

Pioneer High School Theatre Guild
Constitution

Article 1
Name & Purpose

Section I: Name

The name of this organization is Pioneer High School Theatre Guild.

Section II: Statement of Purpose

Pioneer Theatre Guild is an extracurricular organization at Pioneer High School that provides students a well-rounded theater experience and education in all aspects of theater, both on and off stage. Drawing from resources inside and outside of the school, Theatre Guild is committed to providing students unique, high level, challenging, varied and enjoyable opportunities to acquire in-depth knowledge and training in an atmosphere that is welcoming to all students and involves staff members who possess both specific expertise and the ability to work well with students.

Article 2
Adult Staff & Volunteers

Section I: Adult Staff for the Entire Season

The adult staff who work for the span of the theatre season are the Theatre Guild Sponsor/s, the Producer, and the Stage Manager. All are considered employees of the Ann Arbor Public Schools, and must meet all criteria set by the school board and the district for school employees.

Clause A: Duties of the Theatre Guild Sponsor/s

To interview and hire additional staff when needed; meet with and guide the Student Executive Board; maintain budgets; partner with the Parent Booster Club on all endeavors; ensure that students are always supervised by someone while working; to plan and coordinate all Theatre Guild events and activities; to attend all productions; and determine the schedule and scope of productions to benefit the students and the program.

Clause B: Duties of the Stage Manager

To schedule and coordinate the use of the theaters for all rehearsals, technical rehearsals, and technical work times; fix or submit work orders for any technical problems in the theaters; train students to run sound, lights, and curtains for assemblies and concerts; and train new Technical Staff on theater equipment.

Clause C: Duties of the Producer

To facilitate season show selection; schedule the shows; obtain show rights; schedule and supervise auditions; supervise rehearsals; guide and supervise all Creative Staff; teach and supervise publicity; facilitate sale of ads for the program; teach and supervise the program-creating process; get tickets printed; supervise distribution and sale of tickets; and supervise the student house crew.

Section II: Adult Guest/Partial Season Staff

Since different shows will require different technical elements, the Theatre Guild Sponsors can hire additional teaching and supervising adult staff. The following roles can be shared, or one person can fulfill multiple roles.

Their common duties are to teach and supervise students in their work; ensure that the students are safe and productive; attend production meetings; teach crewheads how to lead the other students; and perform all of the duties specific to their jobs (as determined by the Technical Director and the Sponsors).

Clause A: Technical Staff

Each show must include the following technical staff:

Technical Director

Depending on the demands of each show, it may require any or all of the following:
Scene Shop Supervisor, Set Designer, Graphic Designer, Paint Designer/Supervisor,
Sound Designer/Supervisor, Lights Designer/Supervisor, Makeup and Hair
Designer/Supervisor, Costume Designer/Supervisor, Props Designer/Supervisor, Video
Supervisor, Special Effects Designer/Supervisor

Clause B: Creative Staff

Each show must include the following creative staff:

Director

Depending on the demands of each show, it may require any or all of the following:
Music Director, Orchestra Director, Choreographer, Assistant Director, Vocal Music
Director, Accompanist

Clause C: Communications Staff

Each show must include the following communications staff:

Communications Manager, Website Manager

Section III: Theatre Guild Booster Club

The Booster Club is a parent-run organization. The purpose of the Booster Club is to support and promote quality extracurricular theater programs at Pioneer High School. They engage in fund raising activities to further these aims. All parents of current Theatre Guild Members are allowed and encouraged to participate.

Article 3 **Membership**

Section I: Definition

Members are those students interested in pursuing a commitment to excellence in theater at Pioneer High School Theatre Guild. They must meet all of the following eligibility restrictions and requirements in order to be considered a Member and be able to participate in any Theatre Guild activities.

Section II: Eligibility

Pioneer Theatre Guild is open to all students who are enrolled Ann Arbor Public High Schools as of September 2011 once they have met the following requirements in Section III.

Section III: Requirements

All of these requirements must be met prior to any student becoming a Member.

Clause A: Obtain and complete the following forms.

1. Membership Form: A record with the necessary information about a student.
2. Liability Waiver Form
3. Internet Image Consent Form
4. Emergency Form: A form with emergency contact information and medical information that will be kept by Pioneer Theatre Guild should an emergency situation arise. No student, under any circumstances, may be involved in Pioneer Theatre Guild or be within its work areas without an emergency card on file.

Clause B: Pay the following fees.

Should a student have any trouble paying these, s/he can talk confidentially with the Sponsor, who will decide upon an appropriate course of action. No student will be restricted from joining Pioneer Theatre Guild for financial reasons or economic status. Fees are subject to change, and Members will be alerted prior to fee changes.

1. Membership Dues: Please see Booster Club website for current fee structure. This money provides meals for the students during tech weeks (see Article 6, Section I, Clause D).
2. Advertisement Deposit: A deposit for ad sales, which upon the student selling advertisements for the playbills, will be returned. (Current Ad deposit amount required is posted on the Booster Club website.) This money goes towards production costs.

Clause C: Have completed two-five (2-5) hours of End-Of-The-Year Strike from the previous season (this does not apply to new Members).

1. The amount of hours is determined by the Technical Director after the final show of the season is complete. End-Of-The-Year Strike is performed at the conclusion of the production season.
2. The consequences of not performing End-of-the-Year Strike include:
 - a. Becoming ineligible to audition for or crewhead any future productions.
 - b. Becoming ineligible to receive any awards at the End-of-the-Year Banquet.

Students can retroactively complete their End-Of-The-Year Strike by volunteering the same amount of hours to helping a crew or the Student Executive Board at any time. Upon completion of the strike hours full eligibility is returned to the student.

Clause D: Must maintain academic eligibility - accumulative GPA of 2.0 and passing 5 classes.

At the beginning of the fall semester Pioneer Theatre Guild will hold an after-school registration session for all new and returning Members. Registration packets (which will include all completed forms and payments) can be turned in during Fall Registration. Should a student be unable to participate in Fall Registration or if s/he joins Theatre Guild after the fall show, they may return forms and fees to Board members any time before rehearsals and crew work days start.

Section IV: Pit Orchestra

Students who play in the pit orchestra or band for musicals are not required to become Members of Theatre Guild. However, they must still turn in an Emergency Form. If any student in the pit orchestra or band would like to eat any snacks or meals provided during tech week and the performances, he or she is required to pay ten dollars (\$10) Dues per production.

Article 4 **Executive Board & Elections**

Section I: The Executive Board

The Executive Board is composed of a president, vice president, business manager/s, secretary/ies, and representatives. These positions are elected by the membership and are responsible for working with the Sponsor/s to run Theatre Guild.

Clause A: Common Duties of All Officers

1. Enforce the Theatre Guild Constitution.
2. Appoint the crewheads for each production with staff approval.
3. Facilitate Monday Meetings (see Article 7).
4. Create a new brochure for each fall.

5. Attend and contribute to weekly Board meetings with the Sponsor/s (fall Board members are also required to attend summer planning meetings).
6. Make any copies which are needed for the membership.
7. Keep the Board office clean and organized at all times.
8. Email website updates to the Website Manager.
9. Create a timeline each semester for the dates by which certain duties must be done.
10. Actively recruit new students for Theatre Guild throughout the school year.
11. Check the Board email.
12. Update strike hours on the computer.

Clause B: Additional Duties of the **President/s**

1. Organize events. These events vary, but may include the elementary/middle school student fieldtrips to see Theatre Guild productions.
2. Check the Board email, teach the rest of the Board how to check the email, and delegate the replies to the appropriate Board member.
3. Lead the recruitment and integration of incoming freshmen.
4. Ensure that there is an emergency card for every Member.
5. Be the Yearbook liaison.
6. Ensure that each returning Member who is auditioning or applying for crewhead completed all of his or her strike hours.
7. Organize and orchestrate Monday Meetings and Executive Board meetings.
8. Email the Website Manager any important updates.
9. Work with the Vice President to liaison between the TG Board and the Booster Club Board.

Clause C: Additional Duties of the **Vice President**

1. Assume all duties and powers of the President in the President's absence.
2. Handle apparel. This includes making and collecting apparel forms, making sure the apparel is appropriately designed, and ordering the apparel.
3. Write and update the Theatre Guild blog.
4. Organize and carry out the design of the A-Hall display case before each show.
5. Work with the President/s to liaison between the TG Board and the Booster Club Board.

Clause D: Additional Duties of the **Business Manager/s**

1. Organize program ads. This includes making sure every Member pays an ad deposit, turns in an ad, and gets that ad put into the program.
2. Clean the computer desktop and keep the files organized.
3. Handle all incoming money from the membership. He or she must note when money comes in, who it was from, how it was turned in (cash or check), and any other pertinent information.
4. Format show's text for the program.

Clause E: Additional Duties of the **Secretary/ies**

1. Organize all membership information and input it onto the computer. Keep all information current. Make sure each student involved in every production has all of their forms turned in before show work and rehearsals start.
2. Organize publicity with the Sponsor/s.
 - a. Figure out designs for yard signs and order them.
 - b. Organize the text, design, and distribution for the production posters.
 - c. Come up with new publicity ideas.
 - d. Organize the photo shoot for each show.
 - e. Submit show information to the appropriate administrator for advertising on school displays.
 - f. Write and turn in the Pioneer Morning Announcements (if there is not a class representative).
 - g. Write and send out press releases.
3. Keep track of each Member's points (see Article 9).
4. Organize and distribute pins, letters, and certificates for the end-of-the-year awards (see Article 9).
5. Collect and write the text (anything that is not an ad) for each show's program in collaboration with the Stage Manager and Producer (if there is no Assistant Producer).

Clause F: Additional Duties of the **Representative/s**

These will vary and should be set by the president and the Sponsor/s, but may include:

1. Write Pioneer Morning Announcements.
2. Check the Theatre Guild voicemail and either call back with answers or report message to appropriate person.
3. Observe and participate in all Executive Board meetings for the purpose of learning the duties of each Board position and the Board as a whole.
4. Carry out any jobs which the Board or Sponsor assigns.

Section II: Class Representatives

The Executive Board will extend an invitation to the membership to elect representatives of classes not already represented in the Executive Board. If all classes are represented in the officer positions, a class representative will not be elected.

Section III: Elections

Clause A: Elections for the executive officers will be held during two general meetings: one at the end of each year to determine the next school year's first semester Executive Board, and one at the end of first semester to determine the second semester Executive Board. A student may nominate his or herself by turning in a completed Nomination Form prior to the election.

Clause B: In order for a student to be able to vote in an Executive Board election, s/he must be a Member (see Article 3) and be present at the meeting where the elections are held. There will be no absentee ballots. Candidates will be allowed to vote.

Clause C: People who have previously been on the Executive Board are allowed to run for re-election if they so desire.

Clause D: Seniors may vote in both first and second semester elections.

Section IV: Term of Office

Each officer will serve one semester, but may run for re-election at the end of each semester. There are no term limits, with the exception of Class Representative. A current or former Class Representative may only be elected to class representative for one term; after that term he or she must run for a titled position if re-running.

Section V: Removal from Office

Officers may be removed for unbecoming conduct or by not meeting the requirements of their position, as evaluated by the Sponsors. Other students may choose to run for the vacant position and a special election will be held.

Article 5 **Crewheads, Stage Managers, and Other Show Roles**

Section I: Application Process

Any Member of Theatre Guild may apply for the position of crewhead (CH) of any crew, assistant crewhead (ACH) of any crew, stage manager (SM), assistant stage manager (ASM), or any other special student show role. Applications will be made available before every production.

Clause A: Applying

1. Applications must be filled out completely, be signed by a parent and the student applying, include all of the known conflicts, and turned in to the Executive Board by a date they specify in advance. Applicants must turn in an application form for each show they would like to be considered for, and must indicate what role they would like to be considered for.
2. Applicants may only be considered for the position they apply for.
3. Applicant must have completed membership requirements (see Article 3).
4. It is not recommended that a member of the Executive Board with a named position apply to be a Stage Manager, but it is allowed. Student must recognize that all crewhead and leadership roles require a large time commitment and may conflict with their Executive Board duties. Being a

Stage Manager, etc, can not be used as an excuse to not fulfill his or her Board duties.

Clause B: Selection

1. The Theatre Guild Executive Board will meet, with the input of the staff, and decide on which individuals will fill which positions.
2. Should a disagreement arise, the Sponsor/s will make the final decision.
3. Should a Board member apply for any position they must leave the room in while his or her considered role is being decided.

Section II: Student Leader Responsibilities

Most productions will require one (1) crewhead and one (1) assistant crewhead for each crew. Some productions may require the help of a second CH and/or ACH, as determined by the Executive Board and Technical Director. Each CH and ACH is allowed three (3) excused absences (with the exception of curricular requirements and religious holidays) and two (2) unexcused absences.

Clause A: Common Duties of **All Technical Crewheads**

These duties are done with the instruction, guidance, and input from each individual crew's adult supervisor. The supervisor can add or subtract tasks as they see fit. No crewhead is allowed to work or have their crew work without an adult supervisor present.

1. Attend and participate in Production Meetings.
2. Communicate with the show's Director and their crew's Designer to realize their ideas.
3. Work with and respect their adult supervisor/s; be a good example to their crew.
4. Update the Stage Manager regularly on progress.
5. Inform the Stage Manager of and work to resolve any problems specific to their crew work.
6. Keep his or her crew on task; keep track of which crew members are meeting their crew requirements.
7. Delegate jobs within his or her crew.
8. Train his or her crew and check on their progress daily.
9. Organize which crew members will do which jobs on running crew.
10. Keep their workspace clean, organized, and safe daily.
11. Set a work schedule of when certain tasks should be completed by.
12. Lead their crew on weekend work days or late work nights when necessary.
13. Keep their crew purchases within their budget.
14. Report crew names to Assistant Producer or Secretary for the program.

Clause B: Duties of **All Technical Assistant Crewheads**

1. Lead the crew in the crewhead's absence.
2. Attend and participate in Production Meetings.
3. Work during every workday of their crew during the production.
4. Help the crewhead accomplish his or her duties.

5. Learn how to do all of the crewhead duties.

Clause C: Additional Duties of Specific Technical Crewheads:

1. **Costumes** crewhead:
 - a. Tell the Stage Manager when actors should be sent in to be measured.
 - b. Organize shopping trips.
 - c. Be in the shop every workday of the production.
2. **Lighting** crewhead:
 - a. Work with the Technical Director to find times when the theater is available to work in.
 - b. Manage rentals and buying new equipment.
 - c. Keep an up-to-date inventory at all times during the year
 - d. Help the designer record cues for shows.
3. **Makeup** crewhead:
 - a. Tell the Stage Manager when actors should come in to get base checked.
 - b. Collect actors' eye makeup or money for eye makeup.
4. **Paint** crewhead:
 - a. Be in charge of keeping the inventory up-to-date and buy paint when necessary.
 - b. Work with the sets crewhead for scheduling the completion of scenery.
 - c. Be in the shop every workday.
5. **Props** crewhead:
 - a. Organize shopping trips.
 - b. Keep the props safe and organized back stage.
 - c. Keep an up-to-date inventory.
 - d. Be in the shop every workday.
6. **Sound** crewhead:
 - a. Have an expertise of the sound system.
 - b. Create a sound effects list approved by the Director; find or buy the necessary sound effects.
 - c. Keep an inventory of disposable supplies and replenish before tech week.
 - d. Work with the Stage Manager to time sound cues and create a mic map.
7. **Sets** crewhead:
 - a. Become certified on saws.
 - b. Be in the shop every workday.

If a crewhead or other leader does not fulfill the above duties, they may not receive a show point (see Article 9) and endanger their chances of crewheading again.

Section III: Other Student Leaders

Clause A: Mandatory Student Leaders and their Duties:

(Their duties may involve any or all of the following things)

1. **Stage Manager (SM) & Assistant Stage Manager (ASM) Duties**
 - a. Be at every rehearsal.
 - b. Attend and participate in every production meeting and technical rehearsal.
 - c. Communicate between the directing team, technical crews, Producer and cast.
 - d. Schedule all rehearsals and tech days in cooperation with the staff.
 - e. Take blocking, costumes, props and other notes during rehearsals and technical rehearsals.
 - f. Work with the Set Designer and Director to place spike marks on the stage for rehearsals.
 - g. Run all technical aspects of the production during tech/dress rehearsals and the show itself. If a problem should arise during a show, they are the final say on how to solve it.
2. **House Crewhead & ACH Duties**
 - a. Set schedule for when the house crew should arrive at the theatre (generally 30-45 minutes before house opens) and who works each show.
 - b. Assign crew members to every door of the theatre.
 - c. Teach crew what to do.
 - d. Be at every performance; make sure each of their crew members works at least three (3) performances.
 - e. Sit in the back of the theatre to help late-comers find seats.
 - f. Know where the programs are; and inform the Producer if there is a shortage of programs.
 - g. Organize the crew if programs need to be stuffed with additional leaflets.
 - h. Pick up trash in the aisles and seats after each show.

Clause B: Optional Student Leaders and their Duties:

(Their duties may involve any or all of the following things)

1. Assistant Producer
 - a. Help the Producer in marketing and advertising the show as well as all public relations situations.
 - b. Write and proof-read the text sections of the program and other advertisements.
 - c. Make important audience members and other guests (ie. FutureStars judges) feel welcome.
2. Assistant Director
 - a. Be at every rehearsal.
 - b. Research the historical period of the show.
 - c. Help directors with creative process.
 - d. Lead cast warm-ups.
 - e. Fill in for absent actors during rehearsals.
 - f. Run lines.
 - g. Run errands for the directors.
3. Poster Designer

- a. Draw idea/s out and get input from the Producer about designs at the beginning of the production process. If there is more than one design, the Producer and Sponsor/s will pick the design they feel is most appropriate.
 - b. Have a photo-ready poster designed on the computer before the deadline set by the Producer.
4. Miscellaneous Infrequent Roles
- a. Special Effects Crewhead and Assistant Crewhead
 - 1. Speak to the Director and Technical Director about their expectations for the special effects. Work with them to design the special effects.
 - 2. Rent or buy whatever is necessary to make the special effects happen.
 - 3. Run the special effects during the show.
 - b. Assistant Designer
 - 1. Research the show, be familiar with the script and scene changes, and familiarize self with the stage and theater.
 - 2. Help the Designer with errands and any necessary measurements, drafting, model-building, plotting, or other design processes.
 - 3. Keep in contact with the crewheads and Stage Manager about the design and changes to the design.
 - c. Assistant Technical Director
 - 1. Make sure all of the crews are on schedule.
 - 2. Communicate frequently with the Director, Technical Director, and crewheads about any technical changes or additions.
 - 3. Help assign roles for running crew.
 - 4. Help the Technical Director with errands, assigning the lineset schedule, orchestrating the scene changes, keeping track of the budgets, scheduling load-ins and load-outs, and whatever other tasks the Technical Director needs help with.

Article 6

Crew & Cast Requirements

Section I: Requirements for All Cast and Crew of a particular Production.

Clause A: Membership

All show participants must be Members of Theatre Guild (see Article 3). If a student has not fulfilled their membership requirements by the second (2nd) rehearsal/work day, he or she will not be able to participate.

Clause B: Strike

After the run of the show, the entire company is required to help with the strike. Typically shows will require 2-4 hours of strike from each member of the company, and the amount is determined by the Technical Director on a show-by-show basis.

If a student does complete the strike hours, he or she may not audition or be crewhead for another show, cannot run for the Executive Board, and cannot get a show point until it is completed(see Article 9). One may retroactively do strike for a past show by volunteering on a later show's strike, or by performing more End-of-the-Year strike hours.

Section II: Additional Requirements for Cast

Clause A: Auditions

1. **Sign-Ups:** Before auditions, sign-up sheets will be available for those students who want to audition. Each student must sign up prior to auditioning.
2. **Workshops:** Before some shows, the Creative Team may hold Audition Workshops to help the auditioners learn the music, dancing, or script that they will audition with. Workshops are not required.
3. **Audition Forms:** Each student must bring a completed Audition Form to their audition, which includes their contact information, all known time conflicts, etc.
4. **Auditions:** Typically auditions will be 2-5 minutes, where the student will perform a prepared piece. The student will audition for the adult Creative Team (Director and/or Choreographer, Music Director, and Assistant Director) and at least one member of the Theatre Guild yearly staff (typically the Producer, to ensure that casting is fair).
5. **Callbacks:** In order to be eligible for a leading role, student must be available during callbacks if he or she is selected.
6. **Selection of Leads:** The Creative Team will choose which student they think is best for which role in a production. There is no limit to how many leads a particular student may have, so no one is exempt from a leading role. No role, under any circumstances, will be pre-cast.
7. **Selection of Ensemble:** The size of the cast will be determined by the Creative Team. The ensemble casting is primarily based on merit. However, in the event of all other factors (voice, acting, movement) being equal, certain students may be cast based on any of the following factors: grade in school, previous experience/dedication to Theatre Guild, gender, etc. See **Musical Casting Policies** document on the Theatre Guild website, ptguild.org

Clause B: Dropping A Show

If a student is cast in a show, that student must decide on whether or not to participate in the show before the first rehearsal. If he or she drops from the show

after that, he or she is required to do tech for another show before he or she may audition again.

Clause C: Rehearsals

1. Schedule: Rehearsals generally run everyday after school from 3:45 to 6:30pm, but may vary. There may be weekend rehearsals as well, usually held on Sunday afternoons.
2. Absences:
 - a. Excused Absences: A student is allowed 3 excused absences, excluding religious holidays or school events. The student must tell the Stage Manager in advance if they want an absence to be considered "excused". Illness does count as an excused absence, but the student or student's parent must call the Stage Manager to let him or her know the student is sick.
 - b. Unexcused Absences: If a student misses a rehearsal without telling the Stage Manager in advance, that is automatically considered an unexcused absence. Each cast member is allowed two (2) unexcused absences from rehearsal.
 - c. Consequences of Absences: If a student misses a rehearsal it is his or her responsibility to learn the blocking, choreography, or music that he or she missed. If the student fails to do so, they could face being cut from that scene or musical number. If a student has accumulated too many absences, he or she will face consequences determined by the Director and Sponsors on a case-by-case basis, which could amount to removal from the show.

Clause D: Tech Week

Tech Week is the week before a show opens.

1. Typical Tech Week Schedule:
 - a. Cue-to-Cue: When all of the technical crews and Director/s set their cues. Cue-to-Cue can last anywhere from 10-14 hours and typically takes place on the Sunday before Opening Night.
 - b. Technical Rehearsals: Technical run-throughs of the show. These are typically held after school the Monday and Tuesday before Opening Night and can end as late as 10pm.
 - c. Dress Rehearsals: Rehearsals that are run like actual performances. These are typically held on the Wednesday, Thursday, and Friday before Opening Night and may also end as late as 10pm.
2. Expectations: All cast is required to be at all rehearsals and workdays during Tech Week. Cast is expected to be professional, tidy, and quiet backstage, and bring homework and snacks for inevitable down times.

Clause E: Performances

All cast must participate in every performance of the show he or she is cast in.

Section III: Additional Requirements for Crew

Clause A: General Crew

1. **Sign-Ups:** Sign-up sheets for each crew will be available before workdays begin. Each crew member must sign up with his or her full name and phone number. The crewhead will contact their crew to let them know their schedule. Any Member not cast in the show is eligible to be on any crew.
2. **Workdays:** Workdays typically take place after school from 3:45-6:30pm Monday through Friday. Depending on the crew, there are usually a few weekend or evening workdays. The crew will always be supervised by an adult when they work. Crew members are expected to come to workdays ready to work, and act in a professional and respectful manner.
3. **Absences:** Each crew requires a different amount of time and commitment from their crew. The crewheads and their supervisors will let their crew know at the beginning of a show how much time is required of each crew member. Once that is determined, each crew member is allowed three (3) excused absences (with advanced notice) and two (2) unexcused absences (without advanced notice).

Clause B: Running Crew

1. **Definition:** Running Crew actually runs their aspect of tech for the performances. They work backstage or in the booths during every performance.
2. **Eligibility:** Running Crew students must be a TG Member and be a part of their general crew and tell their crewhead of their desire to be on running crew. The crewheads and their supervisors will make the final decision on who will be on the running crew.
3. **Schedule:** Running Crew members must attend and participate in the entirety of Tech Week (see Section II, Clause D above) and all performances.

Section IV: Consequences of Not Fulfilling Requirements

Where not specified above, the consequences of not fulfilling any of above requirements can include, but are not limited to, being removed from a show, missing out on opportunities to be involved in future productions, and not receiving a show point (see Article 9)

Article 7 **Meetings**

Section I: General Membership Meetings: "Monday Meetings"

Monday Meetings occur every Monday at 3:45pm in the Little Theatre. These are led by the student Executive Board members and are meant to discuss upcoming events, and notify TG

Members of important and pertinent information. If there is no school on a Monday, the meeting will be moved to the first school day of that week.

Section II: Executive Board Meetings

Board meetings will happen at lunch once per week. All Executive Board members and a Sponsor should be present. Non-Board TG Members are allowed to observe these meetings if they so desire, as long as they get permission from a Sponsor in advance.

Section III: Production Meetings

Productions meetings for shows happen periodically before and during the rehearsal process. Anyone who will be involved in the design of the show should be at these meetings, including but not limited to all adult Creative Staff, Designers, crewheads, stage managers, and running crew leaders. These will be led by the Technical Director or the Communications Manager.

Section IV: End-Of-The-Year Banquet

Banquet is the last event of each Theatre Guild Season at the end of the school year. Any Member who has been involved in Theatre Guild in any way that season is invited. Families of Theatre Guild Members are encouraged to come.

The purpose of the banquet is to celebrate the end of the season, vote on and give out Awards (see Article 9), and make any important announcements. There is also a Booster Club parent meeting that night to update parents on the budget, status, etc., of Theatre Guild.

Article 8

Subcommittees

Theatre Guild has subcommittees in order to help with planning of specific activities and to allow non-Executive Board members and non-crewheads a chance to give their input and enact changes and improvements to Theatre Guild.

Section I: Requirements for each Subcommittee

1. Must be led by or include at least one (1) Executive Board member. This Board member will be responsible for relaying information between the committee and the rest of Board.
2. Must deal with a specific issue approved by the Board.

Section II: Subcommittee Examples

1. Student Productions
2. Recruitment
3. Play Selection

4. Community Service

Article 9 **Awards**

All Theatre Guild Members have the opportunity to receive awards and recognition at the conclusion of each season. Awards will be determined based on the number of shows a student participates in during their high school career.

Section I: Points

For every show that a Member participates in, that Member has the potential to receive one (1) show point. Show points will not be awarded to students who do not fulfill the show's rehearsal or crew requirements. The maximum number of points a Member can receive in school year is four (4), regardless of whether or not they have worked on more shows. Show points determine End-of-the-Year awards.

Section II: End-of-the-Year Awards

These awards will all be given out at the End-of-the-Year Banquet to Theatre Guild Members. As explained in Article 3, any student who has earned awards may not receive them until he or she has completed his or her End-of-the-Year strike hours.

1. Those Members who have participated in their first season with Theatre Guild will receive a participation certificate.
2. Those Members who have earned three (3), six (6), nine (9), and twelve (12) points over the course of their high school career will be given pins.
3. Those Members who have earned twelve (12) points will be granted a Varsity Letter in theater.
4. Those Members who have earned sixteen (16) points during the course of their high school career will receive an honorary plaque.
5. Senior (12th grade) Members will have the opportunity to receive the following awards as voted on by the membership during the Banquet. Any senior may receive more than one award.
 - a. Best Actor: Awards given to the best male actor and the best female actress.
 - b. Best Techie: Awards given to the best male and female crew members.
 - c. Best Overall: Awards given to the male and female students for their overall contribution to Theatre Guild. To be eligible for this award each student must meet the following criteria:
 - i. Member has worked on a crew for at least one show or has been on the Executive Board for at least one full semester.
 - ii. Member has acted in, directed, or written at least one show.

Section III: FutureStars

The only show that results in an award is the FutureStars competition. The winner determined by a series of audience votes at the end of each show. The winner receives is the title of "FutureStar [Year]".

Article 10 **Play Selection**

Section I: Submission Process

Both Theatre Guild staff and Members (including Members of the outgoing senior class) may submit play or musical suggestions for the next season.

The requirements necessary for someone to submit a show are that the show's rights are available, and that the submitter provides a plot description and overview of the show with the submission. The staff and the Play Selection Subcommittee will narrow down the options based on viability.

Section II: Voting

In the spring prior to the season, there will be a vote at the Monday Meeting to decide which shows will be performed the next season. All Members of Theatre Guild are allowed to vote, with the exception of senior classmen (12th graders).

Anytime after the vote, if the season situation changes (scheduling, administrative conflict, etc.) the staff may have to change a show. If this occurs, new shows will be submitted for a revote at a later Monday Meeting.

Article 11 **Amendments**

The Student Executive Board and the general membership of Pioneer Theatre Guild may make amendments to this constitution through the following method:

1. Should the Board find that amendments are necessary they will present their proposals to the general membership. After at least two weeks of discussion, the amendments will be voted on by the Members.
2. In order for an amendment to be ratified over two-thirds ($\frac{2}{3}$) of those Members present at the voting meeting must vote in favor of the amendment.
3. Pioneer Theatre Guild constitution must also align with school district policy-if these changes are required they will be made accordingly without a vote.

Revised 2009

Updated 2015: to align with current AAPS policies/form requirements/guidelines