**HHS THEATRE BOOSTER CLUB**

**BYLAWS OF CORPORATION**

**ARTICLE I- NAME**

The name of this organization will be **HHS Theatre Booster Club**, a non-profit organization under the laws of the United States of America and the State of Texas, and shall hereinafter be referred to as “the Organization”.

**ARTICLE II- PURPOSE**

**Section 1**

The purpose of the organization shall be to support all aspects of the Theatre program and the director/s at Humble High School, to raise funds, support theatre activities, and to be a vehicle by which information can be imparted to members’ families.

**Section 2**

The Organization shall honor all policies of Humble Independent School District (Humble ISD). The director/s shall act as a spokesperson for the students to inform the Organization when services are needed. They may also act as a spokesperson for the HHS Theatre Booster Club with the school principals and school administration.

**ARTICLE III- MEMBERSHIP AND DUES**

**Section 1**

Membership in the Organization shall be open to any person who pays the annual membership fee and has a direct relationship with a current student in the program and is interested in the enhancement and development of the program for all students.

**Section 2**

The membership year shall be from July 1 through June 30.

**Section 3**

Annual dues for each family will be $10.

**ARTICLE IV- MEETINGS**

**Section 1**

Meetings of the Organization shall be held one Thursday per month for a total of 8 (eight) meetings per school year.

**Section 2**

Special meetings may be called by the President or Department Spokesperson. The special meeting shall be called upon with a written, email, or phone call request of five (5) members. No business can be transacted at a called meeting except that for which the meeting was called.

**Section 3**

Meetings’ order of business shall be followed according to the agenda.

**ARTICLE V- OFFICERS AND DUTIES**

**Section 1**

The officers of the Organization must include the President, Secretary and Treasurer. Other officers may be created by the Executive Board and voted on by the general membership, on an as-needed basis and may include, but not limited to: Vice President, Parliamentarian, and Committee Chairs. All officers shall have active membership in good standing and be directly connected to an active student in the Theatre program. No officer shall serve in the same capacity for more than two (2) years. Vacancies during the year shall be filled by special elections.
**Section 2- President**

The president shall preside at all meetings of the organization and perform all duties pertaining to the office. He/she shall, with the approval of the Board and members, appoint all standing and special committees, and he/she shall be an ex-officio member of all committees.
**Section 3 - Vice President**

The vice president shall aid the president with all duties pertaining to the office. He/she shall in the absence of the president, perform all duties of the office of the president. He/she shall serve as chairman of the Audit Committee and shall furnish the Board and members with the findings of said audit. He/she shall be an ex- officio member of all committees.
**Section 4- Secretary**

The secretary shall keep an accurate record of all the proceedings of the organization and shall furnish the president copies of all minutes to be filed with the appropriate school board members. He/she shall conduct all correspondence of the organization as directed by the president, issue notices of all meetings of the organization, and shall read all communication directed to the organization at its scheduled meeting time.
**Section 5- Treasurer**

The treasurer shall keep accurate records on the organization's fundraising and purchases. Books will be of audit quality to pass an annual audit by the school district or IRS authority. Accounts should be reconciled monthly, annual state sales tax reports filed and income tax reports to the IRS to be filed annually. Supply the president with monthly balance sheets on the organization’s funds balance. Process checks for organization’s purchases as approved by the President. **Checks require the President’s signature and the Treasurer**.

**ARTICLE VI- SCHOLARSHIPS**

**Section 1**

The Organization may issue scholarships to graduating seniors going on to higher education. These shall be in the form of checks payable the scholarship recipient’s institution, university or college in the name of the recipient.
**Section 2**

A scholarship committee shall be formed and consist of the Director/Sponsor and at least three of the following: Director/Sponsor, Board Members, other directors/sponsors, or general membership, with the exception of parents or guardians of senior students. **Section 3**

The number of higher education scholarships offered and the amount per scholarship shall be voted on by the Board prior to the announcement of scholarship applications.

**ARTICLE VII- AMENDMENTS**

This constitution may be amended at any regular meeting of the Organization by a vote of active

members present, provided that the proposed amendment has been submitted in writing to the President.

**ARTICLE VIII- DISSOLUTION**

**Section 1**

The HHS Theatre Booster Club may be dissolved of the Head Director/Sponsor deems that the organization is no longer fulfilling its purpose due to waning membership, declining member involvement in the theatre activities, lack of support from the HHS Theatre Booster Club, or repeated conflicts with the Executive Board.

**Section 2**

The HHS Theatre Booster Club may be dissolved by a recommendation from the Executive Board due to waning membership, declining member involvement in activities, lack of support from the HHS Theatre Booster Club, or repeated conflicts with the Director/Sponsor.

**Section3**

After issues have been addressed in prior meetings, and they still remain unresolved, the procedure for dissolution of the HHS Theatre Booster Club is as follows:

* The Director, or the Director and Executive Board together, shall meet with the Theatre Department Head Principal for discussion and approval.
* The Director/Sponsor shall notify the HHS Theatre Booster Club membership of the decision to dissolve the organization via electronic mail, posting on the HHS Theatre Guild website, and sending a letter home to parents by handing letters out in class to every student.
* The Treasurer shall write a check to Humble High School to be deposited into the General Activity Funds. This check will be for all funds deposited into the HHS Theatre Booster Club bank account, less the amount for outstanding checks and the amount (if any) to keep the account open in case the HHS Theatre Booster Club should be re-formed at a later date.
* Any non-cash assets will be donated to the Theatre Department and entered into its district-maintained inventory, or they may be converted into a cash asset, or they may be donated to a local charity.
* All HHS Theatre Booster Club forms (government, financial, organizational, account access, etc.) will be given to the Director/Sponsor for storage. The HHS Theatre Booster Club Officers may make their own photocopies of these forms containing any non-confidential student information.

**Section 4**

The HHS Theatre Booster Club may not be reinstated in the next school year immediately following the dissolution of the HHS Theatre Booster Club, but it may be reinstated at any time in the future after the school year.