



Frankfort High Drama Club

Constitution, Operations & Procedures

Last Updated: May 17, 2022

Purpose

Mission Statement

The Frankfort High Drama Club's purpose is to provide a leadership structure to help support all theatrical activities undertaken at the school. Members shall work to promote our productions and ensure their success. The club will undertake fundraising activities to help guarantee that funding is available to support our shows as well as other club activities. The club will oversee the general maintenance, cleaning and upkeep of all drama club facilities (theatre, backstage spaces, pit, props closet etc.) Additionally, the club will help host special events and trips to its members to provide social, recreational and learning opportunities for its membership.

Meetings

First/Last Meetings

The first meeting of a new school year will occur within the first two weeks of school. This meeting will allow for students to join the drama club. The last drama club meeting will occur approximately two to three weeks prior to the end of the school year. The main purpose of the last meeting will be to elect officers for the next school year.

Additional Meetings

Additional meetings throughout the school year may be called by the Director of Theatre. The Drama Club President may also call additional meetings with prior approval from the Director of Theatre.

Meeting Notifications

Members shall be notified of all meetings at least one week prior to the date. The drama club secretary will be the main person in charge of ensuring that meetings are properly advertised.

Frankfort Drama Membership

Requirements

Membership in the drama club is open to all Frankfort High and Second Street students in good academic standing. Previous theatrical experience is not required to join the drama club. Membership is not required to participate in a production; however, it is HIGHLY encouraged. Most of our shows will be open to any FIS student in grades 4-12. However, grade level participation eligibility will vary based on suitability for each show or activity.

Benefits

All drama club members will be eligible to earn drama points. These points will be used to determine eligibility for future special, "members only" events and trips.

Additionally, students MUST be an active member to be considered for awards, letters & bars at our annual drama club banquet. The student with the highest cumulative point total for the school year will be awarded the "drama point award."

Drama Points

Drama points will accumulate year to year. The Drama Club Secretary will be in charge of keeping all drama point records.

- Available points per category

Completed Audition	25
Drama Club Meeting	10
Rehearsal	5
Performance	25
Work Day/Special Event	50

- Issuing of points
 - *Special Events:* Special Events can range from clean-up/work days to workshops to fundraising events. Points shall be issued following the successful completion of the special event. Generally speaking, students must stay the entire event to earn points. However, depending on the situation the Director may issue partial points for partial participation.
 - *Rehearsal Points:* Attendance will be taken at the beginning of rehearsal. Late arrivals will not be eligible to receive points for that rehearsal.
 - *Performance Points:* Shall be issued following the successful completion of any performance open to the general public.
 - *Audition Points:* Shall be issued following the successful completion of any audition.
- *Point Issuing Authority:* This document is to serve as a general guideline for the Frankfort Drama Club points system. However, it is impossible to cover every scenario in these guidelines. The FHS Director of Theatre has final authority on the issuance of points.

Active Members

To be considered an active member a student must complete a membership form EACH school year. A student may join the drama club at any point of in a school year. However, points may only be earned after joining.

Membership Revocation

Membership may be revoked for unprofessional misbehavior at any time by the Director of Theatre. Students who withdraw from any production AFTER the first read through will have their membership automatically revoked (a waiver may be issued by the Director of Theatre due to emergency circumstances).

Frankfort Drama Officer Positions & Requirements

Officer Requirements

To be nominated a candidate must:

- President & Vice-President –
 - Have successfully earned at LEAST 650 Drama points in the previous school year
 - Have been involved in productions in at least- 2 different years
 - Be an upperclassman (Junior or Senior)
 - Be in good academic standing

- Secretary ,PR/Media Chair & House/Audition Chair –
 - Have successfully earned at LEAST 500 drama points in the past school year
 - Be a Frankfort High School Student in grades 9-12
 - Be in good academic standing

- Underclassman Representative -
 - Have successfully earned at LEAST 250 Drama points in the previous school year
 - Be an FHS Freshman or Sophomore
 - Be in good academic standing

- SSS Representative –
 - Have Successfully earned at LEAST 250 Drama points in the previous school year
 - Be a Second Street Student in Grades 6-8
 - Be in good academic standing

**ALL OFFICERS ARE EXPECTED TO BE ACTIVELY INVOLVED IN ALL DRAMA ACTIVITIES DURING THEIR TENURE IN OFFICE.*

Officer Nominations

Any active drama club member may nominate any candidate “from the floor” for a position as long as that person meets the minimum qualifications for that position.

Oath of Drama Club Office

Raise your right hand and repeat after me I, (state your name), do solemnly pledge that I will faithfully execute the office of (state your office) of the Frankfort High Drama Club and that I will to the best of my ability support our director and my fellow students in all of our theatrical endeavors. I further promise that I will uphold our constitution and will strive to represent our club with the utmost ethical integrity and professionalism.

Officer Impeachment

If an officer is failing to uphold the duties and responsibilities of their office an impeachment petition may be drafted by any member. This petition **must** contain specific, detailed and documented facts leading to impeachment. The article of impeachment must contain the signature and date of the person drafting the document **PLUS** the signatures of at least three other active members attesting to its accuracy. Impeachment is a serious action and shouldn't be taken lightly.

It then must be submitted to the Drama Club President (or Vice-President if the President is the officer subject to impeachment) who will present it to the Director of Theatre. If the article of impeachment is determined to be of sufficient form and merit by the Director of Theatre a drama club meeting will be convened to consider the article of impeachment. However, should the article be determined to be frivolous the petitioner may be subject to consequences up to and including membership revocation.

An approved petition of impeachment shall be then presented to the club as a whole. The petitioner will be required to present their article to the membership. The officer facing impeachment will be given an opportunity to respond to the allegations contained in the petition. A vote of impeachment when then be called by the presiding officer. An affirmative vote of 2/3 of the active membership shall be required for removal from office.

In extremely rare circumstances, any officer may be removed unilaterally by the Director of Theatre for egregious acts of unprofessional behavior.

Vacated Positions

If the drama club President resigns or is otherwise unable to fulfill their duties the Vice-President shall automatically assume the office of President. If any officer, other than the drama club President, resigns or is otherwise unable to fulfill their duties, a special election shall be held as soon as possible to fill that position.

Duties & Responsibilities

President –

1. Oversee any event the drama club undertakes during the year. Whether it is a drama club or officer meeting, a play production, fundraisers, theatre banquet, et cetera, the president is required to attend and oversee all such events.
2. Run drama club meetings
3. Work with the Director of Theatre to set the agenda of meetings
4. Assist the Director with any/all drama tasks as needed.
5. Act as a liaison between student drama club members and the director.
6. Serve as a role model/representative for the Drama Club both officially and unofficially
7. Assist all other officers in their duties
8. Be proactive to ensure the success of the FHS drama club

Vice-President –

1. Assist the President in a variety of ways.
2. Act in the position of the President as needed. If the President is unable to attend a meeting or event, the Vice-President will assume the role(s) of the President.
3. Help recruit new members
4. Assist with finding student or parent volunteers for camps/workshops, box office, auditions etc.
5. Work with other officers and members to organize and maintain all drama "spaces"
6. Be proactive to ensure the success of the FHS drama club

Secretary –

1. Assist with the management and recording of drama points
2. Assist with the upkeep of drama club member roster and other documents.
3. Be proactive to ensure the success of the FHS drama club

PR/MEDIA CHAIR -

1. Assist with sharing club and show information with parents and other club members.
2. Assist with drafting press releases and other promotional materials
3. Assist with updating website and/or social media channels
4. Assist with taking photos at rehearsals and drama events
5. Be proactive to ensure the success of the FHS drama club

House/Audition Chair -

1. Assist the Director of Theatre with running/organizing auditions
2. Help find parent box office volunteers and/or student ushers
3. Assist with the creation of programs and/or call boards
4. Assist with concessions
5. Be proactive to ensure the success of the FHS drama club

Underclassman Representative -

1. Serve as the liaison for underclassmen and other officers and directors
2. Help promote drama club opportunities/shows
3. Assist other officers as needed
4. Be proactive to ensure the success of the FHS drama club

SSS Representative -

1. Serve as the liaison for SSS students and other officers and directors
2. Help promote drama club opportunities/shows open to SSS students
3. Assist other officers as needed
4. Be proactive to ensure the success of the FHS drama club