

## **WASHINGTON STATE THESPIANS**

### **Standard Operating Procedures**

1. **NAME:** The name of this organization shall be WASHINGTON STATE THESPIANS, a division of the International Thespian Society and the Educational Theatre Association and is bound by that organization's by-laws and philosophy.
  
2. **MISSION:** WASHINGTON STATE THESPIANS 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.
  
3. **PURPOSE:** The purpose of WASHINGTON STATE THESPIANS
  - 3.1. Honor high school and middle school student achievement through multiple events:
    - 3.1.1. Individual Event: Acting, Musical Theatre and Technical Theatre
    - 3.1.2. State Festival
    - 3.1.3. Unified College Auditions
    - 3.1.4. Gold, Silver and Bronze Honor Troupes
  - 3.2. Support theatre educators
    - 3.2.1. Professional Development
    - 3.2.2. Networking
    - 3.2.3. Resources
    - 3.2.4. Recognition
  - 3.3. Celebrate and advocate for theatre arts throughout our state.
  
4. **MEMBERSHIP:** Membership to WASHINGTON STATE THESPIANS is automatic to any secondary school in Washington upon joining the International Thespian Society, and by following the rules and by-laws set up by that organization.
  - 4.1. Except for event registration fees, no payment beyond annual membership to International Thespians Society or the Educational Theatre Association need be made in order to belong to or to participate in the activities of WASHINGTON STATE THESPIANS.
  
  - 4.2. Information concerning chartering a troupe can be found online at [schooltheatre.org](http://schooltheatre.org), or may be obtained by contacting:

Educational Theatre Association (EdTA)  
2343 Auburn Ave.  
Cincinnati, OH 45219

**5. BOARD OF DIRECTORS:**

WASHINGTON STATE THESPIANS will consist of:

**5.1. AN EXECUTIVE BOARD of no less than 10 and no more than 15 members which must include:**

- 5.1.1. One Chapter Director or Two Chapter Co-Directors
- 5.1.2. Director of Finance
- 5.1.3. Secretary
- 5.1.4. Event Chairs
- 5.1.5. Committee Chairs

**5.2. AN ASSOCIATE BOARD who may include:**

- 5.2.1. Troupe Directors
- 5.2.2. Emeritus Board Members
- 5.2.3. Event Committee Members
- 5.2.4. Other Industry Professionals

**6. TERMS OF OFFICE AND ELECTIONS:**

**6.1. Associate Board:**

- 6.1.1. Service on the Associate Board is open ended, members may roll on or off at any time
- 6.1.2. To become an Associate Board member, a candidate must submit the Skills and Strengths Survey permanently located on the Washington State Thespians homepage.
- 6.1.3. Thespian Troupe directors and theatre professional candidates interested in serving may submit the Skills and Strengths Survey at any time, and are encouraged to do so by all standing board members when volunteering to help at events.
- 6.1.4. As the need for more Associate Board members arises, a call is made for Thespian Troupe directors and theatre professional candidates to submit the Skills and Strengths Survey.
- 6.1.5. At the annual board retreat, Skills and Strengths Surveys are reviewed and all new Associate Board members are appointed to committees and tasks that best fit the applicants' area(s) of interest and ability.
- 6.1.6. New Associate Board members are given actionable tasks and job descriptions

**6.2. Executive Board:**

- 6.2.1. Executive Board members serve a two year term and may be re-elected, with the positions staggered so half the positions (other than the Chapter Director or Co-Chapter Directors) are up for election in a given year.

- 6.2.2. Only members of the standing Executive Board or members of the Associate Board who have served at least one year may run for open positions on the Executive board.
- 6.2.3. The State Chapter Director(s) shall serve for a term of not less than four years and may be re-elected to office, following the guidelines set by the EdTA.
- 6.2.4. At the end of an Executive Board member's term, that member may self-nominate or be nominated by other Executive Board members to serve a new term.
- 6.2.5. Associate Board members who have served for at least one year may self-nominate or be nominated by any standing Executive or Associate Board member.
- 6.2.6. Nominations for the Executive Board will be made during the annual Board Retreat.
- 6.2.7. Prior to State Conference, candidates for the Executive Board will submit their vita with online voting to occur during February. Only active troupe directors and professional EdTA members may vote.
- 6.2.8. Ballots will be counted by the Election Committee, which shall comprise of exactly equal representation of standing members from both the Executive Board and Associate Board.
- 6.2.9. Executive Board election results are announced at State Conference.

## **7. DUTIES AND RESPONSIBILITIES OF THE CHAPTER BOARD:**

### **7.1. THE CHAPTER DIRECTOR(S) SHALL:**

- 7.1.1. Plan the agendas, attend and preside over all Board meetings.
- 7.1.2. Communicate with all troupe troupe directors via a newsletter.
- 7.1.3. Appoint committee heads as deemed necessary.
- 7.1.4. Notify Thespian troupes and interested non-affiliated schools at least 3 weeks in advance of upcoming competitions, including rules and registration forms.
- 7.1.5. Serve as public relations, spokesperson and ambassador for Washington State Thespians.
- 7.1.6. Plan and send agenda for annual meeting of troupe directors at State Festival before the event so they may have a discussion with their individual troupes before said meeting
- 7.1.7. Communicate all event documents and risk management paperwork to the EdTA
- 7.1.8. The Chapter Director shall be reimbursed for all travel expenses dealing with WASHINGTON STATE THESPIANS.

### **7.2. MEMBERS OF THE EXECUTIVE BOARD SHALL:**

- 7.2.1. Have a vote on any governance decisions

- 7.2.2. Attend each meeting called, including the annual Board member retreat
- 7.2.3. Maintain a Governance Committee that regularly reviews State Code and other governance documents and proposes changes to be approved by a vote of the membership
- 7.2.4. Chair Event Committees
- 7.2.5. Coordinate Student Thespian Officers (STO) and serve as their liaison to the Executive Board
- 7.2.6. Keep an accurate record of all expenditures and income and present an annual report.
- 7.2.7. Record and post minutes of all meetings
- 7.2.8. Recruit new troupes into WASHINGTON STATE THESPIANS.
- 7.2.9. Meet at state thespian events with troupe directors and educators from Washington schools.
- 7.2.10. Encourage Troupe Directors and other professional members who volunteer to help at events to apply for the Associate Board

**7.3. MEMBERS OF THE ASSOCIATE BOARD SHALL:**

- 7.3.1. Sit in on Executive Board meetings as a non-voting member
- 7.3.2. Serve as a member on one or more event planning committee and attend relevant meetings
- 7.3.3. Recruit new Troupes into WASHINGTON STATE THESPIANS and welcome troupes to the competitions
- 7.3.4. Encourage Troupe Directors and other professional members who volunteer to help at events to apply for the Associate Board

**8. Student Thespian Officers (STO):**

- 8.1. Each student member shall be elected for a term of one or two years at the annual State Thespian Conference.
- 8.2. Any sophomore or junior thespian of good standing may run for office.
- 8.3. Each student candidate will be given an opportunity to speak for up to two minutes at the State Thespian Conference. This MUST be a prepared speech.
- 8.4. Each Thespian troupe attending the State Conference will be given a ballot with the names of the candidates.
- 8.5. Each troupe is allotted two (2) votes to select candidates.

**9. EVENTS:**

**9.1. Annual Events:**

- 9.1.1. Annual Fall Teacher Inservice and Student Workshops: East (Inland Northwest Thespian Arts Festival, INTAF) and West Regions
- 9.1.2. Unified College Audition Event
- 9.1.3. Hall of Fame Dinner Celebration
- 9.1.4. Three regional Individual Event tournaments: East, Northwest and Southwest, will be held annually

- 9.1.5. The annual Washington State Thespian Conference will be held in March
- 9.1.6. One annual board retreat and various event committee meetings

**9.2. Event Cancellation Weather:**

- 9.2.1. In the event of inclement weather that should cancel or otherwise prevent schools from attending, registration fees will be refunded. Schools that are not able to attend may organize an alternate event, under the auspices of the State Board, within two weeks of the canceled/missed event.

**10. TRAVEL & REIMBURSEMENT**

- 10.1. Each Executive Board member may be reimbursed for all travel dealing with WASHINGTON STATE THESPIANS with board approval. Mileage reimbursement will be made at the standard IRS rate per mile for all miles over 40.
- 10.2. With board approval, each Associate Board member may also be reimbursed

**11. CHANGES TO THE CODE**

- 11.1. Changes to the code may be proposed by any active member to the Governance Committee on the Board. The governance committee will present the original section of code, the proposed change(s), and rationale for the change.
- 11.2. Code changes will be presented to membership as a separate vote at the same time as the annual election of Executive Board. Changes must have majority approval by active adult members of WASHINGTON STATE THESPIANS, with voting results announced at the Annual State Conference
- 11.3. If approved, changes will be immediately implemented by the Governance Committee

Adopted \_\_\_\_\_

Troupe Director \_\_\_\_\_

Signature \_\_\_\_\_

Troupe Senior President \_\_\_\_\_

Signature \_\_\_\_\_