

# By-Laws for Warren Township High School Theatre Arts Booster Club

## Article I – NAME

1.1 The name of this organization shall be the WARREN DRAMA BOOSTERS (hereafter called BOOSTERS).

## Article II – PURPOSE

2.1 The purpose of the BOOSTERS is exclusively for charitable and educational purposes.

2.2 The BOOSTERS shall be a non-profit organization.

2.2 The BOOSTERS shall support the policies set by the Warren Township High School Administration (hereafter called SCHOOL) and the Warren Township High School Theatre Department (hereafter called THEATRE).

2.3 The objectives of the BOOSTERS are:

2.3.1 To promote parental understanding and communication of the students' activities, opportunities, and objectives in the THEATRE.

2.3.2 To promote theatre culture in the community by fostering performance attendance and public support of theatre activities, thereby rendering moral support to the students.

2.3.3 To render financial aid in areas necessary for realizing the objectives of the THEATRE.

2.3.4 To make sure that every student's work is recognized regardless of whether the student's work occurs on stage or off stage.

## ARTICLE III – RESTRICTIONS

3.1 No part of the net earnings of the BOOSTERS shall inure to the benefit of or be distributed to its members, directors or other private persons except that the BOOSTERS shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in the furtherance of the purposes set forth in ARTICLE II.

3.2 No activities of the organization shall be conducting propaganda, be it of political or religious nature. The BOOSTERS shall neither participate nor intervene in any political campaign

on behalf of any candidate for public office or religious affiliation, including the publishing or distribution of statements. Notwithstanding any other provision of these articles, the BOOSTERS shall not engage in any activities or exercise any powers that are not in furtherance of the purposes of the BOOSTERS.

3.3 The BOOSTERS shall not at any time mandate classroom instruction, selection of play, curriculum, or work schedule of the directors of the THEATRE.

#### ARTICLE IV – MEMBERSHIP

4.1 Membership shall be open to:

4.1.1 Parents and legal guardians of the students participating in the THEATRE for the current year.

4.1.2 Community members who are interested in promoting the THEATRE and who reside in the Warren community.

4.1.3 All members must be age twenty-one (21) or over.

4.2 The Theatre Director shall act as an advisor to the BOOSTERS and have final approval on all questions, concerns, or official activities of the BOOSTERS, and shall be open for discussion of any issues, ideas, questions or concerns.

4.3 Final approval of all activities of BOOSTERS, other than those enumerated in Section 4.2 above, shall be vested in the officers of BOOSTERS under the normal duties extended to such officers of organizations such as BOOSTERS.

4.4 The membership year shall commence on September 1 and expire on the following August 31. An individual's membership shall commence when dues are paid in full and expire at the end of the membership year.

4.5 Members in Good Standing:

4.5.1 Members in Good Standing shall be defined as members who have paid their dues in full.

4.5.2 Only Members in Good Standing are authorized to vote.

4.6 Dues shall be set by a majority vote of the Executive Committee as defined in Article VII.

4.7 Any member has the right to file a grievance by making such complaint in writing and submitting it to the Executive Committee, Principal, and Theatre Director. The Principal and Theatre Director will make the determination as to whether the complaint has merit and should be pursued or dismissed.

4.8 By accepting membership in the BOOSTERS, each member of the organization agrees to uphold and be bound by the stated purposes of the BOOSTERS and the provisions of the BOOSTERS' By Laws.

4.9 Status as a member of the BOOSTERS in no way influences the casting of productions or the appointments to position in the THEATRE.

#### ARTICLE V – MEETINGS

5.1 There shall be a minimum of two (2) General Membership Meetings of the BOOSTERS per school year as called by the President and/or Executive Committee.

5.2 A formal meeting, when official business will be conducted, requires the Theatre Director and a quorum of the BOOSTER members. Informal meetings may be held as necessary; however, no binding decisions may be made during informal meetings.

5.3 A quorum for all general meetings of the BOOSTERS shall consist of the members in attendance at any meeting for which an attempt has been made to give either written, electronic, or telephoned notice at least one week in advance, a quorum of the Executive Committee, and the Theatre Director. A quorum of the Executive Committee shall consist of a simple majority of the members of the Committee.

5.4 Executive Committee meetings shall be open for observation to all members of the BOOSTERS, but only Executive Committee Officers may vote.

#### ARTICLE VI – VOTING

6.1 Members may call for and vote on matters brought before the BOOSTERS. Each member is entitled to one vote on each matter, with votes being cast orally or in writing. Only Members in Good Standing are eligible to vote. Proxy voting is not permitted.

6.2 Votes shall be determined by majority, and all votes are subject to the approval of the Executive Committee and the Theatre Director. Decisions may be challenged in the event of misconduct or violation of these By-Laws or overturned by a two-thirds (2/3) vote of the Executive Committee.

6.3 The Executive Committee, under the direction of the Vice President, shall appoint a Nomination Committee consisting of four (4) Members in Good Standing annually. The Nomination Committee shall consist of these four members and the Theatre Director.

6.4 The Nomination Committee must submit a proposed slate of officers to the Vice President listing at least one nominee for each office to be filled. The report must be signed by a majority of the members of the Nomination Committee.

6.5 Only members who have signified their consent to serve if elected shall be nominated or elected to office.

#### ARTICLE VII – EXECUTIVE COMMITTEE

7.1 The Officers of the Executive Committee shall consist of a President, Vice President, Secretary, and Treasurer.

7.2 The Theatre Director shall be an ex officio member of the Executive Committee.

7.3 All officers shall be elected by the general membership. The term of office shall be one (1) year. Officers may not serve more than two (2) consecutive terms in the same position. More than one-half of a full term shall be deemed to be a full term in office.

7.4 Should a vacancy occur during the elected term, the Executive Committee should fill the vacancy for the remainder of the term. In the event of a vacancy of the President, the Vice President shall become President.

7.5 The Executive Committee shall have the power to transact all business of the BOOSTERS between regular meeting of the membership and any other business not otherwise provided for in these By Laws or delegated to a special committee. The Executive Committee cannot alter or reverse any action taken by the organization as a whole.

7.6 The Executive Committee shall meet as deemed necessary by the President, the Theatre Director, or any two other officers.

7.7 The Executive Committee shall be empowered to expend funds in the interim if deemed necessary for the furtherance of the purposes of the organization, provided it does not negate the intentions of the general membership.

7.8 The Executive Committee shall serve as the Budget Committee and shall present a proposed budget for approval by the general membership at the first annual meeting.

7.9 Officer Duties are as follows:

7.9.1 The President shall preside at all BOOSTERS meetings; oversee all aspects of BOOSTERS; call meetings of the membership and Executive Committee in accordance with Article V; prepare the agendas for the general membership and Executive Committee meetings; appoint committee chairs; serve as ex-officio member of all

committees except the Nominating committee; serve as cosigner on BOOSTER funds; and perform other duties as requested by the Executive Committee.

7.9.2 The Vice President shall assume the duties of the President in the absence of the President; assist the President as requested; oversee the membership activities including membership drives and maintaining the current student and parent roster; oversee the Nominating Committee; and perform other duties as requested by the Executive Committee.

7.9.3 The Treasurer shall record all financial matter of the BOOSTERS; serve as cosigner on BOOSTER funds; collect receipts or bills for all disbursements; report on financial matters to the Executive Committee and general membership; submit annual financial statements for review to the Executive Committee; and perform other duties as requested by the Executive Committee.

7.9.4 The Secretary shall record minutes of all Executive Committee and general membership meetings; submit minutes to the Theatre Director within ten (10) days of a meeting for posting on the Drama Website; prepare correspondence of the BOOSTERS in coordination with the Theatre Director, President, and/or Executive Committee; and perform other duties as requested by the Executive Committee.

7.10 Status as a member of the Executive Committee in no way influences the casting of productions or the appointments to position in the THEATRE.

#### ARTICLE VIII – OFFICER ELECTIONS

8.1 All officers shall be nominated by a Nominating Committee. Only theatre parents who are Members in Good Standing shall be eligible for the Executive Committee. Nominations shall be open to the floor after presentation of the slate at the election meeting. Each candidate must provide consent to be placed in nomination.

8.2 Election of officers shall be by a majority of active Members in Good Standing present at the election meeting.

#### ARTICLE IX – FUNDS

9.1 All BOOSTER funds shall be used expressly for the purpose of supporting and producing professional, high quality productions and Department sponsored events, engage students to attain better mastery of the theatre arts, promote the philosophy of the THEATRE, and promote student education as expressed in ARTICLE 2.

9.2 Any misuse or misappropriation of funds, as determined by the Executive Committee, shall result in immediate action, up to and including loss of membership status, and/or liability for repayment of such funds.

9.3 Funds shall be deposited promptly in an account approved by the Executive Committee, and the Treasurer shall obtain a duplicate copy of each receipt.

9.4 Funds may be withdrawn on the signature of the President and Treasurer. Should they be unavailable, signature may be obtained from the President or Treasurer, and one other officer.

9.5 The Treasurer shall pay by check or debit card all debts of the organization in a timely manner.

9.6 The Treasurer shall make reimbursement payments after submission of a formal request form with receipts from individuals requesting reimbursement.

#### ARTICLE X – DISSOLUTION

10.1 In the event of dissolution of the BOOSTERS, all assets shall be distributed to the THEATRE.

#### ARTICLE XI – AMENDMENTS

11.1 These By Laws may be altered, amended, and repealed by the BOOSTERS, and must be approved by a two-thirds (2/3) vote of Members in Good Standing at any regular meeting of the BOOSTERS, provided that a written copy of all proposed amendments or proposed new By Laws has been submitted in writing at least one (1) week in advance. The Executive Committee shall announce any amendments or alterations to the By Laws at the next regular BOOSTER meeting.

11.2 Ex post facto amendments may not be adopted.

Approved 01/14/10