

District 13 Bylaws

International Thespians

Created by Jim Usher and Michael Tavernia, 2008

Revised by

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August 2015

Revised by

Jen Laudia, Tyler Grimes and Cecilia Case

September 2018

ARTICLE I:

Name

This organization shall be known as District 13 Thespians.

ARTICLE II:

Mission Statement

The purpose of the member troupes of District 13 of Florida's International Thespian Organization is to provide opportunities for growth and development for our student members through the theatre arts. Our mission is to collaborate with the fellow educators, advocates, and artists to make theatre an instrument of lifelong learning for our students. To achieve this goal, we will strive to honor students in all of the major areas of theatre.

The end goal of our mission is to instill a sense of theatre in all our students so that they may enhance their own enjoyment and appreciation of the theatre as an audience, a performer, a technician, a producer, a patron, a playwright, or a critic. We aim to involve our students in the process of creating theatre, thereby encouraging them to use their talents and interests in the world of theatre and becoming contributing artists throughout their lives.

ARTICLE III:

A. District Chairperson

- a. Troupe sponsors will elect a District Chairperson at the September meeting.
- b. The term of a Chairperson is from August 1 to July 31 for TWO years, allowing a newly elected Chairperson to observe the duties of the current chair during both Districts and State before officially taking office.
- c. The District Chairperson handles district finances. A yearly budget will be offered during the September meeting. Any inquiries about the finances after this period will be answered immediately.
- d. Two individuals may choose to co-chair, but only one chair will be the chairperson of record to the State Board. If co-chairpersons are used, they will share equally in responsibilities and duties assigned to them. (In the event they are unable to agree, a system must be established to settle disputes that may affect the operation of the district.)
- e. The District Chairperson must select a student representative(s) for the State Executive Board.
- f. The District Chairperson will communicate all important information about District & State events to the District in a timely manner.
- g. A quorum of 50% +1 of active troupes is required to hold elections and make other decisions.
- h. Should the current chair step down before the end of the elected term, a new chair will be elected by open nominations.

- i. If 75% of the active troupes vote accordingly, the current chair will step down before the end of the elected term.
- j. The District Chairperson must attend ALL State Executive Board meeting or have an adult designee present. This district will cover expenses for State board meetings.
- k. The Chairperson will receive an stipend for each year of their term. There will be a stipend of \$2000 given to the Chairperson by the District. If there is a co-chairperson in place, the main Chairperson will decide how to split the stipend. This stipend will be paid by July 31. If the Chairperson, doesn't complete their term by completing the yearly budget and submitting it to the State, they forfeit their stipend.

B. Member Schools

Any school in good standing with EDTA and Florida State Thespians which resides in the designated District 13 geographical boundaries South of Sunrise Blvd in Broward County (or as determined by Florida State Thespians) may be a part of District 13 Thespians.

ARTICLE IV:

General Information

1. Meetings will be conducted according to *The Robert's Rules of Order*.
2. Voting
 - a. All troupes will have two votes, one sponsor and one student officer vote, during all District 13 meetings. If the official sponsor or a student officer is unable to attend the meeting, a signed letter of proxy assigning the vote to another qualified person must be presented to the District Chairperson prior to the vote.
 - b. A majority of 50% +1 is required for all votes unless otherwise stipulated in our by-laws.
 - c. Since the chairperson is also the sponsor of a participating troupe, their vote will count with their troupe.
3. Each school involved in District 13 Thespians will agree to help make all district events run smoothly by completing a specific task agreed to at our fall meeting.
4. All communication from the District will go through the Chairperson to the State Director.

ARTICLE V:

The By-Laws

1. The by-laws may be brought before the sponsors at the fall meeting for review. Amendments must be submitted before the fall meeting for review by the sponsors and be voted on at that meeting.
2. Changes to the by-laws may be made, if it becomes necessary, with proper notification of all troupe sponsors.
3. The quorum of 50% +1 of active troupes can vote to amend the bylaws.

General Rules

Florida State Thespians

District 13 Rules and(Updated September 2018)
(All state rules are in effect unless otherwise stated)

1. Each troupe may enter as many but no more than 8 entries in each category in individual events.
2. All judges will be paid **\$125.00** per category (individual events), **\$200.00** per day or \$100 for half day for being a One-Act Judges, and **\$175.00** for Playwriting Judges.
3. Each student will pay **\$30.00** per student to participate in Individual Events with each troupe paying a **\$50.00** registration fee. Each school will pay **\$150.00** to participate in the One-Act play contest. Day Passes for each event is **\$15.00** per day.
4. In order for a student to attend the state festival, they must be an active participant in Individual Events (actor in Student Directed Scene or Choreography piece does not count) or any active member of the One-Act play cast or crew.
5. Four scholarships (**\$1,000.00** each) will be given out to students selected through the district scholarship auditions. Judges may split up ONE of these scholarships between two students (\$500 each)
6. Each troupe is required to supply a new judge's name on a yearly basis for the district festival or is subject to a **\$50.00** fee.
7. Each troupe must take an active role in the organization operation of either the district One-Act festival or individual events as determined by the assignment of duties at the Sponsor Meeting.

8. The student representative and junior representative will be selected each year by the current District Chair in May following the state festival through the submission of the proper paperwork.

9. A bereavement fund of \$100.00 may be used at the discretion of the District Chair to send condolences to family members on behalf of District 13 Sponsors.

10. When a local school hosts any event, all campus rules for the host school will be in effect and enforced at all times, to include the ban on smoking, and the school who is found to be in violation will be notified in writing of any infraction by the District Chair. The student will then be disqualified from attending state that year.

11. A **\$50.00** prize will be offered each year for the T-Shirt and program design winner.

12. When registering a troupe for individual events the sponsor must approve the registration before clicking submit. If there is an issue with the registration, the troupe sponsor should contact the District Chair.

13. The State Selected Individual Event Performance will be chosen by a vote by troupe sponsors during the Critic's Choice Performances at the conclusion of the District 13 IE closing ceremony. Each troupe will receive one vote and rank their top three choices (1, 2, 3), with 1st choice receiving 5 points, 2nd choice receiving 3 points, and 3rd choice receiving one point. That performance that receives the most number of points will be determined as our District Selected Individual Performance.

14. The State Selected Technical Event will be chosen by the judges ranking their Critic's Choice technical events from 1 to 5. The Critic's Choice that receives the highest rating will be our District selected Technical Event. In case of a tie a panel of three sponsors will view the tied entries and select a winner.

15. No late entries will be accepted either for the One-Act play competition or for the Individual Event competition. There will be no exceptions.

16. Each troupe is permitted to have one (1) sponsor admitted to the Sponsor/Judges luncheon at District Individual Events and One- Act Festival. Each additional sponsor or parent chaperone that wishes to attend either luncheon will be asked to pay an additional \$8 to cover expenses.

17. Each troupe is REQUIRED to send a sponsor from their troupe to the two (2) scheduled District 13 sponsor meetings or a fee of \$250.00 (per absence) will be assessed to the troupe and must be paid before registering for their next activity.

18. There will be a **\$10.00** fee assessed for each **dropped** event after the cut off date for Check and Changes. In addition, a **\$25.00** change fee for any change

request any time after the *Check and Changes dates*. There is a **\$150.00** fee to drop a One Act and a **\$50.00** fee to drop a Scholarship Audition.

19. The District will follow all rules and guidelines listed or released on the State website. Sponsors and students should reference floridathespians.com before attending the Individual Event or One Act competition. District Chair will release altered or new rules at a meeting and via email.

Appendix:

Whistle Blower Policy

This Whistleblower Policy of Florida State Thespians, Inc. ("The Organization):

- (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization;
- (2) specifies that the Organization will protect the person from retaliation; and
- (3) identifies where such information can be reported.

1. Encouragement of reporting. The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, forgery, misrepresentations, or other similar illegal or improper practices or policies. Other policies of the Organization that have existing complaint mechanisms about specific subjects, such as the Employee Manual's Grievance Policy, Anti-Harassment Policy, Anti-Violence Policy, and Protection of Property Policy, should be addressed under those mechanisms, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from retaliation. The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith, credible complaints, reports or inquiries under this policy, or for participating in a review or investigation under this policy. This protection extends to those whose credible allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries, or who otherwise abuse this policy.

3. Confidentiality. Complaints, reports or inquiries regarding illegal practices or serious violations of adopted policies of the Organization may be made under this policy on an

anonymous basis. These complaints, reports or inquiries will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry, or one that is made anonymously. Anonymous complaints, reports or inquiries will be investigated; however complainants are encouraged to submit their names in order to allow more thorough follow up and investigation.

Where to report:

Complaints, reports or inquiries should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed to the Organization's State Director, or the one not implicated. If both of those persons are implicated in the complaint, report or inquiry, it should be directed to the State Board for Florida State Theatians. If each of the above is implicated, report to the Educational Theatre Association. The person designated above to receive the complaint, report or inquiry will acknowledge receipt to the complainant, if known. The person designated above who receives the complaint, report or inquiry must conduct a prompt, discreet, and objective review or investigation on behalf of the Organization. Subject to legal constraints, the complainant, if known, may receive information about the actions and resolution of any investigation.

This Whistleblower Policy was adopted by District 13 effective as of August 2019.