

Florida Thespians Bylaws

Article I

Name

This Organization shall be known as Florida State Thespian Society, Inc.

Article II

Purpose/Mission Statement

The purpose of the Florida State Thespian Society, Inc.(or Organization) is to provide opportunities for growth and development for students 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 or audience members throughout their lives.

Article III

A. State Chapter Director

1. The State Director will assume office after having served two years as State Director-elect.
2. The term of a State Director is from August 1 to July 31 for FIVE years, allowing a State Director-elect to observe the duties of the current State Director for two years before taking office.
3. The State Director will select a student(s) to act as the State Student Representative on the State Board of Directors.
4. The State Director, with the approval of the State Board of district chairs, set the dates, organizes, and oversees State events.
5. The State Director will assign discipline for violations of festival rules at the time of infraction. Board approval will only be required for discipline decisions that go beyond the current state festival. A member can appeal the decision to the board of directors at the August Board Meeting.
6. The State Director will communicate all important information about State events to the state board of directors in a timely manner.
7. Preside at all meetings of the State Board of Directors.
8. Appoint other officers of the organization, with approval of the Board of directors.
9. Make all committee appointments not provided for otherwise in these bylaws.
10. Be a member, ex-officio, of all committees.
11. Perform all duties usually pertaining to the office of State Director, which shall include the general overseeing of all activities on a continuing basis.
12. Shall, yearly, submit all financial documents to EDTA for tax filings and audit.
13. Should the current State Director step down before the end of the elected FIVE year term, the State Director-Elect will assume the duties of the State Director. If there is no State Director-Elect, a new State Director will be elected by open nominations of the board of directors.
14. The State Director must represent Florida State Thespians at any necessary EDTA, FATE, or other advocacy meeting or appoint a State Board Designee to attend on their behalf.
15. The State Board will pay all reasonable expenses incurred by the State Director and Student Reps to attend required State Board Meetings or State functions. These expenses may include securing a substitute, transportation, meals, and lodging.

B. State Director-Elect

1. An election for State Director will occur in the Jan/Feb Meeting in the 3rd year of the Current/Incumbent State Director's Term.
2. The process for nomination, selection of candidates, and election will occur according to the process outlined in *Appendix A: Board Selection of a State Director*.
3. The election will be by majority vote of the District Chairs of the board.
4. The Florida Chapter and State Director-Elect will be notified of the successfully elected candidate after the State festival.

5. The State Director-elect's term is from July 1 to June 30 for TWO years, allowing a State Director-elect to observe the duties of the current State Director during two years before assuming duties as State Director.
6. The State Director-elect will shadow/observe the State Director at, at least the last year of meetings of the State Board before they assume the duties of the State Director.
7. In the event the State Director cannot fulfill the obligations of office, the State Director-Elect will assume the remainder of the State Director's term. A new State Director-elect will then be elected by mail-in election or by emergency meeting.
8. Any State Board member or current troupe Director can serve as State Director-Elect.
9. Upon succeeding to the State Director position, any vacated State Board position will be filled by appointment or election.

C. Secretary

1. The Secretary will keep minutes of all meetings.
2. The records shall become public after an approval of the board of directors at the next meeting.
3. The records of meetings shall be kept for a period of no less than 10 years in an electronic form.

D. Board of Directors

1. The Board of Directors of the Florida Chapter of the International Thespian Society, will be comprised of representatives of each of the geographic districts of the Organization. In addition there will be one Junior Thespian Representative, selected by the Junior Thespian Advisory Board.
2. All members of the board must be the director of record for an affiliated troupe, or a school employed EdTA professional member, selected by their district to represent their district at meetings and approved by the Chapter Director.
3. Each District will send its representative to any meeting of the organization and pay for all corresponding fees.
4. Districts will also be represented on the board by a student representative.
5. One adult (Chair) and one student (Rep) will be acknowledged for voting rights for the district and will be the sole point of correspondence between the district and the organization.

E. Districts

1. Due to the size of the Florida Chapter of the International Thespian Society, it was necessary to form smaller units (Districts) as a qualifying method for the State Thespian Festival.
2. These units (Districts) are made up of schools within a geographic region distributed by number of schools, population, and distance.
3. These units or "Districts" serve as the qualifying festivals for the Florida State Thespian Festival for both Individual Events, One Acts, and any other event not yet created.
4. Districts must maintain an outside (not in a school system) bank account with a District chair, a representative of EDTA, and State Director of Florida State Thespian Society, Inc. as signers on the account in order to maintain eligibility as a district.
5. Districts must maintain a state attendance percentage of twenty (20%) of affiliated troupes to troupes attending the State festival to maintain eligibility as a district.
6. Districts must annually submit all financial documentation and accurate attendance numbers of their festivals by the August board meeting to maintain eligibility as a district.
7. Districts must be aligned with the Florida State Thespian Festival with both rubrics and event rules in order for students from the District to be eligible for the State Festival. Alignment is determined by the State Board.
8. Districts must plan and complete a duty at the Florida State Thespian Festival, as assigned by the State Director, in order to maintain eligibility as a district.
9. After a year of non-compliance of eligibility, the ineligible District will be dissolved, funds will be collected from any open bank accounts and deposited into the State account for safe keeping until representatives from that District can reorganize to create a new district.
10. Any materials or assets bought with District funds will be collected and stored by the State Director until such time as the District reforms and can reclaim those materials and assets.
11. Troupes from a dissolved District will be distributed to the nearest and most convenient District until such time as a new District can be formed.
12. In order to become a district, at least ten (10) schools in a close geographic proximity must bring a signed request from all the affected schools and nearby existing districts. This request must demonstrate allocation of schools, fund distribution from existing districts (if splitting away or combining districts), and a plan for any festival or activities the new district will undertake. Plans for activities must include locations and time frame of festivals. The new district will also need to name a District chair on the request and plan for a time to open a bank account with a representative of EDTA and an officer of Florida State Thespian Society, Inc..

F. Junior Thespian Advisory Board

1. The Junior Thespian Advisory Board will be made up from schools within a geographic region distributed by number of schools, population, and distance.
2. These units or "Junior Districts" serve as the qualifying festivals for the Florida State Junior Thespian Festival for both Individual Events, One Acts, and any other event

not yet created.

3. The Junior Thespian Districts will vote for and select a representative to the Florida Chapter Board.
4. This "Junior Thespian Representative" will be a representative of all Junior Thespian members on the Florida Chapter Board and not have the organizational or supervisory duties of the "Junior Thespian Chair".
5. The "Junior Thespian Representative" will attend the August and October meetings of the Florida Chapter Board.
6. The "Junior Thespian Representative" will be a full voting member of the Florida Thespian Chapter Board.
7. The Junior State Festival will cover any necessary expense incurred by the "Junior Thespian Representative" in attendance of any chapter board meetings.
8. Junior Districts must maintain an outside (not in a school system) bank account with a District chair, a representative of EDTA, and State Director of Florida State Thespian Society, Inc. as signers on the account in order to maintain eligibility as a district.
9. Districts must maintain a state attendance percentage of twenty (20%) of affiliated troupes to troupes attending the Junior State festival to maintain eligibility as a district.
10. Districts must annually submit all financial documentation and accurate attendance numbers of their festivals by the August board meeting to maintain eligibility as a district.
11. Districts must be aligned with the Florida State Junior Thespian Festival with both rubrics and event rules in order for students from the District to be eligible for the State Festival.
12. Alignment is determined by the Florida Thespian State Director.
13. Districts must plan and complete a duty at the Florida State Junior Thespian Festival, as assigned by the Junior Thespian Chair, in order to maintain eligibility as a district.
14. After a year of non-compliance of eligibility, the ineligible Junior District will be dissolved, funds will be collected from any open bank accounts and deposited into the State account for safe keeping until representatives from that District can reorganize to create a new district.
15. Any materials or assets bought with District funds will be collected and stored by the Florida Chapter Director until such time as the District reforms and can reclaim those materials and assets.
16. Troupes from a dissolved District will be distributed to the nearest and most convenient District until such time as a new District can be formed.
17. In order to become a district, at least ten (10) schools in a close geographic proximity must bring, via the Junior Thespian Representative to the board, a signed request from
 - a. all the affected schools and nearby existing districts. This request must demonstrate allocation of schools, fund distribution from existing districts (if splitting away or combining districts), and a plan for any festival or activities the new district will undertake. Plans for activities must include locations and time frame of festivals. The new district will also need to name a District chair on the request and plan for a time to open a bank account with a representative of

EDTA and an officer of Florida State Thespian Society, Inc.. This District may be added by a two-thirds majority vote of the Board of Directors.

Article IV

A. General Information

1. Meetings will be conducted according to *The Robert's Rules of Order*.
2. Voting.
 - a. Voting for any item that needs board approval will require a 50% +1 majority.
 - b. Votes will be by voice unless a roll call vote is called for by any member. At which time each District will receive two votes (one chair and one rep).
 - c. In the event of a tie vote, an addition to the by laws, a disciplinary appeal, or a vote for removal of State Director or a Board Member; a two-thirds vote, using the “Thespian District Voting Matrix” will be required.
 - d. The “Thespian District Voting Matrix” will be maintained by the State Director and updated annually. The formula will be based on the number of affiliated troupes in each District. The voting Matrix will be adjusted each October when the affiliated troupe list is released and remain in effect until the next October.
3. Removal.
 - a. District Chairs may be asked to step down, with due cause, by the State Director. If they refuse, the State Director can ask for their removal by a two-thirds vote of the adult board, using the “Thespian District Voting Matrix”. If removed, the District will be asked to provide a new Chair. Any funds or materials will need to be accounted for and given to the new District chair for the continued good of the district.
 - b. State Directors may be removed by a two-thirds vote of the adult board, using the “Thespian District Voting Matrix”.
 - c. State Director appointed positions serve at the discretion of the State Director and can be removed at the sole discretion of the State Director.
 - d. All applicable rules in EDTA's Chapter agreement for removal of Chapter board members or Chapter Director also apply.

Article V.

Section A.

1. The bylaws and amendments of the bylaws shall be brought before the bylaw committee two (2) months prior to the Fall board meeting. The bylaw committee will then forward the final bylaw amendment to the State Director three weeks before the Fall meeting. The State Director will forward the bylaw amendment to the Board two weeks prior to the Fall meeting for review. They will be voted for acceptance at the Fall meeting.
2. Other changes may be made, if it becomes necessary, with proper notification all board members and the agreement two-thirds (2/3rd).
3. The by-laws are amended by a Two-thirds ($\frac{2}{3}$) majority vote of the board at the fall meeting or when necessary by unforeseen circumstances.

These By-laws of the Florida State Thespian Society, Inc. are hereby agreed to and adopted by the Board of Directors of the Organization on this 8th Day of August, 2020.

Chapter Director: Lindsay M. Warfield

Directors Present: Members present reflected in minutes.

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 bases for the complaints, reports or inquiries. They should be directed to the Organization's Executive Director and the President of the Board of Trustees, or the one not implicated. If both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Board Treasurer for financial matters or the Board Vice president for non-financial matters, if not implicated. If each of the above is implicated, then report to the Chief Operating Officer, your supervisor, or a Board Member who is not implicated. 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 the Board of Directors effective as of the 12th day of August, 2017.

Chapter Director: Lindsay M. Warfield

