

## **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 director and as he/she desires.

- To support, promote, and maintain a high standard of integrity and in all high school theatre activities..
- 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, students, faculty of the high school and Cape Elizabeth community..
- To promote and encourage more young people 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 at the final meeting of each school year or as near to May/June as is reasonable (the election meeting). The Executive Board shall encourage people to voluntarily nominate themselves prior to the Election Meeting. The Executive Board will present those that have identified themselves as candidates and conduct a vote for each position.

## Section 3 - Term:

Officers may serve for more than one year. The President may not serve more than two consecutive terms in that position.

## Section 4- Eligibility:

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

## Section 5 - Voting:

### Voting

The Executive Board will present the self-nominated candidates at the election meeting. Voting will then take place. 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.

## Section 6 - Installation:

Installation of officers shall be at the 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 7 - Annual Meeting:

The annual meeting of the Association shall be the last meeting of the school year. 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 noted.

#### Section 8

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

### Article V - Collection and Distribution of Funds

#### Section 1

The Treasurer of the association shall collect all advertising revenues, booster fees, donations, concessions revenues, and ticket revenues.

#### Section 2

Ticket revenues belong to the Theatre Department. The association shall deposit all ticket revenues into the Theatre Department school account after the final performance of a show, unless another explicit arrangement has been made between the Theatre Department Director and the association. (An example of such an arrangement would be payment of musicians prior to depositing ticket revenues.)

#### Section 3

The association shall keep ad revenues, booster fees, donations, and concessions revenues for use in support of CEHS theatre students and shows. Use of funds in support of this program and these students includes but is not limited to: programs, posters, show tee shirts, snacks and meals, comp tickets.

#### Section 4

Funds will be disbursed by the Treasurer or other authorized debit card holder (President) in agreed upon amounts for agreed upon purposes only.

*Updated and approved, April 8, 2024*

*Voted on and approved, December 5, 2017*