



Tompkins Theatre Co.
2017-2018
Officer Election Packet

Dear Potential Candidate,

Attached is a packet of information regarding becoming a Tompkins Theatre Co. officer for 2017-2018. **You must complete the packet and return as early as May 5th but no later than May 11th.**

Please read the packet carefully and follow the directions exactly as stated or you could lose the opportunity to run for an office.

The packet must be completed in a folder and returned. Below is a check list to help you organize your Tompkins Theatre Co. officer application:

- Officer Candidate Cover w/photo p.2
- Teacher Recommendation p.3
- Adult (other than a parent/guardian) Recommendation p.4
- Keep pages 6-9 for your records
- Copy of Campaign Speech
- Signed contract p.10
- Copies of last two official grading records (progress report/report card)
- 1-2 page typed (double-spaced) paper explaining why theatre is important to you, and how it has changed/impacted your life

Return **bound in a folder** in this order. Please see me if you have any question regarding the packet. Thank you

Break a Leg!

Mrs. Rod & Mr. Matthew



Tompkins Theatre Co.
Officer Candidate
Cover Page

Name _____

Grade _____

Office Desired _____

Insert Picture Here



Tompkins Theatre Co.

Teacher Recommendation Form

Teachers,

Please complete this form and place in a sealed envelope with your signature across the seal and return to the student. **Officer candidates must NOT see this recommendation form.** This is a required part of their officer packet that must be returned no later than May 5th. Thank you for your assistance.

Please rate the following questions 1 through 5; 1 = poor, 2 = below average, 3 = average, 4 = above average and 5 = excellent

Candidates Name _____

Teacher _____ Subject _____ Grade _____

1. Please rate the candidate's overall attendance 1 2 3 4 5

2. Please rate the candidate's overall academic progress 1 2 3 4 5

3. Please rate the candidate's behavior in your class 1 2 3 4 5

4. Does this candidate pay close attention to details? 1 2 3 4 5

5. Communication skills:

With students 1 2 3 4 5

With teachers 1 2 3 4 5

With parents 1 2 3 4 5

6. Willingness to help others 1 2 3 4 5

7. Would you recommend this student to be a Tompkins Theatre Co. officer?

Yes No

Please write any comments, good or bad, regarding this candidate below:

(Use back if more room is needed)



Tompkins Theatre Co.



Adult Recommendation Form

To Whom It May Concern,

Please complete this form and place in a sealed envelope with your signature across the seal and return to the student. **Officer candidates must NOT see this recommendation form.** This is a required part of their officer packet that must be returned no later than May 5th. Thank you for your assistance.

Please rate the following questions 1 through 5; 1 = poor, 2 = below average, 3 = average, 4 = above average and 5 = excellent

Candidates Name _____

Teacher _____ Subject _____ Grade _____

1. Please rate the candidate's overall attitude toward peers 1 2 3 4 5
2. Please rate the candidate's overall demeanor toward adults 1 2 3 4 5
3. Please rate the candidate's social behavior 1 2 3 4 5
4. In your opinion, does this candidate pay close attention to details? 1 2 3 4 5
5. Communication skills:

With students	1 2 3 4 5
With teachers	1 2 3 4 5
With parents	1 2 3 4 5
6. Willingness to help others 1 2 3 4 5
7. Would you recommend this student to be a Tompkins Theatre Co. officer?

Yes No

Please write any comments, good or bad, regarding this candidate below:

(Use back if more room is needed)



Tompkins Theatre Co.

Officer Speech and Campaign Guidelines

If it is not listed here, it's not allowed!

Packets: Students must be complete and return packets as early as May 5th or no later than May 11th or they will not have the opportunity to run for the office. Be prepared to have a short interview with Mrs. Rod & Mr. Matthew regarding your desire to be a Tompkins Theatre Co. Officer.

Speech: Write a 90 second (you will be timed) campaign speech for the office you desire. Costumes and props may be used, but dress must be within the school dress code. The speech can only promote the abilities of the candidate; there shall be no negative campaigning.

Posters: As soon as you have turned in your packet and received approval to run for an office, you may create posters maximum size 24" by 36" with a total of 2 per candidate. Photos are allowed and encouraged on posters so that students will recognize the candidates. **All posters must be approved** by the directors before hanging them. Posters may be hung in the theatre hallway walls using masking tape only. Tape must be provided by the candidate, Mrs. Rod and Mr. Matthew **WILL NOT** provide tape!

Promotional Materials: Candidates may only give out stickers and/or ribbons (similar to spirit ribbons) 30 total (may be a combination 15 stickers and 15 ribbons). They may be passed out on election day only! Ribbons must be self sticking, no straight pins allowed!

- No staples, pins, ropes, chains, etc will be allowed.
- No trinkets, pencils, etc. will be allowed
- No gum, candy or edibles shall be dispensed
- Rewards will not be offered or given in return for votes, nor will they be alluded to.
- All campaign speeches, materials and remarks must promote the abilities of the candidate; there shall be no negative campaigning.
- All campaign items must be approved by the sponsor before being presented or posted. Creative ideas should be cleared before taking place.

Return pages 2, 3, 4 & 10 with your packet.
Please keep pages 6-9 for your records.

TOMPKINS THEATRE COMPANY

2017-2018 BYLAWS

I. Name, Purpose and Mission

- A. Tompkins High School Theatre Company (also referred to as the Theatre Company or the Company or TTC) is the umbrella organization governing the extracurricular and co-curricular activities of the OTHS's theatre arts program.
- B. The mission of the Tompkins High School Theatre Program is to make a positive impact on the lives of its student by presenting quality live theatre to the community, providing theatrical performance opportunities for students at OTHS and educating students and enriching lives through the study, performance, and appreciation of the theatre arts.

II. Membership Eligibility

- A. Any Tompkins High School student taking a theatre class may join the Theatre Company by completely filling out the appropriate forms and paying the membership dues as stated in the membership packet. Membership packets can be found on the TTC website.
- B. The director(s) reserve the right to annually reevaluate the membership eligibility requirements and change as needed in response to the changing needs of the organization.

III. Conditions of Removal and Reinstatement:

- A. A student will be temporarily inactive from the Company if he/she receives a grade of below 70 in any course on the previous six weeks report card. AP, PreAP and Dual Credit courses are exempt from this requirement per UIL rules. The student may be reinstated after three weeks when the following progress report demonstrates adequate improvement per UIL rules.
- B. A student may be removed from The Company if he/she receives two Ns or one U on a report card. The student may be reinstated into the organization once his/her report card shows satisfactory conduct and/or according to conditions per the discretion of the director(s).
- C. A student will be removed temporarily from the organization on any days he/she is assigned ISS and may not participate in any Company activities during the day of the ISS assignment. The student will be reinstated on the day following his/her last day of ISS.
- D. A student may be removed for behavior during Company activities that is continually distracting or disturbing to others. The student will be warned of impending removal, prior to it being finalized, and given the opportunity to self-correct. If distractions persist, removal will occur. The director(s) reserve the right to decide whether or not the student will be reinstated and under what conditions.
- E. A student may be removed without warning if he/she commits a Level III Offense or higher. The director(s) reserves the right to decide whether or not the student will be reinstated and under what conditions.

IV. Policies Regarding Company Productions

- A. A member of the Company is not automatically a participant in Company productions.
- B. In order to participate in a Company production, a member must:
 1. Audition for the cast and/or interview for the crew
 2. Attend after-school rehearsals as required by the director
 3. Agree to follow the production contract created for that unique production and have a parent sign the production contract.
 4. Students auditioning for a part in the play may not have their parent call or email regarding casting decisions or crew assignments
 5. ONLY Students may ask about casting decisions or crew assignments, if absolutely necessary. This may be done 3 weeks after a play or musical has been cast, no earlier.
 6. Students and parent who do not abide by these rules may hurt their chances of being cast or assigned to crew in future productions.
 7. Directors reserve the right to change audition dates, audition requirements and criteria for casting and selecting a crew for select productions.
- C. **A student may be removed from a Company production if he/she:**
 1. Is removed from the organization for a reason listed in Article III. If a student is removed from the production because he/she is removed from the organization, the director of the production is not obligated to reinstate the student into the production, even if the student is reinstated into the organization. (Note: The general policy is that once a student is out of a production, he/she remains

out, except in the extremely rare case where a lack of personnel for a production demands that we reinstate the student into their original role.)

2. Has more than one unexcused absence from rehearsal or three unexcused tardies.
3. Fails to abide by the play production contract. Each production will have a rehearsal schedule and guidelines for attendance that each participant will sign acknowledging that they will comply.
4. Has excused absences that have accumulated to an excessive amount (to be determined by the director based on: reason for absences, the size/demand of the role, the student's preparation for the role, and amount of rehearsal time left.)

V. International Thespian Society

- A. Only Company Members are allowed to join Tompkins High School's International Thespian Society Troupe 7963
- B. Company Members may earn thespian points in accordance with the guidelines set forth by the International Thespian Society and the director(s).
- C. Students wishing to transfer points from other Thespian Troupes must provide written proof from their previous director.
- D. Students not already inducted into the Thespian troupe are considered "apprentices" until they earn enough points to be inducted.

VI. Letter Jacket Criteria

- A. Letter Jackets may be earned by Theatre Company members in the manner stated below. These guidelines are set by district policy. Changes to district policy will supersede this document.
- B. To earn a Letter Jacket in Theatre, a student must:
 - 1 Meet all T.E.A. academic requirements
 - 2 Be a member in good standing of the Theatre Program. Students wearing letter jackets represent more than their own individual achievement. Any student committing a serious offense as described in the Katy ISD Student Code of Conduct, or the organization by-laws, which may bring disrepute on the organization, school, or district, will forfeit the letter jacket if the offense occurs at any time during the remainder of the student's high school career.
 - 3 Be enrolled in and/or completed an "upper" level Theatre class, e.g. Theatre 2,3,4; Technical Theatre 2,3,4; Theatre Productions
 - 4 Accumulate 40 Thespian Points (400 hours), as per "ITS Official Point System"
 - 5 Have recommendation of the head theatre director
 - 6 Must remain an active member of the Theatre Company and the Thespian Troupe.

VII. Theatre Company Officers

- A. Student officers will be elected at the end of the previous school year to preside over Theatre Company/Thespian Troupe during the current school year. 75% of the vote will come from the students and 25% will come from the directors. Officers will be subject to quarterly review at the end of 9 weeks, end of the 1st semester and 9 weeks into the Spring Semester. If an officer is not fulfilling their duties described below the directors reserve the right to remove the officer and divide that officer's duties among the rest of the officers. Officers being removed will be given one warning prior to removal. If removed from office the directors will schedule a meeting with the officer and inform them of this decision. The officers, their qualifications, and responsibilities are as follows:
 1. **President** must be an inducted Thespian, an upperclassman **enrolled in an upper level theatre class** and at least one year experience in the TTC. The President's primary duty is to provide leadership to the officers and coordinate all Company activities, and work as **Booster Club Liaison**.
 2. **Vice President of Thespians** must be enrolled in a theatre class and have been inducted into the Tompkins Thespian troupe and at least one year experience in the TTC. This officer's primary duty is to educate the members about Thespians and keep track of Thespian points earned as well as run the student induction ceremony. This office will work closely with the secretary due to the accurate record taking that must take place.
 3. **Vice President of Communications** must be an inducted Thespian, **enrolled in a theatre class** and have at least one year experience in TTC. This officer's main responsibility is to organize and create a form of communication that will be open to all members. This officer will also be responsible for writing all oral announcements to be read over the PA system in the school, keeping call board communications up-to-date and use social media and other forms of communication to communicate with all TTC members.

4. **Vice President of Membership** must be an inducted Thespian, **enrolled in a theatre class** and have at least one year experience in TTC. This officer's main responsibility is to keep records of membership and attendance at all TTC Meetings. This officer must ensure that all members adhere to the TTC by-laws to maintain active membership and communicate with members regarding their membership standing if necessary. This officer will also be in charge of our philanthropic goals for the year.
5. **Vice President of Activities** must be an inducted Thespian, **enrolled in a theatre class** and have at least one year experience in TTC. This officer's primary duty is to organize activities for the Company and the help of parent volunteers as needed. Some activities will include: social activities, attending local high school and junior high productions. This officer will serve as our liaison to our feeder junior high theatre programs.
- 6-7. **Historians(2)**. These officers must be an inducted Thespian, **enrolled in a theatre class** and have at least one year experience in TTC. The Historians' primary duties are to keep a historical record of TTC activities. These officers will be responsible for changing the hall display monthly and create an end of the year slide show to be viewed at the banquet. **These officers will also be responsible for keeping the callboards and main hallway bulletin board presentable and neat. In addition to these duties these students will be in charge of costume room inventory.** They will maintain an ongoing flow of new and old costumes for the Tompkins Theatre Company.
8. **Secretary** must be an inducted Thespian, **enrolled in a theatre class** and have at least one year experience in TTC. This officer's primary duty is to keep the business minutes of the meeting and read the minutes at each TTC Meeting, and communicating information to the entire company through email and other social media devices. This officer should assist the VP of Thespians record Thespian points and also have input toward the group's activities and goals throughout the year.
9. **Parliamentarian- Technical Liaison** must be an inducted Thespian, **enrolled in a theatre class** and have at least one year experience in TTC. This officer's primary duty is to keep order during all Company Meetings and be in charge of publicity for the company. This officer should also assist the VP of Activities by serving as liaison to the feeder junior highs. **This officer will also act as the Scene shop Forman/ technical Inventory Control Manager; helping the Technical Director with inventory and checking out/in all equipment and tools.** Finally this officer will have input toward the group's activities and goals throughout the year.
10. **The Webmaster** must be an inducted Thespian, **enrolled in a theatre class** and have at least one year experience in TTC. This officer's primary responsibility is to keep our website up-to-date at all times. This officer will manage and maintain all website and social media communication for the company. This officer will assist the VP of Communications regarding announcements.
11. **Comedy Sportz Team Captain** This Officer will be selected by the Comedy Sportz team and will serve as a liaison between the Comedy Sportz team and the company. This officer will be responsible for keeping the morale of the team up, writing all announcements for upcoming matches, hold extra team practices and general communication for the team.
12. **Philanthropic Chair Officer** primary duty is to help the company select a charity or community service project where the theatre company can give back to the community.

B. Criteria of office:

1. All officers **must be enrolled in a theatre class the entire school year in which they serve.**
2. Be present and active at officer meetings, Theatre Company meetings, and Theatre Company activities.
3. Maintain high ideals of leadership and character at all times in the school and community.
4. Have earned a minimum of 10 thespian points.
5. Represent the program by treating fellow officers, classmates, teachers, parents and directors respectfully.
6. Never earn a "D" or an "F" for any six weeks or semester. Such grades place you on probation. A second "D" or "F" warrants dismissal as an officer of the Theatre Company.
7. Maintain Satisfactory or Excellent conduct grades.
8. Never create or be involved in any disruptive or illegal situation (including the use of alcohol or illegal drugs) within the school or community environment. Such behavior warrants dismissal as an officer.
9. Fully participate in all scheduled theatre functions.
10. **The President must attend every Booster club meeting, or have one of the VPs to sit in his or her place.**
11. **Officers must attend scheduled monthly meeting a week before monthly company meetings.**
12. **Directors must be made aware and included of EVERY officer meeting.**

13. Social Media/Chat rooms will NOT be used without the directors being included on all communications. In other words no private officer chat.
 14. If any officer gets involved with any serious incident outside of school, that officer will immediately be removed from office. Officers must remember they are the face of the company and their actions speak louder than words.
 15. The expectation of ALL officers is to respect the directors at all time and in every situation.
- C. If an officer is no longer able to carry out his/her duties effectively, or have been removed for not fulfilling their duties effectively, the directors may divide the duties among the current officers OR appoint a replacement.

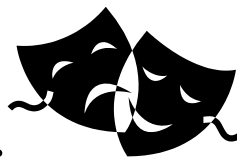
VIII. Alterations and amendments to the Company Bylaws.

- A. The director(s) may make amendments to the Company Bylaws at any time during the school year so long as the amendments do not change the original intent of the bylaws. Members will always be made aware if amendments are created.
- B. The director(s) may reevaluate the Company Bylaws annually and make alterations for the following academic year. Members will always be made aware of any alterations of the bylaws.

PLEASE KEEP THIS COPY FOR YOUR RECORDS



Tompkins Theatre Co.



Officer Campaign Contract

Please initial next to each statement:

Candidate Parent

_____ _____ We have read and understand the campaign rules and guidelines and the candidate agrees to abide by them.

_____ _____ We have read the Tompkins Theatre Co. By-Laws and agree to the terms in this document.

_____ _____ The student shall adhere to all campaign rules and guidelines. We understand that failure to do so shall result in the student's immediate disqualification as a candidate for this election.

_____ Candidate only I will always give 110% and keep a positive attitude toward Tompkins Theatre Co., whether I am elected or not.

Student Name (Printed): _____

Student Signature: _____

Date: _____

I have completely read this entire document and I understand all requirements set forth if my child should be elected into the office they desire:

Parent Name (Printed): _____

Parent Signature: _____

Date: _____