



EDUCATIONALSM
THEATRE
ASSOCIATION

INDIANA CHAPTER

By-Laws

Approved/Amended: DRAFT
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ARTICLE I - Name

Section 1: The name of this organization shall be the Indiana Thespians, Inc., an affiliate of the Educational Theatre Association, and shall herein be referred to as the Indiana Chapter.

ARTICLE II - Purpose

Section 1: Support the mission and purpose of the Educational Theatre Association (EdTA), herein referred to as the Association, as set forth in Section 1.1 of the Association's Code of Regulations, and conduct all activities in compliance with the Policies set forth in the Board of Directors Policy Manual, as well as with the EdTA Code of Professional Standards, Membership Policy, Chapter Governance Policy, Chapter Affiliation Agreement and all Rules and Regulations incorporated therein, and other governing documents.

ARTICLE III - Members

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

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

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

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

(c) Each Professional member is allocated one (1) vote during official membership meetings of the Association and of the Indiana Chapter.

ARTICLE IV - Governance

Section 1: The affairs of Indiana Chapter shall be governed by an Executive Director Board, elected by the respective chapter members, as set forth in these By-Laws.

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

Section 3: The current edition of Robert's Rules of Order shall be the parliamentary authority for any meeting held pursuant to these By-Laws.

ARTICLE V - Membership Meetings

Section 1: The Indiana Chapter shall hold an annual business meeting set by the Executive Board for the purpose of conducting the chapter's business. Meetings may be conducted in person or virtually.

- (a) The chapter's annual business meeting will be open to all members for the purpose of: electing officers for the ensuing year (if needed); reviewing reports of officers and committees; and reviewing and approving the budget for the next fiscal year.
- (b) Non-members may attend the annual business meeting, but they shall not be permitted to vote, to petition, or to exercise any right or privilege reserved for the members.
- (c) The meeting shall be announced to all members at least thirty (30) days in advance.

Section 2: Special meetings of the Indiana Chapter may be called at any time by an officer of the Executive Board and with the Executive Boards' approval.

ARTICLE VI - Chapter Executive Board

Section 1: The officers of Indiana Chapter shall include:

- (a) Chapter Director/Co-Chapter Directors
- (b) Chapter Director Emeritus
- (c) Treasurer
- (d) Secretary/Membership Chair
- (e) Junior Thespians Chair
- (f) Professional Networking Chair
- (g) Regional & State Conference Chair
- (h) Advocacy Chair
- (i) STO Advisors (2 positions)
- (j) Marketing & Publicity Chair
- (k) EdTA Director of Chapter Relations

Section 2: Any member in good standing with the Association shall be eligible to hold any elective or appointed office as defined in this article.

- (a) For the position of chapter director, Indiana Chapter follows all election/selection guidelines in accordance with the Association's Chapter Governance Policy, unless expressly identified herein these By-Laws.
- (b) To serve as treasurer or secretary/membership chair, an individual shall be appointed by the chapter director/ co-chapter directors. In selecting a treasurer, the financial expertise of the candidates shall be considered in determining the person whose qualifications best serve the Indiana Chapter. In selecting a secretary/membership chair, the ability to take and keep accurate minutes and records shall be considered by the executive board in determining the person whose qualifications best serve the Indiana Chapter.

Section 3: All chapter executive board positions shall be held by member representatives serving voluntarily without compensation. Indiana Chapter shall not employ administrative staff.

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

ARTICLE VII - Elections, Terms of Office, & Duties

Section 1: Elections

The Indiana Chapter Executive Board shall be elected at the chapter's annual business meeting. Nominations for positions shall be made by the members of the Indiana Chapter. The elections for the Chapter Director or Chapter Co-Directors will be conducted by EdTA and according to their Governance Policy.

Section 2: Terms of Office

(a) Chapter Director/Co-Chapter Director(s): In accordance with the Association's Chapter Governance Policy, Section 1.4, a chapter director shall hold office for a term of four years commencing on July 1 and ending on June 30 of the fourth year thereafter, or in the case of an unexpected vacancy and temporary replacement, until his or her successor is elected as outlined by Sections 1.7 and 1.8. There are no term limits for the chapter director position.

(b) The remaining Executive Board terms of office will be four years and run concurrently with the terms of the Chapter Director(s) commencing on July 1 and ending on June 30 of the fourth year thereafter, or in the case of an unexpected vacancy and temporary replacement, until his or her successor is elected/appointed.

Section 3: Vacancies

Any office shall be declared vacant whenever: the incumbent is no longer eligible by virtue of having moved to another chapter; the member no longer holds membership in the Association; the incumbent ascends to another position; the chapter executive board deems that an individual has not fulfilled the obligations of the elected or appointed office satisfactorily and is dismissed by a super majority vote, defined as 2/3 of the entire chapter executive board, of the chapter executive board. All officers shall strive to give at least one year's notice to leave or be willing to offer advice to his/her successor in the successor's first year in order to provide for a smooth transition.

(a) Chapter Director: In accordance with the Association's Chapter Governance Policy, Section 1.8, when a chapter director vacancy occurs, whether from a resignation, lack of a nominee for office, or any other reason, the chapter board shall have up to 30 days to provide the Director of Chapter Relations with the replacement. If the chapter board fails to nominate a replacement within 30 days or if no chapter board exists, the EdTA Board President and the EdTA Executive Director shall appoint an individual to serve as chapter director for the remainder of the unexpired term.

(b) Executive Board Vacancies: The chapter executive board may fill any vacancy that may occur in the chapter executive board, including elected or appointed offices, by election of a successor to hold office during the unexpired term of the vacant position. Election shall be by a majority vote of the executive board constituting a quorum and entitled to vote at such a meeting. The unexpired term shall not count as a term of office as defined by these By-Laws and may be served in addition to the term limits established by these By-Laws.

Section 4: Duties

- (a) Chapter Director/Co-Chapter Directors:
- i. Oversees all chapter operations, ensures that chapter board members are informed of their duties, and manages the organization to support the mission;
 - ii. Monitors chapter financials, ensure receipts for all purchases are maintained, and that proper documentation exists for funds disbursement and all financial transactions;
 - iii. Communicates in an appropriate and timely manner, responding to emails from troupe directors and EdTA are accomplished in a timely fashion;
 - iv. Always maintains a professional demeanor recognizing that chapter directors represent not only their schools and troupes but also their entire chapter and EdTA. Understands the position demands a high level of responsibility and a good reputation;
 - v. Attends EdTA events, with Leadership Summit being mandatory;
 - vi. Creates and maintains a succession plan that projects at least two to three years in advance, identifies, mentors and trains potential leaders, and offers shadowing opportunities to potential chapter director successors throughout the year at different events and with different vendors;
 - vii. Promotes and recognizes the activities and efforts of the board and the chapter's troupe directors;
 - viii. Markets the chapter effectively and promotes the value of EdTA and the ITS
 - ix. Ensures the chapter board "speaks with one voice" about chapter Thespian matters.
 - x. Coordinates the Leadership Conference.
- (b) Treasurer:
- i. Serves as the chair of the Finance Committee as provided for by these Regulations;
 - ii. Provides counsel to the Indiana Chapter and EdTA finance team in the keeping of monies, assets, and liabilities of the Indiana Chapter;
 - iii. Provides counsel to the chapter board of directors and EdTA finance team in keeping accurate accounts of all finances of the Indiana Chapter, maintains all records and ensure they are open for examination, and presents to the chapter executive board financial reports at least monthly; and
 - iv. Recommends to the chapter board of directors and EdTA finance team annually the budget, financial report for the most recently completed fiscal year and audit.
- (c) Secretary/Membership Chair:
- i. Ensures the taking and keeping of accurate written minutes of all meetings of the Chapter Executive Board;
 - ii. Provides counsel to the Chapter Executive Board and EdTA Staff in keeping of the records and documents of the Indiana Chapter; and
 - iii. Provides counsel to the Chapter Executive Board and EdTA Staff in keeping accurate records of membership and proceedings of Indiana Chapter.
 - iv. Send out a welcome email to all new Troupe Directors.
 - v. Work to retain troupes that are in danger of becoming inactive
 - vi. Assist in verifying schools/students requesting to compete/participate in various events are active, chartered/inducted, and in good standing with EdTA and Indiana Thespians.
 - vii. Encourage the chartering of new troupes

- viii. Provide assistance to troupes who want to reinstate
 - ix. Send encouraging reminders to troupe directors who miss EdTA deadlines and are in danger of losing their charters
- (d) Chapter Director Emeritus:
- i. Provide a one year mentorship to the incoming Chapter Director or Co-Chapter Directors
 - ii. Non-voting member
- (e) Junior Thespian Chair
- i. Promote the expansion and involvement of Junior Thespian Troupes.
 - ii. Assist in securing location(s) for Junior Thespian events.
 - iii. Work with Professional Network Chair to secure teaching artists, judges, etc., for Junior Thespian events.
 - iv. Ensure that all members of the Junior Thespian Committee have the resources to do their jobs.
 - v. Lead efforts to archive Junior Thespian events.
- (f) Professional Networking Chair
- i. Coordinate efforts to recruit and retain guest artists for Indiana Thespians events
 - ii. Work with the Regional & State Conference Chair and the Chapter Director(s) to identify needs for the service of professionals at Indiana Thespians events
- (g) Regional & State Conference Chair
- i. Assist in securing locations for Regional and State Conferences
 - ii. Work with Professional Network Chair to secure teaching artists, judges, etc., for Regional and State Conferences
 - iii. Ensure that all members of the State Conference Committee have the resources needed to do their jobs.
 - iv. Lead efforts to archive the Regional and State Conferences
- (h) Advocacy Chair
- i. Serves on the Advocacy Leadership Network (ALN) for EdTA as vacancies on the ALN arise
 - ii. Develops advocacy efforts within Indiana
 - iii. Coordinates the participation in national advocacy efforts with EdTA (when time and resources are available)
- (i) STO Advisors
- i. Maintain contact with all STOs
 - ii. Spread awareness of the STOs with Troupe Directors
 - iii. Liaise between the Chapter Executive Board and the STOs
 - iv. Find suitable meeting locations for all STO meetings
 - v. Collaborate with the Chapter Director(s) on the Leadership Conference
 - vi. Attend Regional Conferences as Chapter Executive Board representatives
 - vii. Coordinate STO representation at Regional Conferences
 - viii. Coordinate adult supervision of STOs for Regional Conferences where they will not be able to serve as Chapter Executive Board representatives

- ix. Select/Evaluate the STO Board Candidates
 - x. Advise/support STO Board with their responsibilities
- (j) Marketing and Publicity Chair
 - i. Coordinate efforts to promote Indiana Thespians and their events.
 - ii. Oversee communication with our members (i.e.: website, social media, weekly emails)
 - iii. Explore new opportunities as appropriate for our organization
 - iv. Develop and oversee the execution of publicity and marketing for Indiana Thespians as needed.
 - (k) EdTA Director of Chapter Relations
 - i. Advisory member of the board
 - ii. Non-voting member

ARTICLE VIII - Committees

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

Section 2: Standing Committees of the Indiana Chapter are as follows:

- (a) Junior Thespian Committee
- (b) Leadership Conference Committee
- (c) Regional Conference Committee
- (d) State Conference Committee
- (e) Professional Networking Committee

ARTICLE IX - Voting and Quorum

Section 1: Voting

Each member in good standing of the Association will be entitled to one vote in electing Chapter Executive Board members.

Chapter Executive Board members are entitled to one vote in deciding matters that are brought to a vote at all meetings.

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

There shall be no voting by proxy.

Section 2: Quorum

For the purposes of conducting Chapter Executive Board business, a simple majority of the number of voting officers and directors in office shall constitute a quorum.

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

ARTICLE X - Dues

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

ARTICLE XI - Fiscal Year

Section 1: The fiscal year of the Indiana Chapter shall be July 1-June 30.

ARTICLE XII - Control of Funds

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

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

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

Section 4: Indiana Chapter shall conduct a review/audit annually along with a full audit in conjunction with the Association when requested/conducted by EdTA.

ARTICLE XIII - Amendments

Section 1: Any amendment to the By-Laws of Indiana Chapter may be proposed by any member who shall forward such proposals in writing to the chapter director(s) of the Indiana Chapter with a copy to the chapter's secretary at least thirty (30) days prior to the chapter's annual business meeting or special meeting at which such amendments are to be considered. A majority of the members in attendance will be required to approve proposed amendment changes.

Approval History: June 1, 2020