

Mayde Creek High School (MCHS)  
Theatre Company Booster Club  
Constitution and By-Laws

**Article I Name:**

The name of the organization shall be: **Mayde Creek High School (MCHS) Theatre Company Booster Club**

**Article II Purpose:**

Section 1: The purpose of the Organization is to cooperate, support, and aid the Mayde Creek High School Theatre Company in its development, projects, and activities, and to encourage every theatre student as a company member, a performer, and a crew member.

Section 2: All actions of the Organization shall be within the guidelines of the policies and philosophies of the Katy Independent School District as set by its Board of Trustees and the State of Texas.

**Article III Membership:**

Section 1: Membership is open to parents/guardians of Mayde Creek High School Theatre Company members.

Section 2: Booster Club Membership is necessary to cast a vote at a general meeting or to hold office, but non-membership does not preclude participation in any of the activities sponsored by this Organization.

Section 3: Any interested patron or business subscribing to the purposes and principles of Action stated in these by-laws may participate as a Sponsoring Member of the Booster Club. A Sponsoring Member is defined as one who pays dues as a member, but is not a parent or guardian of a current student member of the Theatre Company. Sponsoring Members are excluded from voting or serving on the Board of Directors, but may attend meetings and participate in the activities of the Booster Club.

Section 4: The Executive Board will set (or waive) annual membership dues.

Section 5: All members of the MCHS Theatre Company Booster Club may receive a copy of the By-Laws upon request to the Secretary.

**Article IV General Meetings:**

Section 1: The general meetings of the membership shall be held at least four times during the academic school year. The Executive Board at its first meeting of the year will establish dates and times. Notice shall be given if a change of date is needed.

Section 2: All meetings of MCHS Theatre Company Booster Club including committee meetings shall be considered public meetings. Once a quorum has been established, a majority vote rules.

Section 3: The Theatre Director(s) must be advised of any and all meetings planned by the Booster Club, and may attend as he/she deems necessary.

**Article V Voting:**

Section 1: All matters voted on by the members at any meeting shall be decided by a majority of the members present. Quorum of the membership shall be the number present at any meeting.

Section 2: Quorum of the Executive Board shall be a majority of the members of the Executive Board.

**Article VI Election of Officers:**

Section 1: Any nominee for an Executive Board position must be a member in good standing with MCHS Theatre Company Booster Club. All officers must be parents or guardians of current MCHS Theatre Company members.

Section 2: Election of officers shall occur at the last regular meeting of the school year. Election is by a simple majority of the voting membership present.

Section 3: The newly elected officers will assume their duties July 1 at which time all records are to be turned over to the in-coming officers. The term of office shall continue through June 30 of the following year.

Section 4: No Executive Board member shall serve more than two consecutive terms in the same position without approval by a two-thirds majority of the members present and voting.

**Article VII Board of Directors**

Section 1: The Board of Directors shall manage the business and affairs of the organization. The Board of Directors shall consist of the Executive Board and the Members-at-Large.

Section 2: The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Publicity Director and Fundraising Coordinator. The Theatre Director(s) shall serve as an ex-officio member of the Executive Board.

President - the President shall preside at all general and/or executive meetings. The President will ensure that the constitution and policies of the organization are carried out; 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. The President will also work closely with the Theatre Company Director(s) to set policy and to plan the activity calendar for the academic year. The President is authorized to co-sign checks with the Vice President and Treasurer.

Vice President: the Vice President shall assume the duties of the President at anytime the President is unable to fulfill the duties of the office. The Vice President will assist the President in the performance of the President's duties. The Vice President serves as the Membership chairperson for the organization, and is responsible for collecting membership forms and annual dues, maintaining a current roster of membership and the distribution of these funds to the treasurer of the organization in a timely manner. The Vice President shall also arrange for chaperones throughout the year as needed. The Vice President is authorized to co-sign checks with the President and Treasurer.

Secretary - The secretary shall prepare and maintain minutes of all meetings of the Membership and the Board of Directors/Executive Board, conduct the correspondence of the organization (including regular email regarding meetings), and keep records of volunteer hours for KISD.

First Treasurer First Treasurer prepares the annual budget in coordination with the Executive Board. The First Treasurer shall be responsible for the financial records of the Theatre booster. Shall provide financial reports as necessary and a budget update for all meetings. Shall ensure timely submission of reports that may be required by the laws of the State of Texas and the United States Government. The Treasurer is responsible for filing any tax information returns (i.e. IRS Form 990) at the end of each school year, before turning over records to the incoming

First Treasurer. Shall process and maintain documentation of transaction relation to theatre and booster events and fundraising.

Second Treasurer Shall process and maintain documentation of all transactions, collect student fees and payments, and donations. Shall process and maintain documentation of all income transaction relation to theatre and booster events and fundraising.

Both Treasurers may be authorized to co-sign checks together and/or with the President and Vice President.

Publicity - The Publicity Director will be in charge of advertising in the theatre programs, news releases to local newspapers and newsletters when necessary. This officer is responsible for promoting a positive image of the Mayde Creek High School Theatre Program to the public.

Fund Raising: The Coordinator for Fundraising will present and oversee fundraising activities for the following purposes: 1) to assist students in paying for fees required for participation in the Theatre Company; 2) to provide general funding for the Theatre Company in addition to membership dues, ticket and program ad sales, and concessions. All fund raising activities must be approved by MCHS administrative staff before they begin.

Section 3: In addition to the elected officers who comprise the Executive Board, the President shall appoint at least (4) and no more than (10) Members-at-Large to serve on the Board of Directors. Members-at-Large shall assist with the coordination and oversight of various committee activities.

Section 4: Two persons in the same family may share an office, but will only have one vote in consideration of Booster Club business requiring a majority vote by the Executive Board (i.e. Co-Presidents may be a husband/wife, or grandmother/mother of student, etc.). Two members of the same family may hold two separate positions on the Executive Board, provided that the two members are not both authorized check signators, (i.e. President, Vice President, and Treasurer.)

Section 5: Meetings of the Board of Directors may be held at anytime or place upon call by the President(s) or, in his/her absence, Vice President(s). The Secretary shall give notice of the meetings by telephone or in writing to each member of the Board. The Board of Directors must advise the Theatre Director(s) of any and all meetings.

#### **Article VIII Vacancies in Office:**

Section 1: The President shall have the authority to nominate vacant Executive Board positions. The Executive Board has the authority to approve by simple majority.

Section 2: Reasons to Remove: by two-thirds vote of the Executive Board, an officer or committee member may be removed from office for failure to perform duties.

#### **Article IX Budget:**

Section 1: A proposed budget shall be prepared by the Executive Board. The proposed budget shall include expected income sources as well as expected expenditures.

Section 2: The proposed budget shall be presented for vote to the membership at the first general meeting of the year, and once approved, shall serve as the operating budget for the year.

#### **Article XI Funds:**

Section 1: Funds of the MCHS Theatre Company Booster Club will be disbursed throughout the year by the Executive Board in accordance with the approved operating budget. All checks will require two signatures; eligible signers are the President, Vice President, and the Treasurer.

Section 2: Expenditures in excess of \$250 which are not included in the current operating budget must be approved by a simple majority of the Executive Board prior to disbursing funds.

Section 3: The Booster Club may be dissolved at the request of the current Katy ISD Superintendent. Upon dissolution of the MCHS Theatre Company Booster Club, all funds must be used exclusively for the theatre program's educational exempt purposes.

**Article XII Relationship to School:**

Section 1: All activities and programs of MCHS Theatre Company Booster Club, insofar as they bear on students of the school, shall be under the 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.

Section 2: MCHS Theatre Company Booster Club shall not attempt to direct a teacher/director in any of his/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.

Section 3: The Superintendent of Katy ISD and/or Principal of Mayde Creek High School, as well as the Theatre Director(s) shall have veto power over the decisions and activities of MCHS Theatre Company Booster Club.

**Article XIII Amendments:**

Section 1: All amendments to the By Laws and/or Constitution 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.

Section 2: 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.

**Article XIV Principles of Action:**

MCHS Theatre Company Booster Club shall undertake (but not be limited to) the following activities:

- a. Provide a forum for parents and patrons to meet together to provide support for the students and the Theatre Director(s) at Mayde Creek High School.
- b. Direct fund raising activities to support the theatre program of Mayde Creek High School students.
- c. Provide scholarship funding to graduating senior(s).