

# **Bylaws for CEHS Theatre Boosters**

## **ARTICLE 1 - ORGANIZATION**

This organization shall be a non-profit, unincorporated association. The name of the organization shall be:

CEHS Theatre Boosters  
345 Ocean House Rd.  
Cape Elizabeth, ME 04107

## **ARTICLE II - PURPOSE**

### Section 1

The booster club exists for the purpose of broadening the involvement of students, student families, members of the community and the school, through support for all activities of the inter-school theatre programs. The booster club works to achieve this through active participation of as many parents as possible in booster club programs and in concentrated support for productions, working closely with the theatre and as he/she desires.

- To support, promote, and maintain a high standard of integrity and in all theatre activities of high school.
- To foster and promote good will and fraternal spirit among the members.
- To promote and encourage attendance to productions by the parents, friends of actors, the students, and faculty of the high school.
- To promote and encourage more young men and women to get involved in theatre, either as an active participant or as a volunteer such as usher, etc.
- To raise funds to assist all theatre programs through adding to the high school's theatre fund. Activities will be carried out to raise the funds to assist all theatre productions and provide volunteers for working the operation of concessions, selling of advertisements, tickets, donation or any other legitimate method that the Board of Directors shall determine.
- To assist in holding down expenses to the theatre department through volunteer services, to provide people to serve as box office (ticket sales and entrance), set construction as needed, costume construction, concessions donors and sellers, program design, ad sales, or any similar activity approved by the theatre department.
- Budgets are to be established at the beginning of each year. The theatre department will submit its list of needs, prepared by the theatre director. The president or designated committee chairman will then present the budget for approval by a 2/3 majority vote of the general membership in attendance.
- All money raised by special fundraising projects to meet the theatre departments requests, will be presented to the school board in a manner of general agreement with the school administrator and club officers. The agreed plan is as follows: to present a summary of income and expenses to submit to the school board at the end of each school year.

## **ARTICLE III - MEMBERSHIP**

### Section 1

Parents and friends of all past or present students, and such other interested and acceptable persons who desire membership shall be eligible for membership in the association.

### Section 2

There may be yearly membership dues established for regular active members. Dues may be increased or decreased by the Executive Board and a majority vote of the general membership.

### Section 3

A special sustaining membership may be established for persons unable to volunteer their efforts but can support the school theatre program through a membership gift. There are three levels of contributions and memberships are to be renewed each year for non-participating supports. Establish three levels of contribution.

1. Gold level is worth \$\_\_\_\_\_.
2. Silver level is worth \$\_\_\_\_\_.
3. Bronze level is worth \$\_\_\_\_\_.

## **ARTICLE IV - OFFICER ELECTIONS**

### Section 1 - Officers:

Officers shall consist of a President, Vice President, Treasurer, and Recording Secretary. There shall be such additional officers, committee chairpersons, Corresponding Secretary and other officials as the President shall appoint from time to time.

### Section 2 - Election of Officers:

Election of officers shall take place at the meeting of the Association to be held in April of each year or as near to April as is reasonable (the election meeting). The slate of officers should be presented to the membership at the March meeting or a meeting preceding the election meeting (the Nomination Meeting). The proposed slate shall be nominated by a nominating committee, hereafter defined, and the committee may nominate more than one proposed officer for each position. The proposed nominations may be accepted by the nominating committee in their sole consideration from the floor during the Nomination Meeting or the nominating committee may generate nominations itself. The full slate or slates as nominated by the nominating committee must be accepted by the Executive Board will be presented and voted upon the Election Meeting.

### Section 3 - Nominating Committee:

The nominating committee shall consist of five members; two shall be elected by the Executive Board; three shall be elected from the floor at a general meeting of the Association to be held preceding the Nomination Meeting.

Section 4 - Term:

Officers shall serve for one year and not for more than two years, consecutively.

Section 5 - Eligibility:

Only members in good standing shall hold office or vote in elections, unless this provision is waived by the Executive Board.

Section 6 - Voting:

Voting shall be by secret ballot at the Election Meeting. There shall be an election committee of three, appointed by the President of the Association on the day of the election of officers.

The duty of the election committee shall be to pass out the ballots, collect the ballots, count them and the chairman of that committee is to read the final count to the Association. In the event there is more than one person nominated for any one office, then whoever wins the majority of votes cast shall be deemed winner of the election. In the event there is but one nominee for any particular office, and that nominee does not receive the majority of votes cast, then the Executive Board shall appoint an eligible member to serve in that office, and hold that office until next regular election, or in the alternative, the Executive Board may determine to hold another election for that particular office. The President, with the consent of the nominating committee, may forego the secret balloting and call for election by voice vote if he deems that the electors are clearly in favor of such procedure.

Section 7 - Installation:

Installation of officers shall be at the May meeting or final meeting of the school year, at which time the new officers shall take over their duties in all matters affecting the next subsequent school year.

Section 8 - Annual Meeting:

The annual meeting of the Association shall be the last meeting of the school year which, ordinarily, will be held in May. At the annual meeting, all annual reports shall be received and the new officers, retiring board, and the newly elected officers and new board, if organized, shall hold a joint session. At the joint session, the retiring officers and board all transfer all books and papers in their possession and belonging to the Association to the new administration, and otherwise advise the new administration as to the status of affairs of the Association. The final financial report shall be voted into record and presented to the School Board at its next public meeting.

Section 9

Past presidents who are still members of the Association shall remain on the Executive Board.

*Voted on and approved, December 5, 2017*