

2026-2027
FHS Theatre Constitution

Updated August 2026

CONSTITUTION

Article 1: **NAME**

The organization is to be known as the FHS Theatre Department, or Frisco HS Theatre Department.

Article 2: **MISSION STATEMENT**

FHS Theatre stands by the following mission statement: FHS Theatre is an award-winning theatre program committed to excellence. Our theatre students will be provided with opportunities to develop their acting, musical theatre, and technical theater skills, through rigorous coursework, live performance and high-quality stage productions. Our motto is:

Creativity, Commitment, Excellence through Servant Leadership.

Whether we rise or fall; Whether we sink or swim; We meet our fate together

Article 3: **AMENDMENTS**

All amendments to this constitution will be based upon the majority vote of the elected officers and the current facility managers or by a decision of the current faculty Theatre sponsor.

Reevaluate constitution bi-annually.

Article 4: **MEMBERSHIP QUALIFICATIONS**

To obtain and maintain membership in ITS one must:

- Be a student at FHS.
- Maintain a passing average in all classes.
- Meet the required point average for ITS members, which is 10 points per year. These points must be obtained to maintain membership.
- Agree to follow all behavioral and attendance structures as dictated by the officers (see article 4.2)
- Pertain to all required fines and dues or submit required waive forms.
- In order to attend the annual state convention one must have attended at least one of the mandatory informational meetings.

Article 4.1: **POINTS**

Pledges are required to have a minimum of 10 points to be inducted. 5 points transfer from middle school troupe.

Members must maintain 10 points per year once inducted.

Article 4.2 (24601): **BEHAVIOR EXPECTATIONS**

Members are to be respectful at meetings, rehearsals, and in class. We follow a bell-to-bell policy for advanced classes and a step-in-step-out policy for rehearsals. During this time, members are expected to use professional language, put away devices, wear the expected attire, and follow all other department guidelines for these environments.

Members are required to follow all required safety protocols including call and response, stage safety rules, etc.

Members will be respectful of all other members. We define respect as respecting the beliefs of other members, never demeaning others in any respect, considering the ideas of all members with civility, and committing to maintaining a positive department culture to the best of each member's ability.

Article 5: **STUDENT BOARDS AND THEIR DUTIES**

Section A: Qualifications and Elections of Officers and Appointment of Managers

- Officers are to be members in good standing with the troupe and department. Members will be given a 2 week period to submit their names for the office of their choice. Members are limited to run and campaign for 2 offices.
- Candidates must present a speech for the membership outlining their reasons for seeking the position, without exceeding the time limit set by the standing officers (Presidential and Vice Presidential speeches 2 minutes, all other positions 1 minute 15 seconds).
- Campaigning is limited to the putting up of posters and flyers in the fine arts hallway, as well as digital resources made available through their poster.
- Ballots with candidate names will be issued to voters upon the conclusion of speeches. Directors will count the ballots and release results on the FHS Theatre website and issue an announcement on the FISD app.
- If the vote results in a tie between 2 candidates, the directors will issue a verdict on how to proceed.
- Officers shall serve for 1 year from installation banquet to installation banquet.
- The outgoing officers will relinquish their duties to the incoming officers in their entirety following the joint meeting of the two boards.
- Officer elections must take place at least one week prior to the end-of-year banquet.
- Managers are appointed by the sponsors at the same time as the officer elections

- Managers will be inducted at the annual end of year banquet

Section B: Officer Suspension and Replacements

- See Demerit policy (Article 10)

1. If an officer receives a failing grade(s) on a report card, they are to be given a disciplinary warning until the next progress report. If an officer receives 2 failing grades

on 2 consecutive report cards they are to be placed on probation. Action following continuous failure is at the discretion of the directors.

2. If an officer meets the conditions to enter suspension, they will be immediately removed from service on the board for the remainder of that year.

3. If any office is vacated at any time during the year, any member in good standing with the troupe may be placed in the office via officer and director recommendation.

Section C: Duties and Regulations Pertaining to Officers

GENERAL STUDENT LEADERSHIP DUTIES/EXPECTATIONS

-Attend all officer and troupe/ITS meetings when possible, or communicate absences in a timely manner.

-Set an example for non-officers.

-Oversee assigned committees and houses and/or assist when needed (see Article 8, Intra-department Programs).

-Motivate and encourage new members.

-Serve as a bridge of communication between directors and department.

President – Nya Long

DUTIES:

- To open officer and ITS meetings at the appointed time.

- To announce in proper sequence the business or agenda.

- To state and put to vote all questions and/or motions that come before the assembly.

- To declare meetings adjourned.

- To complete duties not completed by other officers.

- To call emergency meetings.

- To meet with the Booster Club and sponsor(s).

- To keep order in the meetings.

- To recognize members who are entitled to the floor.

-To announce all shows, contests, or other activities via FISD app and GroupMe, in collaboration with Vice President and Publicist.

- To aid all other officers with their committees when necessary.

Vice President – Dayton Rose

DUTIES:

- To announce all shows, contests, or other activities via the FISD app and GroupMe

- To replace the president in his/her absence.

- Act as general support/helping hand with any other officer duties

- To announce all shows, contests, or other activities via FISD app and GroupMe, in collaboration with the President and Publicist.

- Oversee the completion of Honor Troupe and bring related information to the board.

- Provide information on Texas Thespians related activities.

- Oversee and manage the philanthropy committee in collaboration with the Outreach ambassador.

Secretary – Mira Padusenko

DUTIES:

- To replace the vice president in their absence.
- To record minutes at all officer meetings.
- To keep copies of all minutes chronologically.
- To post minutes after meetings to read.
- To be in charge of constitution bylaws.
- To keep and post current records of thespian points.
- To work with publicist and historian to keep callboard information updated.
- Keep record of demerits
- Keep record of House points (see Article 8, Intra-department Programs).
- Oversee the communications committee alongside the historian.

Treasurer – Maggie West

DUTIES:

- To replace the secretary in their absence.
- To collaborate with boosters on budgeting and funds, particularly when planning the end of year banquet
- Collaborate with the current Outreach Ambassador and Booster Club Treasurer to organize frequent department spirit nights
- Oversee and manage the event planning committee.
- Work with current booster club to collect information regarding outstanding fees

Publicist - Millie McCoy

DUTIES:

- To announce all shows, contests, or other activities via the Fisd app and GroupMe, in collaboration with the President and Vice President.
- To oversee the creation of the physical callboards at the summer officer retreat each year.
- To maintain correspondence with the newspaper, yearbook, school announcements, and other media.
- To oversee the creation and distribution of banners, posters, and other items for publicity, in collaboration with the marketing committee.
- To post announcements of wider department meetings prior to each date both through social media and on the physical callboards, in keeping with the current communication plan of the board.
- Oversee and manage the marketing committee alongside the outreach ambassador.

Historian – Sophia Swain

DUTIES:

- To replace the publicist in their absence.
- To provide the pictures and videos for the audio/visual presentation of the year at banquet, as well as oversee its creation
- Oversee video editing for visual media projects relating to or promoting the department.
- To set dates for group pictures and communicate with the yearbook staff.
- Maintain and update FHS archive
- Management of the department dropbox
- If unable to attend an ITS event, they are responsible for finding someone to tape and/or photograph the event.
- Assist publicist in maintaining social media duties when appropriate.
- Sending monthly reminders out to update the department archive.
- Oversee and manage the communications committee alongside the secretary.

Technical Representative – Ryan Kmaya

DUTIES:

- Communicate concerns from the technicians/technical program to the board and the current ITS faculty Sponsor/Tech Teacher.
- Oversee work days for current productions in technical fields when the technical director is not present
- Serve as a technician on all needed guest and in house productions utilizing the auditorium.
- Be in charge of the tech state event challenge team for ITS
- Help aid in collecting technicians to work with on all needed guest and in house productions utilizing the Auditorium.
- Working with outreach ambassador to organize tech specific outreach events
- Working with historian and publicist in order to represent technician projects and events
- Note expertise of specific technicians and apply that expertise when planning technical workshops.
- Oversee and manage the technical committee.
- Overseeing shadowing/training assignments within productions
- Monitor the works of the communications committee on the tech room callboard to ensure all information remains current.

Outreach Ambassador - Waridi Birika

DUTIES:

- To maintain correspondence to other schools and individuals as the troupe needs.
- To coordinate with other collaborative organizations during events, including the middle school mixers.
- Bring to the board information about other schools.
- Collaborate with the current Treasurer and Booster Club Treasurer to organize frequent department spirit nights
- Collaborate with current Improv Team Captain regarding joint Improv shows and events

- Oversee and manage the marketing committee alongside the publicist.
- Monthly middle school report provided at each officer meeting

Intra-Personal Relations Officer - Irene Ruiz Nunez

DUTIES:

- Assist Outreach Ambassador with Inductee relations and inter-department events
- To oversee all potential inductees.
- Organize and carry out Pledge Week and all pledge activities.
- Monitor correspondence between members and their secret buddies.
- Act as a liaison between members and pledges.
- Responsible for all hospitality correspondence including birthdays, get well cards, thank you notes, shoutout notes.
- Provide monthly pledge report
- Provide monthly report of student-assisted classes
- Overseeing the selection of house members of beginning of the year and house system maintenance throughout the year
- Regulate communication regarding events in accordance to two-week plan
- Oversee the planning and organizing of social activities (ie. Banquet, picnics)
- Facilitate Prank Wars between Houses
- Gather committee reports and keep files of all committees.
- Oversee the hospitality committee made up of the house prefects.

Section D: Duties and Regulations Pertaining to Managers

Assistant to the Directors - Fiorella Baldoceda

DUTIES:

- To be in charge of and keep blackbox, office, and dressing rooms intact and maintained.
- To be responsible for getting doors during rehearsals and theatre events.
- To receive and sort packages of props, costumes, etc.
- To manage paperwork for Thespian Festival, UIL, and other events requiring such.
- To help with deliveries, errands, and other jobs that require assistance.
- To schedule meetings as needed with both boards - aka joint sessions.
- To be in charge of people acting as a "safety officer," keeping track of attendance on buses.
- To communicate with the President and officer board, making sure there is open communication between both boards in regards to the department.
- To supervise the constitution and make sure the 'department leaders' are following it.
- To be in charge of/help directors with distributing 'duck' rewards and calling out people who have done well during meetings, rehearsals, events, etc.

Auditorium Manager - Carter Whitcomb

DUTIES:

- Keeping the auditorium space clean and tidy
- Keep tabs on what equipment we have and where it is
- Keep the flyrail balanced
- Manage cleanup at the beginning of year
- Regular lighting and sound checks
- Assist with tech system issues
- Maybe get access to the master auditorium schedule?
- Keep inventory on what stuff (chords, lights, set pieces) we have
- Stage Maintenance (sweep/mop)
- Organizing the booth
- Crash courses for new technicians
- Creating Strike Lists for each show

Crow Nest Managers- Ellie Gregory and Zoie Ratcliff

DUTIES:

- Keep the area clean and organized
- Work with others about getting access into the crows nest
- Work with costume designers with any material they want/ making sure what they have is official
- When we have access to the crow nest return either Saul's or Custer key back to them (making sure others do too)
- Work with Actors when returning clothing items
- Report if anything gets damaged
- Do check ins to see if anything needs to be pulled, returned, or repaired
- Have an inventory list (label everything racks, boxes,etc.)
- Check on every shows strike
- we can donate any items we know we won't use in the future to clear space and make room
- Make a google sheets document keeping track of everything that's being used. For example if someone takes a clothing item for a show, we can log what they've taken to make sure it gets returned and so we know what has already been used.

Scene Shop Manager - Gwen Kinghorn

DUTIES

- Maintaining scene shop with supplies.
- Keeping the area clean/organized.
- Delegating tasks.
- Overseeing strike to make sure all supplies are returned to the shop.
- Keeping and updating a Google sheet which entails full inventory, will be updated after thespian festival, shows, etc.
- Organizing annual semester “clean up” days. (Would lessen the burden at the end of the year)
- Providing a clear line of communication between students, director, and officers surrounding supplies.
- *Supervising*/teaching peers with tools.
- Gathering needed supplies for projects. (EX: Having planned supplies prepared prior to tech builds)

Productions Manager - Nitya Purini

DUTIES

- liaison between the stage managers, officers, and booster club with all production needs
- communicating concept, changes, casting changes, house manager assistance
- in charge of checking off meals and show shirts
- passing on productions traditions
- leading warm ups/circle traditions
- Keeping open communication with boosters
- Set Production Meetings
- Help out booster with meals and other duties
- Point person/trainer for house manager position and ushers.

Article 6: MEETINGS

The officer meetings of the officers and sponsors will be held once a week. Officer meetings will always occur before ITS meetings.

The date of ITS meetings in which the officers and members are present will be selected at least two months prior by the officer board in accordance with the existing department calendar.

Officers may miss only TWO unexcused (officer or ITS) meetings in their term of office. Absences not approved by the sponsor or president 12 hours prior to any meeting are unexcused, unless the officer is too ill to attend school.

All officers are required to attend a leadership retreat each summer. The purpose of the

retreat is to plan events for the upcoming year, to be motivated through the goal setting of the troupe, and identify their duties as leaders of the troupe.

Article 7: **VOTING**

In an officer meeting, each officer has one vote unless one of the officers is on suspension. Any decision called into question is passed by a majority vote.

Only students with 10 ITS points are allowed to vote (regardless of induction status).

During the general election, officers and sponsors will have a weighted vote. Officers' votes count as 2 votes and sponsors' votes count as 3. Seniors have the right to vote. Their votes indirectly speak for the incoming 9th grade class.

Article 8: **INTRA-DEPARTMENTAL PROGRAMS**

The purpose of the intra-departmental programs is to foster involvement, leadership, and support for non-officer members. Officers are expected to be directly involved in their assigned programs, prioritizing a positive environment for all members.

Article 8.1: **House and Pledge System**

SECTION A: Existing members

At the beginning of each year, all new members will be sorted into the house system. Officers will sort house members manually based on personality and existing relationships following pledge week activities.

Every existing member already sorted into a house will stay in that house during their time in the department unless elected to an officer position. If there is now a lack of officers (0) in another house, then balancing of the houses requires at least one officer to be moved to the deficient house. Every house must have at least one officer.

SECTION B: Pledges

Incoming new department members (pledges) will be sorted into their houses by the officer board following pledge week. Additionally, pledges will be assigned one returning member within their house who will serve as their "Big". Bigs and Littles will be matched based on connections made during pledge week activities, taking into account preferences stated by both parties. If there is an excess of people who want to be Bigs, officers will select the people who are most compatible with the Littles to be Bigs while the extra applicants are not selected. Each Little will have a maximum of two Bigs.

Following buddy assignments, members will participate in a "secret buddy week" where house members will anonymously communicate with their pledges. On the penultimate day of this week, a "house reveal" will occur; lists of returning members' houses will be posted and pledges will simultaneously receive the color of their own house. Revelations occur at the end of that week.

Two weeks after revelations there will be a “buddy check in” to account for pledges or members who are not engaged with their paired partner. Littles with less active “bigs” will be reassigned to bigs with less active “littles”.

SECTION C: Revelations

Revelations will occur on the last day of secret buddy week. Littles will discover the identity of their Bigs, and house prefects will be announced.

SECTION D: House Prefects

At the first ITS meeting of the year, a form will go out to all existing members to apply to be a prefect. Officers will look at the application and decide the best fit for each house. If not enough people apply from a house, then officers will choose within the house. Two prefects will be chosen for each house. Prefects will serve on the hospitality committee under the IPR Officer. Prefects are responsible for overseeing all members of their house for satisfaction, involvement, and support. Other duties include writing and distributing birthday and get well cards for house members, and monitoring Big-Little relationships.

Article 8.2: Committees

SECTION A: Meetings

Committee officers will hold committee-wide meetings as needed. Project heads can hold meetings with members of their project team with their committee chair’s approval. Decisions and progress made at project meetings at which the committee officer is not present will be relayed to the officer(s) immediately by the project head.

SECTION B: Project Heads

Project heads will be appointed upon the initiation of a committee project according to the committee officer(s). In order to become a project head, committee members must present an idea for a project to their committee chair during a committee meeting. New project ideas (not connected to existing events, campaigns, etc.) are to be presented at a weekly officer meeting for the approval of the board and directors before implementation for approval or veto. It is up to the committee chair to evaluate the behavior of project heads and committee members. In the event of inappropriate behavior, committee officers should bring the issue to the attention of the board and directors to evaluate necessary action.

Philanthropy Committee (Vice President and Outreach)

- Plans activities for all philanthropic events.
- Responsible for budgeting for and procuring all items needed for philanthropic efforts.

- Coordinating with organizations on philanthropic efforts.
- Communicating needs to the communications and marketing committees.

Event Planning Committee (Treasurer)

- Plans activities for all department parties, fundraisers, and other events.
- Responsible for budgeting for and procuring all items needed for events.
- Communicating needs to the communications and marketing committees.

Technical Committee (Technical Representative)

- Plans activities for all technical events.
- Responsible for budgeting for and procuring all items needed for tech events.
- Designing and creating the troupe display each year.
- Organizing department-wide tech builds.
- Communicating needs to the communications and marketing committees.
- Matches shadows to their mentors for all productions

Marketing Committee (Publicist and Outreach Ambassador)

- Responsible for all communication with individuals and organizations outside of the department.
- Distributes show posters around the school and community to promote department productions.
- Assisting the publicist in designing show posters and social media graphics using the current brand kit.
- Creates and distributes show baskets for UIL competitions
- Organizes department members to attend other productions in the district, as well as collecting good show messages to share with other schools.
- Organize information about middle school mixers for Outreach Ambassador to communicate.

Communications Committee (Secretary and Historian)

- Responsible for all communication with individuals and organizations within the department.
- Updating both callboards with current information.
- Updating the whiteboard with current information.
- Updating the blackboard with current information.
- Creating monthly previews to be sent to parents and posted on the callboards.
- Creating a department directory with all members' birthdays, grades, class period, and contact information.

Hospitality Committee (Intrapersonal Relations Officer)

- Made up of House Prefects. See Article 8.1 Section D: House Prefects.
- Meets at the beginning of each month to create birthday cards for house members whose birthday is in that month

- Is responsible for collecting and creating the Intra-Departmental Event Calendar (I-DEC)
- Is responsible for creating thank you cards for boosters, people who reach big milestones, etc.

Article 9: **END OF YEAR POLICY**

Article 9.1: **Banquet Procedure**

- End of year banquet will be planned and executed by the Officer Board and Facility Managers.
- Outgoing and incoming officers will arrive early to banquet at a time mandated by the outgoing president.
- Graduating senior class will sign a "senior umbrella" at banquet to be displayed in the black box.
- Outgoing and incoming officer board will include signed fingerprints on a canvas to be displayed in the green room.
- Senior speeches are not to exceed three minutes, including time spent passing along wills.
- Paper plate awards are to be completed prior to the banquet. The list for paper plates should begin at the beginning of the year.
- The seniors will write and perform The Skit.
- The officers will honor the actors and techies of the month one final time.
- The officers will induct new ITS members.
- The house cup will be announced at the banquet.
- The Thespian of the Year Award will be given to the member who earned the highest number of ITS points during the year, with the second and third-most earned also being honored.
- Banquet will finish with a final show circle followed by a dance.

Article 9.2: **Joint officer meeting**

- A joint meeting between incoming and outgoing boards will be held prior to the end of the year
- All officers from both boards are required to be in attendance
- Outgoing board is responsible for setting the date and time of the summer beach event, all other planning falls to the incoming board as their first seated action

Article 9.3: **Joint manager meeting**

- A joint meeting between incoming and outgoing managers will be held prior to the end of the year
- All managers from both boards are required to be in attendance

Article 10: **DEMERIT POLICY**

All offenses violating department rules and expectations will cause members to accrue demerits. The number of demerits assigned for any misconduct not explicitly covered in the articles below will be subject to the majority vote of the current board and sponsors. The numbers below are to be adhered to as a general rule, but the consequence for all misconduct is always subject to the judgement of the board and sponsors on a

case-by-case basis.

The stage manager will document any demerits that they observe during rehearsals. They will then communicate those demerits to the current Secretary who will bring that information to the officer board at their weekly meeting.

Article 10.1: **Earning Demerits**

The behaviors below will warrant demerits based on the severity of the misconduct, corresponding to the following levels:

- 1 - Tardiness to rehearsal, not having a script for a rehearsal which requires it, inappropriate attire worn to rehearsal
- 2 - Possession of food or drink (other than water) while backstage or in costume, items placed on equipment, usage of unauthorized cell phones backstage or during class
- 3 - Unexcused absences, material not memorized on or after off book date, behavior violating department guidelines (see article 4, behavior expectations), missing deadlines, incomplete assignments or missing prior commitments without communication, talking backstage after warning
- 4 - Minor school disciplinary action (detention, truancy, etc.)
- 5- Being in a restricted area without permission (auditorium and all adjoining spaces, green room, lobby/lobby restrooms, cat walk, ramp, stage hallway)
- 10 - Major school disciplinary action (academic dishonesty, in school suspension, etc.), possession or use of illegal substances, abusive or unsportsmanlike conduct, or being on the roof

*All listed offenses are worth 1 extra demerit for UIL cast/crew members during UIL related events

Article 10.2: **Consequences of Demerits**

SECTION A: Probation

Members who reach a total of 5 demerits will enter probation. These demerits can be worked off by volunteering at department events, assisting with productions they are not involved in, completing committee responsibilities, or completing any other task given by the department sponsors. If members on probation fail to work off at least 2 demerits within 4 weeks following their last offense, they will enter suspension.

SECTION B: Suspension

Members who fail to work off probationary demerits OR reach a total of 10 demerits regardless of all other circumstances will automatically enter suspension. Members on suspension will not be allowed to audition or interview for their duration of their suspension. They may be removed from all current productions and/or leadership positions following a decision by the board and sponsors. They may not attend committee meetings, department events, or productions without permission from the

sponsors. Their demerits may only be worked off in a manner described by either sponsor.

Article 10.3: **The Tax Day Exception**

Demerits not worked off by the end of year banquet will not carry over into the next school year. The exception to this is demerits accrued from offenses occurring after April 15th each year. All demerits given following this deadline for 9th, 10th, and 11th graders will take effect on the first day of school the following fall. All infractions committed by seniors following this deadline will be subject to case-by-case punishment decided on by the current board and sponsors.

SEVERE CLAUSE

Any abusive, disrespectful or otherwise harmful behavior towards another member will result in immediate expulsion from ITS, any advanced class and your officer position. If there is concrete evidence, such as text messaging, social media, etc. then expulsion will be immediate and without discussion. In situations when expulsion is necessary, appropriate actions will be taken with FHS administration. This includes any negative statements made on Instagram, Snapchat, etc.