

**Norwin High School
Theatre Club
By-Laws**

Drafted August 2012

Purpose:

The Norwin Theatre Club is an organization for all students interested in the theatrical performing arts. The club welcomes all students interested in performing in both musical and non-musical theatre as well as the production aspects of these art forms, which include stage management, set design and construction, costuming, lighting, props and make up. The membership of Theatre Club will support all club productions throughout the school year.

SECTION I

I Article A

Membership:

Membership is open to all Norwin High School students, grades 9-12.

***International Thespian Society Affiliation:**

The Norwin Theatre Club holds a charter with the International Thespian Society, the only high school level theatre honorary society in existence. Theatre Club members may earn acceptance into this society through the accumulation of points, earned by participation in Theatre Club activities. A student who earns membership in the International Thespian Society will be asked to pay an initiation fee set by the ITS. Payment of this fee assures a lifetime membership in ITS; the student will receive a membership card and other amenities from ITS.

I Article B

Meetings:

Formal meetings with all members, officers and advisors will be held once a month. Informational sessions for distribution of materials or updates can be called by advisors on an as-needed basis. The officers and advisors shall meet at least once a week in an executive session.

I Article C

Activities:

Productions -

The Theatre Club presents the annual productions of the Fall Play and Spring Musical. Optional productions each year may include Christmas plays, One Acts, 24 Hour Festival or Cabaret Showcase. Such productions will be decided upon by advisors on a year to year basis.

Trips –

Each year, one or more trips to enrich performing arts education may be selected by the advisors. It will be the responsibility of the advisors to post all field trip information on the backstage callboard as well as the Norwin School District website. The Theatre Club advisors will be responsible for all paperwork, bus requests, etc. involved with the trip.

Fundraisers –

In order to properly fund our annual productions, a number of fundraisers will be necessary. Information on fundraisers will be discussed and distributed at Theatre Club meetings. All members wishing to participate in club activities will be required to participate in fundraisers. Fundraisers may be held in conjunction with our parent organization (Performing Arts Guild or PAG). Officers and club members can propose fundraisers at monthly meetings. The advisor(s) will approve the fundraising activity based on feasibility and practicality.

Theatre Banquet –

The end of the year awards ceremony will be jointly planned by the officers and PAG. Details of this program should be discussed in executive session throughout the school year leading up to the May event. All Theatre Club members, freshmen through seniors, will be included or represented in this event. Any awards and scholarships club members have won will be awarded at the banquet.

Theatre Club Scholarships –

Theatre club scholarships shall be awarded to a maximum of 2 to students continuing their performing arts education and will be based on essay, academic achievement and performance in all theatre club activities. An advisory board composed of advisors and PAG members will review and rule on all applicants.

SECTION II

II Article A

Officers:

A president, vice president, secretary, treasurer and one or more publicists will be elected by secret ballot no later than the first meeting of each year. All members, 9th through 11th grade, will be eligible to vote on the slate of officers. The ballots will be completed at the time of this meeting, unless authorized by the advisor(s). The advisors will count the votes.

Officer Qualifications

With the common understanding that an officer is a leadership position, all candidates must have at least one year of previous club membership for all positions except publicity officer.

Officer Duties

President: The president will provide primary leadership, facilitate communication of meetings via phone, email and social media, coordinate the responsibilities of all other officers throughout the year and communicate membership interests and concerns to the advisors. The president will also work closely with the Theatre Club advisors to assist in all club productions and activities.

Vice President: The vice president will assume the responsibilities of the president if that student should not be able to perform those duties. This officer will communicate and coordinate all necessary correspondence (distributing, collecting and organizing all informational forms, working closely with advisors to ensure smooth and efficient communication), will post all pertinent theatre information to the callboard and to social media.

Secretary: The secretary will be responsible for all correspondence involving Theatre Club related activities including thank-you notes, letters to local community organizations regarding fundraising or production announcements. The secretary will also maintain a database of club members.

Treasurer: The treasurer will assist the advisors with the maintenance of the Theatre Club account. This officer will assist advisors in all fundraising activities. The treasurer will keep track of any incoming monetary funds for the club (fundraisers, apparel orders, trip fees, etc), ensure club members are aware of and meet deadlines for funds due and keep a current ledger of deposits made by members.

Publicist(s): The publicists will be responsible for communication of all club activities to the school, community and beyond. Publicists will work closely with the PAG to compile press releases for each major production to distribute to local media. These officers will work on advertisement for any upcoming fundraising activities and encourage participation of the Norwin community.

Common Responsibilities:

1. All Theatre Club officers must be present for all meetings and any required crew sessions and act accordingly in leadership positions in rehearsal and at crew.
2. Only the President, Treasurer, Secretary and advisors may accept money or payments. In the event that dues monies are collected by a stage manager or technical director, those funds shall be surrendered immediately to the Treasurer or advisor(s) at the end of the rehearsal or crew call.

Removal from Office:

The membership may ask an officer to step down should they feel that said officer's duties are not being successfully completed. The remaining officers and/or membership should petition the advisor(s) for a hearing on this complaint. The advisor(s), after consultation with the remaining officers, shall issue a warning to the officer in question and institute a probation period of one month.

If, at the conclusion of this probation period, a review of the officer's performance finds him still in dereliction of duty, the advisors reserve the right to remove said officer from their position. Upon the removal of an officer, the Executive Committee shall meet to distribute the removed officers duties between the remaining officers with no changes to title or previous functions.

If the officer removed is the President, the Vice President will assume the title of President, with the Vice President's duties distributed among the remaining officers and no other changes to title or previous function. The school year shall continue with four officers.

II Article B

Theatre Club Advisor(s):

The Theatre Club advisor(s) are recommended by the Norwin High Principal and approved by the Board of Education each year. This is an extra-curricular contract for the entire school year.

Advisor Responsibilities:

The Advisor will guide the Officers and members, maintain communications with the high school principal and implement all directives from the officers. The advisor(s) will supervise all monetary functions of the club, generate all paperwork for purchases, supervise the overall production and attend all auditions and rehearsals.

SECTION III

III Article A

Membership Polling:

It will be the joint responsibility of the secretary, treasurer and advisors to maintain a database of members. This database shall include the following information:

Student name
Grade level
Student identification number
Gender designation
Mailing address
Names of parents/guardians
Student and Parents' Email addresses

A membership roster shall be generated from this database and provided to advisors, PAG president and selected officers. This information is to facilitate communication within the membership, and shall not be exploited by the executive committee in any way.

III Article B

Deposits:

All monetary deposits resulting from fund raising activities will be deposited to the Norwin Activity Fund on a timely basis.

III Article C

Amendments:

This document may be amended at any time and will require a 2/3-majority vote of the membership to amend. Proposed amendments should be brought forth by the officers, discussed with the advisor(s), and then presented to the membership in written form for vote.