

Northwest High School Theatre Guild Constitution

Adopted: May 2016

Article I: Name, Purpose, and Governance

Section 1. Name: This organization shall be called the Northwest High School Theatre Guild.

Section 2. Purpose: The Theatre Guild is the fundraising and producing component of the school's theatre program. Its purpose shall be to raise money for department productions and to promote fellowship and the advancement of standards of excellence in theatre. More specifically, the guild will engage and promote the organization and its productions to the rest of the school.

Section 3. Governance: This guild's constitution and its bylaws are two components of a hierarchy of documents that govern members of the Northwest High School Theatre Guild. The documents affecting the guild, in order of authority, are: the Clarksville-Montgomery County School System Code of Student Conduct, the Northwest High School Student Code of Conduct, the guild constitution, and bylaws. This constitution may not be altered in any way that conflicts with a superseding document or school policies and procedures.

Article II: Organization and Officers

Section 1. Membership: Membership is open to any student registered at Northwest High School.

Section 2. Officers: The Theatre Guild shall have the following officers: Chair, Vice-Chair, Business Manager, Clerk, and International Thespian Society (ITS) Representative. Duties shall be defined in the guild's bylaws.

Section 3. Elections: The guild shall elect officers for the next school year in the last full month of the current school term.

Article III: Meetings and Participation

Section 1. Meetings: Guild business meetings shall be held monthly throughout the school year. Fellowship meetings should be held bi-weekly. Special meetings may be called by the guild's Artistic Director, any officer, or by a quorum of guild members.

Section 2. Quorum: A quorum shall be a majority of the guild's active membership.

Section 3. Denial of participation: Any student who causes deliberate dissension or disruption of any production or business meeting may be denied participation in guild activities by a vote of two-thirds of the guild's membership and the consent of the guild artistic director. Any member requesting reinstatement of participation rights may have them restored with the consent of the guild artistic director and two-thirds of the guild's

membership. In extreme cases a student's status as a member in good standing of the local troupe may be suspended or withdrawn by the troupe director for just cause. Such decisions are subject to oversight by the school administration. This may affect any of all participation rights and benefits that require the troupe director's authorization, but will not affect membership and benefits that come directly from the ITS national office.

Article IV: Dues

Section 1. Dues: There shall be a mandatory annual due of \$15.00 to be a voting member of the Theatre Guild.

Article V: Bylaws

Section 1. Purpose: Bylaws provide additional guidance for the governance and operations of the guild. No bylaws may be in conflict with the CMCSS Code of Student Conduct, the NWHS Student Handbook, guild constitution, or school policy or procedures.

Section 2. Adoptions and amendments: The guild artistic director may adopt or amend bylaws as deemed appropriate. Bylaws may also be added or amended by approval of a simple majority of the guild's active membership and the consent of the guild's artistic director.

Article VI: Amendments:

Section 1. Exclusions: Article I may not be amended.

Section 2. Procedure: Articles other than Article I may be amended by approval of two-thirds of the guild's active membership with the consent of the guild artistic director. This constitution and its amendments shall be subject to change according to any or all requirements of the CMCSS or NWHS.

Adopted: _____

Guild Artistic Director: _____ Signature: _____

Guild Chair: _____ Signature: _____

Northwest High School

Theatre Guild

Bylaws

Adopted: _____

Article I: Attendance

Section 1. It is expected that members of the Theatre Guild will attend the monthly business meeting and the bi-weekly fellowship meetings.

Section 2. Regular after-school meetings will be at 2:45 p.m. the first Wednesday of each month. If school is not in session the first Wednesday of the month, the monthly business meeting will be on the second Wednesday of the month. The bi-weekly fellowship meetings will be at 2:45 p.m. on the second and fourth Wednesdays of the month. If school is not in session on the second or fourth Wednesday the guild will forego that fellowship meeting.

Section 3. Irregular attendance indicates a lack of interest; therefore, any member absent four (4) business meetings per school year without a written excuse submitted to the clerk or guild artistic director shall be automatically suspended from guild activities. The guild artistic director has sole authority to reverse the suspension.

Section 4. Attendance shall be considered in the Theatre Guild's Trip Point System.

Section 5. Absences shall accumulate for only one school year at a time.

Article II: Theatre Guild Trip Point System

Section 1. In order to participate in any trip that the Theatre Department, Theatre Guild, or International Thespian Society sponsors you must meet the following requirements: 1) You must be a paid member of the Theatre Guild, 2) You must be enrolled in an Advanced Theatre class (with a minimum B average) or have the consent of Mr. Braem. 3) Must have earned a minimum of 50 Activity Points per the Theatre Trip Policy, and 4) Must participate in any/all fundraisers for the trip.

Section 2. The Clerk, in association with the guild artistic director, will be in charge of maintaining a record of member points.

Article III: Officers

Section 1. Duties: Guild officer duties are defined below The guild artistic director may assign other duties.

- A. The **chair** presides at all meetings, appoints all standing and special committees, and directs and supervises guild activities with the assistance of the guild artistic director.

- B.** The **vice-chair** presides in the absence of the Chair and is responsible for the recruitment of new members. Additionally, the vice-chair is responsible for facilitating, or selecting facilitators, for all bi-weekly fellowship meetings.
- C.** The **business manager** keeps the guild's books and may act as the business manager for guild productions at the discretion of the guild artistic director. The business manager also keeps the records of meetings and attends to guild correspondence.
- D.** The **clerk** keeps the point records of all guild activities: plays, fundraisers, and work accomplished as provided in the official theatre trip policy. The clerk will also keep a scrapbook of news clippings, posters, programs, etc.
- E.** The International Thespian Society representative will serve as the voice of the ITS Troupe. The ITS representative will be elected by the officers of Troupe #6252 and NOT members of the Theatre Guild..
- F.** Other officers such as historian, publicity chair, etc. may be added at the guild's discretion. All officer positions must be listed in the guild's constitution.

Section 2. Requirements for all elected officers are as follows: each student must be an active member of the guild for at least one school year, cannot be an officer of the International Thespian Society, and must be registered for an advanced theatre class for the following school year. Exceptions may be granted by the guild artistic director for those who do not have room for advanced theatre in their schedule.

Section 3. Nominations for officers are to be made by a committee that includes the guild artistic director, with additional nominations being permitted from the floor. Students may self-nominate from the floor. Officers will be elected by a simple majority vote.

Section 4. Elections will be conducted at the last May guild meeting for the next school year.

Section 5. Voting will be done by secret written ballot at an official guild meeting.

Section 6. Three members, including one officer, may request a recall election of all or any elected officers. This request must be submitted to the guild artistic director in writing and state the need for such an election. A special meeting will be scheduled within five school days upon receipt of the request for the purpose of voting on whether or not a recall election is necessary. Two-thirds of the membership is required to mandate a recall election. If a recall election is necessary, election of officers will follow the procedure set in Sections 2 through 4 above.

Section 7. Officers shall be installed at the last social or program meeting of the school year.

Article: V: Troupe Activities

Section 1. All interested faculty, students, parents, and administrators are welcome at guild meetings.

Section 2. At least one meeting business meeting and all fellowship meetings shall include an open invitation to all students who are interested in the theatre guild.

Section 3. Participation in trips sponsored by the Theatre Department, Theatre Guild, or International Thespian Society shall follow the guidelines established in the Theatre Trip Policy.

Section 3. The guild shall sponsor at least one good neighbor program a year for the purpose of establishing a good relationship with other school extracurricular activities.

Adopted: _____

Guild Artistic Director: _____ Signature: _____

Guild Chair: _____ Signature: _____