

West Virginia Thespians State Operating Guidelines
& Chapter Governance



WEST VIRGINIA
THESPIANSSM

AN EDUCATIONAL THEATRE
ASSOCIATION AFFILIATE

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THE EDUCATIONAL THEATRE ASSOCIATION

The Educational Theatre Association and its International Thespian Society branch have been working since 1929 to honor excellence among students of theatre and support the work of theatre educators. Originally focused on theatre in high schools, EdTA has in recent years broadened the scope of its mission to embrace the concept of theatre as an instrument of lifelong learning and has expanded its membership to include students and teachers in middle schools, and college students preparing for careers in theatre education.

EdTA's major branches and activities:

The Educational Theatre Association: The professional association for theatre educators, with more than 4,000 members in the United States, Canada, and overseas, is the premier high school theatre association of its kind.

The International Thespian Society: The honorary society for high school theatre students has troupes in more than 3,400 North American, Canadian, and Pacific schools and has inducted more than two million members since its founding in 1929.

Junior Thespians: The middle school branch of the Thespian Society.

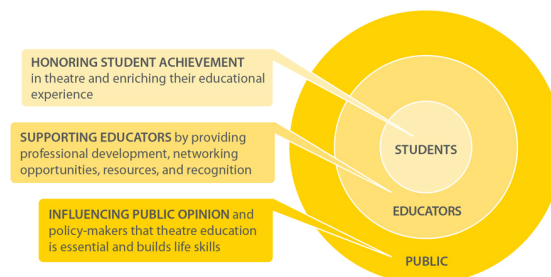
The Educational Theatre Foundation: The philanthropic arm of the Educational Theatre Association provides financial support to enhance excellence in theatre education and to expand access to K-12 school theatre programs for every child.



OUR VISION, MISSION, AND STRATEGIES

VISION: Every student will have access to theatre taught by qualified educators as a vital part of a well-rounded education.

MISSION: Shaping lives through theatre education.



STRATEGIES:

STATURE

Raise EdTA's stature to build widespread support for theatre education.

DIVERSITY

Broaden our reach by increasing diversity and access.

INVOLVEMENT

Increase involvement and leadership of current members.

TECHNOLOGY

Deliver evolving services and knowledge that leverage technology.



SHAPING LIVES THROUGH THEATRE EDUCATION

Mission First SHAPING LIVES

EdTA's mission is shaping lives through theatre education by: honoring student achievement in theatre and enriching their theatre education experience; supporting teachers by providing professional development, networking opportunities, resources, and recognition; and influencing public opinion that theatre education is essential and builds life skills.

Core Values HOW WE ACCOMPLISH THE MISSION



People Matter

Every individual has the opportunity to make a difference.

Take care of yourself and your colleagues.

Cultivate each person's skills, strengths & talents.

Be respectful, considerate, and honest with each other.



Strive for Excellence

Define success.

Be open to and embrace positive change.

Look outside the walls of EdTA. Learn and document new ways to do things better.

Take risks – turn both successes and failures into lessons learned.



Work Together

The best ideas, performance, and results come through collaboration.

Focus on the objective and challenge ideas, not people.

Be kind, assertive and supportive, even when there is disagreement.

Work through conflicts, do not avoid them.

Support the final decision.



Be the person you want to work with

Celebrate individuality and honor diversity. Engage fully.

Bring joy and optimism to your work.

West Virginia Thespians Mission Statement

It is the mission of the West Virginia Thespians to advocate for and celebrate excellence in theatre arts education at the school, community, and state levels. West Virginia Thespians promotes passion for the arts and empowerment of students through theatrical and leadership experiences that provide creative enrichment for students and teachers.

Board norms/expectations:

- ■ Respect the environment and individuals of the meeting including names, pronouns preferred, safety concerns and clean up.
- ■ Listen actively.
 - ■ Look at the speaker
 - ■ Acknowledge the speaker's words
 - ■ Focus on what the speaker is saying
 - ■ Ask clarifying questions as necessary
 - ■ Be quiet when someone else is talking
- ■ Always acknowledge each other when you see one another, anywhere you are.
- ■ Follow allotted time for discussion items and be aware of your own air time.
- ■ As a board member, speak with one voice even when you don't agree with the decisions
- ■ Speak to embrace purposeful change while considering effective past traditions
- ■ Represent yourself as an ambassador of the organization no matter where you are.
- ■ If you need to use the restroom or take a phone call, etc, give yourself permission to leave the room and return when you can.
- ■ Respect all ideas, even if you don't agree.
- ■ Refrain from using electronics unless it is part of the current work.
- ■ Be on time (or communicate with the appropriate person), and stay to the end of the event.
- ■ Maintain a positive attitude.

WVThespians Strategic Plan

Year 1:

Adopt a new Governance Document.
Rebrand organization website.
Grow and retain membership – 2019-2020
Leverage conference call and remote meeting technology.
Apply for and seek Honor Chapter status.
Develop Chapter Director(s) succession plan.
Enhance effective communication within the Board.

Year 2-3:

Find and implement alternative registration system.
Recruit and maintain actively engaged board members.
Increase diversity and access.
Develop and enhance use of technology/software/hardware

WVThespian Bylaws

Article I: Name and Purpose

- Section 1. This organization shall be known as West Virginia State Thespians.
- Section 2. The purpose and aim of the state chapter is to:
 - Advocate for and celebrate excellence in theatre arts education at the school, community, and state levels.
 - To promote passion for the arts
 - To Empower students through theatrical and leadership experiences that provide creative enrichment for students and teachers.
- Section 3. West Virginia State Thespians is a non-profit Incorporated organization.

Article II: International Affiliation and Supremacy

- Section 1. The West Virginia State Thespian Society is a chapter of the Educational Theatre Association, hereinafter referred to as EdTA, and its student organization the International Thespian Society, hereinafter referred to as ITS.
- Section 2. The West Virginia State Thespians Society shall in every way be bound and subject to the Articles, Amendments and By-Laws of the Constitution of the ITS and EdTA.
- Section 3. All powers and rules not stated in this West Virginia State Thespian Society By-laws shall be left to the ITS and EdTA who may delegate power to the state Chapter Director, the Board, or to the Individual troupe.

Article III: Membership and Organization

- Section 1. Membership qualifications for schools, directors, students, professionals or otherwise for West Virginia State Thespian Society will adhere to the membership provisions of EdTA.
- Section 2. Schools that serve as current members of EdTA qualify for membership to West Virginia State Thespians. Directors of theatre programs for those schools qualify as members as well.
- Section 3. Honorary state level memberships may be granted to adult persons for unusual and worthy assistance in the promotion of dramatic arts, conferred by majority vote of the Executive Board.
- Section 4: West Virginia Thespians shall be organized to include a Chapter Board, non-board member Troupe Directors, their students, EdTA Professional, Pre Professional, Emeritus, and Affiliate Members.

Article IV: Chapter Board

- Section 4.1. Powers and Duties: The entire direction and management of the affairs of West Virginia Thespians shall be vested in the Chapter Director(s) and Chapter Board who shall have complete discretion over the business activities, funds (such as expenditures and disbursements), and properties of West Virginia Thespians necessary to carry out the purposes and activities of West Virginia Thespians.
- Section 4.2. Qualifications: Any active EdTA member in good standing, residing in the state is eligible to serve on the Chapter Board. In selecting Appointed Board Members, the Chapter Director shall consider the needs of West Virginia Thespians in determining the person(s) whose qualifications best serve West Virginia Thespians.
- Section 4.3. Chapter Board Members: The Chapter Board shall consist of the following: (a) the Chapter Director or Co Chapter Directors; (b) The Previous Chapter Director(s); (c) Area Directors; and (d) Appointed Board Members needed to serve board functions such as Student Thespian Officer

Advisor, Secretary, etc. Area Director Board members may serve such a function as appointed. The number of Board Members may be increased by an affirmative majority vote of the Board. No decrease in the number of Board Members shall have the effect of removing any Board Member prior to the expiration of such Board Member's term of office.

■ Section 4.4. Election/Appointment Procedures:

■ Section 4.4.1. Chapter Director(s): As established by EdTA

■ Section 4.4.2. Area Director Board Members: Appointed by Chapter Director(s), with agreement of directors in each area, at the State Festival to serve the following year.

■ Section 4.4.3. Other State Board Members: Appointed by Chapter Director(s) and Area Director Board Members as necessary.

■ Section 4.5 Term in Office: Board Members: as directed by board position held, resignation, or unable to fulfill duties; Chapter Directors: 4 Years as dictated by EdTA

■ Section 4.6. Board Member Removal. The Board may remove any Appointed Members (excluding a Chapter Director - see section 4.8) by a majority vote of the Board, at a meeting duly called and held for such purpose. After consultation with the Board, the Chapter Director(s) have the right to remove any member of the board from office at any time.

■ Section 4.7. Chapter Director Removal. The Chapter may remove a Chapter Director by a majority vote of the Board at a meeting duly called and held for such purpose.

■ Section 4.8 Vacancies: The Chapter Director may fill any vacancy that may occur in the Chapter Board by appointment of a successor Board Member to hold the respective office during the unexpired term of the vacant position.

■ Section 4.9. Festival Staff. The Chapter Director(s) may appoint Festival Staff. Festival Staff shall perform such functions as assigned to it by the Chapter Board. The Chapter Director shall have the power to establish terms of office for members of Festival Staff and to fill vacancies in, or change the membership of, a Festival Staff position.

■ Section 4.10 A board member shall be removed from his or her position after one unpardoned absence. Unpardoned absences shall be determined by the Chapter Director.

Article V. Meetings:

■ The Chapter Board will meet a minimum of 4 times an academic year. All Board Members and Student Thespian Officers are expected to attend every meeting.

■ September Board and STO Board Meeting

■ January Board and STO Board Meeting

■ Festival State Board Meeting (STO meeting evening before festival)

■ May Board and STO Board Meeting

■ Section 5.1. Notice of Meetings. Written notice of each meeting of the Chapter Board stating the place, if any, and the time thereof shall be delivered personally, by email or other electronic means, no less than 14 days before the meeting to each troupe director at his or her electronic address according to the current records of West Virginia Thespians.

■ Section 5.2. Quorum and Voting:

■ Section 5.2.1. Quorum. A majority presence of invited Chapter Board attendees at a meeting shall constitute a quorum.

■ Section 5.2.2 Voting. At all meetings of the State Board shall be entitled to cast one vote on any seconded vote coming before the respective Board. A Board Member may appoint a proxy or vote by proxy at a meeting of the Board.

■ Section 5.3. Attendance through Electronic Communications Equipment. When deemed necessary a meeting of the Chapter Board, or Executive Board may be held through any electronic communications equipment, including email. Such participation shall constitute presence at such meeting.

Article VI. Duties of Board Member Officers

■ Section 6.1. Chapter Director(s) shall have the following duties:

■ Act as the Chief Officer(s) of West Virginia Thespians and has final authority on governing matters before the Chapter Board.

■ Preside at all meetings of the Chapter Board.

■ Sign the records of West Virginia Thespians and in general perform all duties usually incident to such office or which may be required by the Chapter Board, including the enforcement of these Regulations and all rules promulgated by the Board;

■ Be a state spokesperson for West Virginia Thespians, EdTA, and the Chapter Board; and

■ Supervise the keeping of monies, assets, and liabilities of West Virginia Thespians.

■ Facilitates all accounts payable and receivable needs.

■ Keep accurate accounts of all finances of West Virginia Thespians, hold the books open for examination, and present to the Board financial reports at least quarter-annually.

■ Present to the Board at the annual meeting a written financial report for the most recently completed fiscal year.

■ Point of Contact for ensuring events are planned and launched on schedule.

■ Ensures registration opens on time and pre event communication is sent.

■ Coordinates annual State Thespian Festival.

■ Works with Festival Site Coordinator & Tech Coordinator.

■ Coordinates all Festival Chairpersons/Coordinators.

■ Assigns duties as needed.

■ Tracks West Virginia State Thespian Troupes' affiliation records and liaison with EdTA membership department.

■ Responsible for strategy and direction on activities related to recruitment, retention, and advocacy.

■ Acts as point of contact for New Teacher outreach, communicates value of EdTA and introduces resources available. Is available for question regarding ITS and becoming involved.

■ Other leadership logistical duties as required to support board activities and events.

■ Section 6.2. Secretary:

■ Take and keep or supervise the taking and keeping of accurate written minutes of all meetings of the Board.

■ Supervise the custody of the records and documents of West Virginia Thespians.

■ Assist the Chapter Director(s) and Board with sending drafted communication.

■ Section 6.3. Director of State Thespian Officers:

■ Provide for representation of the concerns and opinions of STO leadership to the Chapter Board.

■ Provide direction on annual deliverables and responsibilities.

■ Establish bi-monthly check ins with entire STO board through email, text, phone, or other communication vehicle.

■ Provide resources on leadership and ensure enriching experience for STOs.

■ Works with STO's and ensures messaging is delivered on Social Media Platforms.

Section 6.4. Area Directors:

- Be a state spokesperson for West Virginia Thespians, EdTA, and the Chapter Board.
- Supervise the keeping of monies, assets, and liabilities of assigned Area Thespians.
- Facilitates all accounts payable and receivable needs for assigned Area Thespians.
- Keep accurate accounts of all finances of assigned Area Thespians, hold the books open for examination, and present to the Chapter Director financial reports at least once annually.
- Coordinates annual Area Thespian Festival.
 - Ensures area registration opens on time and pre-event communication is sent.
 - Works with Area Festival Site Coordinator & Tech Coordinator as necessary.
 - Secure adjudicators for Area Festival.
 - Assigns duties as needed at Area Festival, including those of area STOs.
- Attend and represent Area at State Thespian Festival.
- Other leadership logistical duties as required to support area activities and events.

Article VII: State Thespian Festival

Section 7.1. Handbook. All festival guidelines, due dates, and procedures will be outlined in the WV Thespian Festival Handbook, to be updated yearly by October 1.

Section 7.2. Website. All festival information, including dates, Handbook, and forms will be available on the chapter website.

Article VIII: State Thespian Officers

■ Section 8.1. State Thespian Officers. An officer must be a student in good standing within a West Virginia Troupe and the International Thespian Society. An officer must be able to complete the term of office while still enrolled as a high school student in the state of West Virginia and be actively engaged with their troupe and hold the support of said troupe and the Troupe Director. Maximum of two students can be supported by a Troupe for any given year.

■ Section 8.1.1. Assignments. Each Student Officer will be expected to perform duties delegated to them by the board, attend all required board meetings, attend leadership events, and serve as the liaison to the students of troupes around the state. Each Area shall elect at least two students as Student Officers to represent the Area.

■ Section 8.2. Student Officer Elections. Each Troupe may nominate no more than two students per year to run for the Student State Board. Application and election of Student Officers shall follow as specified in the WV Thespians Handbook for the current year.

■ Section 8.3. Term of Office. The term of office shall be from the close of State Thespian Festival to the close of the next year's conference.

■ Section 8.4. Removal. Any State Thespian Officer who misses more than two meetings within a full year will be considered for removal. The Chapter Director has the right to remove any student member of the board from office at any time after consultation with the Board.

■ Section 8.5. Vacancy. If a vacancy exists for the State Thespian Officer Board, the remaining State Thespian Officers will fulfill the unassigned responsibilities created by the vacancy.

Article IX. Miscellaneous:

■ Section 9.1. Fiscal Year. Unless otherwise fixed by the Chapter Board or EdTA, July 1st, shall set the fiscal year of West Virginia Thespians.

■ Section 9.2. Amendments. The Chapter Board may amend, repeal or restate West Virginia Thespians Articles of Incorporation at any meeting of the Board by an affirmative two-thirds vote of the Voting Members present at a meeting at which a quorum is present; provided, however, that notice of any such proposed change or changes to such documents shall be included with the notice for such meeting at least thirty days before such meeting.

■ Section 9.3. Indemnification. West Virginia Thespians shall indemnify, to the full extent permitted by the nonprofit corporation laws of the State of West Virginia each person who was, is, or will be a Board Member, officer, committee member, or employee of West Virginia Thespians against any liability, cost or expense incurred by such person in such person's capacity as such a Board Member, officer, leadership coach (or the equivalent), committee member, or employee, or arising out of such person's status such as a Board Member, officer, committee member, or employee (including serving at the request of West Virginia Thespians as a director, officer, partner, member, employee or agent of another organization). West Virginia Thespians shall be obligated to maintain insurance, at its expense, to protect itself and any such person against any such liability, cost or expense.

■ Section 9.4. Authority to Borrow, Encumber Assets. No board member, officer, or employee of West Virginia Thespians shall have any power or authority to borrow money on its behalf, to pledge its credit or to mortgage or pledge its real or personal property except within the scope and to the extent of the authority delegated by the Board.

■ Section 9.5. Deposit of Funds. All funds of West Virginia Thespians shall be deposited to the credit of West Virginia Thespians in such banks, trust companies or other depositories as the Chapter Director(s) approves or designates, and all such funds shall be withdrawn only in the manner or manners authorized by the Chapter Director(s).

■ Section 9.6. Expenditure of Funds – any item(s) purchased with monies from West Virginia Thespians shall become and remain property of West Virginia Thespians.

■ Section 9.7. Conflicts of Interest.

■ Section 9.7.1. Gifts. No Board member, officer or employee of West Virginia Thespians shall solicit or accept, directly or indirectly, anything of substantial monetary value (including any gift, gratuity, favor, entertainment, loan or other consideration) from any person or entity which has, or is seeking, a contractual, donative, employment, financial or other beneficial relationship with West Virginia Thespians without first making a disclosure, in writing, of such conflict of interest to the Board.

■ Section 9.7.2. Conflict of Interest Procedure. When the Board is considering a proposed transaction that may benefit the private interest of an officer or Board Member, prudence shall be practiced. If a board member is found to have held a conflict of interest while serving the board, they may be dismissed by a majority vote of the Board.

■ Section 9.8. Dissolution. The Members may dissolve West Virginia Thespians pursuant to the applicable provisions of the nonprofit corporation laws of the State of West Virginia.

■ Section 9.9. Emergency. The Board may suspend the provisions of the constitution in case of emergency, such as natural disaster, imminent threat (such as violence, fire, structural and the like).

■ Section 9.10. National Registry: – All Board Members, Workshop Leaders, Keynote Speakers, Festival Staff must be cleared on National Sex Offender Registry.

■ Section 9.11. EdTA Membership: – All WV State Board Members must be active EdTA Members for the duration of their term. West Virginia Thespians does not reimburse or cover the cost of EdTA Membership.

■ Section 9.12 Reimbursement and Travel:

■ Section 9.12.1. EdTA Summit/National Conference: if funds allow, WV Thespians pays for Chapter Director(s) room, flight, departure, arrival, and return Airport Transportation (as needed). If decided by majority vote of the Executive Board West Virginia Thespians will extend same coverage for additional board members to attend. Meals not covered by EdTA Summit Schedule are to be paid by attendee.

■ Section 9.12.2. EdTA National Conference: if funds allow, WV Thespians Pays for Chapter Director(s) room, flight, departure, arrival, and return airport transportation (as needed). Meals not covered by EdTA are to be paid by attendee.

■ Section 8.13. Whistleblower Policy: shall align with EdTA Whistleblower policy.