

Theatre Society Constitution and By-Laws

ARTICLE I: NAME & PURPOSE

Section A: Name – Jackson High School Theatre Society

Section B: National Affiliation – Not a national Affiliation.

Section C: Purpose – The purpose of this club shall be:

1. Produce quality productions of musicals and plays
2. To develop a community of compassion and understanding
3. Develop skills in theatre production, design, acting, improv, and communication
4. To engage and entertain the community

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to student's grade 9th-12th at Henry M. Jackson High School who are able to dedicate their time and effort for Jackson productions and activities.

Section B: Dues – No required dues for members. ASB card is required for membership.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice President, Treasurer, Secretary, Public Relations, and Graphic Designer.

Section B: Eligibility – Officers must be students of Henry. M. Jackson high school and must be committed on attending all meetings and events. In order to run for president, a student must have participated in four shows or have two years of Theatre Society experience at Jackson High School. Students who do not meet this requirement may appeal to the board for a special exception.

Section C: Election – The officers shall be elected at a designated meeting of the spring semester, decided by vote among the officers. The new officers are decided by a majority vote of all club members who attend the designated club meeting.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the conclusion of the previous school year when the outgoing officers' terms end.

Section E: Vacancy – If a vacancy occurs in an officer position, the officers will do the following. First, the officers will hold a meeting to consider a single member who can take upon the responsibilities of that officer, or if the responsibilities can be split amongst current officers. If neither method will work best for the club, an emergency meeting will be held with all members to elect a replacement.

In the event an officer fails to fulfill their duties as outlined in this document, does not behave in a manner befitting an officer, fails to attend 2 or more officer meetings, or is not a visible member of the club, then their fellow officers may hold a board meeting to discuss and vote upon removing the officer from the board. If the majority votes to remove the officer, a vacancy will occur and the remaining officers will follow the above protocol.

Section F: Voting – All matters requiring a vote of the officer board must be proposed by an officer, seconded by another, then decided by a simple majority vote.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President– it shall be the duty of the President to:

- Preside over all officer and member meetings
- Vote in decisions requiring a vote
- Represent the club in general meetings and school events
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- Contact and order all t-shirts and sweatshirts on behalf of Theatre Society
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President over all meeting and events.
- Perform all duties of the president in his or her absence.

- Vote in decisions requiring a vote.

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Communicate important announcements and news to members through emails and other current communication methods.
- Vote in decisions requiring a vote

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and process Purchase Orders, Reimbursements, and Dues
- Keep an itemized account of all receipts and expenditures and make reports as directed
- Manage cash boxes for shows
- Lead in the creation of an estimated show budget at the start of each production
- Vote in decisions requiring a vote

Section E: Graphic Designer

- Create and design publicity materials for school plays and musicals. These materials are to include posters and programs, tickets and t-shirts for all productions.
- Create flyers and publicity materials for auditions, special meetings and special events.
- Create a design for a yearly sweatshirt/t-shirt for Theatre Society
- Work in collaboration with the president in the ordering of all sweatshirts/t-shirts
- Vote in decisions that require a vote

Section F: Public Relations

- Create awareness of Theatre events in Jackson High School and the surrounding community
- Manage social networks and posters that communicate theatre events to the community
- Contact businesses and other community resources for potential sponsorships
- Manage publicity crew for each production
- Vote in decisions that require a vote

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held every first Monday of each month throughout the school year. If there is no school on that Monday, the meeting will be held the next available school day.

Section B: Officer Meetings – Regular meetings shall be held every last Monday of each month throughout the school year. If there is no school on that Monday, the meeting will be held the next available school day. Emergency meetings will also be scheduled as needed.

ARTICLE VI: OFFICER BOARD

Section A: Responsibility – Management of this club shall be vested in an officer board responsible to the entire membership to uphold these bylaws.

Section B: Membership – This board shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This board shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, officer board meetings as often as schedule allows.
- Assist in the orientation of new officers.

- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with ASB
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section A: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least one week before the meeting. [The time may be extended to the following meeting.]