



EDUCATIONALSM
THEATRE
ASSOCIATION

SOUTH CAROLINA CHAPTER

South Carolina Chapter By-Laws
Accepted March 2021

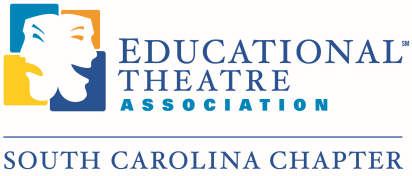
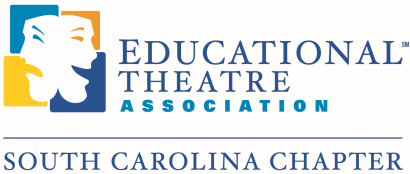


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ARTICLE I - Name, Mission, and Purpose

- Section 1: This organization shall be called the South Carolina State Thespian Chapter, hereinafter referred to as the SC Thespian Chapter, and shall be affiliated with 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 SC Thespian Chapter 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 South Carolina 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.
- Section 4: Support the mission and purpose of the EdTA, as set forth in Section 1.1 of the Association's Code of Regulations, and conduct all activities in compliance with the Policies set forth in the Board of Directors Policy Manual, as well as with the EdTA Code of Professional Standards, Membership Policy, Chapter Governance Policy, Chapter Affiliation Agreement and all Rules and Regulations incorporated therein, and other governing documents.

The SC Thespian Chapter will strive to create an artistic, educational, and professional networking environment for Theatre Arts students, educators, and professionals to support the effort of recognizing Theatre Arts in all phases of education and lifelong learning in the following ways:

- Promote, advance, and support Theatre Arts in all schools and in the state of South Carolina
- Provide mentorship and support to SC Thespian troupe directors in order to sustain and grow SC Thespians
- Advocate for educational Theatre arts at the local, state, and national level
- Advocate for and celebrate excellence in Theatre Arts education at the school, community, and state levels, by honoring and acknowledging the achievements of SC Thespians for their work and contributions to educational theatre
- Promote the work of SC Thespians and its membership to the public
- Empower students through theatrical and leadership experiences that provide creative enrichment for students and teachers
- Plan and coordinate annual conferences for SC High School and Jr. Thespian troupes
- Provide additional events, programming, and resources to expand experience, knowledge, and skills in the field of Theatre education
- Promote mutual cooperation between the EdTA and SC Thespian troupes
- Serving SC Thespians by being the leading advocate for Theatre Arts education at the state level

ARTICLE II - Members

Section 1: Any individual or school that maintains membership in good standing with EdTA and is located in South Carolina as set forth by Article II, Section 2.1 of EdTA's Code of Regulations.

(a) SC Thespians is a member of EdTA, an Ohio nonprofit corporation. The SC Thespian Chapter of the Educational Theatre Association is a registered non-profit organization (Ohio, Domestic Articles/Non Profit Document 200323800762). The SC Thespians Federal Employer ID is 56- 2393017.

(b) SC Thespians reserve the right to refuse attendance at any SC Thespian event to any individual who is believed to not be in compliance with our mission, as determined by the Chapter Board.

Section 2: There are two types of members: EdTA Professional Membership and International Thespian Society Membership:

(a) **EdTA Professional Membership** - The adult professional membership division of EdTA represents individuals preparing for or currently or formerly involved in the Theatre education profession and related fields.

(b) **International Thespian Society Membership** - The student honor society membership division of EdTA is the International Thespian Society (ITS). The three current classes of ITS membership are: (1) Thespians; (2) Junior Thespians; and (3) Honorary Thespians

Each Professional member is allocated one (1) vote during official meetings of EdTA and of the SC Thespian Chapter. A voting member with a membership status of "inactive" or "withdrawn" is not considered to be in good standing.

ARTICLE III - Governance

Section 1: The affairs of the SC Thespian Chapter shall be governed by a chapter board of directors, elected by the respective chapter members, or appointed as set forth in these By-Laws.

Section 2: It shall be the duty of the SC Thespian Chapter Board of Directors to have general supervision over the affairs of the SC Thespian Chapter and determine policies thereof. The SC Thespian Chapter Board of Directors, by majority vote, may authorize the Chapter Director and/or Treasurer of the chapter to bind the chapter in such contracts as they deem necessary to carry out the business of the chapter, subject to approved budget.

Section 3: The current edition of Robert's Rules of Order shall be the parliamentary authority for any meeting held pursuant to these By-Laws in matter of elections, approval of budget, and/or making changes to this by-laws document. Voting quorums in these proceedings shall be considered over 50% +1 of the Executive Board who attend a meeting where voting is required or who respond to vote virtually.

ARTICLE IV - Membership Meetings

- Section 1: The SC Thespian Chapter shall hold an annual business meeting for general membership in conjunction with the chapter's annual High School festival. If the chapter does not host an annual festival, an annual meeting will be established for the purpose of conducting the chapter's business.
- (a) The chapter's annual business meeting will be open to all members for the purpose of: electing officers for the ensuing year; reviewing reports of officers and committees; and reviewing and approving the budget for the next fiscal year.
 - (b) Non-members may attend the annual business meeting, but they shall not be permitted to vote, to petition, or to exercise any right or privilege reserved for the members.
 - (c) The meeting shall be announced in writing to all members at least thirty (30) days in advance.
- Section 2: Special meetings of the SC Thespian Chapter may be called at any time by an officer of the chapter's board of directors and with the chapter's board of directors' approval.

ARTICLE V - Chapter Board of Directors

- Section 1: The Executive Board of the SC Thespian Chapter shall be the:
- (a) Chapter Director/Senior Chapter Director
 - (b) Chapter Co-Director
 - (c) Treasurer
 - (d) Secretary and Member Relations
 - (e) Communications and Advocacy
 - (f) Jr. Thespian Relations
 - (g) STO Coordinator/Student Leadership
 - (h) Chapter Director Emeritus (non-voting)
 - (i) Various appointed positions as needed by the current Chapter Director(s)
- Section 2: Any member in good standing with EdTA shall be eligible to hold any elective or appointed office as defined in this article, provided that one person may hold only one office at a time.
- (a) For the position of chapter director, SC Thespian Chapter will follow all election/selection guidelines in accordance with the EdTA's Chapter Governance Policy, unless expressly identified herein these By-Laws.
 - (b) To serve as treasurer or secretary, an individual shall be either elected or appointed by the Chapter Director/Chapter Co-Director. In selecting a treasurer, the financial expertise of the candidates shall be considered by the chapter board of directors in determining the person whose qualifications best serve the SC Thespian Chapter. In selecting a secretary, the ability to take and keep accurate minutes and records shall be considered by the chapter board of directors in determining the person whose qualifications best serve the SC Thespian Chapter.
 - (c) Qualifications - Any interested troupe director or other qualified professional member

in good standing, who has actively participated in a state EdTA organization for at least three years and contributed to the organization and its events is eligible to serve on the Executive Board. In selecting appointed board members, the needs of the SC Thespian Chapter shall be considered by the Chapter Director and the Executive Board in determining the persons whose qualifications best serve the organization.

Section 3: All chapter board of director positions shall be held by member representatives serving voluntarily without compensation.

Section 4: The officers of the SC Thespian Chapter shall be known collectively as the Executive Board.

Section 5: The SC Thespian Executive Board will meet a minimum of 5 times an academic year and will run and/or facilitate two Chapter festivals and other events as appointed. Board meetings and attendance requirements are as follows:

- EdTA Leadership Summit (when budget allows) and/or follow-up planning meeting - attendees include Executive Board
- September Board Meeting (with PDA) - attendees include Executive Board and STO Chair
- January Festival Board Meeting (with PDA) - attendees include Executive Board, Sub-Committee Chairs, Festival Staff, and STO Chair
- February - Festival and annual meeting - attendees include Executive Board, Sub-Committee Chairs, Festival Staff, and STO Board
- April - Jr. Thespian Festival - also incoming and outgoing STO Boards to begin Leadership Training
- May Board Meeting (with PDA) - Festival Debrief - Attendees include Executive Board, Festival Staff, STO Board (incoming and outgoing)
- Other events as planned by the Board

(a) Notice of Meetings. Written notice of each meeting of the Executive Board stating the place, if any, and the time thereof shall be delivered personally and/or by email no less than 10 days before the meeting to each Board Member's email address according to the current records of the SC Thespian Chapter. Five days' notice shall be given to reschedule a regular meeting should the Executive Board deem necessary. The five-day requirement shall be waived in the event of inclement weather or emergencies.

(b) Quorum and Voting:

i. Quorum - A 50% +1 presence of Executive Board attendees at a meeting shall constitute a quorum.

ii. Voting - At all meetings, the Executive Board shall be entitled to cast one vote on any seconded vote coming before the respective Board. In the event of a tie, the Senior Chapter Director's vote counts as two to create a majority vote. A Board Member shall not appoint a proxy or vote by proxy at a meeting of the Board for which they are absent.

iii. Attendance through Electronic Communications Equipment - When deemed necessary a meeting of the Executive Board may be held through any electronic communications equipment if all persons participating can hear and communicate with each other. Such participation shall constitute presence at such meetings.

(c) A meeting must be chaired by the Director, Co-Director, or Treasurer.

ARTICLE VI - Elections, Terms of Office, & Duties

Section 1: **Elections:** The Chapter Board of Directors shall be elected at the chapter’s annual business meeting. Nominations for positions shall be made by the members of *South Carolina Thespian Chapter*.

Section 2: **Terms of Office:**

- (a) Chapter Director/Senior Chapter Director: In accordance with the Educational Theatre Association’s Chapter Governance Policy, Section 1.4, a chapter director shall hold office for a term of four years commencing on August 1 and ending on July 31 of the fourth year thereafter, or in the case of an unexpected vacancy and temporary replacement, until his or her successor is elected as outlined by Sections 1.7 and 1.8. There are no term limits for the chapter director position.
- (b) The Executive Board will be elected for a four-year term, based on the rotation of officers in the chart below.
- (c) Elected terms commence and complete in conjunction with the fiscal year.
- (d) Appointed members of the Board shall serve four-year terms also starting in conjunction with the fiscal year.
- (e) There are no term limits on any position, but officers must be re-elected to continue serving on the Board at the end of their term.

Chart 7.1: Election/Appointment Year Cycle

Year/ Position	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
Director		X				X				X		
Co-Director				X				X				X
Secretary	X				X				X			
Treasurer				X				X				X
Communications and Advocacy*		X				X				X		
Jr. Thespian Relations*			X				X				X	
STO Coordinator/ Student Leadership*	X				X				X			
<i>Election/Appointed years for a specific position are indicated by an "X". (Ex: at the 2023 membership meeting, new CD would be voted upon) * Appointed roles</i>												

Section 3: **Vacancies/Removal.** Any office shall be declared vacant whenever: the incumbent is no longer eligible by virtue of having moved to another chapter; the member no longer holds membership in EdTA; the incumbent ascends to another position; the chapter

board of directors deems that an individual has not fulfilled the obligations of the elective or appointed office satisfactorily and is dismissed by a super majority vote, defined as 50% of the entire chapter board of directors plus one, of the chapter board of directors.

- (a) Chapter Director: In accordance with EdTA's Chapter Governance Policy, Section 1.8, when a Chapter Director vacancy occurs, whether from a resignation, lack of a nominee for office, or any other reason, the chapter board shall have up to 30 days to provide the Director of Chapter Relations with the replacement. If the chapter board fails to nominate a replacement within 30 days or if no chapter board exists, the EdTA Board President and the EdTA Executive Director shall appoint an individual to serve as chapter director for the remainder of the unexpired term.
- (b) Other Directors: The chapter board of directors may fill any vacancy that may occur in the chapter board of directors, including elected directors and appointed directors, by election of a successor director to hold office during the unexpired term of the vacant director position. Election shall be by a majority vote of the directors constituting a quorum and entitled to vote at such a meeting. The unexpired term shall not count as a term of office as defined by these By-Laws and may be served in addition to the term limits established by these By-Laws. An individual may be elected only once to complete an unexpired term.

Section 4: Duties of Executive Board and Appointed Board positions.

- (a) Chapter Director/Chapter Co-Director:
 - i. Oversee all chapter operations, ensures that chapter board members are informed of their duties, and manages the organization to support the mission;
 - ii. Along with Treasurer, supervises chapter financials, ensure receipts for all purchases are maintained, and that proper documentation exists for funds disbursement and all financial transactions;
 - iii. Communicate in an appropriate and timely manner, responding to emails from troupe directors and EdTA are accomplished in a timely fashion;
 - iv. Function as an intermediary between the SC Thespian Chapter and EdTA and responsible for submitting Chapter paperwork in a timely manner;
 - v. Maintain a professional demeanor at all times recognizing that chapter directors represent not only their schools and troupes but also their entire chapter and EdTA. Understand the position demands a high level of responsibility and a good reputation;
 - vi. Attend EdTA events, with Leadership Summit being mandatory;
 - vii. Create and maintain a succession plan that projects at least two to three years in advance, identifies, mentors and trains potential leaders, and offers shadowing opportunities to potential chapter director successors throughout the year at different events and with different vendors;
 - viii. Promote and recognize the activities and efforts board and the chapter's troupe directors;
 - ix. Market the chapter effectively and promotes the value of EdTA and the ITS;
 - x. Ensure the chapter board "speaks with one voice" about chapter Thespian matters.
- (b) Treasurer:
 - i. Serve as the chair of the Finance Committee as provided for by these Regulations;

- ii. Supervise and provide counsel to the SC Thespian Chapter and EdTA finance team in the keeping of monies, assets, and liabilities of the SC Thespian Chapter;
- iii. Facilitate all accounts payable and receivable needs;
- iv. Provide counsel to the chapter board of directors and EdTA finance team in keeping accurate accounts of all finances of the SC Thespian Chapter, maintains all records and ensure they are open for examination, and presents to the chapter board of directors financial reports at least monthly;
- v. Recommend and present to the chapter board of directors and EdTA finance team annually the budget, financial report for the most recently completed fiscal year and audit.

(c) Secretary/Membership:

- i. Ensure the taking and keeping of accurate written minutes of all meetings of the Chapter Board of Directors;
- ii. Provide counsel to the Chapter Board of Directors and EdTA Staff in keeping of the records and documents of the SC Thespian Chapter;
- iii. Provide counsel to the Chapter Board of Directors and EdTA Staff in keeping of accurate records of membership and proceedings of the SC Thespian Chapter;
- iv. Send out a welcome email to all new Troupe Directors;
- v. Work to retain troupes that are in danger of becoming inactive;
- vi. Assist in verifying schools/students requesting to compete/participate in various events are active, chartered/inducted, and in good standing with EdTA and SC Thespians;
- vii. Encourage the chartering of new troupes;
- viii. Provide assistance to troupes who want to reinstate;
- ix. Send encouraging reminders to troupe directors who miss EdTA deadlines and are in danger of losing their charters
- x. Responsible for strategy and direction on activities related to recruitment, retention, and advocacy.

(d) Junior Thespian Relations:

- i. Promote the expansion and involvement of Junior Thespian Troupes;
- ii. Assist in securing location(s) for Junior Thespian events;
- iii. Supervise scheduling of teaching artists, judges, etc., for Junior Thespian events;
- iv. Responsible for communications with Jr. Thespian Troupe Directors pre and post festival event and other Middle School events;
- v. Lead efforts to archive Junior Thespian events;
- vi. Work with Membership to recruit and maintain Jr. Thespian troupes.

(e) Communications & Advocacy

- i. This position will be appointed by the Chapter Director and Co-Chapter Director;
- ii. Serve on the Advocacy Leadership Network (ALN) for EdTA as vacancies on the ALN arise;
- iii. Develop advocacy efforts within South Carolina;
- iv. Coordinate the participation in national advocacy efforts with EdTA (when time and resources are available);
- v. Coordinate efforts to promote the South Carolina Chapter and their events;

- vi. Oversee communication with our members (i.e.: website, social media, emails) and assist the Chapter Director(s) and Executive Board with sending drafted communication about our board and membership;
- vii. Ensure robust awareness of our key Advocacy Efforts and explore new opportunities as appropriate for our organization;
- viii. Develop and oversee the execution of publicity and marketing for South Carolina Thespians as needed;
- ix. Assist Student Leadership with STO Board;
- x. Works with STO's and ensures messaging is delivered on Social Media Platforms;
- xi. Help with draft and delivery of advocacy-centered messaging for mailings.

(f) STO Coordinator/Student Leadership

- i. This position will be appointed by the Chapter Director and Co-Chapter Director;
- ii. Provide and collect STO applications;
- iii. Evaluate and lead the selection process of the STO Board Candidates;
- iv. Advise/support STO Board with their responsibilities;
- v. Maintain a professional level of communication with all STOs;
- vi. Spread awareness of the STOs with Troupe Directors;
- vii. Provide for representation of the concerns and opinions of STO leadership to the Chapter Board;
- viii. Find suitable meeting locations for all STO meetings;
- ix. Prepare and lead a Leadership training session for STOs;
- x. Establish bi monthly check ins with the entire STO board through email, text, phone, or other communication vehicle;
- xi. Coordinate STO representation and responsibilities at HS & MS festival;
- xii. Planning with current STO's to run at least one Thespian workshop and at least one fundraising or community-oriented campaign during the SC Thespian Festival;
- xiii. Coordinate adult supervision of STOs for events where they will not be able to serve as Chapter Executive Board representatives.

(g) Chapter Director Emeritus:

- i. The role of the Chapter Director Emeritus is filled on an as needed basis and will be a non-elected, non-voting position that is filled by the previous Chapter Director and will be approved by a simple majority vote by the current Board.
- ii. The duties of the State Director Emeritus consist of the following:
 1. Serve as Emeritus for no longer than one year after the start of the incoming Chapter Director's.
 2. Answer/reply to questions/concerns of the current Chapter Director.
 3. Assist the Chapter Director in their new duties whenever needed.

An officer must be a student in good standing within a South Carolina High School 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 South Carolina and be actively engaged with their troupe and hold the support of said troupe and the Troupe Director. A maximum of three students can be supported by a Troupe for any given year.

- (a) Assignments. Each Student Thespian 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.
- (b) Board Structure. Whenever possible, the Student Thespian Board will consist of no more than five Thespians, selected by appointed members of the Executive Board. Of the students selected to be officers, one will be chosen as STO Chair
 - i. The STO Chair will be responsible for communication among the other Student Thespian Officers and managing the STO Board, under the guidance of the adult leaders on the Executive Board. The STO Chair will be invited to participate in meetings of the Executive Board.
- (c) Student Thespian Officer Elections. Prospective candidates must participate in an application/interview process at the annual SC Thespian Festival.
 - i. Selection Process. Prospective students interested in the STO Board must submit their application prior to the festival registration deadline. Applications include a recommendation from the student's Troupe Director. Based on applications, candidates will be selected for the interview process at the state festival and are required to attend a student leadership workshop at the festival event.
 - ii. Each Troupe may nominate no more than three students per year to apply for the Student State Board.
- (d) Term of Office. The term of office shall begin at the conclusion of State Thespian Festival and will continue until the close of the following year's Junior Thespian Festival.
 - i. Leadership training for the incoming STO Board will occur at the Junior Thespian Festival, under the guidance of the Student Leadership Coordinator and the outgoing STO officers.
 - ii. STO members serve one term after being elected; however, STO members who begin on the board as sophomores or juniors are allowed to apply to serve an additional term the following year.
- (e) Removal. State Thespian Officers are expected to attend all SC Thespian festival events; failure to attend could result in removal. Additionally, any State Thespian Officer who misses more than two meetings within a full year will be considered for removal. The Executive Board has the right to remove any student member of the board from office after consultation.
- (f) 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 VII - Committees

Section 1: The chapter board of directors shall recommend the establishment of standing committees. Special committees may be established by the chapter board of directors at any time, in any number, and for any purpose consistent with the purpose of SC Thespian Chapter.

Section 2: Standing Committees of SC Thespian Chapter could include the following:

- (a) Service and Fundraising & Hospitality Committee
- (b) Festival/Schedule Committee
- (c) Workshop Chair & Teacher Professional Development Committee
- (d) Thespys – International Thespian Excellence Awards Committee
- (e) Senior Scholarship Chair & Exhibit/College Committee
- (f) Junior Thespian Committee
- (g) Arts Advocacy & Professional Networking Committee
- (h) Marketing & Publicity Committee

- A. The Chairpersons of standing committees shall be appointed by the Director and approved by the Board to serve until the end of the fiscal year.

ARTICLE VIII - Voting and Quorum

Section 1: **Voting**

Each member in good standing of the Educational Theatre Association will be entitled to one vote at each membership meeting, if a representative is present, physically or electronically.

The chapter board of directors shall have the authority to distribute U.S. mail or electronic ballots to members when circumstances dictate that it is advisable to attempt to solicit voting responses from all members. Results of such ballots shall be presented to the membership for final ratification at the next chapter annual business meeting.

There shall be no voting by proxy.

Section 2: **Quorum**

For the purposes of conducting Chapter Board of Directors business, a simple majority of the number of voting officers and directors in office shall constitute a quorum. When a quorum is not present, the meeting can be informational only.

For the purposes of conducting the business of the chapter at the annual business meeting, a simple majority of the membership in attendance shall constitute a quorum.

When deemed necessary and a member cannot physically attend the annual meeting, they can be present through any electronic communications equipment if all persons participating can hear and communicate with each other. Such participation shall constitute presence at such meetings to achieve a quorum.

ARTICLE IX - Dues

Section 1: There shall be no separate dues to the SC Thespian Chapter for those members maintaining membership in the Educational Theatre Association.

ARTICLE X - Fiscal Year

Section 1: The fiscal year of the SC Thespian Chapter shall be July 1 through June 30.

ARTICLE XI - Control of Funds

Section 1: The SC Thespian Chapter Director and Treasurer shall be bonded at the expense of the chapter and shall open and maintain accounts in the name of the chapter in FDIC Insured banks.

Section 2: The SC Thespian Chapter funds shall be used to defray the normal operating expenses of the chapter. Other uses of such funds shall be made only in those cases where such expenditures clearly implement the general objectives of the Educational Theatre Association and only with approval of the chapter board of directors.

Section 3: No part of the funds of the SC Thespian Chapter shall be distributed to the officers, directors, or member representatives, nor shall the operation of the chapter be for individual gratification or support of any officer or member representative, other than approved reimbursed expenses.

Section 4: The SC Thespian Chapter shall conduct a review/audit annually along with a full audit in conjunction with the Association every three (3) years.

ARTICLE XII - Amendments

Section 1: Any amendment to the By-Laws of the SC Thespian Chapter may be proposed by any member who shall forward such proposals in writing to the chapter director of the SC Thespian Chapter with a copy to the chapter's secretary at least ninety (90) days prior to the chapter's annual business meeting or special meeting at which such amendments are to be considered. A majority of the members in attendance will be required to approve proposed amendment changes.

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