

CONCORDIA INTERNATIONAL SCHOOL SHANGHAI

THESPIAN TROUPE

('Incognito')



Chapter #7577 of
The International Thespian Society

A Registered chapter of
Educational Theatre Association

CONSTITUTION

AND

BYLAWS

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CONSTITUTION

Article I. Name and Purpose

- Section 1 This organization shall be called 'Incognito', Troupe #7577 of the International Thespian Society, a branch of the Educational Theatre Association. The troupe's name was chosen by a majority vote of its organizing members on May 29, 2010.
- Section 2 The purpose of this troupe shall be the advancement of standards of excellence in the theatre. More specifically, the troupe shall encourage students to pursue and attain a mastery of the theatre arts.
- Section 3 The organization forbids secrecy; membership and honors is/are given as recognition for meritorious work in the theatre arts.

Article II. Membership

- Section 1 All nominees for active membership shall be regularly enrolled as high school students of Concordia International School - Shanghai.
- Section 2 All active members must have fulfilled the following requirements: 1) Participated in at least two (2) full-length, 1 full length and 1 one-act or 4 one-act plays, 2) Have earned a minimum of ten (10) points, i.e., 100 hours of superior work. 3) Active members must be enrolled in grades 9-12.
- Section 3 Final authority concerning membership requirements shall be vested in the troupe director and its governing officers.
- Section 4 Honorary membership may be granted to adults for the extraordinary and worthy assistance in the promotion of the high school theatre program at Concordia International School- Shanghai.

Article III. Officers

- Section 1 The officers of 'Incognito' shall be elected by its members and troupe director. The term of office is for one academic school year. That term of office begins the first day of classes for the academic year following elections (usually mid to late

August). Elections shall occur during the month of May of the current school year.

- Section 2 Requirements for all officers are as follows: Each student must be an active member of the troupe for at least one school year, and at the 'time of election' must be enrolled in grades 9, 10, 11 (entering grades 10, 11 & 12) for the following academic year. A freshman class representative may be elected from incoming and 'returning' 8th grade theatre students from Concordia's middle school student population. An incoming freshman may be nominated as an officer only at the discretion of the troupe director and a 2/3 vote of the current officers.
- Section 3 If officers are not elected, a Stage-Manager will be appointed by the theatre director and will serve during one, two or all current production(s).
- Section 4 The elected officers are to have the following duties:
- A. The President presides over fundraising activities, runs meetings, attends all 'Incognito' meetings, delegates projects, forms committees, organizes productions, thespian club inductions, and club events.
 - B. The Vice President presides over meetings when the President is absent, organizes advertising campaigns for each show and events, heads committees, runs school-wide and community advertising plans.
 - C. The secretary records agendas and ideas at each meeting, makes copies, types up flyers, sends invitations and thank you notes, and is responsible for e-mail correspondence when required.
 - D. The treasurer is responsible for fundraising, working at all fundraisers, seeking donations from businesses and corporations, collecting field trip funds and other organization approved fees.
 - E. The stage-manager becomes an officer during each production, and updates the Thespian Club with status regarding the current production.
 - G. The historian/scribe is responsible for completing an album for their term in office complete with pictures from each production and troupe events, assigns articles to be written for the CISS Theatre website, and chooses or may become the ITS 'Incognito' website editor.
- Section 5 The duties of the director will be to oversee all troupe activities, to be the final authority in the selection of new members and to be the guide and inspiration of the troupe.
- Section 6 'Incognito', The Concordia Theatre Thespian Society; Troupe #7577, shall be composed of elected officers, any honorary members, inductees, and the director.

Article IV. Meetings and Attendance

- Section 1 Meetings shall be held at minimum, once per month.
- Section 2 Special meetings may be called by the director, any officer, or quorum of 'Incognito' officers. Weekly or bi-monthly meetings for officers may be necessary. Meetings will be announced at a minimum of twenty-four hours in advance.
- Section 3 A quorum shall be fifty percent of the active membership and must include two officers or more.
- Section 4 Any member who is absent three meetings per school year or three rehearsals during a current production without an excuse considered valid by the director, shall be dropped from active ITS membership. Any member who causes deliberate dissension, which would disrupt the workings of any production or an 'Incognito' business meeting or activity, shall be removed from the active membership by a vote of two-thirds of the membership with the consent of the director.
- Section 5 Any member requesting re-admittance due to suspension must have the consent of the director and two-thirds of the troupe's membership.

Article V. Dues, etc.

- Section 1 A yearly due or fee per member / inductee shall be collected every May as provided by the International Thespian Society Board of Trustees, unless determined by two thirds vote of the membership at the regular yearly election to allow for other dues or fees to be collected for the troupe's operation. The cost of the fee is to be determined by the officers and the troupe director. All fees are to be used solely for the purpose of covering yearly ITS membership dues, awards, pins, stars, etc... and any 'Incognito' functions that the Concordia ITS chapter deems / calls necessary or prudent.

Article VI. Amendments

- Section 1 All amendments to this constitution must have the vote of two-thirds of the officers. Amendments will be posted for review by all troupe members and approved by the majority at a meeting designated for approval of the amendment(s). This constitution and its amendments shall be subject to change according to any or all requirements of the International Thespian Society.

BYLAWS

Article I. Attendance

- Section 1 Late arrival to or leaving early from meetings or rehearsals without a reason considered valid by the theatre director will be de-merited. In addition, three such offenses will be counted as one unexcused absence from a meeting.
- Section 2 Regularly called meetings will begin after before or school unless otherwise announced at least 24 hours in advance of the scheduled meeting.
- Section 3 Irregular attendance indicates lack of interest; therefore any member absent three (3) meetings per school year without a written excuse submitted to the Secretary, Treasurer, Stage Manager, or director, shall be automatically suspended from the active roll or membership.
- Section 4 Absences shall accumulate for only the current school year.

Article II. Inductions

- Section 1 Inductions shall be held at least once each academic school year, or as often as deemed necessary by the director and officers.
- Section 2 The time and place of induction as well as the type of ceremony is determined by the director and officers.
- Section 3 The Vice-President is responsible for the training of the speakers at the induction ceremony, scheduling and rehearsing said speakers, as well as taking care of the stage and induction properties.

Article III. Troupe Activities

- Section 1 'Incognito', Concordia's ITS charter, is not a secret organization. Faculty and students interested in theatre, as well as honorary members and alumni, shall be invited to its meetings.
- Section 2 At least one business meeting shall include an open invitation to all Concordia International School Shanghai High school students for the purpose of playing theatre games and creating improvisations.

Section 3 'Incognito' will organize and implement various types of theatrical related activities over the course of an academic school year, typically once per month or as often as deemed necessary and feasible, including but not limited to; - production cast parties, - improvisation workshops, - student written & directed plays, - out-reach programs (both in and out of school), - day / evening outings to see plays, - on and off stage support for all high school plays and productions, - movie nights, - and any other activities the group votes to pursue that are directly related to the theatre arts.

Article IV. Point Award System

Section 1 The theatre director will determine the exact number of points to be awarded for all theatrical and non-theatrical participation. Projects deserving points that are not listed on the International Thespian Society's point system shall be awarded at the director's discretion.

Section 2 Points will be awarded as suggested by the point award system and guidelines of the International Thespian Society.

Section 3 In addition to the standard ITS point requirements, Concordia ITS inducted Thespians must take at least ONE high school theatre class to qualify for 'National' honorary status and at least TWO high school theatre classes to qualify for 'International' honorary status. High school theatre classes must be taken at Concordia or may be transferred from another high school theatre program as allowed by Concordia's course and credit admission policies.

Section 4 Students inducted into ITS at other high schools may transfer their ITS membership, rank and status to Concordia upon verification and approval by Concordia's ITS troupe director.

Section 5 A minimum of a 2.5 cumulative GPA must be carried by all troupe members and inductees at all times. Members whose GPA does not meet this minimum requirement shall be shifted to inactive status, regardless of ITS status, rank or honor, and will not be allowed to participate in the troupe's meetings, operation or other activities until the minimum GPA requirement is met and sustained for at least one full semester.

Section 6 ITS members who wish to hold 'Honor Status' or carry the ITS Thespian Scholars cords, pins or stoles for graduation must hold a cumulative GPA of 3.3 as per Concordia International High School's academic honors program policies.

Article IV, 2. Concordia Honors Recognition

- Section 1 'Current' and 'Active' ITS members who wish to be recognized at the Annual Concordia International School Shanghai Honorary Induction Ceremony, must meet the following requirements:
- Hold the minimum GPA requirement for 'Concordia' honorary students.
 - Hold the minimum GPA requirement for the International Thespian Society 'scholars requirement' (3.3 GPA).
 - Hold an Honorary Status (or above) on the International Thespian Society active registry of six stars or 600 hours (or more) of meritorious work in the theatre arts at the high school level.
 - Has previously been inducted or has transferred into the Concordia chapter under current International Thespian Society policy and procedures.

Article V. Elections

- Section 1 Members or officers must announce their interest to be a Thespian Officer to the director at a business meeting in the month of April or May for the following school year.
- Section 2 Selection of officers will first begin with a survey by members present at a meeting in May according to the following procedures:
- A. The prospective officers shall be given the opportunity to give a 1-2 minute campaign speech.
 - B. An advisory vote will be taken in secret ballot form of the members present and the ballots given to the director.
 - C. Advisory vote will be reviewed by the director who will make the final decision to the election of Officers.

Article VI. Installations

- Section 1 Officers shall be installed at 'Incognito' ITS troupe induction ceremony during the month of May or June of the current school year.

Article VII. Class Representatives

- Section 1 Each class (9-12) shall have one elected representative. Said representatives will be elected the last OR the first business meeting of the current or next school year. Intentions to become a representative must be given to the President by filling out the necessary form prior to the first meeting. The representatives will be elected by the Thespian Club Officers after a brief campaign speech. All elected class representatives must be a member of or is pursuing membership in Concordia's ITS theatre troupe.
- Section 2 The duties of each representative will include but is not limited to; distribute newsletters, collect membership dues from classmates, inform his/her grade of any new information, and aid any 'Incognito' officer when requested.

Article VIII. Conflict Resolution

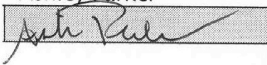
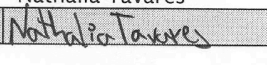
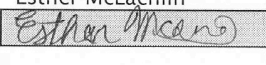
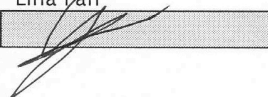
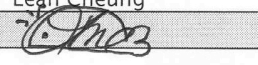
- Section 1 In the event that issues or conflict arises between a troupe member and the Director that cannot be solved through communication between the two parties, the issue should be referred to the school administration for resolution.

Article IX. Adoption

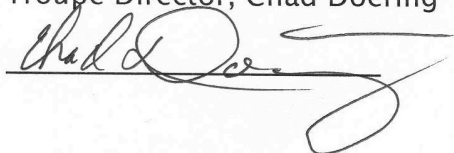
- Section 1 Two thirds of those attending the adoption meeting are required to adopt the Constitution and Bylaws of the Concordia International School Shanghai Theatre program's Thespian Society, 'Incognito', Troup #7577.
- Section 1 The Concordia International School Shanghai Thespian Troupe Director, upon adaptation of the Constitution and Bylaws, shall appoint the initial Officers of the Thespian Troupe. The Director shall have the authority to appoint each person if no students are elected or an officer resigns.
- Section 2 Adoption: When interested students forming the Concordia Thespian Society, 'Incognito', agree to the attached documents consisting of the Constitution and Bylaws and have been duly recorded as the framers of this Constitution and Bylaws, said Constitution and Bylaws shall go into effect.

SIGNATORIES

We, the undersigned, present on this 6th day of June, in the year 2010, the Constitution and Bylaws of the International Thespian Society, 'Incognito' Troupe #7577, declare that this Constitution and Bylaws has been adopted by all organizing members present.

President: Ashley Parker	Vice President: Nathalia Tavares	Secretary: Esther McLachlin	Treasurer: Lina Pan	Historian/Scribe: Leah Cheung
				

Troupe Director, Chad Doering



The above organizing committee officers and theatre director, attest to the adoption by the organizing members on:

Day 07, Date 06, Year 2010