

Tomball STAGE Officer Constitution

Being a Tomball STAGE officer requires you to be a living representation of the Tomball STAGE Mission Statement. In addition, it will require more time than the average theatre member. Officers must be willing and able to commit their time and efforts to the success of the Tomball STAGE. Listed below are the requirements of a Tomball STAGE officer.

I. ELIGIBILITY OF AN OFFICER

(You must also meet the Officer Grade and Conduct Requirements during the current school year in order to run for Officer for the next school year.)

A) Grades

- 1) All officers must be academically eligible every six weeks and maintain an overall six weeks average of 80.
- 2) If an officer is academically ineligible or their overall six weeks average drops below an 80 twice during any one semester, according to the eligibility policy of the school, the officer will be removed from office.

B) Conduct

- 1) Any negative feedback regarding behavior received from teachers will result in a private conference with directors. Multiple offenses in this area could result in the loss of office.
- 2) Officers must be enrolled in a theatre production class the entire year. If an officer drops the production class, the officer will be dismissed.
- 3) If an officer is assigned multiple days of ISS, suspended, expelled, transferred to an alternative school, or receives detentions for 2 disciplinary offenses, or four detentions for tardiness, the officer will be dismissed.

II. OFFICER ELECTIONS

- A) Officer candidates must meet eligibility requirements.
- B) All candidates can miss no more than three STAGE Meetings during the year they run for office, and must attend the May STAGE meeting at which elections are held.
- C) All candidates must be a member or eligible to be a member of the International Thespian Society, Troupe 899, must be inducted at the Drama Banquet and have paid their dues for membership.
- D) All candidates must attend a leadership training session on the scheduled date, at which the candidate will receive an officer packet.
- E) All officer candidates must petition for election with a given and necessary amount of signatures of current STAGE members with at least 5 ITS Points each, earned during the current school year, excluding seniors.
- F) Petitions for office must be turned in with the officer packet, a resume, and a completed questionnaire stating why the candidate wishes to attain a board member position. In the case that a board member is removed or resigns, the first alternate will fill the open office, and the next highest-ranking candidate who accepts the position in addition to directors discretion will fill the vacant slot. A reasonable effort will be made to keep the board at 10 members.
- G) Any candidate who wishes to assume the office of President must complete an interview with the directors in a conference following the May election STAGE meeting to be considered for that office. Two directors must agree that the candidate has the potential to assume the duties of President for the student to receive that honor.

- H) In the case that the STAGE President is removed or resigns, the Vice President will take his/her place and the highest-ranking board member will assume the role of Vice President. To assume the role of President in the case of such an event, the Vice President must meet all officer eligibility requirements, but does not need to meet all Presidential requirements beyond those.
- I) If any officer wishes to resign, a written letter must be given to the President and the Lead Director.
- J) Any candidate who is elected must attend the entire summer and winter retreat with the Directors and the officer meeting the Monday following the STAGE Banquet with the current board members. If this is not possible, the eligible candidate receiving the next highest number of votes will fill the office.
- K) The only excuses accepted for missing a required event for an officer will be at the discretion of the Directors. Examples would include illness or family bereavement.

THE ELECTION PROCESS:

Student Popular Vote: 50%

Directors' Evaluations (Resume, Questionnaire, and/or Interview): 50%

The Questionnaire gives each candidate the option of declining the offices of President or Vice President.

The candidate with the highest ranking receives the office of President. The candidate with the second highest ranking receives the office of Vice President. Election ranking, officer's interest, and Director evaluation will determine the other offices.

III. MEETINGS

A) Board Meetings

- 1) Board member meetings are to be held once monthly at the school. The times of the meetings are to be decided in the spring of the prior year (at the first officer meeting on the Monday after the STAGE Banquet).
- 2) President calls meeting to order.
- 3) Any remaining old business will come from the secretary's minutes of the previous meetings.
- 4) New issues are presented, discussed, and voted on if necessary.
- 5) The next meeting time is announced.
- 6) The meeting is adjourned.
- 7) Officer notebooks and calendars are required at every board meeting.

B) Voting at Meetings

- 1) Majority rule will only pass any business issue.
- 2) President will vote only to break a tie on any issue.

C) Attendance at Meetings

- 1) Officers must be present at all board and general meetings. (For acceptable excuses, refer to **Art. II, K**)
- 2) One unexcused absence from a **Board** Meeting will be allowed, however, 8 demerits will be given automatically. The second unexcused absence will result in dismissal. (For acceptable excuses, refer to **Art. II, K**).
- 3) One unexcused absence from **STAGE** Meetings or **STAGE** socials will be allowed, however, 8 demerits will be given automatically. The second unexcused absence will result in dismissal. (For acceptable excuses, refer to **Art. II, K**).
- 4) Officers are expected to wear their current year's STAGE shirts the entire school day of which a general STAGE meeting is held.

- 5) Seven of the board members **AND** a Director must be present to hold a meeting. Only the President with a Director's approval or a Director may call emergency meetings.
- 6) All officers must submit grievances, suggestions, and agenda items to be addressed, no later than the board meeting, which is held prior to the general meeting.
- 7) Meetings may not be cancelled without a board vote and Director approval.
- 8) Officers will be expected to help set up and clean up after all board and STAGE meetings.

IV. OFFICER RETREATS

Failure to attend either retreat will result in the loss of office (for acceptable excuses, refer to **Art. II, K**).

A) Summer Retreat

- 1) An officer workday at school must precede the summer retreat at which final preparations must be made for the retreat.
- 2) Officers must review the Constitution, Manual of Policies and Procedures, and "101 Tips to Success in the Tomball STAGE", and make revisions if necessary. If any revisions are made to the Constitution for the current year, the board must ratify them unanimously.
- 3) The officer board will brainstorm and discuss goals for the upcoming year.
- 4) Officers will be assigned a STAGE Meeting in which they plan an activity.
- 5) Officers must update their calendars for all STAGE events during the year.

B) Winter Retreat

- 1) Officers must review the Constitution and Manual of Policies and Procedures, and make revisions if necessary. If any revisions are made to the Constitution for the current year, the board must ratify them unanimously. Revisions to the Constitution for the next year must be passed by a majority vote of the board members.

V. OFFICER RESPONSIBILITIES

- ❖ When an officer passes down their position to another student, it is required that they mentor the student taking over the position so they know what is expected of them.

A) Description of Board Positions:

President (Katie): Calls meetings (board and general) to order, presides over all meetings, encourages other officers to fulfill their duties, recognizes those who want to speak at meetings, maintains communication between officer board and directors, makes meeting agenda and gives to Secretary to be typed for the STAGE Meetings, creates officer deadline calendar, coordinates year in review, coordinates the set up and the Tomball STAGE booth for fine arts festival, updates Master Calendar and is the convention coordinator, finalizes banquet script, prepares and posts audition information, forms, and sign-ups for a production if the stage manager has not been named.

Vice President (Zach): Carries out President's duties in their absence, notifies and communicates with committees, STAGE H.A.N.D.S. and chair persons, makes sure committee chairpersons are fulfilling their duties, attends all STAGE H.A.N.D.S. meetings, keeps track of Parliamentarian's demerits, keeps track of ITS membership, maintains alumni directory, and provides information to Secretary and Business Manager about sponsor

communication and reservations, and maintains Vendini databases, makes certificates for banquet.

Business Manager (Lex): Trains ushers and House crew attendants, is responsible for documentation method for House Crew attendants, keeps track of fundraisers, handles class fees, prepares an audit of all shows, makes sure President, directors, and administrators receive a copy of audit report and budget report and new forms, keeps financial reports, coordinates sponsorship sales and passes off sponsorship information to vice president for updating databases.

Community Outreach (Bethany): Responsible for all community obligations, maintains suggestion box, makes Special Recognition certificates, corresponds with other troupes and organizations as necessary, coordinates projects of community service, and prepares for Electives Night. Maintains communication with Tomball ISD Junior High Thespians and Lonestar Tomball College Theatre.

Historian (Jonathan G): Collects and takes photos and arranges for the videotaping of all productions, rehearsals, trips, crews, meetings, and all other STAGE events. Coordinates with the Media Coordinator to produce the slide show for the STAGE Banquet, creates a comprehensive memory book of the year, corresponds with yearbook, maintains the drama callboards, and designs the STAGE page for each STAGE meeting, keeps track of all mentions in the newspaper, trains video crew, archives video recordings of all productions and makes CDs, takes bio pictures of STAGE members, receives updated bios from the Secretary, designs and constructs the lobby display for productions. Maintains departmental instructional signs, and archives information posted on the callboard.

Media Coordinator (Savannah): Organizes scripts, magazines, newspapers, newsletters, and all media equipment in the department. Updates list of scripts in library, devises/maintains a system for script check-out/in, maintains monologue/scene notebook, updates Tomball STAGE website, maintains posters across from the officer folders, receives copies of pictures from the Historian, and coordinates with the rest of the officer board to produce the STAGE slide show.

Parliamentarian (Ashley): Keeps order at meetings (board and general), keeps attendance for meetings (board and general) and theatre student attendance at performances, posts copies of attendance on the callboard and gives them to the President, manages demerit system, keeps track of Manual of Policies and Procedures, and updates when revised, makes a communication directory of all STAGE members, organizes and revises STAGE database (charms), oversees organization of computer files.

Points Manager (Jonathan D): Keeps an up-to-date database of all Thespian points that have been awarded for all tasks performed in the department and elsewhere, updates point sheets on back of directory forms, informs Directors and Parliamentarian when a letter jacket is obtained, informs Vice President when Thespian membership is obtained, and posts points on the callboard after each STAGE meeting. All points must be recorded after a performance is completed. Points are not finalized until director approves. Gives a copy of points to Directors, President, and Administrators. Compiles final Thespian points that determine banquet certificates and awards.

Publicity Manager (Jared): In charge of publicizing all productions, meetings, and other STAGE activities, leads publicity crews, communicates

events through posters, announcements at the high school, and on the radio, sends press releases to Staci Stanfield, and heads T-Shirt/sweatshirt sales.

Secretary (Aimee): Keeps minutes of STAGE meetings, posts minutes on callboard, gives a copy of all minutes to President, makes copies and distributes agenda for STAGE meetings, keeps a copy of the agenda for all meetings, gives Thank-You notes as necessary, coordinates all STAGE mailers, maintains bio database, makes programs for all shows, and types script for the theatre banquet.

B) Other Assigned Duties

- 1) Officer Duty Days:** Each day, two officers are assigned to stay after school for 20 minutes to assist directors with any business which needs attending.
 - a) Duty will begin no earlier than 2:30pm and no later than 2:40pm.
 - b) Duties include tidying up around the department, cleaning your personal space in the office, making sure materials are available for the directors, and locking the supply closet in the office before leaving.
 - c) Officers must sign out by initialing on the calendar in the office.
 - d) If their partner does not attend, the attending officer must make note of the absence on the calendar.
- 2) Missing/Trading Duty Days:**
 - a) A warning will be given for the first two unexcused absences. Two demerits will automatically be given for each subsequent unexcused absence. Officers may avoid demerits by planning ahead and having their duty day covered by another officer.
 - b) Officers may trade duty days, without any consequence, as long as both officers that are trading make arrangements at least 24 hours before the trade is made and must take place within five school days of each other.
 - c) Officers may reverse one unexcused absence by substituting for other officers' duty days up to four occasions prior to the third unexcused absence.

VI. OFFICER BOARD DEMERIT SYSTEM: This system of demerits has been created as motivation for the positive behavior of a STAGE board member. The goal of the system is that its enforcement will help the board as a whole. **An officer will be dismissed from the board if he/she acquires 15 demerits.**

A) 15 Demerits

Failing a school mandated drug test.

B) 12 Demerits

If an officer takes action or continues to engage in any activity that the directors deem diminishing to the integrity of the Tomball STAGE.

C) 8 Demerits

- 1)** Absence from a board and/or general meeting given automatically (for acceptable excuses refer to **Art. II, K**). ***
- 2)** Violation of any part of a show contract or Manual of Policies and Procedures - given in addition to due disciplinary action. This is the maximum number of demerits for this violation, however, it can be less at the director's discretion.
- 3)** Lack of involvement/support during a production equaling to the amount of at least two ITS points (20 hours) - given automatically.
- 4)** Missing a required STAGE sponsored activity – given automatically. Demerits can be less at the director's discretion. ***

- 5) Display of public disrespect towards any officer, fellow STAGE member, Director, the Drama Department as a whole, or a faculty member.

D) 5 Demerits

- 6) Not fulfilling officer duties or responsibilities for any STAGE event from start to finish.

E) 2 Demerits

- 1) Tardiness to a board and/or general meeting without a written excuse approved by a Director – given automatically. ***
- 2) Not wearing a current year's STAGE/show shirt on assigned days – given automatically. ***
- 3) Not attending on Officer Duty Days after the third unexcused absence - given automatically.
- 4) Not performing duties on Officer Duty Days, even if present, will count as an unexcused absence - given automatically.
- 5) Not bringing notebook or planner to officer meeting – given automatically.

- F)** Issues of non-automatic demerits should be presented to the President, who will in turn bring them to the Directors. The Directors will in turn decide which demerits will be proposed. In accordance with the Directors decision, the Parliamentarian will document the demerits. Items that involve the President will be brought to the Vice President.

- G)** Officers are subject to consequences under the demerit system in addition to any disciplinary action under the Manual of Policies and Procedures and TISD policy and/or legal consequences.

***Merits can be obtained to correct the starred offenses that are not disciplinary. An officer may work off four previously assigned demerits in one school year with a written proposal. The proposal must outline the procedures for a project that will be performed to make up for the demerits earned and the time period that it will be completed. The majority of the board must agree upon the proposal. If the proposal is denied, the petitioner may re-submit a different proposal until one is accepted. If the board determines the project is not completed in a satisfactory manner, the petitioner forfeits the right to gain merit for the rest of the school year. After the project is completed, the board will decide to accept or deny the project to gain four merits.