



UNIVERSITY HIGH SCHOOL

CONSTITUTION 2026-2027

Come Together! Grow Together! Be Together!



ARTICLE ONE: MISSION STATEMENT

COME TOGETHER- GROW TOGETHER- BE TOGETHER

1. BE INCLUSIVE
2. BE ORGANIZED
3. PROMOTE UNI THEATRE ARTS AND THEIR EVENTS
4. GROW RELATIONSHIPS THROUGH BONDING EVENTS
5. PROVIDE OPPORTUNITIES FOR ARTISTIC GROWTH

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 critics with opportunities to receive feedback from their peers and therefore learn how to better their performance.

5. UNI COMEDY SPORTZ

- To build dedication, humility, comradery and personal expression through active participation with Comedy Sportz and exposure to improv outside Uni Theatre Arts.
- To create an environment where team members trust one another and build one another up through Comedy Sportz.
- 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, MACys, Role About Theatre Festival, IUSD Theatre Picnic, IUSD Festival, IUSD Middle School Outreach, CETA Festival, Disney's Performing Arts Workshops, MTW's Footlighters, International Thespians Society, Comedy Sportz High School League, OC Varsity Arts and Passports' London 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.

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ARTICLE FIVE: MEMBERSHIP

1. **UNI Comedy Sportz**
 - Any student at University High School who auditions and is cast becomes a member of Uni's HSL Uni Comedy Sportz 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 applies, attends training, attends team meetings, attends and submits reviews for fellow schools' theatre productions, and participates in the celebration of high school theatre.
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, Vice President, Documentarian, Troupe Manager, Club Coordinator, Company Manager, and Technical Liaison
 - UNI COMEDY SPORTZ BOARD:
Captains, Public Relations, Team Manager, Shenanigans Director
 - UNI CAPPIE LEAD CRITICS
Co-Lead Critics
2. **EACH OFFICER MUST BE AN 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 Comedy Sportz 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 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 Executive Board will begin the collaborative running of these meetings and the advisor will maintain order.
 - Minutes of the meetings will be taken down by the Vice President 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 Troupe Manager or asked to leave by the advisor.

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- Attendance will be taken virtually which the Vice President will close within 10 min for the official club records.
 - There will be a minimum of eight Drama Club meetings annually.
- 2. EXECUTIVE BOARD MEETINGS:**
- Meetings will be held during 4th period
 - 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 may:
 - ◆ 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 every other week on Thursdays at office hours
 - All University High School students can attend production meetings; however, students who hold roles of leadership in production are required to be present. Attendance is optional for all students besides leaders.
 - The Stage/Company Manager 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 mandatory writing 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 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/office hours meetings (unless previous arrangements are made) in order to remain an active member of the team.
- 6. UNI CAPPIES LEADERSHIP:**
- Uni Cappies Leadership will meet regularly during 4th period.
 - Uni Cappies Leadership team will meet weekly at lunch on Wednesday to collaborate and ensure each leadership team member is following through on preparations for bi-weekly team meetings, team shows, and other events for the benefit of the team.
- 7. UNI COMEDY SPORTZ LEADERSHIP:**
- Uni Comedy Sportz Leadership will meet regularly during 4th period.
 - Uni Comedy Sportz Leadership team will meet on a need-to-be basis 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.
- 8. UNI COMEDY SPORTZ TEAM**
- **Meetings**
Uni Comedy Sportz will meet for before-match workshops, Tuesday rehearsals, and lunch practices.
 - **Attendance Policy**
All Uni Comedy Sportz 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 Operations Agent and advisor with all scheduling conflicts that affect Practices, Rehearsals, and Matches.

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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 Opener 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.

→ Behavior Policy

Players exhibiting concerning behavior to the team dynamic will be spoken to by the advisor, coach and/or 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 Comedy Sportz 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. 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 previous year's Thespian Point problems should be directed to the Troupe Manager or Club Advisor within the first month of the current school year; however, after that, only the current year's points totals can be adjusted.
3. Grievances concerning money, receipts, refunds, and reimbursements should be directed to the Vice President or Club Advisor.

ARTICLE TWELVE: DUTIES OF THE OFFICERS

1. DUTIES OF THE EXECUTIVE BOARD:

- Adhere to our Mission Statement.
- Attends all Drama Club Meetings or assigns their presentation to the rest of the Executive Board.
- 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 bulletin boards and website's content up to date.
- Attends and participates in:
 - ◆ Registration in August
 - ◆ Club Kick Off in October
 - ◆ Celebrate the Arts Week in December
 - ◆ Club A Pa Looza in March
 - ◆ Gallery of Artists & TBD Fine Arts Assembly in April
 - ◆ 8th Grade Parent Night in April

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- ◆ Grid Walk & Thespian Induction in May
- ◆ Drama Club Banquet in June

GRAYCE BURKE- PRESIDENT

- Runs the Thespian and Drama Club meetings with Vice President (Mayumi Nishida) and Club Coordinator (Olivia Goffard)
- Tracks points for Uni Thespian Troupe 3219 SOPHOMORES
- Enrolls and enlightens Class of 2029 Thespians about Festival or scholarship opportunities outside of Uni Theatre Arts.
- Collaborate with other clubs on campus to promote Drama Club events
- Connect with ASB and Univision to promote Drama Club events
- Maintains the BlackBox program with Troupe Manager (Jojo Quarry)
- Organizes and plans end-of-year Drama Club Beach Banquet
- Organizes fundraisers for the Drama Club Ex: Chipotle fundraiser, Baskets during intermission, showcases
- Co-organizes non-mainstage performing opportunities (i.e. showcases, open mic nights, etc.)
- Runs Club-a-Palooza stand.
- Assists Documentarian (Kat Fu) in curation of the website
- Assists in Planning and organizing Bonding Events for the Drama Club.

MAYUMI NISHIDA- VICE PRESIDENT

- Organizes Drama Club involvement in school-wide outreach events
- Tracks points for Uni Thespian Troupe 3219 JUNIORS
- Communicate with other school organizations about Drama Club events
- Communicate with those running the UNI/ASB website to publicize events
- Informs board of important ASB deadlines and other news.
- Facilitates completion, submission, and reception of pre-authorizations, check requests, and deposits to ASB on a weekly basis.
- Send email for Weekly Bulletin announcements.
 - ◆ Write blurb for upcoming and send to Ms. Koh
- Assure that accounting, constitution, minutes, grants, and club registration are ran through ASB
- Coordinates with ASB and Univision for publicity and events
- Write grants for Drama Club (Within UHS)
- Assists the President in planning and organizing Bonding Events for the Drama Club.
- Takes minutes and notes for Executive Board Meetings.
- Runs the Thespian meetings with the President (Grayce Burke) Troupe Manager (Jojo Quarry) and Club Coordinator (Olivia Goffard).
 - ◆ Enrolls and enlightens Class of 2028 Thespians about Festival or scholarship opportunities outside of Uni Theatre Arts.
 - ◆ Informs Thespians of upcoming scholarships, events and opportunities for JUNIORS
 - ◆ Creates, presents and publicizes non-mainstage productions to the troupe alongside the rest of executive board
 - ◆ Curates and presents educational presentations to the Troupe

JOJO QUARY - TROUPE MANAGER

- Runs the Thespian meetings with the President (Grayce Burke), Troupe Manager (Mayumi Nishida), and Club Coordinator (Olivia Goffard).
 - ◆ Enrolls and enlightens Class of 2027 Thespians about Festival or scholarship opportunities outside of Uni Theatre Arts.
- Maintains classroom Thespians and Back of Classroom bulletin board.
- Works with enrolling students in Thespians.
- Tracks points for Uni Thespian Troupe 3219 SENIORS
- Manages the Thespian Google Sheets page of Thespians points.
- Work with the President (Grayce Burke) and Documentarian (Kat Fu) to organize Drama Club's involvement in school-wide outreach.
 - ◆ Registration
 - ◆ 8th grade parent night
 - ◆ Freshman Event at Orientation

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- ◆ CETA Scholarship organizing
- ◆ IUSD theatre picnic
- Assists Documentarian (Kat Fu) in curation of the website.
- Help Miss B with enrollment in festivals.
- Ensure Uni Theatre Arts' enrollment in festivals: such as, Role About HS Theatre Festival, Cappies, MACYs and CETA/Thespian scholarship dates.
- Organize fundraisers for the Drama Club and fundraisers schoolwide. Ex: Chipotle fundraiser, Baskets during intermission, showcases with Troupe Manager (Jojo Quary)
- Fill out Grant Requests.
- Write grants for Drama Club.
- Creates Thank You notes for donations, sponsors and granters.
- Assists the President in planning and organizing Bonding Events for the Drama Club.

ROBIN KRAWCZYK- COMPANY MANAGER

- Organizes Drama Club performances and showcases.
- Leads monthly discussion about the department's social atmosphere with the Executive Board two weeks before the Drama Club Meeting.
- Work with the President (Grayce Burke) and Club Coordinator (Olivia Goffard) to organize Drama Club's involvement in school-wide outreach
 - ◆ Registration
 - ◆ 8th grade parent night
 - ◆ Freshman Event at Orientation
 - ◆ CETA Scholarship organizing
 - ◆ IUSD theatre picnic
- Research the potential of bringing back food service for long rehearsals with the Student Store.
- Assists in Planning and organizing Bonding Events for the Drama Club.
- 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

FRANKIE GIMENEZ- TECH LIASON

- 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).
- Creates a crew interest form and maintains an updated contact list based on availability to be posted on the Uni Theater Arts website.
- Creates certification lists for hosting staff members to be approved by Miss B for VAPA performances
- Coordinates crew for all VAPA performances and events, getting Miss Bettger's approval, and then sharing information with the hosting staff member.
- 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.

OLIVIA GOFFARD - CLUB COORDINATOR

- Outreach connect with other Drama Clubs, and help coordinate events with other schools.
- Organizes Drama Club involvement in school-wide outreach events including (but not limited to):
 - ◆ Registration
 - ◆ 8th Grade Parent Night
 - ◆ IUSD Theatre events (picnic, plays and end of year)
- Tracks points for Uni Thespian Troupe 3219 FRESHMEN
- Verify point sheets for constituents on a monthly basis with Troupe Advisor (Miss Bettger) FRESHMEN
- Runs the Thespian meetings with President (Grayce Burke) Vice President (Mayumi Nishida)
 - ◆ Informs freshman/newcomer thespians of upcoming events and important information
 - ◆ Creates, presents and publicizes non-mainstage productions to the troupe alongside the rest of

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executive board

- ◆ Curates and presents educational presentations to the Troupe
- Assists in Planning and organizing Bonding Events for the Drama Club.
- Enrolls students in field trips and gathers lists of student's interests in field trips.
- Organize fundraisers for the Drama Club and fundraisers schoolwide Ex: Chipotle fundraiser, Baskets during intermission, showcases with Troupe Manager (Jojo Quarry)
- Assists the President in planning and organizing Bonding Events for the Drama Club.

Documentarian - KAT FU

- 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:
 - ◆ Assemblies- School Business Hours
 - ◆ Uni Comedy Sportz Matches
 - ◆ Club Meetings
 - ◆ Bonding Events
 - ◆ Fundraisers
 - ◆ Registration
 - ◆ Show Reveal Meetings
 - ◆ Spotlight on Arts Week
 - ◆ Fall Play
 - ◆ Role About Theatre Festival
 - ◆ IUSD Theatre Events
 - ◆ Fine Arts (Celebrate the Arts) Week
 - ◆ Spring Musical
 - ◆ Drama Club Banquet
 - ◆ 8th Grade Family Night
 - ◆ Thespian Induction
 - ◆ Adjudication(s)
- Promotes growth of Uni Theatre Arts' program through management of the website.
- Makes a Drama Club Banquet video at the end of the year compiling all memories of the given school year
- At an event's closing, sorts through photos to narrow down Miss Bettger's official files and the UniTheatreArts.org website
- Creates a monthly video to be shown at the Drama Club Meeting.
- Works with the President (Grayce Burke) to successfully promote events.
- Coordinates with Miss B to publish photos on the banners and gallery of the Uni Theatre Arts website.
- Offers crew leads and designers help in taking show photos and printing them for Cappies' Tech Boards and student portfolios.
- Keeps Uni's website date and active, collaborating with President (Grayce Burke) and Troupe Manager (Jojo Quarry) to keep Instagram account up to date.
- Shares images with Yearbook and Sword and Shield.
- Ensure the technical page on the Uni Theater Arts website remain up to date to the program
- Keeps Uni's InstaGram account up to date and active through posts and stories, collaborating with Documentarian to unify design and upload to website.

2. DUTIES OF THE CAPPIES LEAD CRITICS:

- 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

Grayce Burke

- Will hold a Tech Eligibility workshop with the crew and Cappie Critics prior to the boards due date.
- Will maintain Lead Critic view of the CIS website and ensure our team's eligibility.
- Curate content to be used by the Historian 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.
- Go to team and additional shows.
- Attend all necessary training.
- Attend and create slide decks for the bi-weekly meetings. Will provide guidance for technicians and actors in the company creating Cappies boards.

Arya Sodhi

- Verifies that Cappies team has secured transportation to and from shows.
- Plan bonding events.
- Hold informational meetings for the members of Uni's production so they know what to expect from Critic's Choice, Nominees Reception and Gala.
- Attend team and additional shows.
- Curate content to be used by the Historian for the UHS Cappies page on the UniTheatreArts.org website.
- Attend all necessary training.
- Attend and create slide decks for the bi-weekly meetings
- Run the Instagram account
- Create instagram posts and stories to publicize cappies-related events.
- Ensure that all team members turn in critiques on time.

3. DUTIES OF THE COMEDY SPORTZ LEADERSHIP BOARD

- Drama Club Leadership
 - ◆ Attends and participates in all Drama Club Meetings.
- Uni Comedy Sportz Commitments:
 - ◆ Attends all Uni Comedy Sportz activities or designates a leader during absences.
 - ◆ Attends all Uni Comedy Sportz 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. Kessler when possible.
 - ◆ Keeps the Uni Comedy Sportz 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.

THE CAPTAINS- FELIX WANG & MAELY CERNICKY

- Captains will draft rosters for matches by the Captain's meeting two weeks before the match.
- Notifies the team of the finalized match roster by the Friday 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.
- Works with Miss B and Drama Club to submit ref requests onto 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.
- Planning practices will alternate weekly, and the other captain will cover otherwise. The practice plan will be shared with Miss Bettger. Captains will communicate regarding unexpected conflicts.
- Monitors backstage during show when not playing
- 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

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Advisor, the opposing Advisor and Uni's Administration is made aware.

FELIX WANG

- Match Front of House
- Arrange the purchasing of team CSz shirts (used for faculty members and team players only in emergencies.)
- Maintains the Comedy Sportz team practice notes in the Big Binder.
- Makes sure members who are not working are sitting in the house
- 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

MAELY CERNICKY

- Communicates all CSz Leadership news to the CSz team at the beginning of lunch and after school practice.
- Assigns concession stand duties.
- Communicate all Drama Club news to the CSz team.
- Implements notes and activities the Coach (Marcos Serna) sees fit.
- Assigns the front of house duties for matches.
- Trains team how to order shirts.

PUBLIC RELATIONS - CHARLOTTE WONDER

- **Match Preparation**
 - ◆ Discusses a crew with the stage manager if necessary
 - ◆ Assigns the on stage duties before, during and after the show.
 - ◆ Communicates the theme for each ComedySportz show to the team and shares publicity via INSTAGRAM.
 - ◆ 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.
- **Publicity**
 - ◆ Coordinates photography with UniVision and Yearbook.
 - ◆ 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.
 - ◆ 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.
- **Communication**
 - ◆ Contacts ASB and Administrators for weekly bulletin and morning announcements
 - ◆ Coordinates with ASB for Fine Arts Week and Arts Events
 - ◆ Works with Miss. Bettger and Documentarian (Kat Fu) to get updates on the website
- **Team Duties**
 - ◆ Discuss voice script with Captains before submitting.
 - ◆ Coordinates all opposing team's introductions to our team and advisor upon arrival to Uni.
- **Matches**
 - ◆ Discusses and pitches the publicity ideas with the rest of the board and Miss Bettger 2 weeks prior to a match.- Felix, Maely, James, Brittany
 - ◆ Coordinates all opposing team's names, spellings, color, roster and Captain for the program (Miss Bettger's Technical Theatre) and The Voice (The Captain).
 - ◆ Leads warm-ups before stage call for both home team and away team
 - ◆ Monitors backstage during show when not playing

SHENANIGANS DIRECTOR- JAMES ZHAO

- **Team Duties**
 - ◆ Works closely with Public Relations
 - ◆ Keeps contact with advisor before matches
- **Rosters**
 - ◆ Casts The Voice for each match
 - ◆ Updates and prints Voice script for each match.
 - ◆ Trains The Voice before each match
- **Match Deck Duties**
 - ◆ Places water on stage for the start of the match, and 18 additional waters on the ASM table

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- ◆ stage right.
- ◆ Ensures the running lights, drapery, microphone, mic stand, blocks and ASM table are prepared for each match.
- **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.
 - ◆ Verifies the light board operator, sound board operator and stage manager requested for Miss Bettger's approval the Tuesday prior to each home match.
 - ◆ Prepares decorations and ideas, working with Team Manager for budgets on decor
 - ◆ Collaborates with the CSz House Manager and Technical Theatre overlook those needing free tickets.
- **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).
 - ◆ Makes sure the referee has their 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.
 - ◆ Monitors backstage during show when not playing
- **Shenanigans**
 - ◆ Have an idea about shenanigans two weeks before show and make sure that shenanigans happens during matches
 - ◆ Manage and ensure that the necessary materials for shenanigans are present during matches, including budget, physical materials
 - ◆ Inform the rest of the team and leadership about shenanigans and how they will work by match
 - ◆ Execute shenanigans during the match, or find a substitute to do so
 - ◆ Work with Public Relations to advertise and generate hype for Shenanigans

TEAM MANAGER - BRITTANY CHEN

- **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
- **Practices**
 - ◆ Reviews the attendance overview weekly during Tuesday practices.
 - ◆ Take attendance and share the records with the Captains to utilize in collaboration with team rosters.
 - ◆ Reviews the calendar overview weekly with Miss Bettger.
 - ◆ Request Ref for Match two weeks in advance.
- **Publicity**
 - ◆ 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.
 - Manage the digital image of the team and how the team is advertised on the website
- **Matches**
 - ◆ Monitors backstage during show when not playing
 - ◆ Guides concessions and tickets at front of house
- **Match Deck Duties**
 - ◆ Coordinates all opposing team's stage tour, theatre safety rules and performance norms.



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- ◆ 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.

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 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 Lead Critics and ComedySportz Leadership Board have reviewed and will adhere to this constitution throughout the upcoming school year.

Club Advisor:

Ranae Bettger

Drama Club President:

Grayce Burke

CSz Captain

Maely Cernicky

Company Manager:

Robin Krawczyk

Drama Club Vice President:

Mayumi Nishida

Thespian Troupe Manger:

JoJo Quarry

Cappie Lead Critic

Arya Sodhi

CSz Captain

Felix Wang