



# SHS Drama Club Constitution and Bylaws

## ARTICLE I: NAME & PURPOSE

**Section A: Name** – The name of this club shall be the Smithville High School Drama Club.

**Section B: Purpose** – The purpose of this club shall be:

1. To support the Theatre Department's productions financially by organizing and hosting fundraisers.
2. To promote productions using poster and advertisement campaigns and community outreach events.
3. To organize and maintain a house crew and concessions team for all productions.
4. To recognize SHS students' theatrical achievements in both acting and technical categories.

## ARTICLE II: MEMBERSHIP & DUES

**Section A: Eligibility** - Membership shall be open to any student who attends Smithville High School. To join, the student must have earned 10 points from their experiences in attending or participating in live theatre events. (See the points sheet for more details on how points are designated.)

**Active Member Clause:** An “active member” is defined as a student who continues earning and submitting points. Members will be marked as “inactive” if they have not submitted any points from the current school year by the final points deadline. Inactive members will not be granted voting rights in elections or allowed the honor of running for officer or wearing cords at graduation. Inactive members can be reinstated as “active” by submitting additional points.

**Section B: Financial Obligation** - There are no fees to join the SHS Drama Club. Students may be asked to donate food items for concessions or fundraisers throughout the year.

## ARTICLE III: OFFICERS

**Section A: Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer

**Section B: Eligibility** – Officers must be full-time students at SHS. Additionally, SHS eligibility rules state that a student must be currently passing all their courses in order to lead official club meetings and extracurricular events.

**Section C: Election** – The officers shall be elected by ballot prior to Awards Night, by a majority of the vote cast for that office. Members listed on the official roster for the Drama Club or inducting in the current year will be allowed to vote in elections.

**Section D: Term** – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

**Derelict of Duty Clause:** If an officer is negligent in their duties, they will be removed from office. Absences are limited to no more than three meetings in the year an officer's term is being served. Unavoidable absences will be considered by the advisor on a case-by-case basis.

**Section E: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term. Vacancies in any other office shall be filled by a special election.

## **ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – Presides at meetings, votes only in case of a tie, oversees other officers, relays information to the sponsor, leads planning of social activities, motivates club members, and handles other activities pertaining to this office.

**Section B: Vice-President** – Presides at meetings in the absence of the President, assists with meetings and social activities, attends departmental and club events to take photos, maintains the bulletin board outside of the Theatre classroom, and handles other activities pertaining to this office.

**Section C: Secretary** – Keeps minutes of all meetings, keeps the Drama Club binder organized, passes out and collects points sheets at every meeting for new points, and distributes club notes to members.

**Section D: Treasurer** – Communicates with the sponsor about the club's profits and expenditures, gives financial updates at meetings following fundraisers/shows, and assists with the bulletin board.

**\*\*Officers will be expected to attend all events, exemplify leadership at all times, and help encourage program growth through active recruitment.\*\***

## **ARTICLE V: MEETINGS**

**Section A: Officers Meetings** – Will be held during Tiger Time once a month.

**Section B: Club Meetings** – Will be held during 8th period once a month. Students who miss a meeting can find the most recent agenda on the theatre bulletin board and/or discuss what they missed with the advisor during Tiger Time.

Official meetings are listed on the Theatre Department's website ([www.smithvilledrama.com](http://www.smithvilledrama.com)) under the 'Calendar' tab, as well as on the theatre bulletin board.

## **ARTICLE VI: ADVISOR**

**Section A: Advisor** – Mr. Hensley is the advisor of the SHS Drama Club

**Section B: Duties** – The responsibilities of the faculty advisor shall be to: Maintain an awareness of the activities and programs sponsored by the club. Meet on a regular basis with the leader of the club to discuss upcoming meetings, long range plans, goals, and problems of the club. Attend daily meetings and official meetings. Assist in the orientation of new officers. Explain and clarify campus policy and procedures that apply to the club. Provide direction in the area of democratic procedure, meeting facilitation, group-building, goal setting, and program planning. Assist the club by monitoring expenditures, fundraising activities, and 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 VII: AMENDMENTS**

**Section A: Selection** – these bylaws may be amended by Mr. Hensley as the needs of the club change.

**Section B: Notice** – In the event that there is a change to the bylaws, all members currently listed on the membership roster shall receive a new copy of this document.