

THEATRE ARTS BOOSTER CLUB BYLAWS

Revised: November 14, 2007

ARTICLE I - NAME

The name of this organization shall be Taylor PlayMakers Booster Club.

ARTICLE II - PURPOSE

The purposes of this Booster Club are to assist with the endeavors of the Theatre and Technical Theatre Departments of James E. Taylor High School and to assist Thespian Troupe 311 through both physical and monetary support.

ARTICLE III - MEMBERSHIP

Section A. Membership shall be:

1. Parents of students.
2. Relatives and friends of students.
3. At least twenty-one (21) years of age.
4. Responsible for the financial and service obligations established by these Bylaws.

Section B. Members in Good Standing

1. Only members who have paid annual dues are considered in good standing and are therefore eligible voting members.
2. Individuals may join the Booster Club at any time during the school year; however, full annual dues must be paid to be considered in good standing.

ARTICLE IV - OFFICERS

Section A. Elected officers of this organization shall be:

1. President
2. Past President
3. First Vice President
4. Second Vice President, if needed
5. Secretary
6. Treasurer
7. Other officers as become necessary or advisable.

Section B. Vacancies

Vacancies occurring during the year shall be filled by appointment of the President and approved by the Officers

ARTICLE VIII - DUTIES OF OFFICERS

Section A. General

1. Officers shall maintain a current procedure book.
2. Officers are expected to attend PlayMakers board and general meetings and participate in fundraisers.
3. Officers shall set up transition date for the transfer of duties for the incoming officers at the first summer meeting.

Section B. President

1. Presides at all meetings of the Booster Club and is an Ex-officio Member of all Committees, excepting the Nominating Committee.
2. Appoints all Chairpersons of Committees.

Section C. First Vice President

1. Responsible for organizing or delegating all Executive Board approved major fundraising events and committees.
2. In the President's absence acts for the President.

Section D. Second Vice-President

1. Assists with the First Vice President and helps coordinate those committees which directly support theatre productions.

Section E. The Secretary

2. Keeps in permanent form the minutes of all meetings of the Booster Club, and of the Executive Board meetings.
3. Posts the minutes of General Membership meetings on the Booster Club website within two (2) weeks of the meeting; corrections may be submitted and given none, the minutes need not be read at the next meeting.
4. Maintains and distributes a list of members' names and addresses and is responsible for contacting the membership with meeting reminders, special notices, etc. that the Booster Club might need to send.

Section F. The Treasurer

1. Keeps a list of all Booster Club Members with their correct addresses.
2. Receives, disburses and is custodian of all funds of the Club.

3. Collects dues.
4. Keeps a record of all receipts and disbursements of the Booster Club.
5. Submits a monthly balance statement at the regular meetings and furnishes the President and Secretary with a duplicate copy.
6. All checks over \$1000.00 need to be countersigned by the President. In the event that the President and Treasurer are spouses, then another designated board member needs to be the counter signer.

Section G. Past President

1. Presides as advisory to the Board working at the current President's request.

ARTICLE VI - MEETINGS

Section A. Regular meetings

1. The Booster Club shall meet once a month, on the second Tuesday of the month, from September through May, with the possible exception of December.
2. A December meeting should be held at the discretion of the Booster Executive Board.
3. Meeting dates can be changed at the discretion of the Booster Club Officers.

Section B. Order of business

The order of business at the regular business meeting of this club shall be governed by Robert's Rules of Order, Revised.

ARTICLE VII – FINANCIAL OBLIGATIONS

Section A. Annual dues

1. Dues are due and payable to the Treasurer on or before the September meeting.
2. Annual dues shall be determined and set by the incoming President, but shall be limited to an increase of no more than ten percent (10%) above the amount required for the immediately preceding year.
3. The financial obligation year for membership runs for one year, from September through September, beginning on the second Tuesday of that month.
4. A quorum of eligible voters can change dues at the August meeting.

Section B. Scholarships

1. Scholarship amounts and the number of scholarships shall be at the discretion of the Officers based on funds available and worthiness of the student(s).
2. The scholarship program specifications shall be written by a Scholarship Committee and presented to the Booster Club membership.
3. The funds shall come from the first Booster Club fundraiser(s) of the school year and shall be set aside, earmarked specifically for end of year scholarship use.

ARTICLE IX - COMMITTEES

Section A. General

The Committees shall be Standing and Special. At the request of the President, the Officers may create any Standing or Special Committees consisting of officers or non-officers, as it deems necessary. Such committees shall have the powers, duties, and existence as determined by action of the Officers.

Section B. Standing Committees

1. Patron Program
2. Publicity
3. Tickets and Box Office
4. Programs
5. Costume
6. Rehearsal Support
7. Concessions
8. Telephone
9. Comedy Sportz Liaison
10. Prop and Set Procurement

Section C. Standing Committee Responsibilities

1. "Standing Committee" is a committee, which has continuing existence to handle routine duties needed to be carried out on a regular basis.
2. The chair of each committee shall be appointed by the President, subject to the approval of the Officers. Each committee chair shall:

- a. Submit all proposed plans to the Officers for approval.
- b. Be invited to attend officer meetings to give reports but shall neither discuss nor vote if not an authorized Officer.
- c. Maintain a current procedure book containing records, correspondence reports, and business papers.
- d. Submit a project-end or year-end report to the President and file a copy in the procedure book.
- e. Except where otherwise designated in these Bylaws, committee members shall be selected by the chair of the respective committee and subject to approval of the officers.
- f. Vacancies on committees shall be filled by appointments made in the same manner as provided in the case of the original appointments.
- g. Responsibilities of Standing Committees shall include, but are not limited to:
 - i. Patron Program
 - a) Secures Patron memberships via mail, telephone calls, email, and/or personal visits to the community, alumnae, parents, and all other Booster Club supporters.
 - ii. Publicity
 - a) Prepares all news articles and pictures of theatre activities for Houston and local newspapers and magazines, as needed.
 - b) Responsible for photos and videos of productions, as approved by the officers.
 - iii. Tickets and Box Office
 - a) Conducts the box office and manages ticket sales.
 - b) Recruits volunteers to assist with all areas of ticket and box office sales.
 - c) Teach students about and assist students with ticket and box office sales.
 - iv. Programs
 - a) Prepare programs for all performances.
 - b) Submit programs to the printer.

- c) Arrange for delivery or pick up of programs.
- v. Costume
 - a) Help to locate fabric for use in costume construction
 - b) Build costumes as per instructions from faculty costume coordinator or designer
 - c) Teach and supervise student crews in the above activities.
- vi. Rehearsal Support
 - a) Responsible for recruiting people to help in providing food for cast and crew during designated rehearsals or performances.
- vii. Concession
 - a) Manage the concession stands during all performances, including ComedySportz matches if desired.
 - b) Recruit people to help work the concession stand during the performances.
 - c) Procure donations of concession items to be sold.
 - d) The chair is responsible for collecting all monies and giving them to the Treasurer at the end of the production.
- viii. Telephone
 - a) Recruits people to inform members of meetings and social events, as well as other communication needs as directed by the President.
- ix. Comedy Sportz Liaison
 - a) Assists the ComedySportz sponsor and team, as needs arise.
 - b) Arranges to have snacks and drinks available for the team during ComedySportz matches.
- x. Prop and Set Procurement
 - a) Assists and supervises students in the research and procurement of properties

and set pieces needed for each production.

- b) Accompanies students on prop and set finding journeys into the community.
- c) Negotiates agreements with shops or individuals who loan or rent items.

Section D. Special Committees

1. "Special Committee" is a committee, which has a temporary existence and is established to accomplish a particular task. The committee ceases to exist as soon as the specified task is completed.
2. In addition to those Standing Committees specified in these Bylaws, the Officers may create any Standing or Special Committees consisting of officers or non-officers, as it deems necessary. Such committees shall have the powers, duties, and existence as determined by action of the Officers.

Section E. Special Committee Responsibilities

1. The chair of each committee shall be appointed by the President, subject to the approval of the Officers. Each committee chair shall:
 - a. Submit all proposed plans to the Officers for approval.
 - b. Be invited to attend officer meetings to give reports but shall neither discuss nor vote if not an authorized Officer.
 - c. Maintain a current procedure book.
 - d. Submit a project-end or year-end report to the President and file a copy in the procedure book.
 - e. Except where otherwise designated in these Bylaws, committee members shall be selected by the chair of the respective committee and subject to approval of the officers.
 - f. Vacancies on committees shall be filled by appointments made in the same manner as provided in the case of the original appointments.

ARTICLE X - VOTING PROCEDURES

Section A. Quorum

1. One third of the eligible voting members shall be represented in person or by proxy to constitute a voting quorum at a meeting of the members.
2. In the absence of a voting quorum, any meeting may be adjourned to another time by the vote of a majority of the votes represented in person.
3. Each eligible voting member is entitled to one vote.
4. Voting by proxy and email is permitted.
5. If a quorum is present, the affirmative vote of the majority of the voting members and voting on any matter shall be the act of the members.

ARTICLE X - AMENDMENTS

Section A. Amendment by Officers

A majority of the authorized number of officers, at any duly called meeting, may amend these Bylaws to comply with state and federal laws.

Section B. Amendment by Members

New Bylaws may be adopted or these Bylaws may be amended or repealed by a two-thirds affirmative vote of the qualified members present and voting at any regular meeting of the Taylor PlayMakers Booster Club, provided that a written copy of all proposed amendments or proposed new Bylaws has been submitted in writing at the previous business meeting of the Booster Club and posted in the theatre room and on the website.