

THE CONSTITUTION OF THE NEW ENGLAND DRAMA COUNCIL

Mission Statement

The mission of this organization is to provide educational experiences and a performance venue in which the selected theatrical productions of each New England state's high school drama festivals will be presented to the public.

I. Name

The name of this organization shall be the NEW ENGLAND DRAMA COUNCIL ("The Council").

II. Purposes

- A. Showcase excellence in New England's high school theatre;
- B. Educate students in the knowledge of innovations in the theatre arts;
- C. Facilitate participation in educational forums which encourage a spirit of friendship, an attitude of encouragement of artistic effort, and an atmosphere of mutual recognition and appreciation of theatre;
- D. Provide access to professionals in theatre arts through various workshops;
- E. Provide education in audience etiquette;
- F. Enhance communication skills;
- G. Expose participants to the creative process;
- H. Provide education in the critique process;
- I. Experience theatre through a theatrical cultural context.

III. Membership

The membership of this organization shall consist of elected officers, the Immediate Past President, the Historian, and two representatives from each of the New England States, and the acknowledged Life Members.

IV. Officers

The officers of this organization shall consist of the President, the First Vice-President, and the Executive Secretary-Treasurer. At the will of The Council, the position of Executive Secretary-Treasurer may be divided into the positions of Executive Secretary and Executive Treasurer.

V. Executive Board

The Executive Board of this organization shall consist of the President, the First Vice-President, the Second Vice-President, the Executive Secretary-Treasurer, the Immediate Past President, and the Historian.

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VI. State Representatives

- A. It shall be the responsibility of the high school theatre directors or the high school theater organization within each of the New England states to elect and send representatives to sit as members of the New England Drama Council.
- B. A state shall have the responsibility of electing a new representative to The Council in the event that its delegate assumes a position as an officer on The Council.
- C. Each state shall select one alternate to assume the duties of the representative should one of the representatives be unable to attend a meeting of The Council.

VII. Life Members

- A. The Council may invite at its pleasure Council members and state representatives, whose terms may be expired, and who have made significant contributions to The Council, to become Life Members—honorary non-voting members for life.
- B. Nominations for Life Membership may also be submitted by the host state to the President or the President's designee. This nomination must be presented prior to the fall meeting of the state's hosting year.

VIII. Fiscal Year

The Fiscal Year shall run from October 1 to September 30.

IX. Annual Dues

Annual Dues, as determined by The Council each year at the meeting at the New England Drama Festival, are payable on or before the Annual Meeting.

X. Annual Meeting

- A. The Annual Meeting of The Council shall take place in October at the call of the President.
- B. If a Representative of a state is unable to attend this meeting, an alternate from that state shall replace him/her at the Annual Meeting.

XI. Quorum

A quorum shall consist of those Council members in attendance at any regular or special meeting.

XII. Amendments

This Constitution may be amended by two-thirds vote of The Council members in attendance, provided that the proposed amendment has been submitted to The Council in writing one month in advance of the meeting.

BY-LAWS OF THE NEW ENGLAND DRAMA COUNCIL

I. Election and Duties of Officers / Executive Board

- A. The election of Officers, when necessary, will take place at the spring Council meeting held at the annual New England Drama Festival ("NEDF").
- B. The President shall be elected for a two year term by The Council from its membership on odd-numbered calendar years.
 - 1. The President shall conduct meetings for the New England Drama Council ("The Council").
 - 2. The President shall formulate meeting agendas.
 - 3. The President shall designate members of The Council to serve on various committees.
- C. The First Vice-President shall be elected for a two year term by The Council from its membership on odd-numbered calendar years and shall conduct meetings in the absence of the President.
- D. The Second Vice-President:
 - 1. The Second Vice-President shall be nominated by the state hosting the coming year's NEDF and be appointed by The Council at the spring meeting one year in advance of that state's hosting.
 - 2. The Second Vice-President shall oversee the management of the NEDF that his/her state is hosting.
 - 3. The Second Vice-President shall disseminate information to all state representatives at the October meeting regarding all regulations affecting the use of the stage at the host site.
 - 4. The Second Vice-President shall assure that accurate plans for the stage facility of the host school are available at the October meeting.
 - 5. The Second Vice-Present shall send festival information / registration packets for two participating schools and an additional packet for any alternate school(s) to the Liaison Representative from each state.
 - 6. The Second Vice-Present shall send festival information / registration packets to state representatives, the members of The Council and Life Members using contact information supplied by the host State Representatives.
 - 7. The Second Vice-President shall make sure that the directors of all participating schools receive their certificates on the final day of the Festival.
- E. The Immediate Past President
 - 1. The Immediate Past President shall become a voting member of The Council for the term of the current President, or a minimum of two years.
 - 2. The Immediate Past President shall chair the nominating committee.

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F. The Executive Secretary-Treasurer

1. The Executive Secretary-Treasurer shall be elected to a two year term by The Council from its membership on even-numbered calendar years. At the will of The Council, the position of the Executive Secretary-Treasurer may be divided into 2 positions: Executive Secretary and Executive Treasurer
2. The Executive Secretary shall:
 - a. Maintain a permanent record book, which includes revisions to the Constitution and By-Laws, current membership records, minutes of meetings, and all pertinent correspondence to The Council;
 - b. Send information concerning dates and places of the state festivals to all members of The Council, and Life Members of The Council;
 - c. Send copies of the Minutes of all meetings to all members of The Council;
 - d. Supervise the preparation of all certificates at the annual NEDF;
 - e. Send required forms to the next NEDF host within an appropriate time.
3. The Executive Treasurer shall
 - a. Have the power of deposit and disbursement of funds;
 - b. Maintain all financial records of the NEDC.

G. The Historian

1. The Historian shall be elected by The Council and the term of the office shall be at the pleasure of The Council.
2. The Historian shall prepare and maintain a history of the NEDF.
3. The Historian shall compile and maintain up-to-date documentation of members of the All New England Company and recipients of all awards.
4. The Historian and/or his/her designee shall ensure the maintenance of The Council banners displayed annually at the NEDF.
5. The Historian shall maintain a permanent record of all Life Members for mailings and the death of same.
6. The Historian and/or the President's designee shall maintain The Council's website.

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II. Election and Duties of State Representatives

A. Terms of Office

1. Any State Representative accepts his/her responsibilities for two years.
2. Any State Representative may be re-elected to the position by his/her state's organization or directors.

B. Duties and Responsibilities

1. The duties of the State Representatives shall be:
 - a. To attend all meetings of The Council;
 - b. To notify the alternate in the event that he/she is unable to attend a meeting.
2. Shared duties before the annual NEDF:
 - a. One Representative from each state (Festival Liaison) should be the primary contact between the state and the NEDF host. This person should be designated at the October Annual Meeting, and the name should be given to the host. (See Festival Liaison Duties below)
 - b. Shows should be no longer than 40 minutes.
 - c. Submit annual state dues to the Executive Treasurer at the October Annual Meeting.
 - d. Ensure that the content of each show performed at the NEDF should be the same as the content of the show performed at the state festival.
3. Shared duties at the NEDF:
 - a. Serve as a support system for the state's two directors and serve as a link to the NEDC and NEDF should problems arise;
 - b. Be available to assist the host school throughout the NEDF;
 - c. Articulate commendations for the state's two productions;
 - d. Attend the technical rehearsals for each show from the state;
 - e. Actively assist with "crowd control" of the audience;
 - f. Ensure that participating directors attend all directors' forums and encourage directors to require students' attendance at workshops and forums.
4. Festival Liaison Duties:
 - a. Provide technical information regarding the NEDF host site received at the October Annual Meeting, particularly the size of the stage and doors, to all schools participating in a state's drama festival process at the earliest possible opportunity;
 - b. Provide complete information about the state's workshop contribution to the NEDF host by February 1, or provide the NEDF host with monies to pay workshop expenses, as determined each year by The Council at its meeting at the previous NEDF;

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- c. Ensure that the packet containing information about the NEDF, provided by the NEDF host, is given to the two continuing schools at the state festival and that an additional packet of information is available for any alternate school(s);
 - d. Send the program from the state festival to the NEDF host as soon as the program is available;
 - e. Contact the NEDF host with the names of the two continuing schools on the morning following the state festival. The contact information for the adult producer/director of each continuing school should also be provided, as well as the running time, number of people in the company, whether the production is good to open/close, and other pertinent information, etc.
5. Shared duties when hosting the New England Drama Festival:
- a. Secure a suitable site for the NEDF and inform The Council at the October Annual Meeting one and one half years prior to the festival to be hosted in your state.
 - b. Ensure that the host of your state's NEDF attends the NEDF of the previous year to learn how the festival works. This individual will be appointed Second Vice-President at a meeting at that festival. Host Facility Technical Specifications (see Facility Data Sheet at www.nedrama.com) and other general festival information should be presented to The Council at this meeting. It is highly recommended that 2 to 4 of your host's key students also attend this festival.
 - c. Provide a space for the October Annual Meeting of The Council during the Fall prior to your state's NEDF usually at the host site. This meeting should include a tour of the festival site and provide for lunch.
 - d. Communicate and meet frequently with the host of your state's NEDF to review the progress and preparations for the festival.
 - e. Ensure that festival information / registration packets get to the State Liaison Representatives before their state festivals (early March).
 - f. Ensure that festival information / registration packets get to all Council Members.
 - g. Ensure that complementary tickets and festival information / registration packets get to all Life Members.

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III. Special Meetings

- A. A discussion meeting of The Council and NEDF participating directors will convene on the last morning of the NEDF.
- B. Additional Special Meetings may be called by the President when necessary.

IV. Financial Responsibilities of The Council

- A. The Council may pay to the Festival Scribe a stipend of up to one hundred dollars (\$100).
- B. The Council shall contribute monies, determined each year at the October Annual Meeting, to the NEDF host school to defray NEDF expenses.
- C. The Council shall pay for the award plaques presented to one Life Member nominated by the host state per year. The Council shall pay for award plaques for any Life Members nominated by The Council.
- D. The Council shall not have financial responsibility concerning the Festival except as provided in these By-Laws.

V. Conduct of Meetings.

- A. The meetings of The Council shall be conducted according to Parliamentary Procedure. The rules contained in the current edition of Robert's Rules of Order, Revised shall govern in all cases where they do not conflict with the specific rules of this organization.
- B. When decisions of a time-sensitive nature must be made by the membership, this vote may be conducted electronically.

VI. Amendments

These By-Laws may be amended at any business meeting by majority vote of those Council members in attendance.