



2017-2018 Tompkins Theatre Company Membership Packet

“What is Tompkins Theatre Company?”

Tompkins Theatre Company (“TTC” or “the Company”) is the name of our drama club, which governs all the extracurricular activities of OTHS’s theatre program, including the International Thespian Society. Its primary purpose is to provide students with opportunities to further their knowledge and understanding of the theatrical arts through academic research and practice, as well as practical production work. Furthermore, the Company wishes to work cooperatively with and give back to the surrounding community by providing quality arts programming. The Theatre Company will be a student driven, parent/community supported organization.

“What’s International Thespian Society?”

The International Thespian Society (ITS) also falls under the umbrella of Tompkins Theatre Company. ITS is an international organization dedicated to young people who are interested in theatre. (See www.EDTA.org for more information). You must earn a minimum of 10 “Thespian points” by participating in plays and theatre-related activities in order to join. Students are inducted at the end of spring semester each year at a special ceremony, with further recognition at the end-of-year banquet. Students who are new to the Company (with less than 10 Thespian points) are considered apprentices to the Thespian Troupe until they have earned enough Thespian points to be inducted.

“Who is eligible to join the Company?”

Only students enrolled in a theatre class at Tompkins High School are eligible to join Tompkins Theatre Company.

“What are the Company’s plans for this year?”

- Meet several times during the year as a Company for all members to socialize, vote on important issues, and/or perform for each other.
- Produce two main stage productions.
- Produce a one-act play and compete in the University Interscholastic League One-Act Play Competition.
- Select and train our *ComedySportz HSL* team, and compete against other high schools in *CSzHSL* matches.
- Take a group of theatre students to the Texas Thespian Convention in December.
- Plan and prepare field trips for the theatre classes.
- Induct new members into Thespians Troupe 7963.

“If I take a theatre arts class, do I have to join The Company?”

No, but it sure would be a shame for you not to. You can only do so much in class. In the Company you can do and learn even more. Plus, it’s loads of fun. Remember, you must be enrolled in a theatre class to have the opportunity to join the theatre company.

“What are the benefits if I join The Company?”

You will be able to attend all Company functions and be allowed to audition for plays or apply to be on the crew for plays. **ONLY COMPANY MEMBERS MAY BE CONSIDERED FOR PRODUCTIONS.** (This excludes ComedySportz, which is governed by CSZ Houston).

“If I join the Company, am I automatically in the cast or crew of the plays?”

No. Each play, students must complete an application, interview or audition with the director and/or technical director.

“What’s ComedySportz High School League?”

ComedySportz High School League (“CSzHSL”) is competitive improvisational theatre under the guidance of a professional ComedySportz trainer. Unlike standup comedy, in which one performer tells pre-planned jokes to the audience, improvisational comedy involves a group of performers making up scenes and playing games on the spot based on audience suggestions. A CSzHSL match features two or more teams of comedy “actletes” competing for laughs and points, with a referee keeping things moving and calling fouls. Every show is different, with different players, different games, and different audiences supplying new suggestions.

“Can I earn a letter jacket in Theatre?”

Yes you can. It requires earning 40 Thespian points and completing an upper-level theatre class.

“How much does it cost?”

Tompkins Theatre Company membership fee is \$75, which includes your company t-shirt and car decal.

“How do I join?”

To join you must download/ complete a membership form, pay the required fees and return as soon as possible. Students can join at any time during the school year; however, we strongly encourage students to join at the beginning of the school year to experience the full benefits of being a member of the Company.

“How can parents get involved?”

Parents play a vital role in helping Tompkins Theatre Company succeed. If your child joins TTC, parents automatically become members of our booster club at no extra cost! All you need to do is attend our regularly-scheduled booster club meetings and get involved. We have numerous ways for parents to volunteer! You don’t even have to know anything about theatre in order to contribute and make a huge difference!

“Who are the directors and how do I contact them if I have questions?”

Mrs. Maggie Rodriguez a.k.a. Mrs. Rod is the Director of Tompkins Theatre Company and Mr. Jay Matthew serves as the Technical Director for Tompkins Theatre Company. If you have any questions or concerns please feel free to contact us via email or phone.

margarettrodriguez@katvisd.org (281) 234-1076

jerimainjmatthew@katvisd.org (281) 234-1246

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 in 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 lack of attendance at the regular company meetings, company meetings are MANDATORY for all members. If a student misses 2 meetings they will no longer be a member of the theatre company.
- E. A student may be removed from the company if they display poor 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.
- F. 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 be inducted into 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.
- 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.
- D. Students are required to submit points to be entered into the Charms system no later than 60 days following an activity to receive points. Points not entered within the 60 day window will result in losing ½ the points earned.

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 an Award 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 award 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 In addition to the above criteria, the student must also complete one of the following:
 - a) Advance to the "Region" level in U.I.L. One Act Play
 - b) Participate in U.I.L. One Act Play for 2 or more years
 - c) Participate in 4 or more productions; participation should be in a minimum of 2 separate categories (i.e. acting, production)

VII. Theatre Company Officers

- A. Student officers will be elected at the end of the previous school year, with the exception of our inaugural 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 upperclassmen enrolled in an upper level theatre class and at least two years' 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 two years' 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 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, with the help of parent volunteers, activities for the club. 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. This officer will also be in charge of creating a tutorial list for students who are having difficulties in their academic classes.
 6. **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, the Historians will be in charge of costume room inventory.
 7. **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. 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.
 8. **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.
 9. **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 assist our booster club webmaster maintain our website. This officer will assist the VP of Communications regarding announcements.
 10. **ComedySportz Team Captain** This Officer will be selected by the ComedySportz team and will serve as a liaison between the ComedySportz 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.
 11. **Philanthropic Chair** 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 help the company select a charity or community service project where the theatre company can give back.
- B. Criteria of office:
1. All officers must be enrolled in a theatre class during the 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 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 in 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 times and in every situation.
- C. If an officer is no longer able to carry out his/her duties effectively, the director(s) and the officers may vote on a replacement officer. It is not necessary for the full company to vote on this issue.

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.



Tompkins Theatre Company



2017-2018 MEMBERSHIP FORM

PLEASE PRINT LEGIBLY

Student Name _____ Grade _____

Theatre Course Period _____ Course _____

ACKNOWLEDGEMENT

STUDENT SIGNATURE

As a student, I understand and agree to abide by the bylaws of the Theatre Company

Student Signature _____

PARENT/GUARDIAN SIGNATURE

As a parent, I understand and acknowledge the Tompkins High School Theatre Company Bylaws as valid and applicable to my son/daughter. In addition, my son/daughter has permission to attend after school meetings and auditions. I also understand that I must my son/daughter must complete and turn in a Consent to Random Drug Testing Form and a Parent Authorization to Consent to Treatment of Student Form before my child will be eligible for membership. I understand that by my student joining the Theatre Company I can be a member of the Booster Club at no charge.

Parents/Guardians Name (Print) _____

Parent/Guardian signature _____

Email Address _____

Cell Phone # _____ Subdivision Name _____

Tompkins Theatre Company Membership \$75

- Audition & Voting Rights
- TTC Car Decal
- Parent/Guardian can be a member of the Booster Club at no extra charge.
- 1 Company t-shirt size (circle one) **SMALL MEDIUM LARGE XLARGE XXLARGE**

Check If paying by CHECK - Pay to the order of **Tompkins Theater Company Booster Club**. Check # _____

Visa/Mastercard If paying by CREDIT CARD – Please go to www.tompkinstheatre.com "STORE" tab to complete transaction

Cash If paying by CASH – Please provide **EXACT** change.