

**BYLAWS
COPPELL HIGH SCHOOL THEATRE BOOSTERS
A TEXAS 503c NON-PROFIT ORGANIZATION**

**ARTICLE I
INCORPORATION**

- 1) The name of the organization shall be Coppell High School Theatre Boosters (CHSTB)
- 2) The address of this organization shall be PO Box 325, Coppell, TX. 75019
- 3) The fiscal year shall be July 1st to June 30th.

**ARTICLE II
GOVERNANCE**

- 1) All CHSTB By-laws are subject to CISD and UIL guidelines which prevail in case of conflict.

**ARTICLE III
OBJECTIVES**

- 1) This organization shall be operated as a non-profit organization exclusively for the support of the Coppell High School Theatre Department including its endeavors on behalf of the students and the educators within the program. This support shall include, but not be limited to the following:
 - A) To stimulate and sustain an enthusiastic interest among parents, theatre students, drama club members, the school, and the community that will help support the CHS Theatre program.
 - B) To lend all possible support, both moral and financial, to the programs and activities promulgated by or on behalf of the CHS Theatre Department.
 - C) To provide/ promote fund raising and activity support to members of the Theatre Dept.
 - D) To participate in any activity designed or conducted to promote the CHS Theatre Dept.
 - E) To accept, hold and enjoin donations, devices, bequests, grants, and trusts for the use, objects, and benefit of the CHS Theatre Dept.

**ARTICLE IV
POLICIES**

- 1) The CHSTB shall be non-commercial, non-sectarian, and non-partisan.
- 2) Notwithstanding any other provisions of these articles, the CHSTB shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501 © 3 of the Internal Revenue Code, or (ii) by an organization, to which are deductible under Section 170C (2) of the Internal Revenue Code.

- 3) The CHSTB will cooperate with those in charge of the Theatre Department, the School Administration, the Booster Clubs of other organizations at CHS, the Board of Education, to the end that this department shall maintain the highest possible degree of efficiency.
- 4) The CHSTB reserves the right to decline any and all advertisement, sponsorships, or donations that are gained from organizations whose image, product, or donation contents do not reflect acceptable protocol of our community at large. Any decisions concerning the acceptance of such material are subject to a vote of majority by the CHSTB Board.
- 5) All website content and maintenance shall adhere to procedures established by those in charge of the Theatre Department, the Webmaster, and the Executive Board.

ARTICLE V MEMBERSHIP

- 1) The membership of this club shall include any person interested in the progress and development of the CHS Theatre Department. Membership is available without regard to race, color, creed, or national origin.
- 2) Membership dues shall be determined annually by the Executive Board and set prior to August 15th of each year.
- 3) Membership begins the date the member pays the dues and runs till the end of the fiscal year.
- 4) In addition to general membership, the organization may offer a business sponsorship at levels to be determined annually by the Executive Board.
- 5) The Executive Board reserves the right to deny or revoke membership to any individual, corporation or organization for any reason by a majority vote of the Board. Membership dues will not be refunded in such cases..

ARTICLE VI ADMINISTRATION

- 1) This organization shall be governed by an Executive Board of Directors, composed of the elected officers as described below.
- 2) The officers of the organization shall be as follows: President, Vice President, Assistant Vice President, Secretary, and Treasurer. In addition, the Past President shall serve as an officer of this organization for a one-year period immediately following the conclusion of his or her term as President. The immediate Past President will serve with no voting privileges, unless they still have a student in the CHS Theatre program. The CHS Theatre Director(s) shall serve as ex-officio members of the organization with veto power voting privileges. In the absence of or lack of desire to serve by the Past President, this position will be filled by appointment of the Executive Board as described below. This person will assist the Executive Board as needed and will have the same voting privileges as the past President. They will serve also with the title of Assistant Vice President.
- 3) The procedures for election of the officers and the general responsibilities of the officers are described further in Articles IX and X of these Bylaws.

- 4) Vacancies in any office due to expected or unexpected reasons shall be filled by the Vice President until the Board appoints, by majority vote, a successor to fill the unexpired term of that office.
- 5) A serving elected or appointed officer may be removed for cause from office by a two-thirds majority vote of the Executive Board.
- 6) Only members with a student who is a member of the International Thespian Society, actively enrolled in a CHS theatre class, or actively involved as a member in good standing within the drama club may hold a position on the Executive Board.
- 7) In the event a student is removed from, or is not involved in the Theatre program as described above, the parent serving in an Executive Board capacity will relinquish their position. The Executive Board will appoint a replacement as described above.
- 8) All Executive Board members shall perform their duties in the best interest of the overall Theatre program not just the current year or current situation. Executive Board members finding themselves in conflicts of interest or perceived conflicts of interest, should exclude themselves from that decision making process.

ARTICLE VII PARLIMENTARY AUTHORITY

- 1) The President shall conduct meetings and may institute the current Robert's Rules of Order to govern the procedures if the nature of the discussion or agenda warrants such procedures for orderly conduct of the meeting. Any such procedures shall not supersede or be in conflict with these Bylaws.
- 2) Each person serving on the Executive Board shall have one vote with all ties being broken by the President's vote.

ARTICLE VIII MEETINGS

- 1) Official Executive Board meetings shall be conducted only in the presence of a quorum. A quorum shall consist of 50% of the voting board positions plus one person. A Board member shall be considered present for a meeting whether in person or via a real-time technology connection such as a conference phone call or internet conference.
- 2) Voting by the Executive Board can be initiated only in the presence of a quorum. Once a vote has been called in such cases where a quorum is present, any absent board member shall have 24 hours to vote via an email initiated by the President on the topic(s) at hand. All votes, whether in person or via email, shall be recorded in the meeting minutes.
- 3) The date and times of the regular booster club member meetings shall be determined by the Executive Board, but shall be called no less than 3 times per year. One of these meetings may take place at the end of the year Theatre Banquet.

- 4) The Executive Board will schedule and hold regular and/or special meetings at least 6 times per year as initiated by the President of the organization and agreed upon by the CHS Theatre Department Director(s)
- 5) Special Board meetings can be called by any two voting members of the Executive Board or by the Director(s) of the CHS Theatre Department.
- 6) Committees appointed by the President as standing or ad hoc groups can hold regular meetings as necessary and as called by the chair of that committee.

ARTICLE IX OFFICER ELECTIONS

A nominating committee, shall prepare a list of candidates. The Vice President will act as a Chair to this committee. Activities to develop and present a proposed slate of candidates will include, but not be limited to the following:

- 1) By April 20th of each year an announcement to the general membership via internet services including the CHSTB website that nominations for next year's Executive Board Officers will be accepted via email to the committee chair. Acceptance of nominations will be open for a period of at least one week and be closed no less than seven days in advance of the official scheduled meeting of the nominating committee on or about May 10th at which time the proposed slate of candidates will be prepared to present to the lead CHS Theatre Director and the current Executive Board for approval.
- 2) The lead CHS Theatre Director must approve the slate of nominees prior to being approved by the Executive Board..
- 3) The approved list of nominees will be presented to the current Executive Board for ratification. Each proposed nominee will be individually approved by a majority vote of the Executive Board. Ties will be broken by the current President's vote. If a candidate is not approved that position will be reopened for the nominating committee's input and the approval process will be repeated
- 4) After approval by the lead CHS Theatre Director and the approval of the current Executive Board, the nominating committee will contact the final slate of nominees for their acceptance of nomination.
- 5) The proposed slate of nominees will be posted on the website no later than 72 hours before the final general club meeting of the year, which will likely be held in conjunction with the CHS Theatre End of Year Banquet.
- 6) At the final general club meeting of the year, which will likely be held in conjunction with the CHS Theatre End of Year Banquet, the Vice President will announce the recommended slate of Executive Board Officers for a majority vote by the general membership. .
- 7) Nominees may serve a maximum of two terms in any one Executive Board position and no more than three total years on the Executive Board for every child who is part of the theatre program.
- 8) There will be a joint Executive Board meeting between all new and outgoing officers within 30 days of the presentation of the new Board to the general membership. The new Board of officers will officially begin duties on June 1st.

ARTICLE X DUTIES – OFFICERS

In addition to any other duties which may be described in these Bylaws, the officers shall;

- 1) President:
 - >Lead and direct the purpose of the club per the created Bylaws.
 - >Call and preside over meetings of the Executive Board and General Booster Club.
 - >Reserve and secure all facilities for the club as needed.
 - >Create and appoint committee chair persons and committee members as needed.
 - >Be a liaison to the CHS Theatre Director(s), Principals, Board of Education as needed;
 - >Manage or assign management of website.
 - >Coordinate all website activities with the designated CHS Theatre Director.

- 2) Vice President:
 - >Preside over meetings in the absence of the President.
 - >Succeed the President if the need should arise during the current fiscal year.
 - >Oversee all fund raising activities of committees involved in those endeavors.
 - >Assist President and carry out any duties as assigned by the President.

- 3) Assistant Vice President and Parliamentarian
 - >Assist the Vice President in their duties
 - >As representative of the club, attend the annual booster club training meeting held by the CISD Administration in the fall of each school year.
 - >Act as Parliamentarian of the Executive Board advising the presiding officer on parliamentary law and matters of procedure when requested. The parliamentarian should be thoroughly familiar with the bylaws and maintain a copy of Roberts Rules of Order Newly Revised to reference as needed.

- 4) Secretary
 - > Act as a focal point for general or specific distribution of pertinent information.
 - >Take minutes of the Executive Board and General Club Membership meetings keeping them organized and available for perusal by club members.
 - >Distribute meeting notes via email to the Executive Board and CHS Directors.
 - >Update and maintain an email and telephone tree for the organization.
 - >Prepare a directory of students and parents in the Theatre Department.

- 5) Treasurer
 - >Keep an accurate accounting record of all receipts and disbursements.
 - >Maintain a checking account in the name of the organization. Signature cards should be maintained for the President and Treasurer.

- >Prepare a brief report for all Executive and General Club meetings and for a final meeting at the end of the year.
- >With the President and an assigned CHS Theatre Director the treasurer will prepare a proposed annual budget for the Executive Board to approve by mid September.
- >Prepare tax and sales tax returns and any other ad hoc reports as required by the government.
- >Work with all committees to develop and maintain a system for collection, deposits, reimbursements, and distribution of monies on behalf of the club.
- >Treasurer's records can be audited at the Executive Board's request.

6) **Past President:**

- >Serve as an advisor and support to the current Executive Board.

ARTICLE XI COMMITTEES

Duties and functions of the standing committees:

1) ***Publicity Coordinator:***

- >Work with the designated CHS Theatre Director to coordinate and implement all publicity for the Department. Including but not limited to general show advertisements via the local newspapers, street signage, emails, and the Theatre Website.

2) ***Concessions Coordinator:***

- >Lead a committee that is responsible for implementing concession sales at all CHS Theatre shows. This includes purchasing, storing, setup, takedown and selling of items.
- >Most members of the club will participate in Concessions sales throughout the year.

3) ***Spirit Wear Coordinator:***

- >Work with the designated CHS Theatre Director to design, coordinate, and sell Spirit Wear to our Theatre students, Booster Club families and the Theatre audiences of our shows. This will include but is not limited to the annual fall drama club shirts, our individual show shirts, and various special Theatre promotional items as is appropriate.

4) ***Corporate Ad and Event Sponsorship Coordinator;***

- >This person will work with the Vice Presidents of the Club to spearhead and create an annual corporate ad sales program for the musical and other show programs.
- >This person will work with the Vice Presidents to sell corporate sponsorship opportunities that include but are not limited to show sponsorships, opening night event sponsorships, season sponsorships, scholarship sponsorships and other similar opportunities.

5) ***Annual Silent Auction Coordinator:***

- >Create and coordinate a silent auction that will be run during our annual fall musical.

- 6) ***Nominating Committee:***
 > Before May 10th, a committee consisting of the Vice President, one current acting CHS Theatre Director, and a parent for each of the freshman, sophomore, junior and senior classes will convene to prepare a list of Officer Candidates for next year's Executive Board. The Vice President will act as a Chair to this committee.
- 7) ***Audit Committee:***
 >Near the end of the fiscal year, a committee made up of one CHS Theatre Director and two other at large members of the booster club will review and verify the accuracy of the treasurer's records. This includes ensuring that the clubs cash balances are accurate and that procedures for handling of booster funds have been consistent with the bylaws and good accounting procedures.
- 8) ***Scholarship Committee:***
 >Prior to the CHS Theatre End of Year Banquet, the President shall form a committee consisting of the President and a parent for each of the freshman, sophomore, junior and senior classes will convene to: determine the criteria for application, review submitted applications, and prepare a list of scholarship recipients for approval by the lead CHS Theatre Director.
- 9) ***Ad hoc Committees:***
 >From time to time as the President sees fit, ad hoc committees can be formed from the general booster club membership to lead various special functions of the club. Chairs for these committees will be selected and assigned by the President.

ARTICLE XII AMENDMENTS

- 1) The CHSTB Bylaws may be amended by a two-thirds majority vote of the members present at a general meeting and with the prior approval of the Director. The Amendments must be presented in writing by posting on the CHSTB website or via email at least two weeks prior to the meeting at which the vote is taken.