



CONSTITUTION

revised 5 / 2 / 18

SECTIONS OF THE CONSTITUTION

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- III. Wilson Theater Company Membership
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I. WILSON THEATER COMPANY'S PURPOSE IS:

- to provide opportunities for Wilson theater students to participate in all aspects of process-driven productions
- to provide opportunities for all Wilson students to attend, to analyze, and to create productions of different forms and styles of performance theater
- to produce well-crafted public performances that will serve the Wilson community
- to provide opportunities for all Wilson students to meet the PA ARTS AND HUMANITIES STANDARDS** and the NATIONAL STANDARDS FOR ARTS EDUCATION*.

** SUMMARY OF TOPICS ADDRESSED IN THE PA ARTS AND HUMANITIES ACADEMIC STANDARDS:

The complete PA Arts & Humanities Standards document can be found at
http://www.pde.state.pa.us/stateboard_ed/lib/stateboard_ed/art.pdf

9.1 Production, Performance, and Exhibition of Dance, Music, Theatre, and Visual Arts

- A. Elements and Principles in each Art Form
- B. Demonstration of Dance, Music, Theatre, and Visual Arts
- C. Vocabulary Within Each Art Form
- D. Styles in Production, Performance, and Exhibition
- E. Themes in Art Forms
- F. Historical and Cultural Production, Performance, and Exhibition
- G. Function and Analysis of Rehearsals and Practice Sessions
- H. Safety Issues in the Arts
- I. Community Performances and Exhibitions
- J. Technologies in the Arts
- K. Technologies in the Humanities

9.2 Historical and Cultural Contexts

- A. Context of Works in the Arts
- B. Chronology of Works in the Arts
- C. Styles and Genre in the Arts
- D. Historical and Cultural Perspectives
- E. Historical and Cultural Impact on Works in the Arts
- F. Vocabulary for Historical and Cultural Context
- G. Geographic Regions in the Arts
- H. Pennsylvania Artists
- I. Philosophical Context of Works in the Arts
- J. Historical Differences of Works in the Arts
- K. Tradition Within Works in the Arts
- L. Common Themes in Works in the Arts

9.3 Critical Response

- A. Critical Processes
- B. Criteria
- C. Classifications
- D. Vocabulary for Criticism
- E. Types of Analysis
- F. Comparisons
- G. Critics in the Arts

9.4 Aesthetic Response

- A. Philosophical Studies
- B. Aesthetic Interpretation
- C. Environmental Influences
- D. Artistic Choices

*** **PHILOSOPHICAL FOUNDATIONS OF THE NATIONAL STANDARDS FOR ARTS IN EDUCATION AND LIFELONG GOALS**

The philosophical foundations and lifelong goals establish the basis for the standards and illuminate artistic literacy by expressing the overarching common values and expectations for learning in theater arts education and across the five arts disciplines.

Philosophical Foundation	Lifelong Goals
The Arts as Communication	
In today's multimedia society, the arts are the media, and therefore provide powerful and essential means of communication. The arts provide unique symbol systems and metaphors that convey and inform life experience (i.e., the arts are ways of knowing).	Artistically literate citizens use a variety of artistic media, symbols and metaphors to independently create and perform work that expresses and communicates their own ideas, and are able to respond by analyzing and interpreting the artistic communications of others.
The Arts as Creative Personal Realization	
Participation in each of the arts as creators, performers, and audience members enables individuals to discover and develop their own creative capacity, thereby providing a source of lifelong satisfaction.	Artistically literate citizens find at least one arts discipline in which they develop sufficient competence to continue active involvement in creating, performing, and responding to art as an adult.
The Arts as Culture, History, and Connectors	
Throughout history the arts have provided essential means for individuals and communities to express their ideas, experiences, feelings, and deepest beliefs. Each discipline shares common goals, but approaches them through distinct media and techniques. Understanding artwork provides insights into individuals' own and others' cultures and societies, while also providing opportunities to access, express, and integrate meaning across a variety of content areas.	Artistically literate citizens know and understand artwork from varied historical periods and cultures, and actively seek and appreciate diverse forms and genres of artwork of enduring quality/significance. They also seek to understand relationships among the arts, and cultivate habits of searching for and identifying patterns, relationships between the arts and other knowledge.
Arts as Means to Wellbeing	
Participation in the arts as creators, performers, and audience members (responders) enhances mental, physical, and emotional wellbeing.	Artistically literate citizens find joy, inspiration, peace, intellectual stimulation, meaning, and other life-enhancing qualities through participation in all of the arts.

The Arts as Community Engagement	
The arts provide means for individuals to collaborate and connect with others in an enjoyable inclusive environment as they create, prepare, and share artwork that bring communities together.	Artistically literate citizens seek artistic experience and support the arts in their local, state, national, and global communities.

II. INTERNATIONAL THESPIAN SOCIETY TROUPE #6770

- A. The International Thespian Society Troupe #6770 is an organization that operates as an honors affiliate of The Wilson Theater Company. All ITS Troup #6770 members are members of The Wilson Theater Company.
- B. ITS Troupe #6770 is governed by the ITS Troupe #6770 Constitution as required as an affiliate member of the Educational Theatre Association.
- C. Student participants in Wilson Theater Company activities will earn ITS membership points as detailed in section III of the Wilson Theater Company constitution. Student membership in The International Thespian Society is an honor that recognizes outstanding service and achievement in the performing arts.

III. WILSON THEATER COMPANY MEMBERSHIP

- A. All currently enrolled students of the Wilson School District are eligible to participate in WTC productions unless they are declared ineligible for academic or disciplinary reasons. Students do not need to be Thespian members or Thespian eligible in order to participate in WTC productions.
- B. For each WTC activity that a student participates in, she/he will earn INTERNATIONAL THESPIAN SOCIETY POINTS. The Thespian Point structure is detailed on the THESPIAN INDUCTION POINT CHART in the ARTICLE 2 OF THE THESPIAN BYLAWS.
- C. Theater Company participants will be classified into one of the 3 categories:
 1. NEWBIE: students who have earned fewer than 10 Thespian points.
 2. THESPIAN ELIGIBLE: students who have earned 10 Thespian points or more, but who have not yet been inducted into the International Thespian Society.
 3. THESPIAN MEMBER: students who have been inducted into ITS.
- D. The faculty advisor may temporarily or permanently revoke WTC membership or participation privileges of a student for the following reasons:
 1. If a student violates a Wilson School District rule or policy, his / her membership or participation privileges may be suspended pending review by the faculty advisor.
 2. If a student is voluntarily or involuntarily removed from a WTC production or any Wilson event for any reason, after review by the faculty advisor the membership or participation privileges of the student may be suspended by the advisor for up to one year.

IV. WILSON THEATER COMPANY OFFICERS

A. GENERAL INFORMATION

1. Only students who have accumulated at least 10 ITS points are eligible to be elected as officers.
2. Regular elections will be held in the month of May at a WTC general membership meeting.
3. Special elections may be held at a WTC faculty advisor approved general membership meeting if an office becomes vacant.
4. The following office positions will be filled at the May regular election: WTC president, ITS president, WTC/ITS secretary, WTC/ITS treasurer, house manager, publicity director / fundraising officer, program editor, prop storage manager, and technical theater coordinator.
5. The position of *COSTUME SHOP MANAGER* will be appointed by the Wilson Theater Company advisor.
6. All office terms will be one year in length and officers may be re elected for multiple terms.
7. Officers will be installed at the last WTC membership meeting or WTC social event before graduation.

B. ELECTION INFORMATION & PROCEDURES

1. At least two weeks before special or regular elections, nominations for WTC office candidates will be taken at a general membership meeting.
2. Any student may nominate himself / herself or another candidate.
3. The student who is nominated may accept the nomination or decline the nomination.
4. A student may accept nominations for no more than 2 offices.
5. Each student who accepts a nomination will complete an WTC officer application and will be interviewed by the current WTC officers prior to the election day.
6. The names of all pre-election day nominees will be posted prior to the election day.
7. The WTC president or secretary will prepare the election ballots – listing each office and the pre-election day nominees for each office.

8. ELECTION DAY PROCEDURES:

- a) At a general membership meeting, the president will distribute the prepared election ballots to the membership.
- b) On the election day, the name of the student selected to be the *COSTUME SHOP MANAGER* will be announced before voting begins.
- c) For regular elections, the offices will be voted on in the following order:
 - (1) WTC President
 - (2) ITS President
 - (3) WTC/ITS Secretary
 - (4) WTC/ITS Treasurer
 - (5) House Manager

- (6)** Publicity/Historian Director
 - (7)** Fundraising Officer
 - (8)** Program Editor
 - (9)** Prop Storage Manager
 - (10)** Technical Theater Coordinator
- d)** When an office is put into election, the president will first allow the membership to propose changes to the nomination list for that office (as per section IV.B.2-4)
 - e)** Each candidate will have one minute to address the membership.
 - (1)** The order of the candidates' speeches will be determined by the WTC president.
 - (2)** If the candidate is not present, someone else may speak on the nominee's behalf.
 - f)** After all candidates for the office in election have had the opportunity to address the membership, the membership will vote using the prepared ballots.
 - g)** Only present ITS newbie, ITS eligible, and ITS members may vote – no absentee ballots will be accepted.
 - h)** The completed voting ballots of the office in election will be tabulated by 2 ITS members.
 - i)** The ITS members chosen to tabulate the ballots will be selected by the WTC president
 - j)** The WTC advisor will supervise the tabulation.
 - k)** After the votes are tabulated, the WTC advisor may add up to 10 votes to any of the candidates vote totals based on the nominee interview. The number of added votes will be determined by the president, current officer, and WTC advisor. The WTC advisor will mediate the awarding of officer interview votes.
 - l)** The voting results of each office election will be announced to the membership before the next office is put into election.
 - m)** If a nominee is elected, his / her name will be removed from the ballot for subsequent offices.
 - n)** In the event of a tie, the membership will re-vote for the office choosing from only the candidates involved in the tie.
 - o)** If there is another tie, the following tie breakers will determine the winner:
 - (1)** The current officers will vote for the office choosing from only the candidates involved in the tie. If there is another tie, then...
 - (2)** The nominee who has the greatest number of ITS points will be awarded the position. If both nominees have the same number of ITS points, then...
 - (3)** The nominee who will graduate first will be awarded the position. If both nominees are in the same graduating class, then...
 - (4)** The current WTC officers and WTC advisor will meet to determine the winner or whether the nominees will share the responsibilities of the office.

C. LIST OF OFFICES AND DUTIES

1. Wilson Theater Company President

- a) The WTC president will act as the spokesperson for the Theater Company.
- b) The WTC president will preside over the weekly membership and officer meetings.
- c) The WTC president will preside over the creation of temporary and/or permanent committees as per section V of the WTC constitution.
- d) The WTC president will monitor the activities of all committees as per section V of the WTC constitution.
- e) The WTC president will ensure that at least one WTC officer is present at every WTC event or activity.
- f) Every month, in addition to membership and officer meetings, the president will attend at least one WTC event or activity.
- g) The WTC president will organize at least one social, enrichment, or group activity per quarter for the Theater Company membership (i.e. parties, trips, workshops, theater-outings...)
- h) The WTC president will attend meetings held by the WTC BOOSTER GROUP and will act as student representative for the Wilson Theater Company, or if the president cannot attend a BOOSTER MEETING, the president will select another WTC Officer to attend the meeting.
- i) The WTC president will attend a school board meeting every semester to report on the activities of the Wilson Theater Company.
- j) The WTC president will be responsible to complete or appoint people to complete all duties not completed by other officers.

2. International Thespian Society President of Troupe #6770

- a) The ITS president will attend weekly officer and membership meetings.
- b) Every month, in addition to membership and officer meetings, the ITS president will attend at least one WTC event or activity.
- c) The ITS president will act as spokesperson for ITS Troupe #6770.
- d) The ITS president will fulfill the duties of the WTC president if the WTC president is not able to fulfill his / her duties at a meeting or event.
- e) The ITS president will work with the WTC faculty advisor to communicate with and send information to the national ITS office (membership information, membership payment, ITS awards, festival registrations, etc....)
- f) The ITS president will organize and preside over ITS activities including the ITS induction ceremonies.
- g) The ITS president will inform the general membership of local, state, and national ITS activities.

- h) The ITS president will maintain a record of past and current ITS membership lists, membership points, and the membership status (THESPIAN NEWBIE, THESPIAN ELIGIBLE, or THESPIAN MEMBER) of all WTC student participants.
- i) The ITS president can propose the creation of temporary or permanent committees as per section V of the WTC constitution.
- j) The ITS president will fulfill the duties of ITS president as detailed in the THESPIAN TROUPE #6770 CONSTITUTION, BY-LAWS, and HANDBOOK.

3. WTC/ITS Secretary

- a) The secretary will attend weekly officer and membership meetings
- b) Every month, in addition to membership and officer meetings, the secretary will attend at least one WTC event or activity
- c) The secretary will maintain a record of attendance for every officer meeting and every WTC and ITS membership meeting.
- d) The secretary will record and keep an organized account of the minutes for every WTC and ITS membership meeting and every WTC officer meeting.
- e) At the beginning of every officer meeting, WTC membership meeting, or ITS membership meeting, the secretary will read aloud the minutes from the previous meeting.
- f) The secretary will create and distribute information (i.e. thank-you cards, schedule information, invitations...) to other organizations or to individuals on behalf of the Theater Company.
- g) The secretary will maintain a list of contact information of officers, ITS members, and ITS-eligible members.
- h) The secretary will generate an agenda for each membership meeting.
- i) The secretary can propose the creation of temporary or permanent committees as per section V of the WTC constitution.
- j) The WTC/ITS secretary will fulfill the duties of WTC/ITS secretary as detailed in the THESPIAN TROUPE #6770 CONSTITUTION, BY-LAWS, and HANDBOOK.

4. WTC/ITS Treasurer

- a) The treasurer will attend weekly officer and membership meetings.
- b) Every month, in addition to membership and officer meetings, the treasurer will attend at least one WTC event or activity.
- c) The treasurer will maintain a record of all financial activity in the WTC student account (DRAMA CLUB ACCOUNT #226 and HIGH SCHOOL MUSICAL ACCOUNT).
- d) The treasurer will organize and complete the bill-paying procedure and paperwork for The Wilson Theater Company and ITS Troop #6770.
- e) The treasurer will organize and deposit money generated from ticket sales, fundraisers, membership dues, or any other source.
- f) The treasurer will meet with the WTC advisor or the ITS troop director at least two times per academic 6 day cycle in order to complete financial tasks.

- g) The treasurer will maintain a record of and publicly post student fund raising account balances.
- h) Once a month, the treasurer will present a financial report at a weekly membership meeting.
- i) The treasurer will fulfill the production information duties of treasurer as detailed in section VI of the constitution.
- j) The treasurer can propose the creation of temporary or permanent committees as per section V of the WTC constitution.
- k) The WTC/ITS president will fulfill the duties of WTC/ITS treasurer as detailed in the THESPIAN TROUPE #6770 CONSTITUTION, BY-LAWS, and HANDBOOK.

5. House Manager

- a) The house manager will attend weekly officer and membership meetings.
- b) Every month, in addition to membership and officer meetings, the house manager will attend at least one WTC event or activity.
- c) The house manager will create and organize tickets and ticket selling procedures for all WTC events.
- d) The house manager will oversee all ticket sales (cast & crew pre-sales, lunch sales, phone sales, order-form sales, and sales at the event) for all WTC events.
- e) The house manager or a person appointed by the house manager (with WTC faculty advisor approval) will attend and serve as the EVENT FRONT OF HOUSE SUPERVISOR for every WTC event that will require ticket sales, the distribution of material, concession sales, or any audience service.
- f) The house manager will train or appoint someone to train all ticket sellers and ushers for all WTC events.
- g) The house manager will oversee or appoint someone to oversee the organization, decorating, and cleaning of the house and front of house areas before and after events.
- h) The house manager will decorate the auditorium lobby display cases before each mainstage production. The house manager will work with the historian to gather pictures to be used for the display.
- i) The house manager will fulfill the production information duties of house manager as detailed in section VI of the constitution.
- j) The house manager may propose the creation of temporary or permanent committees as per section V of the WTC constitution.

6. Publicity Director / Historian

- a) The publicity director will attend weekly officer and membership meetings.
- b) Every month, in addition to membership and officer meetings, the publicity director will attend at least one WTC event or activity.
- c) The publicity director will oversee the creation of publicity material which may include any or all of the following: posters, t-shirts, miscellaneous promotional

items, video commercials, newspaper articles, Wilson's Pride articles, and/or announcements.

- d) The publicity director will create publicity material to distribute both within the school and the throughout Wilson School District community.
- e) The publicity director will create material to distribute for both the season and for individual events.
- f) The publicity director must take pictures of each WTC show or activity.
- g) The publicity director will oversee or appoint someone to oversee the creation of the SHOW LOGO for each main stage production. The logo will be used for publicity posters, t shirts, and programs.
- h) The publicity director will work with the faculty advisor to oversee the on line social media activity of Wilson Theater Company.
- i) The publicity director will create a visual record of all Theater Company activities and make the record available to the WTC membership through the Theater Company's web page and social media outlets.
- j) The publicity director must work with the program editor to take cast photos for the program.
- k) The publicity director will forward digital copies of pictures and videos to the WTC faculty advisor to load into archives.
- l) The publicity director must coordinate a time with the production director to take production pictures of each mainstage show at a performance or rehearsal.
- m) The publicity director will fulfill the production information duties of publicity director as detailed in section VI of the constitution.
- n) The publicity director can propose the creation of temporary or permanent committees as per section V of the WTC constitution.

7. Fundraising Officer

- a) The fundraising officer will attend weekly officer and membership meetings.
- b) Every month, in addition to membership and officer meetings, the fundraising officer will attend at least one WTC event or activity.
- c) The fundraising officer will complete and submit the district required fundraising permission form for each fundraising activity
- d) The fundraising officer will organize fund-raising activities for WTC membership including:
 - (1) at least one short-term fund raising activity per mainstage for the Theater Company (i.e. bake sales, candy sales)
 - (2) program message sales for every mainstage production. The fundraising coordinator will work with the program editor to organize details for the sales of program messages
 - (3) program advertising for the season mainstage program and for the musical program. The fundraising coordinator will work with the program editor to organize program advertising details.

- (4) Creating announcements / publicity / online invitations for fundraising events
- (5) selecting and securing the event locations (i.e. school lobby, sporting event, mall, etc...)
- (6) coordinating food (if applicable)
- (7) organizing and training student workers and event volunteers
- (8) making sure that a chaperone is present for all WTC related events
- (9) supervising the event and creating an efficient schedule
- (10) collecting sales revenue, filling out sales record forms, and forwarding information and sales revenue to the WTC faculty advisor.
- e) The fundraising officer can propose the creation of temporary or permanent committees as per section V of the WTC constitution.
- f) The fundraising officer will fulfill the production information duties of fundraising officer as detailed in section VI of the constitution.

8. Program Editor

- a) The program editor will attend weekly officer and membership meetings.
- b) Every month, in addition to membership and officer meetings, the program editor will attend at least one WTC event or activity.
- c) The program editor will oversee the creation of the program for each Theater Company event.
- d) The program editor will work with the WTC fundraising officer to gather and publish advertising and patron sales for mainstage programs. The program editor will fulfill the production information duties of program editor as detailed in section VI of the constitution.
- e) The program editor can propose the creation of temporary or permanent committees as per section V of the WTC constitution.

9. Costume Shop Manager

- a) The costume shop manager will attend weekly officer and membership meetings.
- b) Every month, in addition to membership and officer meetings, the costume shop manager will attend at least one WTC event or activity.
- c) The costume shop manager will organize and maintain an inventory system of all Theater Company costumes.
- d) The costume shop manager will keep the storage rooms organized and cleaned.
- e) The costume shop manager will oversee that all costumes are in working order and cleaned by the actors, production crew, or costumes and props staff before they are stored during strike or when returned to storage.
- f) The costume shop manager will fulfill the production information duties of costume manager as detailed in section VI of the constitution.
- g) The costume shop manager can propose the creation of temporary or permanent committees as per section V of the WTC constitution.

10. Prop Storage Manager

- a) The prop storage manager will attend weekly officer and membership meetings.
- b) Every month, in addition to membership and officer meetings, the prop storage manager will attend at least one WTC event or activity.
- c) The prop storage manager will organize and maintain an inventory system of all Theater Company props and furniture.
- d) The prop storage manager will keep the prop and furniture storage areas organized and cleaned.
- e) The prop storage manager will oversee that all props and furniture pieces are in working order and cleaned by the actors, production crew, or props staff before they are stored during strike or when returned to storage.
- f) The prop storage manager will fulfill the production information duties of prop/furniture manager as detailed in section VI of the constitution.
- g) The prop storage manager can propose the creation of temporary or permanent committees as per section V of the WTC constitution.

11. Technical Theater Coordinator

- a) The tech coordinator will attend weekly officer and membership meetings.
- b) Every month, in addition to membership and officer meetings, the tech coordinator will attend at least one WTC event or activity.
- c) The tech coordinator will assist all Theater Company production directors and will help to establish tech crews for each production.
- d) The tech coordinator must be present at all tech-related WTC events (i.e. production meetings, tech days, strike, performances, etc...). If the tech coordinator is unable to attend a WTC event:
 - (1) the tech coordinator must, with approval from the WTC faculty advisor, appoint another WTC member to fulfill the duties of the office at the event.
 - (2) the tech theater coordinator's status may be reviewed. Three or more absences by the technical theater coordinator at WTC tech-related activities during any one production constitute a review for impeachment by the WTC officers and WTC faculty advisor.
- e) The tech coordinator will help to maintain a safe and orderly working environment in all areas of the theater including the scene shop, control booth, and stage area.
- f) The tech coordinator will work individually, appoint people, or establish committees in order to complete production or organizational duties at the discretion of the WTC faculty advisor.
- g) The tech coordinator will work with the WTC faculty advisor to establish a system to teach and record information regarding the training of WTC members in the practices of the various areas of technical theatre.
- h) The tech coordinator will fulfill the production information duties of tech director as detailed in section VI of the constitution.

- i) The tech director will propose the creation of temporary or permanent committees as per section V of the WTC constitution.

D. RECALL ELECTION PROCESS

- E. At a general membership meeting, only an ITS member or the WTC advisor may motion to begin the recall election process to remove an officer for one of the following reasons:
 - 1. if an officer does not fulfill the required duties of his/her office.
 - 2. if an officer is in violation of student responsibilities, expectations, or requirements as listed in the Wilson High School Handbook.
 - 3. if an officer is absent from any combination of 6 consecutive WTC general membership meetings and/or WTC officer meetings.
 - 4. if an officer is absent from any combination of 50% of the WTC general membership meetings and/or WTC officer meetings during an 6 week period.
- F. The faculty advisor may *immediately remove* (without implementing the recall election process) a WTC officer at a general membership meeting for one of the two following reasons:
 - 1. if an officer is in gross violation of student responsibilities, expectations, or requirements as listed in the Wilson High School Handbook.
 - 2. if an officer is absent from any combination of 10 consecutive WTC general membership meetings and/or WTC officer meetings.
 - 3. if an officer is absent from any combination of 75% of the WTC general membership meetings and/or WTC officer meetings during an 6 week period.
- G. If the motion is made to begin the recall election process, the following actions will take place during the same general membership meeting:
 - 1. The WTC advisor will preside over the remainder of the impeachment process:
 - a) The motioning individual must state the reason for removal (specific unfulfilled duties or specific school code violation).
 - b) An ITS member or ITS eligible member must second the motion.
 - c) The officer who is being impeached will have up to 5 minutes to address the membership. If the officer is not present at the meeting, an ITS member or ITS eligible member may speak on the officer's behalf at the discretion of the faculty advisor.
 - d) The faculty advisor must review the reason for removal and the officer's rebuttal and determine whether or not to continue with the impeachment process.
 - e) If the motion is made and seconded, and the faculty advisor determines that the points in the motion are sufficient cause for impeachment, the ITS and ITS eligible membership present at the meeting will then be asked to vote.

- f) The ITS and ITS eligible membership will vote using a ballot prepared by the WTC faculty advisor. Each present member will vote for one of the following options:
 - (1) YES – REMOVE FROM OFFICE
 - (2) NO – DO NOT REMOVE FROM OFFICE
- g) If $\frac{3}{4}$ of the ITS and ITS eligible membership present votes YES – REMOVE FROM OFFICE, the student will be removed from office and the office will be declared vacant.
- h) If an officer is removed, a special election will then be organized to fill the vacant office (see section III – WILSON THEATER COMPANY OFFICERS).

V. MEETINGS

- A. General membership meetings will be held every Thursday at 3:00 in the Drama Room unless otherwise noted by the WTC president or WTC advisor.
- B. Officer meetings will be held every Tuesday at 3:00 in the Drama Room unless otherwise noted by the WTC president or WTC advisor.
- C. ITS membership meetings will be held at least twice per year at the discretion of the ITS president.
- D. The WTC president, the ITS president, or an officer appointed by one of the presidents will preside over each membership meeting and over each officer meeting.
- E. At the beginning of each officer meeting and each membership meeting, the secretary will read the minutes from the previous meeting. The meeting minutes must be approved and seconded before moving on to the first order of business.
- F. When a membership vote is needed, a simple majority of membership present will carry the motion, unless the action's procedures are outlined in the constitution.
- G. When a membership vote is needed, the president will determine the voting procedure to be used, unless the action's procedures are outlined in the constitution (i.e. meeting minutes, elections, establishing committees, etc.)

VI. COMMITTEES

- A. Committees can be formed for the purpose of completing any WTC or ITS related activity or function.
- B. All WTC members are encouraged to actively participate with at least one committee per academic quarter.
- C. Any WTC officer or the WTC faculty advisor can propose the creation of a permanent committee (the committee will be active for the duration of the school year) or a temporary committee (the committee will remain active for a specified length of time).
- D. In order to propose the committee, the officer or advisor must fill out a COMMITTEE FORM (attachment 1) to identify:
 - 1. The specific purpose of the committee
 - 2. The proposed committee chairperson
 - 3. The proposed meeting times of the committee

- E. After the COMMITTEE FORM is filled out, the COMMITTEE FORM will be submitted to the WTC president for review.
- F. The WTC president will review the COMMITTEE FORM and propose the creation of the committee at the next WTC membership meeting.
- G. At the membership meeting, the officer or advisor who proposed the committee will speak to the membership to give details of the purpose and activities of the proposed committee.
- H. The WTC president will instruct the ITS eligible and ITS membership to vote whether to create the committee or not to create the committee. Each member present has the option of two votes:
 - 1. YEA – establish the committee
 - 2. NAY – do not establish the committee
- I. If the membership votes not to establish the committee, the proposed committee will not be created.
- J. If the membership votes to establish the committee:
 - 1. The WTC president will appoint an ITS member or ITS eligible student to serve as committee chairperson. The president may or may not choose the committee chairperson that was suggested on the COMMITTEE FORM. The committee chairperson will preside over the established committee.
 - 2. The appointed committee chairperson will identify the members of the committee. The committee chairperson has the authority to determine the qualifications for membership of the committee, the method of selecting members, and the timeline for establishing membership.
 - 3. The chairperson will organize the committee and work to complete the objectives of the committee.
 - 4. The committee chairperson will present the following information at every WTC general membership meeting while the committee is active:
 - a) A list of active members of the committee
 - b) A list of completed objectives of the committee
 - c) A list of uncompleted objectives of the committee
 - d) Other information pertinent to the business of the committee
 - 5. The WTC faculty advisor may remove or replace a committee chairperson from the position of chairperson at the advisor's own discretion. If the WTC faculty advisor removes or replaces a committee chairperson, the advisor will announce the action at a general membership meeting.
 - 6. In order to dissolve a committee:
 - a) The WTC president may propose to dissolve the committee during a general membership meeting if at least one of the following criteria is met:
 - (1) The committee's objectives are completed.
 - (2) The committee is inactive for 3 consecutive weeks (as indicated if the chairperson does not present a committee update for 3 consecutive weeks)
 - (3) The committee's predetermined end date arrives.

- (4) The committee chairperson suggests that the committee should be dissolved.
- (5) The committee does not have a committee chairperson.
- (6) The president determines that the committee is no longer effectively serving the Wilson Theater Company.
- b) If at least one of the criteria in section (V.K.1) is met, the WTC president will instruct the ITS eligible and ITS membership who are present at the meeting to vote whether to dissolve the committee or not to dissolve the committee. Each member present has the option of two votes:
 - (1) YEA – dissolve the committee
 - (2) NAY – do not dissolve the committee
- c) A YEA majority vote from the membership will indicate that the committee is dissolved.
- d) A NAY majority vote from the membership will indicate that the committee will continue its active status.

VII. PRODUCTION INFORMATION

- A. A production will be considered a Wilson Theater Company production if the WTC faculty advisor deems it as such.
- B. The WTC faculty advisor will serve as the artistic director for every WTC mainstage and non-mainstage production and will oversee the actions of the entire production staff of each WTC production.
- C. Attendance procedures and rehearsal rules will be established by the production director and must be approved by the WTC faculty advisor.
- D. The production stage manager or production director for every WTC mainstage and non-mainstage production will:
 - 1. maintain an accurate attendance record of participants at rehearsals and performances.
 - 2. forward an official list of production participants to the ITS president so that the ITS president can maintain accurate ITS point records.
- E. Both the prop storage and the costume shop managers will work with the production staff of every WTC mainstage and non-mainstage show to make sure that the inventory system for checking props and costumes in and out of WTC storage is properly followed.
- F. The WTC publicity director officer will:
 - 1. create and order show-related merchandise for the purpose of publicity at least 4 weeks before every WTC mainstage show production date.
 - 2. create and prepare show publicity posters for distribution at least 4 weeks before every WTC mainstage show production date.
 - 3. ensure that a newspaper article is created and submitted to the Wilson's Pride and/or other school publications prior to every WTC mainstage production.
 - 4. create, prepare, and distribute season publicity items at least 2 weeks prior to the first WTC mainstage or non-mainstage production of the year

5. work with the WTC house manager to supply pictures for the auditorium display case that will be decorated for every mainstage event.
6. take pictures of each show at a performance or rehearsal approved by the production director and create a visual record of every WTC activity.

G. The WTC program editor will:

1. photograph the headshots of actors and crew members that will be used in the program by the 5th rehearsal (approximately) for each mainstage production.
2. collect and complete the biographical blurbs that will be used the program by the 10th rehearsal (approximately) for each mainstage production.
3. will work with the fundraising officer to include program patrons in all mainstage programs.
4. will create, assemble, and submit a production program for editing and cast/crew review by no later than 2 weeks before the opening performance of each mainstage production.
5. defer to the WTC faculty advisor regarding the content of the bios and the content of the program. All WTC program content is at the discretion of the WTC faculty advisor.

H. The fundraising officer will:

1. organize message sales for all mainstage productions
2. organize the sales of advertising for the mainstage program
3. forward the patron sale information and the print-ready program ads to the program editor at least 2 weeks before the opening performance.

I. The WTC house manager officer will:

1. create or oversee the creation of a show logo for each mainstage production. The show logo should be created before the show audition date. After the show logo is created, the house manager will forward the logo to the publicity director, program editor, and show director so that the logo can be used for show-related items.
2. coordinate work with every production director to create the front of house procedures and setup details for each WTC mainstage and non-mainstage production.
3. receive pictures from the publicity director to use to decorate the display case in the auditorium lobby for every mainstage event. The display case should be decorated at least one week before the opening performance
4. establish a front of house staff (committee) for all WTC mainstage and non-mainstage productions.
5. attend every WTC mainstage and non-mainstage production and serve as the EVENT FRONT OF HOUSE SUPERVISOR. If the house manager cannot attend an event, the house manager, with the approval of the WTC advisor, will appoint another WTC member to serve as the EVENT FRONT OF HOUSE SUPERVISOR for that activity.

6. instruct the front of house staff to arrive at least 75 minutes before curtain time for mainstage productions and at least 60 minutes before curtain for all non-mainstage productions.
 7. open the house at least 25 minutes before curtain time for mainstage productions and at least 15 minutes before curtain time for non-mainstage productions.
- J. The WTC technical theater coordinator officer will:
1. preside over weekly production meetings for every WTC mainstage event.
 - a) The production meetings will be held every Wednesday at 3:15 unless otherwise noted by the technical theater coordinator or production director.
 - b) All production staff members need to attend the production meetings.
 2. maintain attendance at every production meeting, tech work day, and strike day - attendance data must be forwarded to the production director.
 3. be available to act as consultant for all non-mainstage WTC activities.
 4. oversee the actions of all mainstage production crew chiefs in order to ensure that all tech crews are working safely and efficiently.
 5. organize and oversee the strike of every mainstage production
 6. the tech coordinator will ensure that all mainstage cast and crew members participate in no less than one full day of strike.
 7. strike (tear down and clean-up) must be completed in entirety within 3 school days of the closing performance.
- K. The box office procedures listed below will be followed for every WTC mainstage and non-mainstage performance at which tickets are sold or money is collected:
1. The ticket sales staff will complete the box office forms supplied by the house manager (BOX OFFICE REPORT FORM and TICKET SALES RECORD).
 2. Immediately following every performance, the event front of house supervisor and WTC advisor will confirm the accuracy of the box office forms, cash box totals, and ticket sales forms.
 3. On the school day following a production, the treasurer and WTC advisor will reconfirm the accuracy of the box office forms, cash box totals, and ticket sales forms.
 4. The WTC treasurer officer will deposit all box office money to the DRAMA #226 account within 72 hours of the production.

VIII. ABOUT THE CONSTITUTION

A. YEARLY CONSTITUTIONAL REVIEW

Before the beginning of each new school year, all WTC officers will meet to review the contents of the constitution in order to determine the need to amend or revise the constitution. When reviewing the constitution, the following questions should be debated by the officers and facilitated by the WTC president:

1. Is Wilson Theater Company meeting the goals of the constitution? If not, should we adapt our goals or our practices?
2. Does the constitution reflect the practices of the organization?
3. Are the job descriptions, as outlined in the constitution, realistic and accurate?
4. Does the Thespian Point system accurately reflect the level of involvement of students?
5. Is the Thespian Point system in line with the national guidelines for Thespian points?
6. Is the organizational structure of the Wilson Theater Company as efficient as possible?

IX. AMENDING OR REVISING THE CONSTITUTION

- A. Changes to the constitution may be suggested by any Theater Company member, officer, or by the faculty advisor.
- B. The Theater Company officers and the faculty advisor will review the suggested changes and then decide, as a committee, to do one of the following:
 1. Submit the suggested amendments or revisions to the membership
 2. Revise the suggested amendments or revisions and then submit the revised amendments or revisions to the membership.
 3. Reject the suggested amendments or changes.
- C. If the suggested amendments or changes to the constitution are submitted to the membership, at a regular membership meeting the ITS and ITS eligible membership will vote to accept or reject the proposed changes.
 1. If at least $\frac{3}{4}$ of ITS members and ITS eligible members present accept the proposal, the proposal is accepted.
 2. If at least $\frac{3}{4}$ of the ITS members and ITS eligible members present vote not to accept the proposal, the proposal is rejected. Rejected proposals may be resubmitted at a future time.
- D. If the proposed change is accepted, at least 10 Theater Company officers must sign and thus ratify the updated constitution in order to adopt the new document.

X. RATIFYING THE CONSTITUTION

- A. After the officer meeting at the beginning of the year to review the constitution, or any time an amendment or revision is made to the constitution, the constitution must be reviewed and signed by the Theater Company officers in order for the changes to be enacted.
- B. The constitution must be signed by at least 10 officers in order for the revised constitution to be considered ratified and adopted.
- C. The signed and ratified constitution will be kept on record with the WTC advisor. See attachment

XI. ATTACHMENTS

Examples of required WTC forms are listed in this section of the constitution. If an alternate form is to be used instead of one of the exact forms listed in this section, the altered form must approved by the WTC faculty advisor.

A. Committee Form

- a. To be used as described in section V.
- b. An example of the COMMITTEE FORM is attached after section VIII of the constitution.

B. Box Office Form

As detailed in section VII.L, the box office forms in this section must be completed to report ticket sales information for every performance.

- a. Box Office Report
- b. Ticket Sales Report

C. Record of Ratification Signatures

- a. To be used as described in section VII.C
- b. An example of the RECORD OF RATIFICATION SIGNATURES FORM is attached after section VIII of the constitution.

COMMITTEE FORM

In order to form a committee, the sponsoring officer or advisor should complete this form and submit it to the WTC president. At the next WTC membership meeting, the WTC president will present the proposed committee to the membership.

COMMITTEE NAME _____

Permanent Committee: *Committee will remain active for the entire school year*
or

Temporary Committee: *Approximate Date to Disband the Committee* _____

SPONSORING OFFICER OR ADVISOR _____

PROPOSED COMMITTEE CHAIRPERSON: _____

PURPOSE OF THE COMMITTEE:

MEETING TIMES OF THE COMMITTEE:

COMMITTEE MEMBERS:

DATE COMMITTEE ESTABLISHED BY THE WTC MEMBERSHIP _____

The committee form document will be kept on record with the WTC president. Additions or changes to the committee membership list, regular meeting times, or purpose of the committee should be recorded on this document.

BOX OFFICE REPORT

SHOW: _____ SHOW DATE _____

BOX OFFICE MANAGER: _____

TICKET SALES STAFF: _____

1. STARTING CHANGE IN CASH BOX: *count the money* \$ _____
2. # REG TICKETS SOLD: _____ X \$8 = \$ _____
3. # STUDENT TICKETS SOLD: _____ X \$6 = \$ _____
4. # OF SR CITIZEN TICKETS SOLD: _____ X \$6 = \$ _____
5. # OF IMPROV TICKETS SOLD _____ X \$3 = \$ _____
6. # OF COMP TICKETS: _____
7. TICKET INCOME: (2+3+4+5) \$ _____
8. INCOME + CHANGE: (7+1) \$ _____

9. ACTUAL ENDING AMOUNT IN CASH BOX \$ _____
(*count the money*):

does balance check (LINE 7 = LINE 8)? Yes / No

If no, explain below:

TICKET SALES RECORD

In the boxes below, indicate the number tickets sold for each performance. At the bottom of the page, indicate the total number of tickets sold.

REGULAR TICKETS (\$8)

STUDENT TICKETS (\$6)

SR. CITIZEN TICKETS (\$6)

IMPROV TICKETS (\$3)

COMP TICKETS (\$0)

Total # of Tickets Sold _____

RECORD OF RATIFICATION SIGNATURES

To be signed by incoming officers during the installation ceremony at a WTC membership meeting after the constitution has been reviewed.

DATE of RATIFICATION _____

<u>TITLE</u>	<u>SIGNATURE</u>
WTC President:	
ITS Troupe #6770 President:	
WTC/ITS Secretary:	
WTC/ITS Treasurer:	
House Manager:	
Publicity Director / Historian:	
Program Editor:	
Costume Shop Manager:	
Prop Storage Manager	
Technical Theater Coordinator:	
Fundraising Officer:	
ITS Faculty Advisor:	
WTC Faculty Advisor:	