



MTC Officer Constitution

Being a Mustang 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 MTC. Listed below are the requirements of a MTC 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 nine weeks and maintain an overall six weeks average of 80.
 - 2) If an officer is academically ineligible or their overall nine 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 class the entire year. If an officer drops the class, the officer will be dismissed.
 - 3) If an officer is assigned multiple days of ISS, 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 MTC Meetings during the year they *run* for office, and must attend the May/September MTC meeting at which elections are held.
 - C)** All candidates must be a member or eligible to be a member of the International Thespian Society, 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 a 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/September election MTC meeting to be

considered for that office. The 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 MTC 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 MTC 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.

THE ELECTION PROCESS FOR PRESIDENT:
Student Popular Vote: 50% Directors' Evaluations: 50%

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 MTC 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 MTC Meetings or MTC 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 MTC shirts the entire school day of which a general MTC 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 MTC 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 MTC Meeting in which they plan an activity.
- 6) Officers must update their calendars for all MTC 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 Officer Positions:

- President:** Calls meetings 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 MTC 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, keeps track of MTC Handbook, and updates when revised, makes a communication directory of all MTC members.
- Historian:** Collects and takes photos and arranges for the Videotaping (if applicable) of all productions, rehearsals, trips, crews, meetings, and all other MTC events. Coordinates with the Media Coordinator to produce the slide show for the MTC Banquet, corresponds with yearbook, maintains the drama callboards, keeps track of all mentions in the newspaper, takes headshots of MTC 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 social media accounts, receives copies of pictures from the Historian, and coordinates with the rest of the officer board to produce the MTC 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 MTC 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 MTC activities, leads publicity crews, communicates events through posters, announcements at the high school, and on the radio, sends press releases to MISD Communication Department.
- Secretary:** Keeps minutes of MTC meetings, keeps attendance for meetings and gives them to the President, posts minutes on callboard, gives a copy of all minutes to President, makes copies and distributes agenda for MTC 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

** MTC 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.



Officer Constitution and Officer Election
Sign and return to Mr. Doggett

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 MTC. I understand that I must be a living representation of the MTC 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 MTC. I understand that my student will be expected to be a living representation of the MTC Mission Statement.

Parent Name (PRINTED) _____

Parent Signature _____ Date _____