

CARROLL THEATRE BOOSTER CLUB STANDING RULES

Revised: October 16, 2017

ARTICLE I - NAME

The name of this organization shall be Carroll Theatre Boosters, Inc.

ARTICLE II - PURPOSE

The purposes of this Booster Club is to assist with the endeavors of the Theatre and Technical Theatre Departments of Carroll Senior High School and to assist Thespian Troupe 5404 through both physical and monetary support.

To provide moral support to the theatre program. To initiate and maintain an enthusiastic interest for the Carroll Theatre Department among parents, guardians, theatre students, directors and the surrounding community and businesses. To promote attendance at events, to reinforce the department objectives, and to contribute time and services to support curricular and co-curricular activities for the program. To provide excellent communication among interested parents, students, teachers and directors.

To provide financial support for additional education, scholarships, equipment, and supplies that are not available through the school budget.

Student Definitions

Theatre Student – A student who is enrolled in any Carroll Theatre classes.

Active Thespian – A student inducted into the International Thespian Society and enrolled in theatre classes. Has voting privilege in Thespian elections.

Inactive Thespian – A student who has been inducted into the International Thespian Society but is not currently enrolled in Theatre classes. Inactive Thespians may attend all meetings, functions, and vote in elections but may not run for thespian offices.

Thespian Inductee – All students who are enrolled in theatre classes and working to earn points to be inducted into the International Thespian Society. Inductees with 1 point or above have voting privilege.

Non-Theatre Students – Students from CSHS & CSH are welcome to audition for and participate in CSHS productions provided they follow the theatre handbook and rules while working in the theatre department. Parents or guardians of non-theatre students are welcome to join Carroll Theatre Booster Club.

ARTICLE III - MEMBERSHIP

Section A. Membership shall be:

- Parents and/or guardians of any student involved in Carroll theatre productions
- Responsible for the financial and service obligations established by these Bylaws.

- Individuals may join the Booster Club at any time during the school year.
 - Directors, Administrators, and Teachers are honorary members and are cordially invited to attend all Booster meetings.
5. Voting shall be decided by a majority of the Executive Board and the Booster Membership. The President shall vote only in a tie.
 6. All Booster Meetings will be held on CSHS Campus.
 7. Meetings should be limited to one a month unless determined necessary by the Executive Board and Directors.

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Executive Board Elections

- To be eligible to hold an office a person must be the parent or guardian of a Carroll Theatre student and a current member of the Carroll Boosters
- Each elected office term shall be for one year. No booster member shall hold the same office for more than two years unless voted on by the Boosters and agreed to by the Directors.

BOOSTER FUNDS

Booster Funds and Production Funds shall be divided in two account ledgers. Excess production funds will be returned back in to the theatre activities fund quarterly or at the end of each production process as suggested by the CISD finance department.

Booster Funds -The Executive Board may vote on ways to spend the booster funds and ways to fundraise. Voting by the executive board is only needed when there is disagreement on how to spend the booster funds. The Executive Board and Directors will approve an annual budget for booster funds. Any purchases above \$100 and outside of the approved budget will be submitted to directors for approval.

Production Funds – Production funds may be used on any expenses for productions. Directors and the Executive Board will decide how to best use any excess funds. No votes are needed for Directors to spend production funds provided the funds are being used towards a theatre production or basic department needs.

ARTICLE IV - OFFICERS

Section A. Elected officers of this organization (the Executive Board) shall be:

- President (elected)

- First Vice President (elected) --VP of Sponsorship
- Second Vice President (elected) --VP of Publicity
- Third Vice President (elected) --VP of Production
- Secretary (elected)
- Treasurer (elected)
- Parliamentarian (elected)

Section B. Vacancies

Vacancies occurring during the year shall be filled by appointment of the President & Directors and approved by the Officers of the Executive Board.

ARTICLE VIII - DUTIES OF OFFICERS

Section A. General

- Officers shall maintain a current notebook to be passed on to successors.
- Officers are expected to attend Carroll Theatre Booster board and general meetings and participate in fundraisers.
- Officers shall be elected by April 1st.
- Newly elected officers will work with outgoing officer until the end of the year and assume their position on or around May 15th.

Section B. President

- Presides at all meetings of the Booster Club and is an Ex-officio Member of all Committees, excepting the Nominating Committee
- Is the chief spokesperson for the Carroll Theatre Boosters.
- Presides over booster meetings
- Assists Directors with Parent meetings
- Maintains copies of bylaws, Certificate of Formation, minutes and correspondence
- Is co-signer on bank account with treasurer, and has booster club credit card
- Must have served 1 year on Booster Board immediately prior to election as President

Section C. 1st Vice President of Sponsorship

- Serves on the Carroll Theatre Executive Board
- In the President's absence acts for the President
- Working and Staying in communication with current sponsors to secure donations, help find new sponsors and raise additional money
- Spearhead yearly Sponsorship drive
- Keep accounting of both in-kind and monetary donations
- Set up committees as needed

- Work with VP of Publicity to make sure sponsors are acknowledged in all press releases and social media

Section D. 2nd Vice-President of Publicity

- Serves on Carroll Theatre Executive Board
- Will work with local agencies to promote all shows and events during the school year
- Works closely with Directors to obtain information on each show for press releases
- Duties include writing articles for publications
- Securing photographs from Theatre photographer
- Working with webmaster and running social media outlets to promote the program, shows and events
- Working with VP of Sponsorship for pre and post productions press releases with sponsor names
- Work with city council and school board for additional press

Section E. 3rd Vice President of Production

- Serves on the Carroll Theatre Booster Board
- Develop and collecting all show packets for each show
- Distributing returned show packet forms to appropriate booster chair
- Setting up head shots and photo shoots with photographer
- Provide all forms electronically to webmaster
- Work with Directors to determine fees, deadlines, etc.
- Collect production fees and give to Treasurer
- Work with VP of Sponsorship and Publicity and advertising chair to ensure show programs are correct

Section F. The Secretary

- Serves on the Carroll Theatre Executive Board
- Maintain minutes for each meeting (Booster and Exec Board)
- Provide minutes to the President for review
- Posts the minutes of General Membership meetings on the Booster Club website within two (2) weeks of the meeting;

Section F. The Treasurer

- Serves on the Carroll Theatre Executive Board
- Receives, disburses and is custodian of all funds of the Club, maintaining the checking account, debit cards, and deposits

- Helps to set yearly budget
- Keeps a record of all receipts and disbursements of the Booster Club.
- Submits a monthly balance statement at the regular meetings and furnishes the President and Secretary with a duplicate copy.
- Provide webmaster with electronic copies for the website

Section G. Parliamentarian

- Serves on the Carroll Theatre Executive Board
- Advise presiding officers
- Attend all booster and Exec meetings in order to provide parliamentary advice when required
- Maintain and understand current bylaws
- Process amendments as needed
- Be familiar with Roberts Rules of Order

ARTICLE VI - MEETINGS

Section A. Regular meetings

- 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.
- A December meeting should be held at the discretion of the Booster Executive Board and Directors.
- Meeting dates can be changed at the discretion of the Booster Club Officers and Directors.

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

- Dues are due and payable to the Treasurer on or before the October meeting.
- Annual dues shall be determined and set by the incoming President and Directors with the advice of the executive board, but shall be limited to an increase of no more than ten percent (10%) above the amount required for the immediately preceding year.
- The financial obligation year for membership runs for one year, from September through September, beginning on the second Tuesday of that month.

Section B. Scholarships

- Scholarship amounts and the number of scholarships shall be at the discretion of the Executive Board and Directors based on funds available and worthiness of the student(s).
- The scholarship program specifications shall be written by the Directors and presented to the Executive Board for review and approval.
- The funds shall come from the Booster Club fundraiser(s) of the school year and shall be set aside, earmarked specifically for end of year scholarship use.
- Scholarships will be determined by a “blind panel” of theatre professionals (3) and will be based solely on the content of the scholarship application. The panel will be moderated by a non-theatre CISD administrator, counselor or teachers who will not vote.

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

- Hospitality (2)
- Volunteer (2)
- Tickets and Box Office
- Foyer decorating
- Homecoming Parade
- Ushers
- Senior Night Chair (cannot be a senior parent)
- PTO Rep
- Acting with the Stars
- Nominations (3 graduating parents that have no other children in the program)
- UIL Coordinator
- Membership
- Silent auction
- Bunco
- Fundraising

- VIP Party
- Advertising
- Webmaster
- Fine Arts Signing Day
- Flowers and Candy grams

Section C. Standing Committee Responsibilities

- “Standing Committee” is a committee, which has continuing existence to handle routine duties needed to be carried out on a regular basis.
- The chair of each committee shall be appointed by the nominating committee, subject to the approval of the Officers. Each committee chair shall:
 - Submit all proposed plans to the Officers for approval.
 - Be invited to attend officer meetings to give reports but shall neither discuss nor vote if not an authorized Officer.
 - Maintain a current note book containing records, correspondence reports, and business papers.
 - 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.
 - Vacancies on committees shall be filled by appointments made in the same manner as provided in the case of the original appointments.
 - Responsibilities of Standing Committees shall include, but are not limited to:
 - Hospitality
 - Setting up committees to provide meals and snacks for all events and rehearsals including events hosted by Carroll Theatre and produced by students (MS UIL competition), providing meals for judges, organizing banquet by selecting venue and caterer
 - Sets up judges room for the DSM, Buckley and Schmidt and Jones judges that visit during the run of the Fall musical
 - Volunteer
 - Main duties include securing parent volunteers for ALL productions and events involving Carroll Theatre
 - Keep track of volunteer hours logged by parents
 - Work on increasing participation with ALL theatre parents

- Work with membership chair to ensure full participation
- Foyer
 - Decorates the foyer for Fall Musical. Decorating may take up to one week prior to the show and a few days after the show closes to break down
 - May need to decorate for other shows based on Director's wishes
- Homecoming Parade
 - Implements students design and help students construct the Homecoming Float.
 - Coordinates delivery of float to parade site
 - Helps to secure signed permission slips for parents and students marching in the parade.
 - Assists students in breaking for float following the parade
 - Provide supplies for theatre booth. Provides water for students and parent volunteers helping in booth with the homecoming activities.
 - Secures signed permission slips for parents and students marching in the parade.
- Ushers
 - Directors will provide list of ushers
 - Work with and train ushers on proper theatre etiquette during performances (seating guests, providing programs, opening/closing doors
 - explain duties before show and after show
 - establish schedule so we have plenty of ushers during each performance
 - coordinate with Flower/candygram chair for deliveries
 - schedule meeting with ALL ushers before show opens
 - contacts parents to set expectations on hours
- Webmaster
 - Responsible for the development, maintenance and timely updating of dragondrama.net
 - Will work with PR, directors, sponsorship, treasurer and secretary
- Senior Night Chair (CANNOT BE A SENIOR PARENT)
 - Duties include planning event,
 - Contacting senior parents,
 - Setting up a senior table for check-in
 - Contact Theatre and Band directors for a list of seniors
 - Coordinate parent pictures with photographer
 - Work within allotted budget
- VIP Sponsor Party Chair
 - Arrange and host party during second semester for \$500 level sponsors as well as local VIPs (mayor of Southlake and City Council, school

- board and superintendent, and principals)
 - Work with VP of Sponsorship to find location
 - Set up and decorate tables
 - Send out invitations
 - Set up pictures in auditorium with photographer
 - Reach out to community for additional sponsors
- Fundraising Chair
 - Work with the VP of Sponsorship to set up Spring Fundraising event
- Silent Auction Chair
 - Work with VP of Sponsorship to set up silent auction at the Spring Fundraising event
- xi. PTO Reps
 - Attend meetings at both schools and keep boosters/directors apprised of any developments
- xii. Nominations
 - Gather interest and election forms in January of each school year
 - Work with graduating senior parents and directors if necessary (3-5 people)
 - Announce new officers at February booster meeting
 - Needs to have volunteered in different areas of theatre
 - Be familiar with position and parent volunteers
- xiii. Acting With the Stars
 - Work with directors, president and VP of Publicity
 - Get posters/shirts designed
 - Get competitor signs/buckets ready
 - Make sure marbles are available
 - Scales for weighing
 - Work with volunteer chair to set up front of house

Section D. Special Committees

- “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.
- In addition to those Standing Committees specified in these rules, 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

- The chair of each committee shall be appointed by the President, subject to the approval of the Officers. Each committee chair shall:

- Submit all proposed plans to the Officers for approval.
- Be invited to attend officer meetings to give reports but shall neither discuss nor vote if not an authorized Officer.
- Maintain a current notebook.
- Vacancies on committees shall be filled by appointments made in the same manner as provided in the case of the original appointment

ARTICLE X - VOTING PROCEDURES

Section A. Quorum

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.

- 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.
- Each eligible voting member is entitled to one vote.
- Voting by proxy and email is permitted.
- 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.
- The President shall vote only in a tie.