

Peters Township High School Thespian Troupe #185



Student/Parent Handbook 2025-2026

Troupe Officers:

President:	Emma Collins
Vice-President:	Grant Skillings
Secretary:	Bree Lipinski
Treasurer:	Julia Henderson
Social Chair:	Belle Lipinski & Kole Martin
Historian:	Chloe Swellie

Troupe Sponsors:

Mrs. Jeanie Cygrymus

CygrymusJ@pt-sd.org

Mrs. Lorraine Mszanski

Lorraine@southparktheatre.com

Thespian Troupe #185 Constitution

Adopted: 8/2012 Edited: 10/2021

Article I: Name, Purpose, and Governance

Section 1: Name: This organization shall be called Troupe #185. The troupe has been chartered by Peters Township High School. The charter affiliates it with the International Thespian Society (ITS), a division of the Educational Theatre Association (EdTA)

Section 2: Purpose: The troupe is the honors component of the school's theater program. Its purpose shall be the advancement of standards of excellence in theatre. More specifically, the troupe will encourage students to attain a better mastery of the theater arts and will reward those who achieve it with induction into the troupe. Thespians achieving honor ranks shall receive recognition of their exemplary accomplishment.

Section 3: Governance: This troupe constitution and its by-laws are two components of a hierarchy of documents that govern the EdTA and its membership. The documents affecting troupes, in order of authority, are: EdTA Code of Regulations and Membership Policy, the troupe constitution, and the troupe by-laws. This constitution may not be altered in any way that conflicts with a superseding document or school policies and procedures.

Article II: Organization and Officers

Section 1: Membership: Membership is achieved by complying with all induction criteria as defined in the troupe handbook. The point system adopted in the troupe by-laws outlines the information necessary to achieve induction and honor rankings.

Section 2: Officers: The Thespian troupe shall have the following officers: President, Vice-President, Secretary, Treasurer, Historian, and Social Chair. Duties of these positions shall be defined in the troupe's by-laws.

Section 3: Elections: The troupe shall elect officers for the next school year in the last full month of the current school term. Terms of eligibility to run for office are outlined in the troupe's by-laws.

Article III: Meetings and Participation

Section 1: Meetings: Thespian troupe meetings shall be held monthly throughout the school year. Special meetings may be called by the troupe sponsor or troupe officer.

Section 2: Denial of Participation: Any thespian who causes deliberate dissension or disruption of any production or business meeting may be denied participation in troupe activities by a vote of two-thirds of the troupe's membership and the consent of the troupe sponsor. Any member requesting reinstatement of participation rights may have them restored with the consent of the troupe sponsor and two-thirds of the troupe's membership.

Article IV: Dues and Fees*

Section 1: Fees: To obtain ‘active membership’ status, students will be required to pay the mandatory activity fee as outlined by the Peters Township School District. These fees must be paid by the date specified by the troupe sponsor.

Article V: By-laws

Section 1: Purpose: By-laws provide additional guidance or the governance and operations of the troupe. No by-law may be in conflict with the EdTA Code of Regulations, EdTA policies, troupe constitution, or school policy or procedures.

Section 2: Adoptions and amendments: The troupe sponsor may adopt or amend by-laws as deemed appropriate. By-laws may also be added or amended by approval of a majority of the troupe’s current officers and consent of the troupe sponsor.

Thespian Troupe #185 By-laws

Adopted: 8/2012

Article I: Meetings, Attendance, and Active Membership

Section 1: Meetings

A. Regular Meetings: Regular, after-school meetings will be *every 3rd Wednesday of the month at 2:30 p.m.* in the auditorium and will last approximately 30-45 minutes. Attendance will be taken by the troupe secretary.

B. Special Meetings: Special meetings may be called by the troupe sponsor as needed. Attendance will not be taken at these meetings however, attendance is encouraged.

Section 2: Attendance

A. Tardy to Meetings: Any student arriving late (after 3:00 pm) to regular troupe meetings without a reason considered valid by the troupe sponsor will receive a demerit. These such offenses will be counted as an absence from a meeting.

B. Irregular Attendance: Irregular attendance indicates a lack of interest; therefore, any member accumulating three (3) absences from regular meetings per school year shall automatically be suspended from troupe activities. The troupe sponsor has sole authority to reverse the suspension in the case of extenuating circumstances (*i.e.* students placed on homebound instruction).

C. Fundraiser Participation: Irregular participation in fundraisers indicates a lack of interest; therefore, any member who has not participated in **at least two (2)** fundraisers per school year shall automatically be suspended from troupe activities. The troupe sponsor has sole authority to reverse the suspension in case of extenuating circumstances (*i.e.* students placed on homebound instruction).

D. Active Membership:

Students wishing to participate in troupe activities, voting, and the end-of-year banquet must maintain an “Active Member” status. The following criteria have been set forth to define an “Active Member”:

- The student has paid the PTSD activity fee by the December meeting.
- The student has missed three (3) or fewer regular troupe meetings.
- The student has participated in at least two (2) troupe fundraisers.
- The student has attended at least one (1) night of each production if not acting in the show or working on one of the tech teams. Sign-in sheets will be provided at each performance.
- The student has participated in at least one (1) production in the form of an on-stage or off-stage role. This includes tech building days.

E. Students Joining the Troupe After the September Meeting:

Students who wish to join the troupe after the first official meeting in September may do so as long as they meet the requirements of the attendance policy required for active membership outlined in Article I, sections 2B and 2C. Students may join the troupe before or at the December official meeting.

- *For example, a student may decide to join the Thespian troupe in November. If all dues and fees are paid **before or at** the November meeting, this student would be considered to have accumulated two (2) absences for lack of participation in the September and October meetings.*
- *If this student did not pay the dues and fees until **after** the November meeting, this student would be considered to have accumulated three (3) absences for lack of participation in the September, October, or November meetings.*
- *If a student wishes to become a Thespian because of their participation in the Musical, membership requirements will be extended through January. This only relates to those students who are new to the troupe. No one will be permitted to join Thespians after January 31st and will not be eligible for induction.*

Article II: Officers & Awards

Section 1: Officer Duties

- A. The president presides at all meetings, appoints all standing and special committees, and directs and supervises troupe activities.
- B. The vice-president presides in the absence of the president and is responsible for the induction of new members.
- C. The secretary keeps the records of meetings and attends to troupe correspondence.
- D. The treasurer counts and keeps record of the troupe's funds under supervision of the troupe sponsor.
- E. The historian creates a scrapbook to outline the troupe's yearly activities.
- F. The social chair organizes activities and workshops for the troupe throughout the year. The social chair also sends announcements about all troupe activities and sends reminders about monthly meetings.

Section 2: Requirements for officers

Any student expressing interest in becoming a troupe officer for the following year must have been an active member of the troupe for at least one school year, and at the time of election must be enrolled in grades 10 or 11. Student must be in good academic standing and be endorsed by three faculty members. Students meeting these requirements may submit an application to be an officer by a date specified by the troupe sponsor.

Section 3: Voting

A. Voting Procedures:

All voting shall take place electronically at the school. Students must be present at the specified voting time and location to participate. Any student deemed eligible to receive an award based on points will be placed into that category. A preliminary electronic vote will be taken to narrow down the category to a specific number of people (may vary each year depending on the number of preliminary nominees) who will be the final nominees for each category of voting. Likewise, any student who meets the requirements to run for troupe officer may submit an application. The preliminary vote will narrow the nominees down to ten (10). The final vote will choose the six officers. The nominees will choose their position according to the amount of votes; i.e. – person with most votes has the choice of position, until all six positions are filled.

B. Students eligible for voting are those students who have participated in or attended **all 4 shows** (Fall Show, Coffeehouse, Musical, Spring Show) throughout the school year. **Any student whose name does not appear in the program should sign in at the ticketing table to have attendance recorded.**

Article IV: Scholarship Eligibility

Those seniors wishing to apply for a scholarship from the Thespian Troupe Backers must follow all of the guidelines set forth by the Scholarship Committee. **In addition, the student's parents must have joined the Thespian Troupe Backers group by the date outlined in their by-laws and must have been a Backer for two years.**

**Please note, scholarships are awarded by a blind system. Members from local community theaters are responsible for reviewing applications and selecting scholarship recipients.*

Article V: Points, Induction, and Honors Rankings

Throughout the year, students in the Thespian Troupe work to earn points. The following guidelines and rules must be followed when earning and recording points:

- Points are only awarded with the approval of the sponsor.
- Documentation is required for out of school activities not sponsored by the troupe.
- A maximum of five (5) points per year may be earned for outside theatre participation.
- A maximum of five (5) points may be awarded for middle school production participation during the first year that a student joins the high school thespian troupe.
- Students will not earn points for roles in high school productions during their elementary or middle school years.
- The show directors have the sole authority to define roles of the show (*i.e. Major Role, Supporting Role, Minor Role, etc.*)
- Points will be awarded according to approximate time devoted for participation in the set crew. Time not approved by the sponsor, stage manager, or other assigned party will not be counted. The maximum number of points that may be earned for set crew is four (4).
- In the points system on the following page, 1 point = approximately 10 hours.
- The point system reflects the **maximum** amount of points earned for each activity.
- Full points will not be awarded unless the student participates in mandatory clean-up of theatre and storage areas after each show.
- Points will be recorded by the troupe sponsor on official point reporting sheets. Points will be posted shortly after each troupe activity or show.
- One point is recorded for participation each fundraisers. Membership must be earned by participating in *at least one production*. (*For example, a freshman earning a total of 10 points by earning 5 points for middle school participation and 5 miscellaneous points would not be eligible for membership.*)

Peters Township High School Thespian Troupe #185 Point System (updated September 2021)

	One Act	Full Length
Acting		
Major Role	5	10
Supporting Role	4	8
Minor Role	3	5
Chorus	1	3
Understudy	1	2
Production		
Stage Manager	5	10
Student Director	5	10
Run Crew (play)	1	2
Run Crew (musical)	3	5
Head Lighting	3	6
Lighting Crew	2	3
Head Sound	3	6
Sound Crew	2	3
Set Crew	2	4
Makeup Head	3	5
Makeup Crew	0.5 per night	1 per night
Video / Editing	1	1
Props Crew	2	4
Costume Crew	2	4
House Manager	3	6
Usher	0.5 per night	0.5 per night
Choreographer	3	6
Musician/Pit	2	4
Dance Captain	3	6
Play Reading Committee	4	8
Writing (Works original AND produced)		
Play	5	10
Radio/TV Script	4	6

Coffeehouse	
Host	8
Skit /Act	3 (+1 for each add'l)
Stage Manager	4
Student Director	4
House Manager	3
Tech Crew	1 per night
Run Crew	0.5 per night
Wait staff	0.5 per night

PA Thespian Conference

Participation Special Activity	3 per activity
Attendance at Conference	1 per day

(Must be present all show nights to earn maximum points on Run Crew
Set crew must sign in and out with the proper person or points will not be recorded. 2/5 represent the maximum # of points that may be earned for crew.

Miscellaneous*	
Middle School	7 th – 2; 8 th - 3
Board Member	5
Win Scholarship for Performance	1
Participation in community theatre (without an entrance fee)	2
Attending Professional Show	1 per show
Attending College or HS Show	0.5 per show
*A maximum of 5 miscellaneous points per year may be recorded in addition to the five middle school points for brand new members. *A maximum of 10 points per year may be recorded for seeing or participating in outside shows. Students must complete the google form to show proof that they participated.	

Level of Honors

Membership – 10 (Must participate in at least one performance)
Honor Thespian – 60

National Honor Thespian - 120
International Honor Thespian – 180

STUDENT AGREEMENT FORM

Please fill out this page and return it to the troupe sponsor along with the Student Activity Form and a check for \$10 payable to “PTSD”. All three things should be placed in an envelope. Please return as soon as possible; no later than October 8, 2025.

Student Name _____ Current Grade Level _____

Student Email address _____

Parent/Guardian Name(s) _____

Home Address: _____

Parent/Guardian Phone Number _____ (home or cell)

Parent/ Guardian e-mail address _____

Parent/Guardian e-mail address _____

Statement of Understanding and Integrity:

I, _____, have read the student handbook and I understand all of the terms. I know that in order to participate in end of year activities, I need to maintain active membership status by missing **no more than 3 meetings** and participating in at least **2 (two) fundraisers**. I understand how points may be earned, and I acknowledge that the troupe sponsor must approve all points. I also understand that the directors have the sole responsibility to assign a role as “major role, supporting role, etc.” If my behavior at any event is considered unprofessional, inappropriate, or does not adhere to the guidelines of the PTHS Handbook, I will be asked to leave the event immediately, and participation in later events may not be granted. *I will always do my best to represent the thespian troupe and the school theatre program in the most positive way possible.*

Student Signature

Parent/Guardian Signature