



LPTC Officer Constitution & Election Procedures

Being a Lion Players Theatre Company officer requires you to be a living representation of the LPTC Mission Statement. In addition, it will require more time than the average theatre member. Officers must be willing and able to commit their time and efforts to the success of the LPTC. Listed below are the requirements of a LPTC officer.

I. ELIGIBILITY OF AN OFFICER (You must also meet the Officer Grade and Conduct Requirements during the current school year in order to run for Officer for the next school year.)

A) Grades

- 1) All officers must be academically eligible every six weeks and maintain an overall six weeks average of 80.
- 2) If an officer is academically ineligible or their overall six weeks average drops below an 80 twice during any one semester, the officer will be removed from office.

B) Conduct

- 1) Any negative feedback regarding behavior received from teachers will result in a private conference with directors. Multiple offenses in this area could result in the loss of office.
- 2) Officers must be enrolled in a theatre honors class the entire year. If an officer drops the honors class, the officer will be dismissed.
- 3) If an officer is assigned multiple days of EC, suspended, expelled, transferred to an alternative school, or receives detentions for 2 disciplinary offenses, or four detentions for tardiness, the officer will be dismissed.

II. OFFICER ELECTIONS

- A) Officer candidates must meet eligibility requirements.
- B) All candidates can miss no more than two LPTC Meetings during the year they *run* for office, and must attend the May LPTC meeting at which elections are held.
- C) All candidates must be a member or eligible to be a member of the International Thespian Society, Troupe 2532, must be inducted at the Drama Banquet and have paid their dues for membership.
- D) All candidates must attend a leadership training session on the scheduled date, at which the candidate will receive an officer packet.
- E) All officer candidates must be nominated by at least two current ITS members.
- F) Any candidate who wishes to assume the office of President must complete an interview with the directors in a conference following the May election LPTC meeting to be considered for that office. Two directors must agree that the candidate has the potential to assume the duties of President for the student to receive that honor.
- H) In the case that the LPTC President is removed or resigns, the Vice President will take his/her place and the highest-ranking board member will assume the role of Vice President. To assume the role of President in the case of such an event, the Vice President must meet all officer eligibility requirements, but does not need to meet all Presidential requirements beyond those.
- I) If any officer wishes to resign, a written letter must be given to the President and the Theatre Director.
- J) Any candidate who is elected must attend the entire summer retreat with the Directors and the officer meeting the Monday following the LPTC Banquet with the current board members.
- K) The only excuses accepted for missing a required event for an officer will be at the discretion of the Directors. Examples would include illness or family bereavement.
- L) Officer candidates must present a short speech during the election meeting stating why they good LPTC officer.
- M) President election process is 50% student vote and 50% director evaluation
- N) All other officers will be a majority vote.

III. MEETINGS

A) Officer Meetings

- 1) Officer meetings are to be held once monthly at the school. The times of the meetings are to be decided in the spring of the prior year (at the first officer meeting on the Monday after the LPTC Banquet).
- 2) President calls meeting to order.
- 3) Any remaining old business will come from the secretary's minutes of the previous meetings.
- 4) New issues are presented, discussed, and voted on if necessary.
- 5) The next meeting time is announced.
- 6) The meeting is adjourned.
- 7) Officer notebooks and calendars are required at every board meeting.

B) Voting at Meetings

- 1) Majority rule will only pass any business issue.
- 2) Director(s) will vote only to break a tie on any issue.

C) Attendance at Meetings

- 1) Officers must be present at all officer and general meetings.
- 2) One unexcused absence from an **Officer** Meeting will be allowed, however the second unexcused absence will result in disciplinary action at the Directors' discretion.
- 3) One unexcused absence from **LPTC** Meetings or **LPTC** socials will be allowed, however, the second unexcused absence will result in disciplinary action at the Directors' discretion.
- 4) Officers are expected to wear their current year's LPTC shirts the entire school day of which a general LPTC meeting is held.
- 5) Five of the officers **AND** a Director must be present to hold a meeting. Only the President *with* a Director's approval or a Director may call emergency meetings.
- 6) All officers must submit grievances, suggestions, and agenda items to be addressed, no later than the day of the officer meeting, which is held prior to the general meeting.
- 7) Meetings may not be cancelled without an officer vote and Director approval.
- 8) Officers will be expected to help set up and clean up after all board and LPTC meetings.

IV. OFFICER RETREATS

- 1) Failure to attend the retreat will result in the loss of office.
- 2) An officer retreat will be held before school and fall production rehearsals start.
- 3) Officers must review the Constitution and LPTC Handbook and make revisions if necessary. If any revisions are made for the current year, the officers must ratify them unanimously.
- 4) The officers will brainstorm and discuss goals for the upcoming year.
- 5) Officers will be assigned a LPTC Meeting in which they plan an activity.
- 6) Officers must update their calendars for all LPTC events during the year.

V. OFFICER RESPONSIBILITIES

- ❖ When an officer passes down their position to another student, it is required that they mentor the student taking over the position so they know what is expected of them.

A) Description of Board Positions:

President: Calls meetings (board and general) to order, presides over all meetings, encourages other officers to fulfill their duties, recognizes those who want to speak at meetings, maintains communication between officers and directors, makes meeting agenda and gives to Secretary to be typed for the LPTC Meetings, creates officer deadline calendar, updates Master Calendar, finalizes banquet script, prepares and posts audition information, forms, and

sign-ups for a production if the stage manager has not been named.

Vice President: Carries out President's duties in their absence, keeps track of ITS membership, maintains alumni directory, and provides information to Secretary about sponsor communication and reservations, keeps order at meetings (board and general), keeps track of LPTC Handbook, and updates when revised, makes a communication directory of all LPTC members.

Historian: Collects and takes photos and arranges for the Videotaping (if applicable) of all productions, rehearsals, trips, crews, meetings, and all other LPTC events. Coordinates with the Media Coordinator to produce the slide show for the LPTC Banquet, corresponds with yearbook, maintains the drama callboards, keeps track of all mentions in the newspaper, archives video recordings of all productions and makes DVDs, takes headshots of LPTC members, receives updated bios from the Secretary, designs and constructs the lobby display/power point for productions.

Media Coordinator: Organizes scripts, magazines, newspapers, newsletters, and all media equipment in the department. Updates list of scripts in library, devises/maintains a system for script check-out/in, maintains monologue/scene file cabinets, updates LPTC website, receives copies of pictures from the Historian, and coordinates with the rest of the officer board to produce the LPTC slide show.

Points Manager: Keeps an up-to-date database of all Thespian points that have been awarded for all tasks performed in the department and elsewhere, informs Directors when a letter jacket is obtained, informs Vice President when Thespian membership is obtained, and posts points on the callboard after each LPTC meeting. All points must be recorded after a performance is completed. Points are not finalized until director approves. Gives a copy of points to Directors and President. Compiles final Thespian points that determine banquet certificates and awards.

Publicist: In charge of publicizing all productions, meetings, and other LPTC activities, leads publicity crews, communicates events through posters, announcements at the high school, and on the radio, sends press releases to Karen Garrison, and heads T-Shirt design and sales.

Secretary: Keeps minutes of LPTC meetings, keeps attendance for meetings (board and general) and gives them to the President, posts minutes on callboard, gives a copy of all minutes to President, makes copies and distributes agenda for LPTC meetings, keeps a copy of the agenda for all meetings, gives Thank-You notes as necessary, maintains bio database, makes programs for all shows, and types script for the theatre banquet

**LPTC Officers are expected to meet all above stated requirements/duties/expectations. Repeated offenses against the officer constitution may result to removal from office at the discretion of the Directors.

Sign and return to Mr. Doggett before officer election meeting on May 11, 2015

By signing below, I acknowledge that I have read the above Officer Constitution and understand that being an officer requires more time than the average theatre member. I am willing and able to commit my time and efforts to the success of the LPTC. I understand that I must be a living representation of the LPTC Mission Statement.

Officer Name (PRINTED)_____

Office Held_____

Officer Signature_____ Date_____

By signing below, I acknowledge, as an officer parent, that I have read the above Officer Constitution and understand that being an officer requires more time than the average theatre member. I am willing and able to help my student commit their time and efforts to the success of the LPTC. I understand that my student will be expected to be a living representation of the LPTC Mission Statement.

Parent Name (PRINTED)_____

Parent Signature_____ Date_____