

Cinco Ranch Theatre Company Booster Club

By-Laws

(Approved 5/4/10)

Article I: Name, Purpose and Principles of Action

The name of the Theatre Booster Club shall be Cinco Ranch Theatre Company Booster Club. The purpose of the club shall be (but is not limited to) the following:

Provide a forum for parents and patrons to meet together to provide support for the theatre students and the theatre director(s) of Cinco Ranch High School.

Direct fundraising activities to support the theatre programs of Cinco Ranch High School students.

Article II: Club Activities

The organization shall not carry on any activities not permitted (i) by an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or (ii) by an organization to which contributions are deductible under Section 170 (c)(2) of the Internal Revenue Code.

Article III: Membership

Membership in the Cinco Ranch Theatre Company Booster Club shall be open to parents and guardians of Cinco Ranch High School students, parents and guardians of junior high school students who will attend Cinco Ranch High School, and any other interested patron or business who subscribes to the Purpose and Principles of Action as stated in the by-laws and pays the membership fee. Membership is necessary to cast a vote at a general meeting or to hold office.

All members of the Cinco Ranch Theatre Company Booster Club may receive a copy of the by-laws upon request to the Secretary or the President.

Article IV: General Meetings

General meetings of the membership shall be held at least two times during the fall academic semester and at least three times during the spring academic semester. The Executive Board at its first meeting of the academic year will establish dates and times. If a meeting cannot be held on its scheduled date, notice shall be sent to the membership as soon as the need for a change is recognized, and the affected meeting shall be rescheduled within ten (10) days of the scheduled date.

All general membership and committee meetings of Cinco Ranch Theatre Company Booster Club, except nominating committee meetings, shall be public meetings.

Article V: Quorum and Voting

A quorum of the Executive Board shall be a majority of the voting members of the Executive Board.

A quorum of the membership shall be the number of members present at any meeting.

Votes on all matters at any meeting shall be decided by a majority of the quorum present unless specifically provided for in this organizations By-laws or Robert's Rules of Order (Revised).

Article VI: Election of Officers

Election of Officers shall occur at the last General meeting of the school year. The newly elected officers will assume their duties July 1 through June 30. All records are to be delivered to the incoming booster club President prior to the yearly audit date. All officers must be members in good standing with Cinco Ranch Theatre Company Booster Club by September 1 following their election.

At the first Executive Board meeting of the calendar year, the President shall appoint a Nominating Committee. The members shall include the President, CRHS Theater Director(s) and one member from each grade level. The Nominating Committee members shall be communicated to the general membership prior to the Nominating Committee meeting.

The Nominating Committee shall compile a slate of proposed officers and shall present that slate at the second general meeting of the calendar year. At this time additional nominations may be made from the floor.

No Executive Board member shall be nominated to serve more than two consecutive elected terms in the same position without approval by a two-thirds majority vote by the Executive Board.

Article VII: Executive Board

Meetings of the Executive Board may be held monthly during the school year, August through May and as needed. Board meetings shall occur prior to general meetings in months designated for both.

The Executive Board shall consist of the elected officers of the Cinco Ranch Theatre Company Booster Club, the Theater Director(s), a Parliamentarian, and the Principal of

Cinco Ranch High School. The elected officers and the theatre directors are voting members of the board. The Parliamentarian votes only in order to break a tie. The principal is an advisory member and does not vote but has power to veto any decision of the board that does not meet with his/her approval.

The elected officers shall be:

President: The President shall preside at all general and executive meetings. The President will ensure that the by-laws, standing rules and purposes of the organization are carried out. The President shall oversee the appointment of all committees; perform the duties normally associated with this office, and act as a representative of the organization at public and private functions. Prior to the annual audit, the President shall appoint an audit committee of at least two persons who are not check signers for the purpose of reviewing Cinco Ranch Theatre Company Booster Club financial records after the close of the fiscal year. The President shall communicate full information about these appointments to the general membership prior to the performance of the audit. The incoming President should be present at the audit.

Vice President: The Vice President shall assume the duties of the President at any time the President is unable to attend to the duties of the office. The Vice President will assist the President in the performance of the President's duties and serve as Membership chairperson for the organization. The Vice President will also keep record of and report volunteer hours for KISD.

The elected Vice President is responsible for collecting membership forms and annual dues. That person will maintain a current roster of membership and will distribute membership funds to the treasurer of the organization in a timely manner.

Secretary: The Secretary shall prepare and maintain minutes of all meetings of the membership and the Executive Board, give notice of all meetings of the membership, conduct the correspondence of the organization, coordinate updates of the bylaws and standing rules of the organization, and maintain files therein. It is the responsibility of the Secretary to ensure that completed and approved minutes records are submitted before the yearly audit.

Treasurer: The Treasurer shall have the care and custody of and be responsible for all funds, securities, and valuable papers, and the financial records of the organization. The Treasurer shall make a financial report at every executive board and general meeting, including an end-of-year full financial report that will be given at the last general meeting of the school year. It is the responsibility of the Treasurer to submit completed financial reports to the audit committee. The audit committee shall submit a written review to the membership at the first general meeting following the audit.

Publicity Director: The Publicity Director is responsible for all aspects of promoting the theatre program, under the direction of the theatre director. This includes sending approved news releases to local publications and overseeing the student publicity crew

for each production. This officer is responsible for promoting a positive image of the Cinco Ranch Theatre Program to the public.

Communications Officer: The Communications Officer shall distribute all director-approved announcements and news to the members of Cinco Ranch Theatre Company Booster Club via email, maintain the organization's mailing lists, and make or oversee updates to the organizations website.

Article VIII: Vacancies in Office

Vacancies in Office: The President shall fill vacant Executive Board positions by appointment, subject to the approval of the Executive Board.

Reason to Remove: By two-thirds vote of the Executive Board, an officer may be removed from office for failure to perform duties.

Article IX: Budget

A proposed budget shall be prepared by the incoming President, the incoming and outgoing Treasurers, and Theatre Director(s) no later than one month after the term of office begins. The proposed budget shall balance expected income sources against expected expenditures. The proposed budget shall be presented for vote at the first Booster Club general meeting of the school year.

Reallocation of funds between budget categories requires Executive Board approval and a report to general membership. Amendments to the overall budget can be made as needed but must be recommended by the Executive Board and approved by majority vote of the general membership.

Article X: Fundraisers

Primary funding for the Cinco Ranch Theatre Company Booster Club shall come from membership dues, ticket sales, concessions, special events and the patron program. All fundraising activities must be approved by the Cinco Ranch High School Principal before they begin.

Article XI: Funds

Funds of the Cinco Ranch Theatre Company Booster Club will be disbursed throughout the year according to the current approved budget.

Two signatures will be required on all Booster Club checks. The President, Vice President, Treasurer and head Director shall be check signers. Additional check signers may be designated by the Executive Board.

Theatre Directors shall be authorized to possess CRTC Booster Club debit/check cards and may use them if necessary. All purchases must qualify under specific line items in the current approved budget and may not exceed the amounts budgeted for those line items. The President shall also hold debit/check card authority and additional check card holders may be designated by the Executive Board.

Check signers and holders of CRTC Booster Club debit/check cards must be communicated to the membership before authority to sign checks or make purchases is granted.

The Cinco Ranch Theatre Company Booster Club budget shall be reviewed periodically by the Executive Board and the general membership. At the last general membership meeting of the academic year, summer spending must be approved. At the first executive board and general meeting of the school year, the two tax free days for the year will be set.

Article XII: Relationship to School/Booster Club Authority

All activities and programs of Cinco Ranch Theatre Company Booster Club, insofar as they bear on students of the school, shall be under supervision of the school. Furthermore, careful attention shall be given to the operation of club activities to ensure compliance with the rules of the University Interscholastic League (UIL) and the policies of Katy ISD.

The Booster Club shall not attempt to direct a teacher/director in any of his or her duties. The schedule of contests, the rules of participation, the method of earning letters and other criteria dealing with the inter-school program are under the jurisdiction of the local school administration.

The Superintendent of Katy ISD and/or Principal of Cinco Ranch High School shall have veto power over the decisions and activities of Cinco Ranch Theatre Company Booster Club.

Article XIII: Amendments

All amendments to the by-laws and/or standing rules must be submitted, in writing, to the Secretary and read at the next regular meeting of the organization. A vote will be held on the amendment at the next scheduled meeting following the reading.

To be approved, the amendment must receive a two-thirds majority vote of the members present and voting. The change will become effective immediately, unless otherwise indicated.

Note: Please refer to Roberts Rules of Order Revised concerning questions regarding Parliamentary procedure.

Adopted By Booster Club_____