

**Solon High School
Drama Club**

By-Laws

Adopted September 1999

Revised September 2008

SECTION I

Purpose:

The organization is a forum for all students interested in the theatrical performing arts. The organization welcomes all students interested in performing in both musical and non-musical theatre as well as the production aspects of these art forms, which include stage management, set design and construction, costuming, lighting, props and make up. The membership of Drama Club will support all club productions throughout the school year. The Drama Club will partner with Solon Center for the Arts in working to expose students to a variety of quality theatre experiences in Solon and within the greater Cleveland area.

I Article A

International Thespian Society Affiliation:

The Solon High School Drama Club holds a charter with the International Thespian Society, the only high school level theatre honorary society in existence. Drama Club members may earn acceptance into this society through the accumulation of points, earned by participation in Drama Club activities.

I Article B

Membership:

Membership is open to all Solon High School students, grades 9-12.

I Article C

Dues:

Dues are \$5 per student per school year and are payable at the beginning of each school year. (Dues will be accepted throughout the year.) A student must be a paid club member to be eligible to audition or work on the technical crew for the fall play, one-acts, or musical.

A student who earns membership in the International Thespian Society will be asked to pay an initiation fee separate from Drama Club dues, set by the ITS. Payment of this fee assures a lifetime membership in ITS; the student will receive a membership card and other amenities from ITS.

I Article D **Meetings:**

The elected officers call formal meetings a minimum of four times a year. These meetings shall be: first meeting/fall show; one-act auditions; musical auditions; end-of-year voting.

The officers and advisor(s) shall meet monthly in executive session.

I Article E **Activities:**

Drama Club supports the production of the fall play, *An Evening of One-Acts* and spring musical. The Club may attend an annual high school theatre workshop at Baldwin-Wallace College and looks for various other theatre field trip, workshop and guest performance opportunities for students and/or parents. Drama Club also offers the \$500 Theatre Arts Scholarship, the \$500 Bob Keller Memorial Scholarship and the \$500 Award of Distinction; these and other performance and achievement awards are presented at the annual Drama Club Awards Night in May.

Drama Club partners with Solon Center for the Arts (SCA) in a variety of activities throughout the year, including but not limited to:

1. providing technical support staff for theatrical productions
2. providing supervisory and management support for Spotlight Theatre productions
3. providing staff for summer camps
4. providing volunteers for Arts in the Park, Friends of SCA's Gala Benefit
5. providing set-up, food preparation and service for all Chill & Grill events

Drama Club shall receive all profits from the Chill & Grill events. The Club may choose to make a monetary donation to Friends of SCA, in support of SCA's commitment to furthering the arts in Solon.

Fall Play and Spring Musical

The fall play is performed in November, and is traditionally a non-musical. The spring musical is performed in April (scheduling dependent upon holidays and spring break). Casting of both of these shows is open to all

Solon High School students; if called for by the particular show, students from other Solon schools may be cast.

An Evening of One-Acts:

These student-directed one-acts are presented in February. The first performance (usually the second Thursday in February) follows the Music Parents Spaghetti Dinner; two succeeding performances are presented at Solon Center for the Arts. Each production is co-directed by two students; directors are chosen from a pool of officers (should they wish to direct) and selected seniors. All potential directors shall have earned a minimum of 17 Thespian points to be considered eligible for this position. If there are more than three eligible directing candidates (excluding officers), directors will be chosen through an interview process led by the advisor(s). Interested candidates will submit a theatrical resume and answer questions to a panel consisting of the advisor(s), officers, and a school administrator (if available). In the event that less than three students have earned the 17 points necessary to direct, the executive committee shall examine the points and resumes of students with totals closest to 17. The committee shall invite additional candidates to direct based on the students' body of work in the Drama Club.

Profits from these performances are to be divided between the Bob Keller Memorial Scholarship, the Drama Club Award of Distinction Scholarship, and a charitable contribution to Broadway Cares/Equity Fights AIDS. Details of the distribution of these funds will be determined by Executive Committee recommendation and vote of the membership following a final accounting of the productions.

Field Trips:

It will be the responsibility of the advisor(s) to post all field trip information on the backstage callboard. The officers may add additional information to this posting.

It will be the responsibility of the officers to select, organize and recruit members for these field trips. The Drama Club advisor(s) must deem the field trip appropriate for all high school age groups. Should a question arise on what is or is not appropriate, the high school principal will resolve this discussion. With rare exception these field trips should not be scheduled during the school day. The Drama Club advisor(s) will be responsible for all paperwork, bus requests, etc. involved with the trip.

Candidates for the Baldwin-Wallace High School theatre workshop will be selected by the executive committee. An invitation to attend this event must be earned. This event is not treated as a traditional field trip due to its limited enrollment.

Fundraisers:

All fundraisers must be discussed and planned early in the summer months or the beginning of the school year. The selection of fundraisers will be determined by the executive committee. The advisor(s) will approve the fundraising activity based on feasibility and practicality and must register the intent of the student group with the designated assistant principal for final approval.

The major fundraiser shall be the Chill & Grill events at Solon Center for the Arts. Proceeds from this and any other fundraiser shall be distributed between the Drama Club (200 level) account and the Production (300 level) account at the discretion of the Executive Committee.

Any monetary donations to the Drama Club (outside of Production solicitation) shall be distributed at the discretion of the Executive Committee.

Drama Club Awards Night:

The officers and the advisor(s) will jointly plan this event. The format of this program should be discussed in executive session throughout the school year leading up to the May event. All Drama Club members, freshmen through seniors, will be included or represented in this event. Orchard and or Solon Middle School students who may have been involved in the year's productions will also be considered for participation.

The advisor(s) will be responsible for the advisors awards (all scholarships, Directors' Choice awards, Distinguished Service Award, Community Hall of Fame). All other areas of the program will be a joint effort.

The advisor(s) will consult with the faculty advisor of the Solon Community Television channel regarding the scheduled taping of this event for future broadcast.

The advisor(s), the auditorium manager and the principal's office, prior to the end of the school year, will set the date for this event the following year. The event should be consistently scheduled for the second Friday evening in May, if there are no major conflicts within the district's calendar.

SECTION II

II Article A Officers:

The Solon High School Drama Club officers will be elected each year at a meeting convened no less than three weeks prior to the Awards Night. A president, vice president, secretary, treasurer and historian will be elected by secret ballot. All paid members, 9th through 11th grade, will be eligible to vote on the slate of officers. All current members shall be eligible to vote for the Performance Awards. The ballots will be completed at the time of this meeting, unless authorized by the advisor(s). The advisor(s) will count the votes.

Officer Qualifications

With the common understanding that an officer is a leadership position, all candidates will be members of the senior class for the coming school year. In addition, all candidates must have earned a Drama Club letter by the end of their junior year. (21 points are required to receive a letter.) To be included on the ballot, eligible students must submit a 300 word maximum statement to the advisor by the announced deadline. This statement may include a summary of the student's theatrical experiences and/or goals for the coming year in Drama Club.

In the event that less than five students have earned the 21 points necessary to run for office, the executive committee shall examine the points and resumes of students with totals closest to 21. The committee shall invite additional candidates into the race based on the students' body of work in the Drama Club.

Officer Duties

President: The president will provide primary leadership, call all necessary meetings, attend Saturday morning crew sessions, correspond to the membership through a bi-monthly newsletter, coordinate the responsibilities of all other officers throughout the year and communicate membership interests and concerns to the advisor(s). The president will also work with the Drama Club advisor(s) on the production of Drama Club Awards Night and coordination of the Club Fair.

Vice President: The vice president will assume the responsibilities of the president if that student should not be

able to perform those duties. This officer will communicate and coordinate all necessary correspondence with the SHS yearbook and the principal's office (student handbook), and will post all pertinent theatre information regarding scholarships, Cleveland area theatre seasons, etc. This officer shall coordinate the maintenance of the main Drama Club callboard in the auditorium hallway.

Secretary: The secretary will be responsible for all correspondence involving workshops and Drama Club-related activities including thank-you notes. This officer will also post all announcements for Saturday morning crew sessions, fundraisers, one-act auditions and rehearsals and other in-school activities. The secretary will also maintain a database of paid members.

Treasurer: The treasurer will assist the advisor(s) with the maintenance of the Drama Club account. This officer will deposit all Drama Club dues and fund-raiser proceeds of with the SHS bookstore. The treasurer will also report all paid membership dues to the secretary and keep a current ledger of deposits made by that officer.

Historian: The historian is responsible (with the support of all officers) for keeping a video or photographic record of the year's activities, culminating with a retrospective video for Drama Club Awards Night. The advisor(s) will provide the historian with Drama Club funds to support film development and video production. The historian may utilize the support of the Communications/TV department and the Solon Community Television station. The historian will research and maintain the Drama Club's production history, and will assist the advisor(s) in maintaining the Drama Club website.

Common Responsibilities:

1. All Drama Club officers must, on a consistent basis, attend Saturday morning crew sessions and act accordingly in leadership positions at crew and in rehearsal.
2. Officers should attend any leadership workshops conducted by Student Council or other organizations at the High School.

3. The officers will assist in the set-up and maintenance of the Drama Club callboard (scholarships, area productions, etc) next to the stage door (calendars, rehearsal schedules, cast lists).

4. Only the President, Treasurer, Secretary and advisor(s) may accept dues monies. In the event that dues monies are collected by a stage manager at auditions, those funds shall be surrendered immediately to the Treasurer or advisor(s) at the end of the audition.

One-Acts:

Each officer may choose to direct one one-act. The executive committee will choose three additional seniors (should four One-Acts be produced) to complement the need for eight student directors. (See "Activities: An Evening of One-Acts" for the selection procedure.) Director pairings will be approved by the advisor(s). With guidance from the advisor(s), the directors are solely responsible for the staffing, design, construction and other production elements of their one-acts.

Removal from Office:

The membership may ask an officer to step down should they feel that said officer's duties are not being successfully completed. The remaining officers and/or membership should petition the advisor(s) for a hearing on this complaint. The advisor(s), after consultation with the remaining officers, shall issue a warning to the officer in question and institute a probation period of one month.

If, at the conclusion of this probation period, a review of the officer's performance finds him still in dereliction of duty, the advisor(s) shall convene a review board of impartial parties. This board shall consist of a high school guidance councilor, a high school teacher, and three officers or representatives from other student organizations (none of whom have past or current associations to the officer). The review board will forward to the membership a recommendation for retention or removal from office. The membership shall then vote to retain or remove this officer; a 2/3 majority vote is required for passage.

Upon the removal of an officer, the Executive Committee shall meet immediately following the vote of the membership. At this time, the Committee shall distribute the removed officer's duties between the remaining officers with no changes to title or previous functions. If the officer removed is the President, the Vice President will assume the title of

President, with the Vice President's duties distributed among the remaining officers and no other changes to title or previous function. The school year shall continue with four officers.

II Article B

Class Representatives:

Two class representatives from both the freshman and sophomore classes will be elected by the club membership. The duties of these representatives include but are not limited to:

1. Class representation
2. Provide creative input for club activities and schedule
3. Assist with planning of club activities and functions
4. Sit on and advise executive committee

Class representatives will be elected at a club meeting that is held the second Tuesday of school after the end of winter break. Representative terms will run from the first day of the second semester of the school year through the last day of the first semester the following school year. Upon the completion of the term of the sophomore/junior class Representative, the junior class shall elect no representative in anticipation of the officer elections.

Eligibility for office will be determined using Thespian points. The system is based on an expectation that involved club members will earn a minimum of three points every semester. The Advisors will post a list of those eligible in each class to run for Representative and will provide a form to accept or decline the nomination to each eligible member. Students who accept nomination will be placed on the ballot. Students who decline nomination or fail to complete the form will not be added to the ballot.

If a class can only provide one eligible and interested member, that class will forfeit one of their Representative positions for that term. If a class cannot provide two eligible and interested club members, the next highest class will have one additional Representative, except for the junior class. If the junior class cannot provide two eligible members, the class forfeits their representation.

Eligibility for Club Representative in the normal January Election is as follows:

Sophomores	9 points
Freshman	3 points

The ballot will consist of the candidate's name, their total number of points, the shows and roles/positions they have held at Solon High School, and a fifty word or less statement of their vision for the Drama Club.

Class members will vote for their class representatives only. Members will vote for two candidates. Ballots with more than two selections will be eliminated from the count.

The Representatives will be determined by simple majority vote. Those two members that receive the highest number of votes will be elected as representatives. In the event of a tie for the second position, a run off election will be held. The tied candidates names will be placed on a different ballot and students from that class will vote once on each ballot. In the event of a second tie, the Representative will be chosen between the tied parties by a vote of the club officers and advisors.

Elected representatives are subject to the same removal process as described in these by – laws for club officers.

If a Representative can no longer fulfill his or her duties, they may resign their position. A special election will be held by the club to elect a new Representative. If there is less than one month remaining in the Representative's term, no special election is necessary and the office will remain vacant. Representatives who are elected in a replacement special election are not subject to the term limit clause for the following election.

II Article C

Drama Club Advisor:

The Drama Club advisor and assistant advisor are recommended by the Solon High Principal and approved by the Board of Education each year. This is an extra-curricular contract for the entire school year.

Advisor Responsibilities:

The Advisor will guide the Officers and members, maintain communications with the high school principal and implement all directives from the officers.

The advisor(s) will supervise all monetary functions of the club, generate all paperwork for purchases, supervise the overall production and attend all auditions and rehearsals of the annual one-acts.

The advisor(s) will guide the officers in one-act script selections and order all one-act scripts. If a selection of a script is contested, the principal will be asked to advise on the appropriateness of that literature.

The advisor(s) will coordinate the Baldwin-Wallace High School Theatre Workshop with B-W and the high school principal's office. B-W sets the number of students SHS is permitted to bring; the officers are offered the first five positions available. The executive committee will recommend students to fill the remaining positions.

The advisor(s) will coordinate all performance and meeting dates with the auditorium manager and the principal's office.

The advisor(s) will facilitate the officers' plans for Drama Club Awards Night, including the selection of the date. The advisor(s) will select and purchase trophies and plaques, select the recipient of the Drama Club Award of Distinction and coordinate an anonymous panel of adults to select the recipient of the Theatre Arts Scholarship and the Bob Keller Memorial Scholarship. The three scholarships are presented during Drama Club Awards Night and re-presented at the Senior Awards Banquet by the advisor(s).

II Article D

Drama Club Points:

The Drama Club standardized point system is based on the International Thespian Society system, and awards points for quality work both onstage and backstage. Points are cumulative throughout a student's career in the Drama Club.

Following each production, the Advisors will award points based upon each student's participation in that production. The executive committee reserves the right to alter point totals based on the quality of the student's work in that production.

Students moving into Solon High School may present programs or documentation to the executive committee to transfer points earned at their previous school(s).

Points shall not be awarded for non-Solon productions except those specified in the Points Guidelines.

Every two years, the executive committee shall review the Points Guidelines and recommend changes based on the evolving activities of the Drama Club.

Awards:

Accrual of ten (10) points shall qualify a student for membership in the International Thespian Society. Each additional ten (10) points earned qualifies the student for a Thespian "honor bar."

Accrual of seventeen (17) points shall earn a student a Solon High School Drama Club pin. This also qualifies a student to direct a One Act in his senior year.

Accrual of twenty-one (21) points shall earn a student a Solon High School "letter." This also qualifies a student to run for office at the end of his junior year.

Accrual of sixty (60) points shall earn a member of the International Thespian Society the rank of "Honor Thespian."

SECTION III

III Article A

Membership Polling:

It will be the joint responsibility of the secretary and treasurer to maintain a database of members. This database shall include the following information:

- Student name
- Grade level
- Student identification number
- Gender designation
- Mailing address
- Names of parents/guardians
- Student and Parents' Email addresses
- Locker Number

A membership roster shall be generated from this database and provided to all members of the executive committee. This information is to facilitate communication within the membership, and shall not be exploited by the executive committee in any way.

Each year, the Drama Club advisor is required to submit a membership listing to the principal's office for a state-required **EMIS** report. This listing shall be compiled from the Club database and must include:

- Student name
- Grade level

Student identification number
Gender designation

III Article B

Deposits:

All monetary deposits resulting from fund raising activities will be deposited with the school's bookstore on a timely basis (within 24 hours during school days and within 48 hours on a weekend).

III Article C
Club Fair:

It shall be the responsibility of the advisor to register for participation in this event. The advisor will also make arrangements through the proper channels for a VCR/TV, table and any other equipment that might be needed as well as all printed materials.

The booth will be staffed with the Drama Club officers, the advisor and other interested students.

III Article D
Amendments:

This document may be amended at any time and will require a 2/3-majority vote of the membership to amend. Proposed amendments should be brought forth by the officers, discussed with the advisor(s), and then presented to the membership in written form for vote.

Signed:

Kristina J. Ferencie, Advisor
Joseph M. Ferencie, Assistant Advisor

Class of 2009 Drama Club officers:
Andrew Miller, President
Shaina Kass, Vice President
Kerry Gould, Secretary
Lindsay Fertig, Treasurer
Jeremy Myeroff, Historian