



## HIGH SCHOOL DRAMA CLUB BYLAWS

### Article I. Name, Purpose, and Authority

The name of this club will be **Davidson Fine Arts Production Arts Society**.

This organization will have three main goals:

1. To promote student interest in the inner workings of productions and engagement in performance at school and in the community.
2. To encourage students to work in all facets of productions including backstage, onstage, and front of house.
3. To promote confidence, leadership, and speaking ability among students at Davidson Fine Arts Magnet School.

### Article II. Membership

1. Any 9th thru 12th grade student in good standing enrolled at Davidson Fine Arts Magnet School is eligible to be a member.
2. While the society will be promoting students to openly express themselves, they will not be allowed to defy the rules in the Richmond County Code of Conduct.
3. To ensure commitment, dues of **\*\$15** for membership or **\*\$35** for membership plus club t-shirt.
4. The minimum dues of **\*\$15** must be paid by all members before the 2nd scheduled meeting of the year. [**\*Amount subject to annual updates.**]
5. Sponsors from Production Arts areas will nominate up to 2 students each for the leadership board, the rest of the board openings will be determined by submission to the leadership board.

### Article III. Leadership Board Officers

The leadership board will consist of eight positions:

1. **Co-Chairs** - The primary job of the Co-Chairs is to be the liaison/communication between Brune/Leadership Board as well as help the leaders communicate as a board. They should act as a "floater", taking on tasks to help other leaders when necessary by facilitating meetings and to-do lists, sending group reminders/emails, and relaying overall group ideas to Brune. Additionally, Co-Chairs should listen to all leaders in order to keep meetings and planning on schedule as well as assist the group in finalizing decisions. Co-Chairs should be

approachable when other board members need help with any type of issue on the board (task or personal). Overall, the Co-Chairs are responsible for overall board communication and assisting and finalizing all board tasks.

2. **Thespian Coordinator** - The Thespian Coordinator is in charge of maintaining the Thespian Book and Call Board, updating Thespian sheets, and informing the society of event auditions/deadlines (i.e. - Thespys, Opening Number, Improv and Tech Challenges, etc). Represent Thespian Troupe at LeadCons.
3. **Secretary** - The purpose of the Secretary is to keep all of the Leadership Board information organized and to know where information is. The Secretary is in contact with other leaders to be able to search through documents and to find what people need. The Secretary is also in charge of taking efficient and easy-to-read meeting notes and keeping these meeting notes organized. They should also be keeping a record of who attended each meeting. The secretary will also be in charge of inventory for Concessions at productions. To effectively do this job, the Secretary needs to be approachable and a good communicator.
4. **Treasurer** - The Treasurer keeps track of the society's budget, money brought in, and who has paid dues. They will also assist the Secretary with concessions inventory.
5. **Publicity** - The Social Media Manager is in charge of actively updating social media by posting information for members who were not able to attend the meetings, reminders for upcoming meetings or payments, and any other important updates or events.
6. **Community Outreach** - The Community Outreach Liason focuses on identifying and securing fundraising and volunteering opportunities within the community. Also, connecting with the community thru performances and other outreach activities.
7. **Historian** - Responsible for documenting and preserving the activities of the society. Their duties often include photographing and recording rehearsals, performances and events, creating archives, organizing and maintaining a collection of programs, posters, scripts, and other memorabilia. Writing summaries and documenting the highlights of each production or event, often in the form of reports. Working with other members to create scrapbooks that showcase the society's history and achievements.
8. **Middle School Liason** - The Middle School Liaison should inform the middle school board with updates regarding production events and meetings. In addition, they must be prepared to assist and answer questions for the middle school drama students.
9. **Workshop Coordinator** - The purpose of the Workshop Coordinator is to organize and schedule workshop presenters and coordinate the needs and materials necessary for the workshop. They will research and reach out to

possible outside presenters for masterclasses and also assign the leaders to teach the student led workshop. They will also create sign-up sheets and keep a record of students to keep the number of people in each workshop to a controllable amount.

#### **Article IV. Board Eligibility**

Students on the Leadership Board will be required to be in 10th-12th grades, have been a member of a production class with Mrs. Brune, technical theatre with Mr. Wheeler/Mrs. Sidener or AV with Mr. James, for at least a year. Leaders may not have any discipline referrals or be on the academic probation list. **(Violation of this rule may result in dismissal from the board at the sponsor's discretion.)**

#### **Article VI. Meetings**

1. Society meetings will be held once a month, during the regular school year, on the 4th Tuesday of each month, excluding December and May. Special meetings may also be held at the discretion of the Leadership Board. The Club Sponsor or a faculty member must be present at all meetings.
2. Leadership Meetings will be held once a month, during the regular school year, on the 3rd Monday of each month, excluding December and May, and should be centered around upcoming meetings and special events. Special meetings may also be held at the discretion of the Leadership Board. The Club Sponsor or a faculty member must be present at all meetings.
  - a. Leadership meetings will be run using Robert's Rules of Order. The Club Sponsor should host an information meeting on Robert's Rules of Order and how the leaders will use this method throughout the year.
  - b. All elected officers are required to attend a Summer Bootcamp Session, hosted by the Club Sponsor, in which the year is planned, ideas for meetings and field trips are discussed, a theme for the year is set and Robert's Rules of Order are taught.
  - c. The order of officer meetings should be as follow:
    - i. Call to Order
    - ii. Roll
    - iii. Old Business
    - iv. New Business
    - v. Closure

#### **Article VII. Faculty Advisor**

The official faculty advisor for the Davidson Fine Arts Production Arts Society will be responsible for overseeing the operation of the club including collecting and accounting

for dues, approving club meeting times and locations, arranging trips, and executive management of the club charter.

### **Article VIII. Ratification**

This constitution shall be ratified by a 2/3 vote of the members, in good standing, if a quorum is present.

### **Article IX. Amendments**

This constitution may be amended at any regular meeting by two-thirds vote of the membership, provided the proposed amendment has been submitted in writing two weeks before it is to be voted upon and provided it has the approval of the advisor. The faculty adviser has the power to make amendments to the charter without a membership vote

1. **Co-Chair** - Valeria Mora
2. **Co-Chair** - Alana Allen
3. **Thespian Coordinator** - Denzel Howard
4. **Secretary** - Jett Martin
5. **Treasurer** - Emily Le
6. **Publicity** - Hollis Bowden
7. **Community Outreach** - Lily Paine
8. **Historian** - JM Henderson
9. **Middle School Liason** - Sarah Vergara
10. **Workshop Coordinator** - Rosalie Brune