

# Cinco Ranch Theatre Company Constitution



# Constitution of Cinco Ranch Theatre Company

## Article I

### Name

The name of this organization shall be Cinco Ranch Theatre Company in conjunction with Thespian troupe 6119.

## Article II

### Purpose

The purpose of the organization is to establish and advanced the standards of excellence in all areas of the arts and to create a membership active and knowledgeable in the theatre arts.

## Article III

### Membership

- A. Thespian: Any student having at least 10 points according to the international society point system and who has been initiated in troupe 6119. To retain status of Thespian one must be an active member (III, D).
- B. Prospect: A student who actively involved in Thespian activities and is working to meet all requirements for initiation into troupe 6119.
- C. Initiate: Any member who has acquired 10 points and has received notification of his/her completion of all initiation requirements. An initiation fee must be paid prior to the initiation ceremony. The fee records the initiate as a thespian on the permanent role at the international thespian society headquarters and entitles the initiate to a one year subscription to "Dramatics" magazine, a permanent international thespian society card, the continuing eligibility for the thespian scholarship program.
- D. Active Member: Any prospects, initiate, or thespian who is an active participant in CRTC activities during the current school year. An active member is defined as one who participates in all CRTC fundraisers, has paid dues, misses no more than two meetings without proper approval (see article VI) and participants in at least one major or at least 3 minor productions.
  - a. A major production is defined as a full length play or two one act plays presented by CRTC.
  - b. A minor production is described as a smaller theatrical event.

Article IV  
Point Values

In order to become an initiated Thespian, a student must earn 10 points as set forth in the point system, if transferring from another troupe in the International Thespian Society, thespian points may be transferred but at least 5 points must be earned at Cinco Ranch High School before a student may be inducted into troupe 6119. In addition to obtaining 10 points one must also fulfill all other initiations requirements including; participating in prospect week and retaining active memberships including obtaining points in at least two different areas, such as acting or tech or two different aspects of technical theater. No student may be elected into the society. In addition no student may be denied membership if he or she has obtained the 10 necessary points and fulfilled all membership requirements as listed above.

Article V  
Elections

In order to vote for anything, one must be an active participant for that school year.

A. Officer Positions

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Historian
- f. Freshman Representatives (2)
- g. Officers at Large

B. Standards for Elections

- a. To be qualified to hold office a nominee must be an initiate of thespians and must be academically eligible with a GPS of 2.5 or above, maintaining at least a passing average in his/her Theatre Arts or Technical Theatre class.
- b. All active members may vote in the elections as long as member dues are paid.

C. Nominations

- a. Active members present shall make all nominations for Thespian officers from the floor. An active member shall second a nomination, and the nomination must be accepted by the nominee to appear on the ballot. No one person can be nominated for more than two offices. Director may limit the amount of people who can be nominated for each office. Once the nomination is closed for a certain office then no one can be entered in the election.
- b. Toward the end of the summer, as dictated by the director and the first day of school, the officers will hold officer camp in which they prepare for the next year.

D. Term: Each elected officer shall hold office for the term of one year beginning and ending with the initiation ceremony.

- E. Termination of an Officer: if at any time during his/her office a particular officer fails to live up to the standards set up by the International Thespian society and Cinco Ranch Theatre Company such as: failure to be an active thespian, inappropriate conduct for an officer, failure to maintain a GPA of 2.5 or above and a “B” average in theatre classes, absence from two or more pre-approved officer meetings, or general failure to live up to the responsibilities for the office, the sponsor has the power to dismiss that officer from their position. An officer will be chosen within the general active membership by the appointment of the sponsor in the consultation with the remaining officers.
- F. Officer Duties: As a general rule for each officer, all officers must attend and participate fully in all theatre activities.

### **President**

- In charge of all student officers
- Create agenda for monthly CRTC meetings which should be approved by Gallas on Friday before Tuesday CRTC meeting
- Run all CRTC meetings with help of other officers
- Meet with officers to go through agenda and their parts on Mon. before meeting to make sure meetings run smoothly and CRTC members are well informed
- Head up running CRTC banquet with the help of other officers
- Make sure that all officers are completing their jobs
- Delegate jobs
- Help all CRTC members feel welcome and a part of the company
- Lead CRTC by example

### **Vice President**

- 2<sup>nd</sup> in command and will fill in for the President and President’s jobs if the President is unavailable
- Make sure and keep all theatre areas (Black Box, 1107, PAC, All Dressing Rooms) picked up and organized with the help of other officers
- Keep inventory of office and classroom supplies
- Help all CRTC members feel welcome and a part of the company
- Keep company member roll and information sheets
- Lead CRTC by example

### **Secretary**

- Keep track of all Thespian Points for CRTC members
- Post points at the beginning of the year and after completion of each show on the call board
- Discuss questions about points that CRTC members turn in with Gallas
- Make flyers for upcoming CRTC meetings and post on callboard one weeks before meeting
- Keep notes when directors meet with officers or officers meet together
- Help all CRTC members feel welcome and a part of the company
- Lead CRTC by example

## **Historian**

- Keep a record of CRTC's year through pictures, articles, and anything that would go into an awesome scrapbook
- Help the CRTC booster parent in charge of publicity
- In charge of CRTC display cases
- In charge of making sure we procure a display case in the rotunda and decorate in for each upcoming show
- Make sure that the show banner outside the ninth grade center is removed after show closes (if it has not been let the Publicity parent of Gallas know ASAP)
- Make sure extra show posters and programs are archived
- Help all CRTC members feel welcome and a part of the company
- Lead CRTC by example

## **Treasurer**

- Must be available to collect certain monies from students before school in 1107 or delegate it to another officer if you are not available
- Write receipts for dues
- Help Gallas collect money for T-shirts, ComedySportz, fundraisers, and other misc. items that may come up
- Keep organized spreadsheets of who has paid what when money coed sue and make sure Gallas has a copy and that you update both copies
- Help all CRTC members feel welcome and a part of the company
- Lead CRTC by example

## **Officers at Large**

- Decorate the callboard in Theatre hall and 1107
- Make sure that both callboards stay up to date
- Help historian decorate CRTC case, PAC cases before sows, and rotunda cases before shows
- Pitch in and help other officers complete their jobs
- Help all CRTC members feel welcome and a part of the company
- Lead CRTC by example

## **Freshman Representative**

- Be the voice of the freshmen to the other officers and directors concerning their questions and concerns and vice-versa.
- Clean out the refrigerator in Director's office at the end of every Friday
- Help other officers and Directors
- Help all CRTC members feel welcome and a part of the company
- Lead CRTC by example

## ALL OFFICERS

- MUST check in with Gallas every morning, if you have to see another teacher please let another officer know
- MUST ask Director's if they need anything before leaving rehearsals, ComedySportz rehearsals or matches, and shows
- MUST wear your CRTC shirt at CRTC meetings
- If you would like students to have the privilege of using the microwave, dressing room bathrooms, and other privileges, you as the officers MUST make sure the microwave stays clean and the restrooms are used at the appropriate time and that students do not abuse privileges or they will be taken away.
- Make sure that as an officer your overall job is to help the Directors run the company and make everyone feel a part of the CRTC family
- **IF AN OFFICER DOES NOT COMPLETE THEIR DUTIES OR ACTS IN AN INAPPROPRIATE MANNER THE FOLLOWING CONSEQUENCES WILL HAPPEN.**
  - First offense is a meeting with the directors
  - Second offense is probation for 3 weeks
  - Third offense is dismissal from position

*Immediate dismissal may occur if you do not represent CRTC, or treat students or Directors in an honorable manner in or outside of school. **As a CRTC Officer you are held to a higher standard.***

### Article VI

#### Attendance

There will be a CRTC meeting on the first Tuesday of every month, unless otherwise determined by the sponsor and the officers. Attendance at these meetings is mandatory for all thespians. Any thespian absent without an excuse from two regularly scheduled meetings will lose "active" membership status, and may be expelled from any CRTC activity or lose thespians points if member is an officer. These deductions will be as determined by the sponsor. Proper approval from an absence can be obtained by filling out an absence form and putting it in the secretary's box prior to the meeting.

### Article VII

#### Conduct

Proper conduct at all meetings is a must. Full attention and participation is required from all members. This conduct is accepted and required when officers and all other members speak in turn to the group. Deviation from these standards can and may result in removal from the meeting and/or removal of thespian points as determined by the sponsor.

*Removal may take place during any meeting or CRTC activity when the misconduct of any member occurs. Only the sponsor may perform the action of revoking thespian points, but the Officers at Large can request members to leave the meeting if causing a distraction.*

## **Article VIII**

### Committees

Committees shall be appointed at the discretion of the appropriate officer in consultation with the sponsor. Committees can be standing, long term, or on a need basis. Committee chairpersons may be invited to participate in the decision making process that occurs at officer meetings but are not officers. When the committees work is done they are not longer involved in the decision making process. The President also reserves the right to call a committee meeting with any or all committee chairpersons.

## **Article IX**

### Funds

There will be student fund-raisers throughout the year and all thespians are required to participate. If any thespian fails to take part in a fundraiser, the officers and sponsor reserve the right to reprimand him/her appropriately with loss of privileges, status or points. For any removal of funds from the thespian account, for any purpose the sponsor and treasurer of the booster club must approve the withdrawal.

## **Article X**

### Banquet

Banquet of CRTC and Thespian Troupe 6119 shall be held in the spring of every year. Only active members (III, D) will be allowed to attend.

- A. Announcements and recognitions will be made at banquet, including awards for the year and new officers will be announced.
- B. Introduction of new thespians into troupe 6119 shall be held at Banquet.
- C. Active members with sponsor approval will determine the theme.

## **Article XI**

### Amendments

Amendments may be added to this constitution when proposed by an active member with a petition including the signatures of at least 10 active CRTC members to be presented to the current officers and the sponsor(s). They will review the proposal and decide whether or not it should become an amendment. In order to become an amendment it must be ratified by all current officers, the sponsor(s) and a majority vote at the next CRTC meeting.

## Letter Jackets, Yard Signs, Car Decals

How does a student earn a letter jacket?

A student must:

- Must be an Honor Thespian
- Be fully involved in CRTC shows
- Be a member in good standing of Troupe 6119
- Have a stellar discipline record
- Be enrolled in a theatre class

Should a student choose to quit theatre, they relinquish the right to a jacket

**How does a student earn a yard sign?**

A student must:

- Become a member of Thespian Troupe 6119
- Pay for their yard sign before the deadline (same day as Banquet Payment , which is posted on the callboard in late April/early May)
- Pick up their yard sign after Thespian induction at the Banquet

**How does a student get a car decal?**

- Decals are ordered through the Booster Club member in charge of decals
- Forms are distributed at booster club meetings throughout the year
- Payment is collected by the member in charge of decals at booster club meetings
- Decals are distributed at booster club meetings

## CRTC Duffel Bags, CRTC Hanging Wardrobe Bags, and CRTC Shirts

### Duffel Bags

- Only OAP participants are allowed to order a duffel bag.
- All OAP participants are required to order a duffel bag.
- It is a privilege to own duffel bag.
- The cost for the duffel bag is the base cost; the theatre company makes no profit.

### Hanging Bags

- Only OAP participants are allowed to order a hanging bag.
- All OAP participants are required to order a hanging bag.
- It is a privilege to own hanging bag.
- The cost for the hanging bag is the base cost; the theatre company makes no profit.

### CRTC Shirts

- CRTC shirts are ordered twice a year by any CRTC or Booster Club member.  
First at the beginning of the year and second in March
- There are two styles of shirts and T-Shirts.
- A Booster Club parent will handle all shirt orders

### Show Shirts

- Show shirts are required for students involved in the show
- Show shirts are ordered for each show and are paid for before order goes in.
- We make no profit from sales of shirts; it is a service provided by the Booster Club.

## CRTC Student Club Membership

To become a member of the *Cinco Ranch Theatre Company* you have to:

- Regularly attend CRTC Meetings
- Pay a \$5 due to the current treasurer

CRTC Meetings:

- Occur the first Tuesday of every month as posted on the callboard
- Run by the President of the Company or the Vice President if needed
- Minutes Recorded by Secretary
- After the meeting the minutes are then posted on the callboard

## The Shows

The season usually entails 3 shows a year. Two main stage shows, and one act play are produced every year. Others such as class and student directed plays may be produced.

- The students don't get to choose the shows that we do each year. It is up to the directors, who base their decision on the strengths and skills of the students in the program.
- Our directors are also trying to make sure that each student gets an opportunity to experience many different types of Theatre; they are looking at your whole 4 years here and making sure that you experience everything you need to prepare you for majoring in theatre
- Our program is a college prep program: we work on shows and build our resume in order to be able to continue Theatre in college.
- Other performances opportunities may include in class productions in showcases, student directed productions, and Comedy Sports HSL. These performance opportunities may vary from year to year.

## Rules and Expectations for Participation in a CRTC Production

Once you are involved in a CRTC show there are certain procedures the entire company (cast and crew) must follow.

- Wear appropriate attire for auditions and rehearsals.
- Do not talk while the director is talking and take directions the first time it is given.
- Alert the director if you are on or taking any new medications, this for emergency precautions.
- Follow school dress code.
- Company members are expected to buy a show shirt and a CRTC company shirt once involved in the show.
- Cast must pay for their own makeup kit (\$14-\$45) the order will be placed by the makeup crew head.
- Wear closed toed shoes at all times.
- Highlight and write all blocking and cues into your script in pencil only, for rehearsal a pencil is required at all times.
- Be present at all rehearsal except those highlighted on the conflict sheet. Unexcused absences could result in loss of two thespian points and or replacement.
- Left scripts or costume pieces are a \$1 the first time, \$2 the second and so on is to be paid to the Stage Manager to retrieve them.
- Be in the PAC ready for role call on weekdays at 2:55, if late do 10 push-ups for every minute late.
- Missing an entrance is considered a tardy.
- If a company member has tutorials they must have a director sign a note then give the note to the stage Manager before rehearsal begins.
- Fully participate in warm-ups and be extremely focused.
- Everyday after rehearsal and after every show nights the PAC, PAC shop, black box shop, and the theatre room must be reset for class the next day before the company is dismissed.
- Lunches for Saturdays are passed out at the beginning of every show and are due at a set date.
- If sick and going to miss a rehearsal call the directors by 12:10 and leave a message.
- Check the call board every day.
- Remain passing all classes.
- Maintain an outstanding discipline record.
- Obey the Chain of Command
  - Faculty Directors
  - Stage Manager
  - ASM
  - Parent Volunteers
  - Crew Heads
  - Cast and Crew

- No changing of appearance once the show has been cast.
- Cell phones should be turned off during rehearsals.
- Bloody Saturday is crucial to the performance everyone must be present and fully focused the entire time.
- Be present at school on a show day by 9:55 according to UIL rules.
- On a show night, be on time for call and complete designated jobs in a focused manner.
- Actors with the stage makeup off before going out to meet the fans. No costumes in the hallway.
- Everyone is required to participate in strike fully and stay until strike is complete.

## Thespian Information

### **What criteria must be met before I can be inducted as a Thespian?**

1. In order to become a Thespian at Cinco Ranch, a student has to earn ten Thespian points for their participation in CRTC events.
2. If you are a Junior Thespian only 5 points will transfer after you are inducted.

### **How do I earn Thespian points?**

1. By participating in the shows, and participating in events that involve CRTC
2. See the points list to learn the point value of various activities

### **When is Thespian induction?**

1. Thespian induction will be at the end of the year banquet. The Troupe President will introduce all of the new inductees for the year. The flame will be passed from candle to candle until each candle is lit. Then, all members of the troupe will recite the pledge with the initiates. The candles are extinguished and everyone returns to their seat.

### **What is the State Thespian Convention?**

1. A Festival where Thespians from across the State can gather to compete in individual events, participate in workshops, and audition for college.
2. An enrichment activity and an honor to attend and a privilege for students who are leaders in the Theatre program

### **Who goes to the Thespian Convention?**

1. Officers in good standing and passing all classes are privileged to attend the Texas State Thespian Festival each school year.
2. A director may invite a student based in their participation in Individual events, their performance in class, and in the extracurricular program. Their behavior, attitude towards the ensemble, and sportsmanlike behavior are also considerations.
3. Students who pressure officers or directors to attend will cause directors to forfeit consideration based on the above criteria.
4. The State Thespian Board limits the number of students allowed to attend, as of 2004-05; troupes are limited to a maximum of 25 total sponsors, chaperones, and students.
5. The State Thespian Convention is a privilege. The directors generally volunteer their time, so it should never be considered a right.

### **What is the National Thespian Convention?**

1. An enrichment and a privilege
2. The department may or may not escort students to nationals every year
3. Student must qualify on the state level to be considered by the department faculty to attend

## Advanced Theatre Classes Audition Requirements

Auditions for Theatre III, Technical Theatre III, and the Theatre production class take place in May.

Any of the following 3 requisites:

- Prepare two contrasting monologues totaling 2 minutes OR
- Prepare one 1 minute monologue and a five minute technical portfolio review OR
- Prepare one 1 minute monologue and a 16 bars of a song with your own musical accompaniment

At the audition, the student will:

- Perform their chosen monologues, song segment, or portfolio review
- May be taught a dance segment and will perform it (wear appropriate attire)
- Correctly measure and cut a piece of 2x4
- Correctly screw two pieces of 2x4 together
- Correctly remove the screw from the 2x4 without stripping the screw
- Correctly perform a light cue in an ETC 48/96 light board

If the student is placed in an upper level theatre course:

- Production students are required to participate in every CRTC production and if placed in the class, are guaranteed placement at some level in each mainstage show. The production student will accept gladly and willingly any position or role he or she is assigned. Production students are also required to aid in all other CRTC endeavors as needed including: fundraisers, GHAA auditions, elementary energizers, UIL hosting duties, etc.
- Theatre III students are expected to audition for every production, both fully auditioning for acting and tech positions, but are not guaranteed placement. Theatre III students are required to participate in a class production which will involve a maximum of 3 weeks mandatory evening performance.
- Technical Theatre III/IV students are expected to participate for every production, both fully auditioning for acting and tech positions. Advanced Tech students are also required to aid in all other CRTC endeavors as needed including: fundraisers, GHAA auditions, elementary energizers, UIL hosting duties, etc.

If the student is not placed in an upper level theatre course but wants to remain in the program:

- The student may enroll in Theatre I, Theatre II, Technical Theatre I, or Technical Theatre II if they have not taken one of these courses to date.

## Banquet

What do I wear to Banquet?

Formal attire is appropriate for banquet

What are Senior Wills and Goodbyes and who can give them?

Qualifications to give a senior will and goodbye:

- ☆ Must be a senior
- ☆ Must be a member of CRTC
- ☆ Must have participated in a minimum of 6 shows
- ☆ Must be enrolled in Production senior year

Senior wills and goodbyes are given by students meeting the above qualifications. Senior wills and goodbyes will be videotaped. Wills and goodbyes cannot exceed 1 to 2 minutes long. Exact time will be determined by the director based on the number of Thespian points. The will and goodbye must be submitted to the director for approval. Directors reserve the right to edit any senior will and goodbye. Any senior choosing to make an inappropriate remark in senior wills and goodbyes will receive a disciplinary referral and could forfeit the privilege of future seniors from giving senior wills and goodbyes.

What awards are given at Banquet?

The Director's Award is awarded to a senior who exemplifies the ideals of Cinco Ranch Theatre Company.

The Above and Beyond Award is awarded to a parent who exhibits outstanding dedication to Cinco Ranch Theatre Company.

These awards are chosen by the directors based on overall contribution to the department.

What scholarships are given at Banquet?

The Hannah Henson Memorial Scholarship

Value: \$500

Criteria:

- ☆ Must have been enrolled in theatre for all four years
- ☆ Participate in shows all four years
- ☆ Served as an officer
- ☆ 3.0 CUM GPA
- ☆ Excellent discipline
- ☆ Majoring in theatre in college, provide proof of enrollment and declared major to collect money
- ☆ Director recommendation

**Cinco Ranch Theatre Company**

**Membership Form**

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Cell Phone \_\_\_\_\_

Middle School attended \_\_\_\_\_

I, \_\_\_\_\_, have read the CRTC Constitution and  
(student name)

agree to abide by the articles and guidelines as laid out within it. I have enclosed my \$5.00 dues payment for the 20\_\_\_\_-20\_\_\_\_ school year. I promise to always represent Cinco Ranch Theatre Company with pride and citizenship throughout the school and community.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Official Use Only:**

Dues Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer Initials: \_\_\_\_\_