

# Florida Thespians District Seven

## By-Laws

Presented for perusal: May 28, 2008  
To be presented for approval: August 28, 2008

### **Purpose/Mission Statement**

The purpose of the member troupes of District 7 of Florida's International Thespian Organization is to provide opportunities for growth and development for our student members through the theatre arts. Our mission is to collaborate with the fellow educators, advocates, and artists to make theatre an instrument of lifelong learning for our students. To achieve this goal, we will strive to honor students in all of the major areas of theatre.

The end goal of our mission is to instill a sense of theatre in all our students so that they may enhance their own enjoyment and appreciation of the theatre as an audience, a performer, a technician, a producer, a patron, a playwright, or a critic. We aim to involve our students in the process of creating theatre, thereby encouraging them to use their talents and interests in the world of theatre and becoming contributing artists or audience members throughout their lives.

### **A. General**

1. District 7 will sponsor the following annual events
  - a. Individual Events Festival
  - b. One Act Festival
  - c. Fundraising Showcase
  - d. The district may schedule other events at the discretion of the District Chair/s and the approval of the sponsors.
2. All Troupes will have two votes, one Sponsor and one President vote, during all District 7 meetings. If the official Sponsor or the President is unable to attend the meeting, a signed letter of proxy assigning the vote to another qualified person must be presented to the District Chairperson/s prior to the vote.
3. A majority of 50% + 1 is required for all votes unless otherwise stipulated in our Bi-Laws.
4. If the Chairperson/s is also the Sponsor of a participating troupe, his/her will count with his/her troupe.

5. The Student Rep will also have a one vote.
6. Each member Troupe will agree to helping make all District Events run smoothly by completing a specific task tentatively agreed to during our Spring meeting and confirmed at our Fall meeting.
7. The definition of Affiliation is determined by the standing of a Troupe with the International Thespian Society.
8. The Affiliated Troupe must be from a school located north of Sunrise Boulevard and within the boundaries of Broward County, Florida.

#### **B. District I.E. Festival**

1. District 7 will hold an annual Individual Events festival to be scheduled by the District Chair and agreed to by the member schools.
2. Expenses incurred, directly related to the district assigned Festival task, will be paid by the District
3. Participants do not have to be Thespians to participate. Sponsors are to use their discretion in deciding which of their students may participate.
4. Registration fees will be agreed to annually by participating schools at the Fall Sponsor/Presidents' meeting. Currently Registration fees for Individual Events are \$30 per individual participant and \$30 per participating Troupe.
5. The District will provide a luncheon for Sponsors, Judges and Presidents during the District Festival. Adult guests may join Sponsors by paying \$10 per meal.
6. An individual student can perform in up to three (3) events in any combination; however, an individual student can only perform once in each performance category.
7. Since Playwriting is not a competition event at the state festival, it does not count toward a student's three event maximum.
8. Participating as a performer in the One Act category, Scholarship Auditions, or acting in a Student Directed Scene does not count toward an individual student's maximum of the three Individual Events.

9. Troupes must provide their own accompaniment for the musical IE's. The District will provide a boom box for all musical IE's.
10. A \$10 fee will be charged for any changes initiated by the involved school in the Individual Events schedule after registration. Only the official Troupe Sponsor may ask for changes in the schedule and approved by the Chairperson/s.
11. Only the official Troupe Sponsor may drop an entry in the Individual Event schedule. Dropped events and no shows will be charged the same \$10 fee.
12. District 7 will follow the State rule applying the "no applause" rule after an IE.
13. District 7 will follow all additional rules set by the State Executive Board in regard to Individual Events.

## **B. One Acts**

1. A troupe can apply for a Main Stage spot at State and use a cutting of the same play in the One Act category at Districts, but only one of the two may go on to perform at State.
2. Performance times will be determined by the Troupe number in a rotating system. Each year, Troupes will be moved to one time slot earlier and the previous year's first performing Troupe will move to the last slot.
3. All Troupes are expected to follow this predetermined schedule, however, if circumstances exist beyond the control of the Sponsor, modifications in the schedule may be made if the initiating Sponsor petitions the District Chair in writing and all involved Troupe Sponsors agree.
4. Each participating school must supply six accurate programs to the District Chair at the time of the "Stage Managers' Meeting" on the day of performance.
5. To qualify for the award for "Best Program,"
  - i. The program supplied to the judges at the "Stage Managers' Meeting" must be the same as the one distributed to the audience.

- ii. Must be designed by a student currently enrolled in the performing troupe.
- 6. To the extent possible, the State rules regarding One Acts will be followed at the District 7 Festival.
- 7. An entry fee will be assessed to all participating schools and agreed to by the member schools at the Fall Sponsor/Presidents' meeting. Currently the troupe registration fee for the District 7 One Act Festival is set at \$125.
- 8. A participation fee will be assessed to all students who did not participate in Individual Events and agreed to by all affiliated Troupes at the Fall meeting. Currently this fee is \$15.
- 9. We are allotted performance spots at State based upon how many one acts perform at Districts.
- 10. At State, a technical oral critique is not offered. District 7 wishes to keep a technical oral evaluation.
- 11. The District will provide a luncheon for Sponsors, Judges and Presidents during the District Festival. Adult guests may join Sponsors by paying \$10 per meal.

### **C. Fundraising Showcase**

- 1. An annual Fundraising Showcase will be scheduled and held in order to increase the District contribution to the State designated charity (currently BC/EFA), to fund our scholarship program, and to help pay for other District expenses.
- 2. Each affiliated Troupe will be assessed \$150 to go toward this event whether or not the Troupe participates in the Showcase.
- 3. Suggestions for fundraising and a method of defraying the cost of this assessment will be provided, i.e. selling tickets to the Showcase...collecting donations during Troupe events....
- 4. Each Troupe will be asked to supply two acts to this event not to exceed a total of 10 minutes per Troupe.
  - i. A variety of "Acts" will be encouraged.
  - ii. Acts do not need to be "Thespian" events.
  - iii. All Acts must, however, meet community standards of decency.

5. The Student Rep will serve as the Chairperson of this event.

#### **D. Scholarships**

1. District 7 will offer one \$750 scholarship each year.
2. Any money that is “unclaimed” from the previous year will revert to the general fund of District 7.
3. Sponsors of the students who have won a scholarship will get a copy of the scholarship letter in their tally packets.
4. Students must be seniors at the time of auditions.
5. Students must have at least a 3.0 cumulative unweighted GPA at the time of registration.
6. Recipients of the District 7 Scholarship must supply a copy of their letters of acceptance to a college or other theatrical training school and a letter of intent to attend that institution before the Spring Sponsor/Presidents’ meeting following the awarding of the Scholarship.
7. Scholarship Auditions do not count toward an individual student’s maximum of three Individual Events.
8. District 7 will follow all additional rules set by the State Executive Board in regard to Scholarship Auditions.

#### **E. Judges**

1. Each troupe will recommend one new qualified judge each year for Individual Events. Any Troupe that chooses not to or is unable to supply a new qualified judge will be assessed \$50.
2. Sponsors are expected to use their best judgment in recommending qualified judges who have professional experience.
3. One Act judges may not adjudicate more than two years in a row.
4. There should be three (3) judges for each Individual Event. Two judges may be used for Individual Events if necessary.
5. A person may not be a judge if his or her own child is a performer in the festival, is employed by any school registered for the festival, or is deemed unacceptable by the District Chair.

6. Judges for One Acts receive a payment of \$100 per day; judges for Individual Events receive a payment of \$75 each day. Playwriting judges will receive \$150.
7. For the One Act festival, we will recruit judges from other districts. District 7 will pay travel/hotel expenses for these judges as necessary.

## **F. Registration**

1. Sponsors will be required to register and schedule each of its Individual Event entries at a predetermined time on a specific date determined by the District Chair. This date will be announced no later than the Fall Sponsor/Presidents' meeting.
2. No changes or "TBA's" in competitors or categories are accepted once the scheduling deadline has passed. In emergencies, changes in the participants in group events may be made but a \$10 fee will be assessed to the troupe.
3. Emergency One Act cast changes may be considered on a case-by-case basis, decided by the chairperson/s. In these rare cases, substitutes must be registered participants.
4. The registration fee for all participating students at both Individual Events and One Acts will include the cost of a District 7 tee shirt.
5. Sponsors from each school receive free registration. The Sponsor counts as a chaperone. A complementary District t-shirt is included.
6. An observer's fee of \$10 may be paid at the time of registration by adults wanting to attend the event. This fee includes a District tee-shirt. Day Passes may be purchased by adults on the day of the event for \$10 but does not include a tee-shirt.
7. No Troupe will be allowed to participate at the District if they owe the District, State, or National organization any money.
8. No Troupe will be permitted to participate in the State Festival if it owes the District any money.
9. Chaperones must meet the requirements of the county and the individual school prior to being registered for the Festival. It is the sponsor's responsibility to make sure that his/her chaperones meet the current guidelines.

10. Each participating school will be allotted one qualified chaperone for each 10 registered students at no charge. All others must pay the \$10 observer fee.

## **G. Awards**

1. The Awards' Ceremony should be a dignified event. All members of all Troupes should continue to follow good Theatre Etiquette.
2. The following awards are currently given out each year.

### **A. At Individual Events**

- a. Excellent ribbons for all Excellent participants.
- b. Trophies will be awarded for the following:
  - i. All Superiors for all Superior participants
  - ii. One for State Selected "Showcase" for Acting
  - iii. One for State Selected "Showcase" for Tech
  - iv. One for each Critics' Choice

### **B. At One Acts**

- i. State Selected Plays
- ii. Superior Plays
- iii. Excellent Plays
- iv. All Star Cast—one for each participating troupe
- v. Best Program
- vi. Best Cameo Actor
- vii. Best Cameo Actress
- viii. Best Ensemble
- ix. Best Supporting Actor
- x. Best Supporting Actress
- xi. Best Lead Actor
- xii. Best Lead Actress
- xiii. Best Stage Crew

### **C. Other Awards**

- i. Plaque for Host School

- ii. Plaque for Student Rep
- iii. Plaque for Co-Student Rep
- iv. Plaque for Chair
- v. Plaque for Co-Chair
- vi. Tee Shirt Design
- vii. Scholarship

## **H. District Responsibilities**

1. Each year the District must nominate qualified judges for State Festival.
2. Each year the District is assigned one area of responsibility at the State Festival.
3. The District will set aside up to \$600 in “emergency” State fees. A sponsor in need of financial assistance will submit a letter of interest to the current chair. This fee is to cover the State registration fee, which is currently \$70. This fee will be reimbursed by the student/troupe by the end of the current school year.

## **I. Host School**

1. The Host School working with the District Chair/s should find an acceptable date to accommodate the majority of the Troupes.
2. The Host School must make arrangements for supplying lunches for all participants. Proceeds from the sale of lunches go to the host school.
3. Other than the sale of items to benefit our charity fundraising, the Host School organizes and profits from concession sales during the Festival.
4. The Host School is responsible for supplying security and janitorial services for the event. The Host School will be reimbursed for this expense by the District upon the presentation of either an invoice or receipt.
5. The Host School will make accessible to the District such rooms and facilities necessary for the smooth operation of the event.

## **J. Sponsor Responsibilities**

1. The Sponsor is expected to be an example for his or her troupe by following the rules established by ITS, Florida State Thespians, and District 7.
2. The Sponsor and/or an adult designee must attend District 7 meetings scheduled for August and May.
3. The Sponsor must attend Individual Events registration, the material distribution event (Packing Party), and the entire Individual Events Festival.
4. Sponsors of participating schools must attend the One Act Festival when any of their students are in attendance. They are strongly encouraged to attend the entire One Act Festival.
5. Sponsors must insure that his/her District Festival Assignments are fulfilled.

## **K. Chairperson**

1. Sponsors will elect a District Chairperson at the May meeting.
2. The term of a Chairperson is from August 1 to July 31 for TWO years, allowing a newly elected Chairperson to observe the duties of the current chair during both Districts and State before officially taking office.
3. If the Sponsors of District 7 choose to have Co-Chairpersons they must first vote on the acceptance of a one or two chairpersons system. This team will be placed on the ballot as one nominee for the position.
4. In the event the Sponsors of District 7 choose to have Co-Chairpersons the Chairperson of Record will alternate between two on all state documents.
5. The Chairperson of Record will select a student to act as the District 7 Student Representative on the State Board of Directors. The other Chairperson will select a student to act as the Co-Student Rep.
6. If Co-Chairpersons are used, they will share equally in the responsibilities and duties assigned to them. (In the event they are unable to agree, a system must be established to settle disputes that may affect the operation of the District.)

7. The Chairperson/s, with the approval of the district sponsors, set the dates, organize, oversee district events.
8. The Chairperson/s will communicate all important information about State and District events to the sponsors in the district in a timely manner.
9. The Chairperson/s will establish a method of communication with all affiliated Troupes including the establishment and maintenance of a website.
10. The District Chairperson/s handles district finances. A yearly financial statement will be supplied to ITS and a budget will be presented during the Fall meeting.
11. Should the current Chairperson/s step down before the end of the elected two year term, a new Chairperson/s will be elected by open nominations.
12. If 75% of the active troupes vote accordingly, the current chair will be asked to step down before the end of the elected term.
13. The District Chairperson/s must represent District 7 at ALL State Executive Board meeting or have an adult designee there.
14. The District will pay the added expense to have both Chairpersons and Student Reps attend required State Board Meetings.

#### **L. The By-laws**

1. The by-laws shall be brought before the sponsors at the annual Spring meeting for review, amendments must be submitted on or before the first day of August following that meeting, and voted on at the Fall meeting.
2. Other changes may be made, if it becomes necessary, with proper notification all Troupe Sponsors and the agreement of a quorum of them.
3. The quorum of 50% +1 of active troupes can vote to amend the by-laws.