



Newport Harbor Theatre Company: Constitution & Bylaws **Theatre Arts Club & Thespian Troupe 2263**

Ratified and adopted on May 30, 2024 for the 2025-2026 School Year

ARTICLE I: NAME, PURPOSE, & GOVERNANCE

- Section 1. **Name:** This organization shall be called **Thespian Troupe 2263**. The troupe has been chartered by **Newport Harbor High School**. The charter affiliates it with the International Thespian Society (ITS).
- Section 2. **Purpose:** *The troupe is the honors component of the school's theatre program.* Its purpose shall be the advancement of standards of excellence in theatre. More specifically, the troupe will encourage students to attain a better mastery of the theatre arts and will reward those who achieve it with induction into the troupe. Thespians achieving honor ranks and scholar distinctions shall receive recognition of their exemplary accomplishments.
- Section 3. **Governance:** This troupe constitution and its bylaws are two components of a hierarchy of documents that govern members of the International Thespian Society and its parent organization, the Educational Theatre Association (EdTA). The documents affecting troupes, in order of authority, are: the EdTA Code of Regulations, the membership policy, the troupe handbooks, the troupe constitution, and troupe bylaws. This constitution may not be altered in any way that conflicts with a superseding document or school policies and procedures.
- Section 4. **Purpose Continued:** The purpose of this organization shall be:
 1. To **recognize** Newport Harbor students' theatrical achievements in both performance and technical disciplines.
 2. To **support** the Newport Harbor Theatre Company's productions financially by organizing and hosting fundraisers.
 3. To **promote** the Newport Harbor Theatre Company's productions through the use of posters, advertisement campaigns, social media, and community outreach events.

4. To **organize** and **maintain** a house crew and concessions team for all Newport Harbor Theatre Program productions.
5. To **participate** in theatre related events that support our community.
6. To **encourage** students within the Newport Harbor Theatre Program to apply the skills they have learned as they continue with their educational goals in the real world.

ARTICLE II: MEMBERSHIP

- Section 1. Eligibility: Membership shall be open to any student who is:
 1. Actively enrolled at Newport Harbor High School.
 2. Members will be categorized as interested Newport Harbor High School students; both inductees and members of Thespian Troupe 2263.
- Section 2. Final authority concerning membership requirements shall be vested in the Thespian Troupe Director.
- Section 3. Honorary membership may be granted to adults for their extraordinary and worthy assistance in the support of the Newport Harbor Theatre Program by the Thespian Troupe Director.
- Section 4. All active Newport Harbor Theatre Company Program students may audition or interview for a role in Newport Harbor Theatre Program productions.
 1. Students, not already active members of the Newport Harbor Theatre Company Program, may audition but will be obligated to read the Theatre Program Handbook prior to the first rehearsal.

ARTICLE III: OFFICERS

- Section 1. Officers- The officers shall be President, Vice President, Secretary, Treasurer, Advocacy.
- Section 2. Officer Elections will take place at the final Theatre Arts Club meeting of the school year, prior to the End of the Year Banquet by a Google forms ballot. Only active members in good standing (verified by the Thespian Troupe Director) will be allowed to vote.
 1. The results will be announced at the End of the Year Theatre Banquet
 2. All Elected Officers and one Parent/Guardian must sign Officer Agreement within one week of the End of the Year Theatre Banquet to secure their spot for the following school year and to acknowledge the duties, responsibilities, and commitment required of their position.

- Section 3. Term: The officers shall serve for one year and their term of office shall begin at the beginning of the fall semester.
- Section 4. Vacancy: If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any office shall be filled as deemed necessary by the Thespian Troupe Director.

ARTICLE IV: ELIGIBILITY OF OFFICERS

- Section 1. Eligibility - As of the 2024-2025 school year, Officers must be:
 1. Active students at Newport Harbor High School
 2. Inducted Thespian Troupe 2263 members
 3. Have an unweighted grade point average of 2.5 or higher
 4. Exhibit excellent leadership skills and good behavior
 5. President and Vice President must*:
 - Be juniors and/or seniors for the next school year
 - Be enrolled in at least one Theatre course for the next school year
 - Student running as President must be going into their senior year and have previous experience as a Theatre Arts Club officer
 - Student running as President must be going into their senior year as an International Thespian Society Troupe member
 - In the event that no qualified senior runs for the Office of President, then a two-thirds majority vote by current officers may approve a junior to run in the Office of President
 6. Must be approved by Thespian Troupe Director

**Section 1, point 5: to roll out during 25-26 school year*

- Section 2. Officer Interest- All parties interested in running must:
 1. Submit completed Officer Applications to Troupe Director (via email) at least two weeks before the Theatre Arts Club Election Meeting. The Officer Application will include:
 - A concise, considered statement specifying which officer position they are interested in and why they would be the best candidate
 - Provide proof of GPA
 - Evidence of Thespian service

ARTICLE V: DUTIES OF OFFICERS

- **Section 1. President:** it shall be the duty of the President to:
 1. Represent the Newport Harbor Theatre Company with enthusiasm and a positive attitude, while setting an example for other members
 2. Support the ongoing establishment of *company* and community in the program
 3. Be an active Senior at Newport Harbor High School
 4. Oversee other officer's assignments and duties
 5. Ensure minutes for meetings are written by an officer if Secretary is absent
 6. Prepare a digital file of photos of each Newport Harbor Theatre Company Program production and send to Director & Program Assistant for records
 7. With the Vice President, prepare an end of the year photo slideshow of to be shown at the End of the Year Theatre Banquet
 8. Plan activities for members to bond and socialize outside of Newport Harbor Theatre Company events
 9. Be present at all Welcome Aboard/Company Meetings/New Student Nights
 10. Relay and report information to Thespian Troupe Director in a timely manner
 11. Assist students with Thespian Point Values
 12. Be available to attend and motivate other members at all Newport Harbor Theatre Program-related events
- **Section 2. Vice President:** it shall be the duty of the Vice President to:
 1. Preside in the absence of the President
 2. Assist President with social activity planning
 3. Assist students with Thespian Point Values
 4. Report to Thespian Troupe Director when students have earned 15 points, earning them induction to the International Thespian Society through their involvement in Newport Harbor Theatre Company Program events
 5. With the President, prepare a digital file of photos of each Newport Harbor Theatre Company production and send to Director & Program Assistant for records
 6. With the President, prepare an end of the year photo slideshow of to be shown at the End of the Year Theatre Banquet
 7. Be available to attend and motivate other members at all Newport Harbor Theatre Program related events
 8. Support the ensemble and community of the Program
 9. Coordinate Welcome Aboard tables (concessions, displays, volunteers)

- **Section 3. Secretary:** it shall be the duty of the Secretary to:
 1. Record the minutes and take attendance at all meetings and send report via email to Thespian Troupe Director within 24 hours
 2. With the Thespian Officer, maintain and update Thespian Point Records, to be kept in Thespian Troupe Director's office/classroom
 3. Maintain a current roster of membership and their contact information. This list must be available for Thespian Troupe Director at any time.
 4. Report to Thespian Troupe Director if any Newport Harbor Theatre Company Program or troupe member is found in violation of Meeting Attendance Policies.
 5. Be available to attend and motivate other members at all Newport Harbor Theatre Company Program related events
 6. Support the *company* and community of the Program
 7. Maintain the Theatre Library's titles, copies, and stock
- **Section 4. Treasurer:** it shall be the duty of the Treasurer to:
 1. Lead all fundraising & sponsorship efforts for the Newport Harbor Theatre Company Program
 2. Find new fundraising methods and reporting back to Director for approval
 3. Assist with finding local companies and individuals to offer sponsorships or donations to the Newport Harbor Theatre Company Program
 4. Acts as Business Manager for Troupe 2263, Theatre Arts Club, and the Theatre Program
 5. Plans and executes per-production, per-show concession ideas (buttons, lanyards, general Program swag, etc.)
 6. Must not discuss Newport Harbor Theatre Company Program finances unless deemed essential by Director
 7. Be available to attend and motivate other members at all Newport Harbor Theatre Company Program related events
 8. Support the ensemble and community of the Program
- **Section 5. Advocacy:** it shall be the duty of the Advocacy to:
 1. Act as the liaison between the Theatre Program and ASB/VAPA/CTE Commissioner
 2. Act as the liaison between production Publicity Teams and the Theatre Program office
 3. Maintain the Newport Harbor Theatre Arts Club Instagram (with Director approval) in efforts to inform members and advertise events
 4. Encourage engagement with arts and culture in the community
 5. To reach out to the larger Newport Harbor & Harbor Zone community

6. Encourage non-Theatre students to attend Theatre events, workshops, shows, and more
 7. To reach out to Alumni - newsletters, postcards, or any other appropriate means
 8. Maintain Alumni records, emails, and physical addresses, in documents to be shared with the Troupe Director and Program Director
 9. Support the ensemble and community of the Program
 10. Be available to attend and motivate other members at all Newport Harbor Theatre Company Program related events
 11. Work to promote that Theatre is an essential component in developing empathy and understanding our world and ourselves.
- **Section 6. Thespian Officer:** it shall be the duty of the Thespian Officer to:
 1. Students running as Thespian Officer must be going into sophomore, junior, or senior years and have previous experience attending an official California Thespian event OR commit to attending an official California Thespian event in the upcoming school year. We acknowledge that this might not always be the case in a season, and the outgoing Thespian Officer and the Thespian Troupe Director have final discretion and say.
 2. Support the ongoing establishment of company and community in the Thespian Troupe and Theatre Program.
 3. Be an active sophomore, junior, or senior at Newport Harbor High School.
 4. Work in conjunction with the Secretary to maintain and update Thespian Point Records, to be kept in Thespian Troupe Director's office/classroom and point sheet.
 5. Initiate all Thespian Inductions and lead troupe inductions and rank ups.
 - Create Thespian speech sign up sheet prior to inductions to send out to Thespians for new inductees and those ranking up.
 - Organize all preparation work for induction such as registry, pins, induction folders, and flowers.
 6. Be available to attend and motivate other members at all Newport Harbor Theatre Program and Troupe related events
 7. Encourage attendance and participation of Thespian-held events and festivals and share information about scholarship opportunities.
 8. Hold troupe-specific meetings once a month and initiate any modifications to the Constitution to be ratified if needed at these meetings.
 9. Create Troupe-specific merchandise (shirts, patches, buttons, etc.) and send them to Thespian Troupe Director and Program Director for approval.
Theatre Program Director retains the right for final approval.

10. Be present at all Welcome Aboard/new student nights, Junior Thespians (as needed); support the company and the Program.
- **Section 7. Cappies Lead Critic:** it shall be the duty of the Cappies Lead Critic to:
 1. Attend Lead Critics meetings and training sessions.
 2. Communicate with OC Cappies administration regarding questions, absences, rescheduled shows, and copying the Newport Harbor Cappies Mentor/Advisor onto all communication.
 3. Training a non-Senior Critic.
 4. Assist in training the Newport Harbor Cappies Team.
 5. Enforce all Cappies rules and regulations; hold the team accountable for submission of reviews and attendance of shows; meet after every team show with the Cappies Mentor/Advisor to recap expectations of events.
 6. Hold bi-monthly team meetings.
 7. Organize Cappies Team outings to support local theatre, including attending shows in the Harbor Zone.
 8. Work with the Theatre Boosters and Cappies Mentor/Advisor to facilitate Cappies room set-up with signage, supplies, snacks, and water.
 9. Work with Program Assistant to organize Cappies, nominees, commendees attendance at the annual Cappies Gala.

ARTICLE VI: IMPEACHMENT OR REMOVAL OF OFFICER

- **Section 1. Reasons for Impeachment:**
 1. Failure to carry out the Duties of Office as defined in the Newport Harbor Theatre Company Program Constitution and Bylaws
 2. Failure to maintain Eligibility Requirements of Officers as defined in the Newport Harbor Theatre Company Program Constitution and Bylaws
 3. Violation of Officer Contract Agreement
 4. Violation of School Rules which may result in Suspension/Expulsion
 5. Failure to Abide by the Constitution and Bylaws of the Newport Harbor Theatre Company Program
 6. Unexcused absences from more than two Officer or Theatre Arts Club Meetings; must notify Director of absence at least 24 hours before any Officer or Theatre Arts Club Meeting

ARTICLE VII: MEETINGS AND ATTENDANCE

- Section 1. Meetings shall be held at least once a month, after school in the Black Box OR via online platform (example: Zoom, Teams), with at least a one-week notice.
- Section 2. Special meetings may be called by the Director or any Officer (with Director approval) with a minimum of 24-hour notice.
- Section 3. Attendance. Any member who is absent from two meetings per school year without an excuse considered valid by the Director, shall be removed from active membership in Theatre Arts Club. Inconsistent attendance in Thespian Troupe-related meetings will result in member's active status to come under consideration.
- Section 4. Members removed from active membership may not request readmission until the following semester.
 1. If a student is removed from active membership during the Fall Semester, they may request readmission at the first meeting of the Spring Semester.
 2. If a student is removed from active membership during the Spring Semester, they may request readmission at the first meeting of the following Fall Semester.
- Section 5. Readmission. Any member requesting readmission must have the consent of the Program Director and Theatre Officers & Leadership.
- Section 6. Thespian Status. Inducted Thespians may have their membership revoked if they behave in a manner that does not adhere to the Theatre Program and Newport Harbor High School's stated rules of conduct.

ARTICLE VIII: DUES AND FEES

- Section 1. Financial Obligation
 1. Newport Harbor Theatre Company is proudly a no-fee program.
 2. The Theatre Program and the Theatre Boosters work together to waive the Thespian Society's required \$35 induction fee for all students.
 3. Thespians choosing to participate in California State Thespian/International Thespian events and festivals do so with the understanding that these events are not mandatory, and are personally responsible for any registration and/or late fees incurred.
 4. Scholarships for any Theatre Program event may be provided upon written request to the Theatre Program Director.
 5. All Newport Harbor Theatre Company members are expected to participate in fundraisers for the program. Participation may be defined as volunteering, creating signage, decorating for an event, and other similar activities.

6. Newport Harbor Theatre Company members may be asked to donate food items/baked goods for concessions, fundraisers, and events throughout the year.
7. Every effort will be made to raise the funds necessary to cover the costs associated with productions.

ARTICLE IX: THESPIAN INDUCTION AND GRADUATION HONORS

- **Section 1. Induction Requirements.** In order to meet the minimal induction requirements for the International Thespian Society Troupe 2263, students must:
 1. Have earned a minimum of 15 points through their involvement in Newport Harbor Theatre Company Program productions and events and have points verified by Director, Thespian Officer, and Theatre Secretary
 2. Have a minimum 2.0 GPA
 3. Completed **all required strikes**
- **Section 2. Thespian Points** will be awarded based on the values provided by the International Thespian Society and at the Troupe Director's discretion.
- **Section 3. Roles and positions** fulfilled by members of the Newport Harbor Theatre Company Program but not specified on the list provided by the International Thespian Society will be awarded points at the Troupe Director's discretion.
- **Section 4. Thespian Induction** will take place in conjunction with a running production, on evenings to be determined by the Officers, Troupe Director, and Program Director.
- **Section 5. Honors** will be awarded to graduating seniors who have earned Thespian Induction. The three-tiered system that determines these distinctions are as follows:
 1. Senior Thespians in good standing with the Newport Harbor Theatre Company Program and have earned a cumulative GPA of 3.0 or higher will receive an Honor Thespian cord to wear at graduation.
 2. Thespians in good standing with the Newport Harbor Theatre Company Program, have earned a cumulative GPA of 3.0 or higher, and are at Honor Thespian rank or higher will earn the privilege of lettering in Theatre. *This is available to sophomores, juniors, and seniors. Beginning 24-25 school year.*
 3. Senior Thespians in good standing with the Newport Harbor Theatre Program and who held an officer position and fulfilled all duties as

determined by the Troupe Director and Program Director will receive a Thespian Medallion to wear at graduation.

ARTICLE X: RATIFICATION AND AMENDMENTS

- Section 1. If at any time changes to the Newport Harbor Theatre Program Constitution and Bylaws are proposed, a vote of two-thirds of present members is required for ratification.
- Section 2. A review of the Newport Harbor Theatre Program Constitution and Bylaws will take place during the first Officer Meeting of the school year. If any changes are suggested, they will be discussed and voted upon at that time to go into effect immediately.
- Section 3. If any amendments are made to the Newport Harbor Theatre Program Constitution and Bylaws, a copy of changes will be made available to all active members.
- Section 4. Upon ratification to this Constitution and Bylaws, any prior Constitution and Bylaws will be disregarded and will have no further force to effect.

We, the undersigned, on this day, _____, 20_____
do hereby accept this document and declare that the Newport Harbor Theatre Company Constitution and Bylaws has been adopted by a two-thirds vote of all current officers.

President

Vice President

Secretary

Treasurer

Advocacy

Thespian Officer

Lead Cappies Critic

Thespian Troupe Director

