

# UNIVERSITY HIGH SCHOOL

## CONSTITUTION 2022-2023

*Come Together! Grow Together! Be Together!*

### ARTICLE ONE: MISSION STATEMENT

1. BE INCLUSIVE
2. PROVIDE OPPORTUNITIES FOR ARTISTIC GROWTH
3. CELEBRATE INTEGRITY AND CHARACTER

### ARTICLE TWO: PURPOSE

1. **DRAMA CLUB:**
  - To create opportunities for students to grow through performance, production, and leadership experiences.
  - To empower students to share their strengths through creativity in theatre arts.
  - To provide an all inclusive safe place for students to express themselves creatively.
  - To recruit members and further the legacy of Uni Theatre Arts.
  - To build time management skills through activity in Theatre Arts.
  - To seek out and publicize new theatrical opportunities to the club members.
2. **INTERNATIONAL THESPIAN SOCIETY TROUPE 3219:**
  - To encourage all members to invest in their artform.
  - To motivate students to expand their exposure to theatre arts by earning their membership status.
  - To provide opportunities for scholarships, recognition, and showcase student work.
  - To show appreciation to theatre students for their outstanding work and dedication to the department.
  - To provide additional opportunities for emerging artists to participate in theatrical production.
  - To challenge students to participate in a variety of theatrical production values.
  - To foster relationships between all levels and grades of students, through bondings and activities.
  - To provide a welcoming and supportive integration into the theatre program, through mentorship opportunities.
3. **TECHNICAL THEATRE**
  - To participate in the ROP/CTE articulation program through enrollment in Uni Theatre Arts' technical theatre courses.
  - To collaborate and build new relationships with peers.
  - To network with experts from the media/entertainment industry.
  - To provide opportunities for students to explore technical theatre and build leadership capacities.
  - To teach the hard and soft skills applicable to both Uni Theatre Arts and the professional industry.
4. **CAPPIES:**
  - To give students an opportunity to be exposed to various high school theatre performances in Orange County.
  - To recognize and award students for their accomplishments in theatre productions.
  - To represent University High School in a respectful and positive manner among the theatre community.
  - To sharpen students' creative writing skills through theatrical critiques and peer editing within meetings.
  - To train company members with an opportunity to receive feedback from their peers and therefore learn how to better their performance.
5. **UNI IMPROV**
  - To build dedication, humility, comradery and personal expression through active participation and exposure to outside improvisation and Uni Theatre Arts.
  - To create an environment where team members trust one another and build one another up through Improv.
  - To express themselves in a comedic manner for the enjoyment of their community.
  - To provide an outlet for the community and players.
  - To represent University High School in a respectful and positive manner.

### ARTICLE THREE: INVOLVEMENT

1. **UNI THEATRE ARTS WILL:**
  - Promote all theatre department events.
  - Help new students get involved with the various avenues of Uni Theatre Arts available at University High School.
  - Provide positive social and creative events for the community and student body.
  - Connect with other high schools' theatre programs and organizations through their involvement with Cappies, JRays, MACYs, Role About Theatre Festival, IUSD Theatre Festival, CETA Festival, Fullerton College's High School Theatre Festival, Disney's Performing Arts Workshops, International Thespians Society, Comedy Sportz High School League, OC Varsity Arts and Passports' NYC Trip.

### ARTICLE FOUR: SCHOOL & COMMUNITY SERVICE

1. **UNI THEATRE ARTS WILL:**
  - Support other clubs and departments on campus during their use of varied performance venues.
  - Collaborate with other clubs, departments and councils during school wide events.
  - Provide service opportunities for the student body of University High School.
  - Provide theatrical experiences for the community.
  - Scholarship student members' participation throughout the year.

### ARTICLE FIVE: MEMBERSHIP

1. **UNI IMPROV**



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- Any student at University High School who auditions and is cast becomes a member of Uni's HSL Uni Improv Team for the semester.
- Players are not official until they've paid their league dues (or the scholarship), player fees (or the scholarship) and participated in the 4 mandatory workshops.
- 2. DRAMA CLUB:**
  - A student who participates in University High School Theatre Arts becomes an active member by attending club meetings.
- 3. CAPPIES**
  - A student who participates in the celebration of high school theatre, through application, by attending fellow schools' productions, attending training, submitting reviews, and attending team meetings.
- 4. TECHNICAL THEATRE:**
  - A student who attends production meetings, mainstage production workdays, is enrolled in a technical theatre class, or provides technical service to the school/community.
- 5. THESPIANS SOCIETY**
  - Any student of University High School who is considered an active member of the Drama Club, and meets both the International Thespian Society and Troupe Requirements and standards may then become a candidate for Thespian status.
  - These candidates must be inducted and pay the dues required to become a thespian.

### ARTICLE SIX: LEADERSHIP

- 1. UNI THEATRE ARTS WILL BE LED BY:**
  - EXECUTIVE BOARD:  
President, Events Coordinator, Documentarian, Thespian Troupe Manager, Production Manager, Black Box Productions, Cappies Critics Team Liaison, and Technical Liaison.
  - UNI COMEDY SPORTZ BOARD:  
Captains, Team Manager, Shenanigans Director, Public Relations
  - UNI CAPPIE LEADS  
Co-Lead Critics
- 2. EACH OFFICER MUST BE A ACTIVE MEMBER OF UNI THEATRE ARTS:**
  - Each officer is assigned specific duties, but the leadership teams work as a whole to complete all tasks.
  - Each officer must be involved in three avenues of Uni Theatre Arts.

### ARTICLE SEVEN: AMENDMENTS

- 1. AMENDMENT MUST BE:**
  - Requested by an officer, voted on by a majority of the group's officers and approved by the advisor.
  - A majority vote from the members of the Executive Board, Cappie Lead Critics and Uni Improv Leadership is needed to pass any amendment.
  - Any amendment must be discussed prior to a vote.
  - Any removal of an officer will be considered an amendment to the constitution.

### ARTICLE EIGHT: REMOVAL OF OFFICERS

- 1. AN OFFICER MAY BE REMOVED IF:**
  - An officer does not complete or delegate their responsibilities.
  - An officer has excessive absences in a semester.
  - An officer is no longer an active participant in the Theatre Arts Department.
  - An officer exhibits negative or dangerous behavior during meetings or events.
  - An officer is obstructing the progress of the group.
- 2. IN THE CASE OF REMOVAL OF AN OFFICER:**
  - If an officer is removed from their position, the remaining officers will redistribute the responsibilities and may do so without having members vote.

### ARTICLE NINE: MEETINGS

- 1. DRAMA CLUB:**
  - Meetings will be held in an orderly fashion.
  - The President will begin the collaborative running of these meetings and the advisor will maintain order.
  - Minutes of the meetings will be taken down by the Thespian Manager, available by request of any club member and subject to viewing by the entire student body through ASB request.
  - Disruptive members will be warned by the Production Manager or asked to leave by the advisor.
  - Attendance will be taken virtually which the Thespian Manager will close within 10min for the official club records.
  - There will be a minimum of eight Drama Club meetings annually.

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### 2. EXECUTIVE BOARD MEETINGS:

- Meetings will be held a minimum of once a week.
- No attendance requirements have been established for the removal of an officer; however, when the duties are not being met the leadership team will bring the item to vote.
- The advisor will plan and run the fiscal aspect of meetings; however, the Executive Board will motion and approve after asking any necessary questions for understanding.
- During meetings, each member of Executive Board will:
  - ◆ Share out ( trying a 3min officer report format )
  - ◆ Participate in club business
  - ◆ Bring motions to the table
  - ◆ Vote upon business matters

### 3. THESPIANS SOCIETY MEETINGS

- Meetings will be held in an orderly fashion.
- The Troupe Leaders will begin the collaborative running of these meetings and the advisor will maintain order.
- Thespian Point Sheets and Member Status will be approved and verified by the Executive Board.
- Thespian Troupe Members and Point Totals will be updated on the google sheets for each grade.
- There will be a minimum of four Thespian Society meetings annually.

### 4. PRODUCTION MEETINGS

- Meetings will be held a minimum of once a month.
- All University High School students can attend production meetings; however, students who hold roles of leadership in production are required to be present.
- The Stage Manager and Technical Liaison will plan and run the meetings; however, the Director or Technical Director will participate and support as necessary.

### 5. CAPPIES MEETING:

- Cappies Lead Critics will schedule meetings at least twice a month.
- All Cappies Critics will engage in writing mandatory team workshops and at least one individual coaching session.
- All Cappies Critics must see a minimum of six shows per year.
- All Cappies Critics must attend the informational Cappies training meetings.
- All Cappies Critics must virtually attend the necessary training, voting and possible awards days. Cappies Voting Day, Nominees & Commendees Reception and Cappies Gala.
- Cappies Critics at University High School will submit every review on time or will be financially responsible for their portion of the Cappies League fine.
- Cappies Critics are responsible for finding a means of transportation to and from their shows, which the delegated Cappies Lead Critic will help to organize.
- All Cappies Critics must attend all lunchtime meetings (unless previous arrangements are made) in order to remain an active member of the team.

### 6. UNI IMPROV LEADERSHIP:

- Uni Improv Captains will meet regularly on Thursday at lunch.
- Uni Improv Leadership team will meet weekly at Office Hours on Thursday to collaborate and ensure each leadership team member is following through on preparations for team meetings, matches and other events for the benefit of the team.

### 7. UNI IMPROV TEAM

- **Meetings**  
Uni Improv will meet for before-match workshops, Tuesday rehearsals, and lunch practices.
- **Attendance Policy**  
All Uni Improv Team members will only be placed on rosters based upon attendance and show readiness. In situations where attendance is even, players will be placed based upon team chemistry but in fair rotation.  
Each match attendance records will begin anew, giving students with after school conflicts the ability to be more active teammates in one season versus another.  
Players will notify the Team Manager and advisor with all scheduling conflicts that affect Practices, Rehearsals, and Matches.  
If a player misses more than 15 min of the workshop the day of the match, they will be removed from the show's roster.  
Attendance will be split into JV and Varsity, and all of the above points will be considered under this circumstance.
- **Semester Re-Auditions**  
The Captains, Advisor, and Coach can run re-auditions at the semester if there is a need to remove players based on performance, behavior, or attendance or to reevaluate the levels of players on the JV or Varsity Teams.
- **Behavior Policy**  
Players exhibiting concerning behavior to the team dynamic will be spoken to by the advisor, coach and/or

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### Captains.

- ◆ The first infraction will warrant a conversation.
- ◆ The second infraction will warrant a behavior contract.
- ◆ The third infraction a player will be benched from the show and forfeit their rotation.
- ◆ The fourth infraction will cause removal from the team for the semester.

### Adhere to the show format as modified from the CSz Handbook, including:

- ◆ Arrive to all matches on time or early.
- ◆ Be 100% involved in the match, even when not playing.
- ◆ Be clean and sober whenever at an Improv event.
- ◆ Be dedicated.
- ◆ Create the illusion of friendly competition.
- ◆ Encourages his/her teammates.
- ◆ Keep a "yes" attitude the entire match.
- ◆ Maintain a C average.
- ◆ Never have more fun than the audience
- ◆ Never laugh at his/her own jokes on stage.
- ◆ Never take himself too seriously.
- ◆ Never use inside jokes during the match.
- ◆ Never type suggestions or communicate with the audience during a match.
- ◆ Perform and facilitate a family show at all times.
- ◆ Play the structure of the match believably.
- ◆ Sacrifice for the good of the match.
- ◆ Stay for notes from the coach after each match.
- ◆ Want to win, but not care at all if his/her team loses.

### → Uniform Policy

- ◆ Adhere to the Uniform policy of the team
- ◆ Any issues with uniform should be discussed with a member of the board and/or advisor
- ◆ Players should adhere to Trojan Dress Code

## ARTICLE TEN: LIABILITY

1. UNI THEATRE ARTS LEADERSHIP will regulate meetings and events for members exhibiting dangerous behavior.
  - Advisor (or credentialed/certificated employee) will be present at all meetings and events to help prevent injuries.
  - In the case of an injury, the advisor (or credentialed/certificated employee) will be present to assist the injured member.

## ARTICLE ELEVEN: BYLAWS

1. All grievances, ideas, suggestions, questions, etc. concerning UNI THEATRE ARTS may be submitted to the Executive Board via verbal suggestion or anonymous Say Something report.
2. Grievances concerning Thespian Point problems should be directed to the Thespian Troupe Leaders or Club Advisor.
3. Grievances concerning money, receipts, refunds, and reimbursements should be directed to the Thespian Troupe Manager or Club Advisor.

## ARTICLE TWELVE: DUTIES OF THE OFFICERS

### DUTIES OF THE EXECUTIVE BOARD:

- Adhere to our Mission Statement.
- Attends all Drama Club Meetings.
- A prerequisite of two participatory sub-groups must be met for Executive Board candidacy, and (once elected) the officer will commit to at least three sub-groups.
- Plans and officiates all Drama Club meetings.
- Officers will work as a collaborative team to ensure that at least one board member is at every Club Event.
- Keep respective bulletin boards up to date.
- Attends and participates in:
  - ◆ Registration
  - ◆ Club Kick Off
  - ◆ Back to School Night
  - ◆ Spotlight & Fine Arts Week
  - ◆ Club A Pa Looza
  - ◆ 8th Grade Parent Night
  - ◆ Drama Club Banquet

### 1. PRESIDENT- AKEMI NISHIDA

- Plans and officiates all Drama Club Meetings.
- Organizes Drama Club's participation in school wide fundraisers.
- Plans and organizes the Drama Club Banquet.
- Organizes Drama Club involvement in school-wide outreach events including (but not limited to):



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- ◆ Registration
- ◆ Back to School Night
- ◆ 8th Grade Parent Night
- ◆ Freshmen Event at Orientation
- ◆ IUSD Picnic
- Maintains classroom Drama Club bulletin board with:
  - ◆ Executive Board Headshots and Biographies
  - ◆ Calendar
- Informs board of important ASB deadlines and other news.
- Organizes Drama Club performances and showcases.
- Outreach connect with other Drama Clubs, and help coordinate events with other schools.
- Creates Thank You notes for donations, sponsors and granters.
- Send email for Weekly Bulletin announcements.
- Is responsible for aiding the Thespian Manager in the upkeep of Uni Theatre Art's Book Club, including play selection, communication with leadership and students, and scheduling
- Leads monthly discussion about department's social atmosphere with Executive Board two weeks before the Drama Club Meeting

### 2. PRODUCTION STAGE MANAGER- LOGAN MASTERS

- Maintains classroom Technical Theatre bulletin board.
- Plans and officiates all Production Meetings (weekly during productions).
- Coordinates crew for all Uni Theatre Arts performances and events, getting Miss Bettger's approval, and then sharing information with covering staff members when applicable.
- Stage Manages all Uni Theatre Arts Shows or delegates and functions as a student Technical Director
- Creates the hierarchy that best represents the current project and displays it for Drama Club on the bulletin board in the classroom.
- Aides in theatre festival enrollment from a technical standpoint

### 3. EVENTS COORDINATOR- MADDY MEDVITZ

- Schedules, plans and publicizes Drama Club events and showcases with President
- Helps Club President with Thank You Notes.
- Coordinate drama club commercials with Univision
- Help Miss B with enrollment in festivals and field trips
  - ◆ Gather lists of student's interests in field trips
- Communicate with other school organizations about drama club events
- Communicate with those running the UNI/ASB website to publicize events
- Fill out Grant Requests (with Clerk)
- Organize fundraisers for the Drama club with the documentarian (Mallika Cadin)
  - ◆ Ex: Chipotle fundraiser, Baskets during intermission
- Work with the President to organize Drama Club's involvement in school-wide outreach
  - ◆ Registration
  - ◆ Back to School Night
  - ◆ 8th grade parent night
  - ◆ Freshman Event at Orientation
  - ◆ CETA Festival Auditions
  - ◆ IUSD theatre picnic
- Co- Produces Black Box Productions with help of Black Box (Caitlyn Yu) as part of the Thespians Troupe
- Coordinate and plans bonding events for CommUNicate, Thespians & Black Box Productions.
- Plan communicate lunch activities (through thespians)
- Runs the Thespian meetings with Black Box Productions (Caitlyn Yu) and Thespian Manager (Varin Gupta)
  - ◆ Creates, presents and publicizes bonding events and trips to the troupe.
  - ◆ Informs freshman/newcomer thespians of upcoming events and important information
- Manages the Freshman Thespian Google Sheets page of thespian points
- Maintains extra credit classroom bulletin board with Documentatiran (Mallika Cadin)
- Assists Black Box Productions (Caitlyn Yu) and Thespian Manager (Varin Gupta) in maintaining the thespian classroom bulletin board

### 4. DOCUMENTARIAN- MALLIKA CADIN

- Work closely with the clerk to create new and innovative fundraising opportunities that can help fund Uni Theatre Arts.
- Plans and delegates the Drama Club photography/videography for:

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- ◆ Assemblies- School Business Hours
- ◆ Uni Improv Matches
- ◆ Spotlight Week
- ◆ Fall Play
- ◆ Fine Arts Week
- ◆ Spring Musical
- ◆ Drama Club participation in Lunch Fests
- ◆ Theatre Festivals
- ◆ Bonding Events
- ◆ Fundraisers
- ◆ Drama Club Banquet
- ◆ Orientation/Registration
- ◆ Thespian Induction
- ◆ Club Meetings
- ◆ Show Reveal Meetings
- ◆ Adjudication(s)
- Promotes growth of Uni Theatre Arts' program through management of social media accounts and the website.
- Create all pub posters for the website, Instagram, etc.
- Makes a video at the end of the year compiling all memories of the given school year
- At an event's closing, sorts through Google Photos to narrow down Miss Bettger's official files and the UniTheatreArts.org website
- Creates a video to be shown at the majority of Drama Club Meetings
- Updates photography on classroom bulletin boards mid year.
- Works with Marketing & Publicity Designer and President to successfully promote events.
- Coordinates with Miss B to publish photos on the Uni Theatre Arts website.
- Assists crew leads and designers in taking show photos and printing them for Cappies' Tech Boards and student portfolios.
- Coordinate drama club publicity in school-wide forums
  - ◆ Yearbook, Univision Art Spots, etc.

### 5. THESPIAN MANAGER- VARIN GUPTA

- Takes minutes and notes for every Drama Club Meeting and Executive Board Meeting
- Ensures all paperwork is completed for ASB on a weekly basis
- Facilitates completion, submission, and reception of pre-authorizations, check requests, and deposits
- Completes grants for Drama Club
- Creates and upkeeps Drama Club Meeting attendance records and submits to ASB when asked.
- Keeps record of CETA and EDTA due dates and new events
- Runs the Thespian meetings with Events Coordinator and Caitlyn Yu
- Manages Thespian Google sheets with Honors Thespian & CommUNicate program leaders.
- Assists in Planning and organizing Bonding Events for the Drama Club
- Helps to manage CommUNicate (including eng/monitoring events)
- Assists in Welcoming and acclimatizing newcomers
- Assists in producing Blackbox Theatre
- Organizes Drama Club performances and showcases.
- Is responsible for the upkeep of Uni Theatre Art's Book Club, including play selection, communication with leadership and students, and scheduling

### 6. BLACK BOX PRODUCTIONS- CAITLYN YU

- Keeps record of CETA and EDTA due dates and new events
- Runs the Thespian meetings with Events Coordinator and Thespian Manager
  - ◆ Curates and presents educational presentations to the Troupe
  - ◆ Informs Senior/Honors Thespians of upcoming events and important information
- Manages the Senior/Honors Thespian Google Sheets page of thespian points
- Maintains classroom Thespians bulletin board
- Co- Produces Black Box Productions with help of Events Coordinator (Maddy Medvitz) as part of the Thespians Troupe
- Assists with CommUNicate activities pairing upperclassmen with underclassmen to share department practices.

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### 7. TECHNICAL LIAISON- ZOE HUXMAN

- Maintains classroom Technical Theatre bulletin board.
- Acts as a direct assistant to the Production Manager
- Plans and officiates all Production Meetings with the Production Manager (weekly during productions).
- Coordinates crew for all VAPA performances and events, getting Miss Bettger's approval, and then sharing information with the hosting staff member.
- Participates with CommUNicate as a representative of Uni Technical Theatre who can answer questions and provide insight to hierarchy and opportunities within the program.
- Creates crew interest and contact information forms to be posted on the Uni Theater Arts website.
- Creates skill lists for hosting staff members to be approved by Miss B for VAPA performances.
- Serves as a liaison between school service and Uni Theatre Arts technicians, working to schedule and balance opportunities with Miss Bettger, Mitchel Simoncini, Uni ASB and Administration.
- Coordinates food service for long rehearsals with the Student Store.

### DUTIES OF THE CAPPIES LEAD CRITICS:

#### 8. LEAD CRITIC TEAM

- Attend all Cappies Training sessions
- Complete Cappies Application with Advisor & Lead Critic(s).
- Collaborate to publicize the Orange County Cappies season.
- Coordinates and plans all Cappies Team Meetings with Miss Bettger & Lead Critic
- Make friends with the other Cappies teams
- Sends all Cappies Team emails/posts/texts
- Organizes a "No Fear, Cappies Are Here" meeting with show companies during Office Hours prior to adjudication
- Create and organize Cappies Team Bonding Events at least once per season.
- Help coordinate the Cappies' Room decoration, food, etc.
- Maintain the UHS Cappies Instagram page
- Organizes an end of year Awards Info meeting with show companies during Office Hours prior to ceremonies

#### 9. AKEMI NISHIDA

- Will hold a Tech Eligibility workshop with the crew and Cappie Critics prior to the boards due date.
- Curate content to be used by the Documentarian for the UHS Cappies page on the UniTheatreArts.org website.
- Keep on top of the team to make sure that every member sees the minimum requirement for team shows.
- Ensure that all team members turn in critiques on time.
- Monitor the quality of submitted critiques, and follow up with members as needed.

#### 10. ROWAN OLSON

- Collaborates with Journalism to pursue publication in the Sword and Shield.
- Verifies that Cappies team has secured transportation to and from shows.
- Make pub for our wins

### 11. DUTIES OF THE IMPROV LEADERSHIP BOARD

- Drama Club Leadership
  - ◆ Attends and participates in all Drama Club Meetings.
- Uni Improv Commitments:
  - ◆ Attends all Uni Improv activities or designates a leader during absences.
  - ◆ Attends all Uni Improv Leadership meetings unless booked with another staff member for curricular work or has an excused medical/religious absence.
- Comedy Sportz High School League Handbook
  - ◆ Leads team in upholding the philosophies
  - ◆ Report any violation of the Trojan Code of Conduct, CSzHSL League Rules or our team's philosophies to an advisor or administrator.
- Publicity
  - ◆ Manages Social Media in collaboration with the Drama Club President.
  - ◆ Will collaborate with UniVision and Advisor(s) and Mrs. Kesser when possible.
  - ◆ Keeps the Uni Improv DM & InstaGram adherent with Trojan Code of Conduct or reports violations to an advisor or administrator.
  - ◆ Pitches the match to their classes as teachers will allow them to do so.

### 12. THE CAPTAINS- CAITLYN & BRIAN

- Uniforms
  - ◆ Arrange the purchasing of team CSz shirts (used for faculty members and team players only in emergencies.)

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- ◆ Trains team how to order shirts.
- ◆ Washes set of team shirts.
- **Rosters**
  - ◆ Captains will draft rosters for matches by the Captain's meeting the week before the match.
  - ◆ Notifies the team of the finalized match roster by the Wednesday before the match.
  - ◆ Rosters will be built by first fairly distributing playing time over all a semester's matches and secondly by filling in based on attendance. This process will guarantee each player will play in the same minimum number of matches regardless of attendance but will be rewarded with additional matches for good attendance.
- **Calendaring**
  - ◆ Creates the Team Calendar at the beginning of the season- creates and updates a Google Calendar if the team requests
  - ◆ Creates a Staff Calendar for each adult assisting the team
  - ◆ Match Front of House
  - ◆ Assigns concession stand duties.
  - ◆ Makes sure members who are not working are sitting in the house
  - ◆ Assigns the front of house duties for matches.
- **Rehearsals**
  - ◆ Planning practices will alternate weekly, and the other captain will cover otherwise. Practice plan will be shared with Miss Bettger. Captains will communicate regarding unexpected conflicts.
  - ◆ Communicates all CSz Leadership news to the CSz team at the beginning of lunch and after school practice.
  - ◆ Maintains the Comedy Sportz team practice notes in captains' composition notebooks.
  - ◆ Implements notes and activities the Coach (Mark Gibson) sees fit.
  - ◆ Communicate all Drama Club news to the CSz team during practice.
- **Staffing**
  - ◆ Works with Miss B and Drama Club to submit ref requests on to the CSz google form.
  - ◆ Checks with referee assignment with Miss Bettger 1 week before the match.
  - ◆ Collaborates with Miss Bettger to confirm when the coach will be available for each workshop.
  - ◆ Collaborates with Miss Bettger to confirm CSz Co-Advisor 1 week before each practice.

### 13. TEAM MANAGER- JOHN MCPHIE

- **Budgets**
  - ◆ Tracks any team dues, donations or fees with Miss Bettger and the SAC records.
  - ◆ Keep track of all team finances (donations and fees) with a shared digital document.
  - ◆ Confirms a check request has been made the Monday before any match.
  - ◆ Confirms with the Exec Board and Miss B that a check request has been made the Monday before a match.
  - ◆ Works with the Exec Board to submit check requests for reimbursements and confirms a deposit has been made the week after a match.
  - ◆ Works with the Exec Board to coordinate the Pre Authorization and purchasing of concessions by the team's parents the Tuesday before a match.
  - ◆ Works with the Exec Board to submit pre authorization a week before needing any team purchases.
  - ◆ Attends Exec Board meetings to collaborate on check requests, pre auths, etc.
  - ◆ Trains with Miss. B and Exec Board in the beginning of the year on how to do google sheets, track budget, submit requests etc
- **Match Preparation**
  - ◆ Checks the stock of concessions.
  - ◆ Coordinate the purchasing of concessions by the team's parents with Ms. B or a team member
  - ◆ Counts out ticket roll to meet maximum capacity.
  - ◆ Discusses a crew with the stage manager if necessary
- **Practices**
  - ◆ Reviews the attendance overview weekly during Tuesday practices.
  - ◆ Take attendance and share the records with the Captains to utilize in collaboration of team rosters.
  - ◆ Leadership Meetings
  - ◆ Reviews the calendar overview weekly with Miss Bettger.
  - ◆ Request Ref for Match two weeks in advance.

### 14. SHENANIGAN DIRECTOR- IAN MAVRIKIS

- **Team Duties**
  - ◆ Works closely with Public Relation
  - ◆ Discuss voice script with Captains before submitting.
  - ◆ Coordinates all opposing team's introductions to our team and advisor upon arrival to Uni
  - ◆ Keeps contact with advisor beforehand
  - ◆ Trains new players at the beginning of the year.

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- Rosters
  - ◆ Casts Mr. Voice for each match
  - ◆ Match Deck Duties
  - ◆ Assigns the on stage duties before, during and after the show.
  - ◆ Coordinates all opposing team's stage tour, theatre safety rules and performance norms.
  - ◆ Places water on stage for the start of the match, and 18 additional waters on the ASM table stage right.
  - ◆ Ensures the running lights, drapery, microphone, mic stand, blocks and ASM table are prepared for each match.
  - ◆ Ensures greenrooms are clean at the end of each performance.
  - ◆ Ensures the theatre is properly struck for the evening via collaboration with the Coach, Advisor, Captains, Technical Crew and House Manager.
- Match Preparation
  - ◆ Reaches out to the Tech Liaison & Production Manager to confirm the technical crew for a show has been cast and communicated to Miss Bettger by the Tuesday before a match.
  - ◆ Verifies the light board operator, sound board operator and stage manager requested for Miss Bettger's approval the Tuesday prior to each home match.
  - ◆ Updates and prints "Mr. Voice" script for each match.
  - ◆ Create a FB event for each match and report RSVPs to the team at least one week in advance.
  - ◆ Communicates the theme for each ComedySportz show to the team and shares publicity via FB.
- Matches
  - ◆ Keep the red CSz supply box (brown bag, script, white paper, pens, stopwatch, etc.) stocked and present at every team event (practice, workshop and match).
- Publicity
  - ◆ Coordinates photography with UniVision and Yearbook.
  - ◆ Collaborations with the CSz House Manager and Technical Theatre overlook those needing free tickets.
  - ◆ Acts as a Liaison between Technical Theatre publicity crew, Advisor(s), CSz Leadership and CSz Team to ensure:
  - ◆ Miss Bettger's Technical Theatre class has the match poster ordered and distributed at least one week in advance.
  - ◆ Miss Bettger's Technical Theatre class has a match program before the date of the match.
  - ◆ Drama Club's Social Events & Media Coordinator has uploaded the match poster to all appropriate social media platforms at least 4 days prior to the match.

### 15. PUBLIC RELATIONS- SIERRA WHEATON

- Team Duties
  - ◆ Works closely with Shenanigan Director
- Matches
  - ◆ Makes sure the referee has his/her needs taken care of before and during the show, and makes sure that the team members are focused and participating in the workshops before the match.
  - ◆ Discusses and pitches the publicity ideas with the rest of the board and Miss Bettger 2 weeks prior to a match.- Brian John Miriam
  - ◆ Coordinates all opposing team's names, spellings, color, roster and captain for the program (Miss Bettger's Technical Theatre) and Mr. Voice (The Captain).
- Staffing
  - ◆ Verifies with Miss Bettger that CSz staff is confirmed at least the Sunday before the week's events.
  - ◆ Collaborates with Miss Bettger at least one week in advance of an away match to confirm an Advisor, the opposing Advisor and Uni's Administration is made aware.
- Publicity
  - ◆ Coordinates photography with UniVision and Yearbook.
  - ◆ Collaborates with the CSz House Manager and Technical Theatre overlook those needing free tickets.
  - ◆ Acts as a Liaison between Technical Theatre publicity crew, Advisor(s), CSz Leadership and CSz Team to ensure:
  - ◆ Miss Bettger's Technical Theatre class has the match poster ordered and distributed at least one week in advance.
  - ◆ Miss Bettger's Technical Theatre class has a match program before the date of the match.
  - ◆ Drama Club's Social Events & Media Coordinator has uploaded the match poster to all appropriate social media platforms at least 4 days prior to the match.

### ARTICLE THIRTEEN: EQUITY

Irvine Unified School District is committed to equal opportunity for all individuals in education. District programs and activities including membership in student clubs shall be free from discrimination



# UNIVERSITY HIGH SCHOOL

## CONSTITUTION 2022-2023

*Come Together! Grow Together! Be Together!*



based on race, color, ancestry, nationality, ethnic group identification, age, religion, actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related conditions, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The District does not discriminate in enrollment in or access to any of the activities and programs available.

Equity/Title IX Compliance Officer:  
Keith Tuominen  
5050 Barranca Pkwy  
Irvine, CA, 92617  
Phone (949)936-5047

*We the Drama Club Executive Board, Cappies Leadership and ComedySportz Board have reviewed and will adhere to this constitution throughout the upcoming school year.*

Club Advisor:

Ranae Bettger

Club President:

Akemi Nishida