

Tomball STAGE Officer Constitution

Being a Tomball STAGE officer requires you to be a living representation of the Tomball STAGE Mission Statements. 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

(Candidates must meet the applicable requirements the current year in which they run for the board and current board members must continue to meet these expectations while serving on the board.)

A) Grades

- 1) All officers must be academically eligible every grading period and maintain an overall average of 80 (non-weighted).
- 2) If an officer is academically ineligible or their overall grading period average drops below an 80 two times during any academic year, 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) 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.

C) Character

- 1) Department-wide demerit system is tied to the character contract signed at the beginning of the year. Infractions to this can affect officer eligibility.
- 2) Turning in the character contract is a requirement for running for office.

D) Participation

- 1) Officers must be enrolled in a theatre production class the entire year. If an officer drops or is let go from the production class, the officer will be dismissed.
- 2) Officers must participate in all productions in the role/assignment where the directors determine their talent/skills are best utilized for the good of the production and department.

II. OFFICER ELECTIONS

A) Officer candidates must meet eligibility requirements.

B) All candidates can miss no more than **70% of the STAGE Meetings** during the year they run for office, and must attend the Election 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 candidates must have a minimum of **10 ITS Points and seven "Passport Stamps" to run** for office earned in the current school year in which they run for office.

F) Members of the Tomball STAGE Officer board must have a minimum of **5 ITS Points and five "Passport Stamps" to vote.**

G) Parent consent for office must be turned in with the officer packet, a resume, health form,

directory form, character contract, and a completed questionnaire stating why the candidate wishes to attain a board member position.

H) 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 to fill the vacant slot. A reasonable effort will be made to keep the board at 8 members.

I) 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.

J) 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.

K) If any officer wishes to resign, a written letter must be given to the President and the Lead Director.

L) Any candidate who is elected must attend the entire summer and winter retreat with the Directors and the officer meeting 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. (For acceptable excuses, refer to **Art. II, M)**.

M) The only excuses accepted for missing a required event for an officer will be at the discretion of the Directors. Examples may include illness or family bereavement.

N) Alternate Officers should be aware that their character infractions from previous can affect their ability to step up to the board

THE ELECTION PROCESS:

Student Vote (Character, Leadership, Work Ethic, Punctuality, Accountability, etc): 50%

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

The Questionnaire gives each candidate the option of declining the office of President if they receive the highest ranking.

The candidate with the highest ranking receives the office of President if they complete the requirements for that office and provided that two Directors endorse them for that position. 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) The President calls meetings 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 digital notes & digital calendar are required at every board meeting.
- 8) What happens at officer meetings is confidential and should not leave the room

B) Voting at Meetings

- 1) Majority rule will only pass any business issue.
- 2) The 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, M**)
- 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, M**).
- 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, M**).
- 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) Five 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 canceled 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, M**).

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", character contracts, 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, character contract, 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. In addition, Banquet Themes, End of Year recognitions, Thespian Induction information, and Elections are to be determined.

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 (Lizzy W.): 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, creates officer deadline calendar, coordinates year in review, coordinates the set up and the Tomball STAGE booth for fine arts festival, coordinates all socials events, updates Master Calendar, 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, and maintains election packet and officer constitution. Enters rehearsal, crew, performance, and other theatre events for the year in the SchoolDude System.

Vice President (Allegra C.): Carries out President's duties in their absence, responsible for all sponsor communications and reservations, responsible for Sponsorship database, notifies and communicates with committees, STAGE HANDS and chair persons, makes sure committee chairpersons are fulfilling their duties, attends all STAGE HANDS meetings, keeps track of ITS membership, maintains alumni directory, and provides information to the Secretary and Business Manager in regards to sponsorships and maintains Ludus databases. Responsible for programming Ludus information and sales as well as corresponding with STAGE HANDS, makes ITS certificates for banquet, manages leasing agreements, maintains MSDS forms, updates mailing lists and sponsorship levels annually, forwards STAGE Officer emails to the officer email pertains to, Responsible for documentation and delivery of store purchases for items such as meal orders, show fees, etc.

Business Manager (Jesus V.): Keeps track of fundraisers, handles class fees, sells banquet tickets, makes sure President, directors, and administrators receive a copy of audit report and budget report and new forms, keeps financial reports, maintains departmental check requests, orders departmental items, collects all fees, and coordinates all deposits. Organizes script library area, updates list of scripts in library, devises/maintains a system for script check-out/in, maintains monologue/scene notebooks, organizes scripts, magazines, newspapers, newsletters, and stage manager binders from previous productions, Inventories and maintains department supplies, first aid kits, departmental items, and tools and notifies the director when items need to be purchased. *Responsible for all front of house activities, organizes and trains

ushers and house crew attendants, is responsible for documentation method for house crew attendants, sets up and trains house staff on all ticketing operations such as scanners, credit card readers, chromebooks, and ipads and doing inventory on them; trains video crew to create recordings of all performances for record keeping purpose and shares them with the Historian for archives, keeping track of theatre students attendance at performances and giving them to the directors, maintains inventory for concessions and usher equipment, and maintains lost and found.

Community Outreach (Kayla T.): Communicates with other troupes/organizations, on a regular basis; responsible for all community obligations, create bi-weekly newsletters with the secretary, communicates with Community Event Coordinators and Spooktacular representatives to coordinate volunteer work, corresponds with other troupes and organizations as necessary, coordinates projects of community service, prepares for Electives Night and Fine Arts Festival, maintains communication with Tomball ISD Junior High Thespians and Lone Star Tomball College Theatre, implements activities which ignite troupe morale, maintains suggestion box, documents student passport stamps, manages all group attendance events and activities (i.e. group performance viewings), and responsible for helping organize and document Spirit Night events and maintains Alumni directory, sending out REMINDS for upcoming events

Historian (Charlotte G.): Collects and takes photos of all rehearsals, trips, crews, meetings, and all other STAGE events. Produces 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, archives video recordings of all productions and organizes the digital files for record keeping purposes, takes bio pictures of STAGE members, collects and prepares updated student biographies, designs and constructs the lobby display for productions. Maintains departmental instructional signs, and archives information posted on the callboard and all media equipment in the department. Updates all visual content of the Tomball STAGE website and maintains posters across from the officer folders.

Operations Manager (Jackson C.): Enters rehearsal, crew, performance, other theatre events, and auditorium events for the year in the Brightly System. Organizes script library area, updates list of scripts in library, devises/maintains a system for script check-out/in, maintains monologue/scene notebooks, organizes scripts, magazines, newspapers, newsletters, and stage manager binders from previous productions, Inventories and maintains department supplies, first aid kits, departmental items, and tools and notifies the director when items need to be purchased. Submits work orders and requests repairs.

Parliamentarian (Julianne G.): Keeps order at meetings (board and general), keeps attendance for meetings (board and general), posts copies of attendance on the callboard and gives them to the President, keeps track of Manual of Policies and Procedures (Health and Directory Forms), and updates when revised, makes a communication directory of all STAGE members, organizes and revises STAGE database, oversees organization of computer files. 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 for each graduating class, informs Directors 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 the director approves. Gives a copy of points to Directors, Vice-President, and Administrators. Compiles final Thespian points that determine banquet certificates and awards.

Publicity (Quinn B.): Sends press releases to the TISD Director(s) of Communication. In charge of publicizing all productions, meetings, and other STAGE activities, leads publicity crews, communicates events through posters, creates and sends in morning announcements and slides for the STAGE, video announcements with the high school journalism department, and manages all social media outlets. Makes Special Recognition certificates, communicates with other troupes/organizations through social media outlets when needed, and creates promotional videos.

Secretary (Mia T.): Updates and edits the STAGE MOPAP, 101 Tips, and the Officer Constitution. Creates and distributes agendas for all STAGE meetings, keeps copies of the agenda for all meetings, creates and keeps minutes of all STAGE meetings, posts all minutes on callboard, gives a copy of all minutes to the Vice President. Sends Thank-You notes as necessary, coordinates all STAGE mailers, makes programs for all shows, creates and distributes email campaigns, organizes passwords and logins, archives content in the officer drive, updates written content and information on the Tomball STAGE website, organizes officer files, and types the script for the theatre banquet.

Social Media (Kerrie G.): Creates, posts, and keeps track of the Tomball STAGE Instagram and Facebook pages. Notifies the public of upcoming events, publicizes shows, and reaches a bigger audience via social media platforms.

B) Other Assigned Duties

1) Officer Duty Days: Each day, two-three officers are assigned to stay after school for 20 minutes to assist directors with any business which needs attending. If the officer is working in the office they must leave the door open.

- a)** Morning Duty times will begin no earlier than 6:50am and end no later than 7:15am. Afternoon duty will begin no earlier than 2:40pm and no later than 2:55pm.
- b)** Duties include tidying up around the department, cleaning your personal space in the office, making sure materials are available for the directors, locking the supply closet in the office before leaving, and assisting theatre students with whatever they need.
- c)** Officers must sign in and out using the designated procedures.
- d)** If their duty partner does not attend, the attending officer must notify the President and Directors.

2) Missing/Trading Duty Days:

- a)** A warning will be given for the first three unexcused absences. One demerit 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. If you have more than one duty day then the unexcused absences are doubled (six).
- 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) 2 Demerits

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

B) 5 Demerits

- 1) Not fulfilling officer duties or responsibilities for any STAGE event from start to Finish.
- 2) Social media content and/or digital correspondence or behaviors that the directors deem diminishing to the integrity of the Tomball STAGE. A range from 5 to 15 demerits may be received depending on severity.
- 3) Consequences for organizational dishonesty, including cheating or copying the work of another student or plagiarism (including the unauthorized use of artificial intelligence (AI) such as ChatGPT)

C) 8 Demerits

- 1) Absence from a board and/or general meeting given automatically (for acceptable excuses refer to **Art. II, M**). ***
- 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.
- 4) Missing a required STAGE sponsored activity. 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) 12 Demerits

- 1) If an officer takes action or continues to engage in any activity that the directors deem diminishing to the integrity of the Tomball STAGE.
- 2) If an officer takes action or continues to engage in any activity that the directors believe demonstrates an unethical decision or act, a lack of academic or situational integrity, or displays of dishonesty.

E) 15 Demerits

- 1) Failing a school mandated drug test.
 - 2) Refusing to participate in a production in a designated role/assignment or being unable to accept a role/assignment in a production deemed by the Directors to be an acceptable level of contribution.
 - 3) Participation in Illegal Activities or Actions deemed by the Directors and/or THS Administration to be unacceptable behavior of a Tomball STAGE Officer.
- F) Officers are subject to consequences under the demerit system in addition to any disciplinary action under the Manual of Policies and Procedures and TISD/ THS policy and/or legal consequences.

VII. Amendments The directors have the option to amend or rescind the policies in this constitution if it is determined that the enforcement of the policy in that particular case will not be of benefit to the Theatre Arts Department of Tomball High School. If necessary, the directors can add additional policies to protect the quality of productions and the integrity of the department. These decisions will be considered on a case by case basis and will be discussed with the Tomball Administration before a final decision is made.

****Keep in mind that all rules are subject to change****