meeting, a play production, fundraiser, senior showcase, the theatre banquet, parades, the president is required to attend and oversee all such events.

IV. Collaborate with the theatre sponsor and the thespian club officers in order to plan and announce all thespian club meetings in a timely manner. Ensure all meetings are enjoyable, informative, and well organized. Plan games and organize the information for the meetings. Meetings should happen on a monthly basis.

V. Coordinate and organize annual trip to Texas Thespians with troupe director.

VI. Coordinate the Thespian Club/Thespian Banquet for the end of the year. Ensure all portions of the banquet are successfully completed and all officers participate.

VII. Assign specific tasks (which pertains to no particular office) to various thespian club officers in order to guarantee their completion.

VIII. Assist the thespian club sponsor with whatever necessary. While the president is in charge of the club, its director has the final say and is ultimately above all decisions made by the president.

IX. Actively involved in ALL Main Stage productions.

X. Must be enrolled in Theatre Production Class.

#### VICE PRESIDENT.

I. Assist the President in a variety of forms. Whether running an errand or being delegated to a large event, the Vice-President should stand by for any action that must be taken. The Vice-President must be active in asking the Presidents what needs to be accomplished.

II. Co-produce all events occurring throughout the year. While the President will usually oversee many large events, it is the duty of the Vice-President to double check and make sure nothing falls out of place for which it has already been organized.

III. Act in the position of the President. If the President is unable to attend a meeting or event, it is the sole responsibility of the

Vice-President to seek out information from the president that should be discussed at a meeting.

- IV. Coordinate and organize annual trip to Texas Thespians with troupe director.
- V. Organize and operate the Student Directed One-Act Play Night. Make sure all dates are on the calendar, schedule rehearsal space, organizing auditions, assist with advertising, dress rehearsals and final presentations are all within the bounds of presenting for the public.
- VI. Acts as business manager for troupe director.
- VII. Actively involved in ALL Main Stage productions.
- VIII. Must be enrolled in Theatre Production Class.

#### CORRESPONDING SECRETARY.

- I. Collaborate with Graphic Design Department to design logos for Thespian Club and production T-shirts, program, posters and lobby marquees.
- II. Distributes production posters throughout campus.
- III. Hang a monthly calendar on callboard of all upcoming productions, events, meetings, and update callboard daily.
- IV. Organize ushers for all mainstage productions.
- V. Collaborate with ORHS for local advertising opportunities. Ie. Scrolling marquee, announcements, accolades page, newspaper, yearbook...
- VI. Actively involved in ALL Main Stage productions.
- VII. Must be enrolled in Theatre Production Class.

#### POINT SECRETARY.

- I. Organize and keep track of all Thespian Member Points.
- II. Keep an organized file of contact information and records for all thespian club members including paid dues, and meeting attendance.
- III. Send out reminders to club members of monthly meetings, volunteer work, club activities etc..
- IV. Take minutes of each meeting. Report minutes back to troupe director.
- V. Actively involved in ALL Main Stage productions.
- VI. Must be enrolled in Theatre Production Class.

#### HISTORIAN.

- I. Photograph all thespian club events and productions.
- II. Create the thespian club scrapbook and slideshow for presentation at the Thespian Banquet.
- III. Oversee creation of the Senior Wall.
- IV. Collaborate with the Publicity, Webmaster, and Troupe Sponsor to put updated photographs in the newspapers and on drama club websites.
- V. Actively involved in ALL Main stage productions.
- VI. Must be enrolled in Theatre Production Class.

<b>Booster Club</b>	Grand Oaks Theatre Booster Club is an organization founded by parents in order to support, fundraise, and promote the students of Grand Oaks Theatre at Grand Oaks High School. Any parent can begin attending Booster Club meetings at any time. Join us at our next meeting: see below for dates regarding this year's calendar meetings. For more information about Grand Oaks Theatre Booster Club or how you can join, contact: <a href="mailto:grandoakstheatrebooster@gmail.com"><u>grandoakstheatrebooster@gmail.com</u></a>
<b>Booster Club Meetings</b>	<i>See the Booster page of the website for a full list of meetings.</i>

## Thespian Point Awards

(As suggested by the International Thespian Society; actual points received are at directors' discretion.)

<b>Category</b>	<b>Position/work done</b>	<b>One Act</b>	<b>Full Length</b>	<b>Category</b>	<b>Position/work done</b>	<b>One Act</b>	<b>Full Length</b>	
<b>Acting</b>	Major role	4	8	<b>Directing</b>	Director	4	8	
	Minor role	3	5		Assistant director	3	6	
	Walk-on	1	2		Vocal director	3	6	
	Chorus	1	3		Video producer/director	3	4	
	Dancer	1	3		Assistant vocal director	2	5	
	Understudy	1	2		Orchestra or band director	3	6	
<b>Production</b>	Stage manager	4	8		Assistant orchestra or band director	2	5	
	Stage crew	2	4		Choreographer	4	7	
	Lighting technician	3	6		Assistant choreographer	3	5	
	Lighting crew	2	3		<b>Writing</b>	Original play (produced)	5	8
	Set designer	4	5			Original radio script (produced)	4	6
	Set construction crew	3	5			Original TV script (produced)	4	6
	Costumer	3	6			Original play (unproduced)	1	2
	Costume crew	2	5			Original radio script (unproduced)	.5	1.5
	Properties manager	3	5	Original TV script (unproduced)	.5	1.5		
	Properties crew	2	3	<b>Miscellaneous</b>	Oral interpretation		2	
	Sound technician	3	5		Duet acting scenes		2	
	Sound crew	2	3		Participation in theatre festival or contest		3	
	Video editor	1.5	2		Attending theatre festival		1/day	
	Video crew	1.5	3		Assembly program		1	
	Makeup manager	3	5	<b>Advocacy</b>	Participation in advocacy event		1/day	
Rehearsal prompter	2	4	Local advocacy work			.1/hour		
Pianist	3	6	<b>Officers</b>		President		6	
Musicians	2	3		Vice president, treasurer, or web editor		4		
<b>Business</b>	Business manager	4		6	Secretary/clerk		5	
	Business crew	2		4	International Thespian Officer (ITO)		10	
	Publicity manager	3		5	State Thespian Officer (STO)		8	
	Publicity crew	2		3	<b>Audience</b>	Troupe directors may award points at the hourly rate for attending productions, or they may award .5 point for attending <i>and</i> writing a critique or report reflecting the educational value of the experience.		
	Ticket manager	2		4				
	Ticket crew	1		3				
	House manager	2	4					
	House crew	1	2					
	Ushers	1	2					
	Programs	1	3					
Program crew	1	2						

<b>Points Earned</b>	<b>Honor</b>	<b>Honor Item Signifies</b>
<b>10</b>	Thespian Inductee	Official Thespian induction achieved. First 10 points accumulated.

<b>40</b>	Letter in Theatre Arts	40 points accumulated.
<b>60</b>	Honor Thespian	Honor Thespian rank achieved. 60 points accumulated.
<b>120</b>	National Honor Thespian	National Honor Thespian rank achieved. 120 points accumulated.
<b>180</b>	International Honor Thespian	International Honor Thespian rank achieved. Highest ITS rank attainable. 180 points accumulated.

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## **International Thespian Society: Troupe #8779 Constitution & Bylaws**

The Grand Oaks Theatre Department and its members are held to these rules and expectations.

<b>GENERAL STANDARDS</b>	<ul style="list-style-type: none"> <li>- Theatre participants must meet all deadlines as set by Directors, Stage Managers, and Crew Heads.</li> <li>- All drama students are responsible for checking the callboard/website daily.</li> <li>- Equipment must be returned to its appropriate place before dismissal.</li> <li>- Conflicts that interfere with rehearsals or production must be listed in the conflict sheet prior to the conflict.</li> <li>- Whilst changing, only one gender is allowed per dressing room (room of requirement/costume room).</li> <li>- Actors are responsible for all of their costume pieces at all times.</li> <li>- Costumes must never leave the rehearsal area.</li> <li>- Eating/Drinking in costume is strictly prohibited.</li> <li>- All personal items must be removed from the dressing room prior to strike or the department will inherit said items.</li> <li>- Food or drink is prohibited in rehearsal areas.</li> <li>- Any attendance issues must be reported to Stage Managers as soon as possible.</li> <li>- Actors are expected to cooperate with and provide adequate respect to all technicians as well as directors.</li> <li>- Actors are responsible for bringing a pencil and script to all rehearsals.</li> <li>- Set pieces (properties) should not be touched or played with when not performing/rehearsing.</li> <li>- Properties that do not belong to your character are not to be touched.</li> <li>- Technicians are held to the same standards as actors.</li> </ul>
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	<ul style="list-style-type: none"> <li>- No one is allowed in rehearsal areas except for members of the company.</li> <li>- All students enrolled in production class are required to attend strike.</li> <li>- An understudy’s focus should remain on the stage (especially when their character is acting).</li> <li>- Every person involved in the company should be highly aware of the script.</li> <li>- Members of each production must remain quiet backstage.</li> <li>- Disciplinary Action will fall under the Demerit System.</li> </ul> <p>(See Classroom or Production Handbooks for more information.)</p>
<p><b>PRODUCTION CLASS STANDARDS</b></p>	<p>The Production Class is the classroom leadership component of the theatre program. In addition to the above section, Production students agree:</p> <ul style="list-style-type: none"> <li>- I will make sure that our department is a warm and welcoming environment.</li> <li>- If I see or hear about a bad situation, I will speak to those involved and resolve it, or report it to a director.</li> <li>- I will talk out my differences with others face to face, and encourage others to do the same.</li> <li>- I will be energetic, outgoing, and positive.</li> <li>- I will keep my director informed of all events, changes, conflicts, and other important information.</li> <li>- I will be supportive and appreciative of the other activities in our school, being mindful of the skill and dedication of their members.</li> <li>- I will remain UIL eligible all year</li> <li>- I will keep our legacy in mind and strive to lift up others to their full potential.</li> <li>- I will follow all CISD rules.</li> <li>- I will be involved in every show in some capacity unless there are extreme outside circumstances preventing me.</li> </ul>
<p><b>THEATRE OFFICER STANDARDS</b></p>	<p>Officers are the leaders of the Troupe and are always expected to follow all the General Standards and Production Class Standards as well as:</p> <ul style="list-style-type: none"> <li>- Being a reliable source of information</li> <li>- Always keeps the Troupes best interest in mind</li> <li>- Be respectful to everyone in and out of the department</li> <li>- Are expected to keep a professional attitude on and off social media</li> <li>- Keep their opinions on a professional level</li> </ul>