

# Pearland High School Theatre Booster Club By-Laws

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## ARTICLE I – NAME

The name of this organization shall be the Pearland High School Theatre Booster Club.

## ARTICLE II – PURPOSE

The purpose of this organization shall be to promote and support the students, programs, and activities of the Pearland High School Theatre Department.

## ARTICLE III – GENERAL

Section 1. The PHS Theatre Booster Club acknowledges, accepts, and submits to the guidelines of the Pearland Independent School District in compliance with the UIL guidelines.

Section 2. The PHS Theatre Booster Club shall be a non-profit organization and shall also be non-shareholding, non-commercial, and non-bargaining.

Section 3. The PHS Theatre Booster club shall consist of two voting authorities: the membership and the Executive Board.

Section 4. The PHS Theatre Booster Club voting process shall consist of a majority vote rules.

Section 5. The President shall authorize all meetings of the PHS Theatre Booster Club's regular meetings and the Executive Board meetings. The President shall also be informed by all sub-committees' chairpersons of their meetings.

## ARTICLE IV – MEMBERSHIP AND DUES

Section 1. The membership of this organization shall be limited to families that support the PHS Theatre and the PHS Theatre Booster Club by-laws.

Section 2. Membership shall be awarded annually during the enrollment period and may be obtained by having a child in the PHS Theatre program, or supporting the PHS Theatre department.

Section 3. Annual membership dues shall be required from all members, with the exception of PHS faculty. The amount of the annual dues will be determined by the Executive Board prior to the first general membership meeting of the year.

Section 4. All members shall be entitled to vote, hold office, and participate in all activities. Membership may have the following designated vote based upon the type of membership obtained:

- Family – 1 vote per adult member (maximum of two)
- Voting by proxy is unacceptable.
- Members must be present to vote.

Section 5. Membership enrollment period shall begin September 1 and close August 31 of the following year.

Section 6. The membership shall elect a minimum of four officers at the May meeting. The elected officers will begin serving their term at the end of the current school year (in June) until the following end of school year (in May) as designated: President, Vice-President, Secretary, and Treasurer.

## ARTICLE V – OFFICERS (EXECUTIVE BOARD)

Section 1. The PHS Theatre Booster Club officers shall be the President, Vice-President, Secretary, and Treasurer. To be eligible as an Officer, you must have a student currently enrolled in the PHS Theatre program. The officers will constitute the Executive Board and will oversee the business of the organization.

Section 2. There shall be a nominating committee appointed by the Executive Board at a regular meeting at least two months prior to the election of officers. The committee shall be composed of a minimum of three members. Booster Club members interested in an officer position will be asked to contact one of the Nominating Committee members to place their name on the ballot. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting to be held no later than April (or at the next to last meeting of the year) at which time additional nominations may be made from the floor. Nominees must be active members in good standing. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office. Elections will be held no later than the May (or last) general meeting. Election will be by majority vote of the members present at a general membership meeting where a quorum has been established. A quorum is defined as a total of 6 active booster club members in attendance, 2 of which must be current officers. This number 6 is derived from half of the Board positions plus 1, where the Board includes the Officers (President, Vice President,

Treasurer, and Secretary) and the Chairs of the following year-round committees: Membership, Hospitality, Communications, Fundraising, Concessions, and Fan Grams.

Section 3. No officer shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 4. A vacancy occurring in any elected office shall be filled for the unexpired term by a member in good standing appointed by the Booster President with Board approval by majority vote. A general membership vote will not be taken.

Section 5. An officer or chairman may be removed from office for failure to perform duties by majority vote of the Executive Board. An officer or chairman who misses three consecutive meetings may be removed from office by majority vote of the Executive Board.

Section 6. The Executive Board shall create sub-committees as needed during the current school year. They will appoint a chairperson(s) to oversee each sub-committee.

Section 7. The Executive Board shall have authority to make emergency decisions on behalf of the PHS Theatre Booster Club. Minutes shall be taken by the Secretary and presented for ratification by the PHS Theatre Booster Club's membership at the next regular meeting.

## ARTICLE VI – DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the organization, regularly meet with the campus representative (s) regarding Booster Club activities, be authorized to sign on the bank accounts, serve as an ex-officio member of all committees, and perform all other duties pertaining to the office or assigned by the organization. The President may convene the Executive Committee on an emergency basis as deemed necessary.

Section 2. The Vice-President shall aid the President with all duties pertaining to the office, preside in the absence of the president, be authorized to sign on the bank accounts, and perform other duties as assigned by the President or organization. He/she shall serve as an ex-officio member of all committees.

Section 3. The Secretary shall record the minutes of all meetings of the organization, maintain the official organization record book, ensure that approved copies of minutes are made available if requested to appropriate school and/or district personnel, conduct and maintain correspondence on behalf of the organization, and perform other duties as assigned by the President or organization. The Secretary shall also keep a complete membership roster, maintain an up-to-date membership report, and provide such report at each regular meeting to determine voting rights if necessary.

Section 4. The depository selected by the club shall be approved by the membership.

The Treasurer shall have custody of all the funds of the organization. The Treasurer shall keep accurate records of the organization's fund raising and expenditures, including bank statements, receipts, budgets, invoices, paid receipts and canceled checks. Accounts will be reconciled monthly, and Treasurer shall present a financial statement at general meetings, Executive Board meetings, and at other times when requested by the organization or Executive Board; file annual state sales and federal income tax reports as required; make disbursements as authorized by the President, Executive Board, or organization, thus the Treasurer is authorized to sign on the bank account. The signatures of the President, Treasurer, Vice-President or designated Board member shall be required on checks written on the account. Two signatures are required on all checks over \$500.

- No blank checks will be issued by signers on the bank account.
- No cash advances allowed.
- Two signatures are required on receipt when handling cash for a deposit.
- Any invoice or request for reimbursement must be submitted with receipts to be considered for reimbursement.

Treasurer shall submit books and records to the auditing committee as requested and in compliance with PISD accounting guidelines for Booster Clubs.

## ARTICLE VII – FISCAL YEAR AND AUDIT

Section 1. The fiscal year of this organization shall begin September 1 and end August 31.

Section 2. An audit committee consisting of not less than three members, who are not authorized signers, shall be appointed by the Executive Board at least thirty days before the last meeting of the year. The audit committee shall report to the organization at the first meeting of the new school year, with appropriate reports forwarded to the PISD compliance officer as required.

## ARTICLE VIII – AMENDMENTS

These by-laws may be amended at any regular meeting of the organization by a majority vote of the active members present, provided that the proposed amendments shall have been submitted in writing to the Executive Board for study and advance notice of the vote and amendment text provided to the membership at least one week prior to the vote.

## ARTICLE IX – DISSOLUTION

In order to dissolve the organization, notice of a special membership meeting for the purpose of voting on the question of dissolution will be delivered at least 30 days prior to the meeting, in written form, to each member entitled to vote. The distribution of any remaining funds or other assets must be determined prior to dissolution, and must be distributed within the framework of the organization's original purpose and in accordance with PISD policies.