

Mission Statement of North Reading High School Masquers

The purpose of this club is to provide financial, logistical, volunteer and fundraising support for high school performing arts by

- Providing educational experiences in all aspects of theatre;
- Attending professional productions;
- Enabling/offering participation in theatre conferences and competitions;
- Providing hands-on experiences in producing quality presentations for our school and community;
- Joining with other schools and local theaters for mutual assistance and enrichment;
- Creating opportunities for students to develop talents through cooperation, collaboration and respect for the art and each other;
- Developing the spirit of volunteerism; and
- Generating the necessary resources and efficiently managing them in support of all of our goals

Article One: Membership

Any student enrolled in North Reading High School is eligible to be a member in the club.

- The club maintains that students participate in 10 hours or more for the year and will work in some capacity within each production as well as fundraise for any and all financial needs and participate in community events.
- Students must be and remain in good academic standing as outlined in the student handbook.
- Students may join the group in the middle of the year, but fees and hour requirements will remain the same.
- Students may choose to participate in many different ways but ultimately their level of commitment will result in different levels of benefits.

Article Two: Adult Adviser

Section 1: The adult advisor (herein named Mrs. Allison Kane c.2006) shall select, produce, and direct at least one major main stage production that will rely on Drama Club for assistance in those efforts.

Section 2: The adult adviser has the sole responsibility and oversight of all Masquers club account(s).

Section 3: The adult adviser maintains the majority of voting privileges and decisions (51%).

Section 4: The adult adviser names and maintains the crew chiefs.

Section 5: The adult adviser will defer to the student voting population for offices held each year unless there are extenuating circumstances that an adult must handle.

Section 6: While all show and casting, all crew chief and production decisions are at the discretion of the adult adviser, the adult adviser may choose to use the student governing body to help run the production.

Article Three: Student Officers

Section 1: The officers of the NRHS Masquers shall consist of a President, Vice-President, Treasurer, Secretary, Historian, and three class representatives.

Section 2: The terms of these offices shall be for one year, from May to May.

Section 3: New officers shall be elected for the coming year at the final May meeting. The outgoing Seniors will be the defunct officers during transition throughout the month.

Section 4: No officer shall be elected who cannot fulfill his/her duties for an entire term. In the event that an officer cannot complete his/her term, the adult adviser may choose to take steps to fill that role.

Section 5: Student officers hold 49% of the vote. The adult advisor will maintain a professional and respectful distance facilitating healthy discussion within the student leadership in order to learn and grow throughout the Democratic process. If, however, the adult advisor deems it necessary to make a decision, their adult vote trumps the students. As an educator, the adult advisor does not always need to give detailed reasoning for their decision to the student governing body, but they do need to handle the plan as to how to move forward.

Section 6: Officer Duties and Responsibilities

See addendum: Officer Roles

Sections 7: The student officers will maintain all rules as to attendance and substance abuse and conduct as outlined similarly in the MIAA handbook and the NRHS Student hand book.

Section 8: Student officers should be the first to arrive and the last to leave each rehearsal making sure all necessary paperwork, cleanup and associated duties have been completed.

Section 9: Student officers will

Contribute to the development of physical, mental and social health.

Promote the opportunity for students to participate in the club

Promote unity, social cohesion and spirit among the student body.

Develop self-discipline, commitment and a sense of responsibility.

Develop qualities of honesty and integrity and the value of teamwork and cooperation. •

Inspire all to function as a source of pride for the school community.

Help club members recognize both on and off the field of play, that they represent their group, their school, and their community and that they matter.

Article Four: Meetings

Section 1: Officers

Elected student officers and the adult adviser will meet at least once a week at a set time convenient to all involved. These meetings will grow in number around busy times such as performances.

Section 2: Club Members

Masquers student officers and adult advisor will hold monthly meetings, following an abbreviated version of the Roberts Rules, on the first Thursday of every month that are open to all eligible students in NRHS. These meetings will be run by the President and the governing student body. If the President is unavailable for any reason, the Vice President will run the meeting. The adult adviser will approve of and preside over all meetings.

- The President will call the meeting to order – it must be seconded.
- Officers must take attendance, record minutes, communicate scheduling needs, reinforce expectations handle fundraising, make announcements, discuss news, deal with anything specific for that time of year or production, answer questions, etc
- The President will call the meeting to close – it must be seconded.

Section 3: Student officers occasionally have meetings outside of the school day and on weekends. These are communicated well in advance and the expectation is that you attend.

Section 4: All members and officers are expected to attend events and meetings to their fullest.

Article Five: Officer Attendance Policy

Section 1: Masquers officers shall prioritize this club over all other conflicting clubs, activities and sports. Meetings are important and should be treated as such. All efforts should be made not to miss any meeting or activity within reason. Absences, particularly consecutive absences, can have a significant impact on a cohesive group. Absence from rehearsals and meetings, unless coinciding with an absence or dismissal from school, shall be recorded. Three or more unexcused absences will result in a discussion with the governing body and or the adult adviser as to whether that student should continue as an officer. Tardiness for any reason shall require a written pass from a teacher. Multiple infractions may result in dismissal of officer-ship.

Section 2: Tardiness to meetings should be avoided and must be accompanied by a pass from a teacher. Academic obligations are excused but all efforts to see your teachers on any other non-scheduled day is encouraged. Passes for academic purposes will be respected, but abuse of a tardy pass may be subject to review by the council, at the discretion of the adult adviser.

Section 3: Students may not attend meetings, rehearsals or performances if they do not attend school for the duration that day. If an event is on a Saturday, students must be in school on Friday prior to be eligible. Please see the student handbook for more details.

Section 4: Officers with extenuating circumstances may request a modified attendance policy. Extenuating circumstances include but are not limited to sports conflicts, academic difficulties, or challenging personal circumstances. The modified attendance policy must be put in writing, signed by both the member, a parent/guardian and the adult adviser and submitted for review to the council. While a modified schedule may be obtained, it may mean that their rights and responsibilities may have to be altered as well.

****In the event of extenuating circumstances, requests for confidentiality will be honored. A report of the extenuating circumstances can be made solely to the adult adviser, according to the affected member's comfort level.**

Article Six: Elections

Section 1: Elections for all offices are held in May, prior to graduation. Any current member may run for office. Candidates will be evaluated on the basis of their leadership and their field-specific skill set and must speak to it in front of the majority. Officers are chosen by majority vote in a private ballot election within one week of the speeches. Absentee ballots can be requested and counted *IF* the sitting Seniors and adult adviser deem it necessary.

Section 2: There will be four consecutive meetings in preparation for elections. All interested candidates must be in attendance at all meetings.

Meeting 1: Explain the positions, the roles and the expectations

Meeting 2: Nominations: The current Senior officers will thank the rest of the group and dismiss them from their official titles. The Senior officers must be voted to represent the group during the transition time. Senior officers will record all meeting notes. Members who choose to run for office shall submit their speech to the adult adviser no more than four days after nomination.

Meeting 3: Speeches: Members who turned in speeches within the window of submission will make a speech to the group outlining their qualifications and answer questions from the group members. This is not a time to belittle or talk poorly of previous members, but a time to look to the future and how you will uphold and maintain the core values of the club. Members must be in attendance for the entirety of this meeting. Members not in attendance or who choose not to give the speech will be removed from consideration for that position.

Meeting 4: Voting: A secret ballot will be prepared and any student who has participated successfully within the club for the previous year is eligible to vote – this includes outgoing Seniors. Senior officers will count the ballots and record them with the adult adviser. Students may write in a name for any position

providing 1) they missed a single nomination meeting due to unforeseen circumstances beyond their control as deemed appropriate by the adult adviser 2) they meet all the qualifications of that position. The adult adviser is the only person who can attest to whether the circumstance is warranted.

Section 3: Once elected, officers have the opportunity to hold their position until the next voting round or their date of graduation. Their performance will be subject to semi-annual review by group members and the adult adviser. These reviews will take place in January. Areas of weakness that are identified and not satisfactorily addressed may be grounds for early removal or inability to run for office again.

Section 4: Academic eligibility remains throughout the year. If an officer is not eligible due to grades, they will forfeit their role for the remainder of the year and that position will remain vacant. The council may decide to fill that spot or leave it empty. The adult adviser has final say in all eligibility matters.

Section 5: An officer who is a candidate for early removal shall be notified by the adult adviser. The officer can be placed on an improvement plan at the discretion of the adult adviser with possible input from group members or other NRHS staff. Early removal of an officer can also happen by private ballot and a 2/3 majority vote. At this point, the group can elect a successor. Officers who choose to end their term early shall give written notice so that other candidates may prepare to run for office.

Article Seven: Amendments

Section 1: The Constitution of the Masquers Drama Club may be amended by a 2/3 vote of student elected officers provided the amendment is proposed in and discussed to completion with the adult adviser and the governing body moves to vote.

Section 2: The amendment must be in written form

Section 3: The adult adviser reserves the right to veto any amendments