

CONSTITUTION AND BY-LAWS OF
TUPELO HIGH SCHOOL THEATRE BOOSTER CLUB

CONSTITUTION

ARTICLE 1

NAME

The name of this organization shall be TUPELO HIGH SCHOOL THEATRE BOOSTER CLUB and is is sometimes referred to in this Constitution and By-Laws as the Club.

ARTICLE II

OBJECTIVES

The objectives of this organization shall be:

1. To support and promote interesting the Tupelo High School THEATRE program.
2. To further the interests of THEATRE students.
3. To aid in providing funds for equipment and expenses not usually met by the Tupelo Public School District Board of Trustees. Equipment purchased by the Club will remain property of Tupelo High School with the exclusive use by the Tupelo High School THEATRE Department.
4. To assist the THEATRE Director in maintenance of the THEATRE Department.
5. To cooperate with the THEATRE Director, School Administration, Principal, Superintendent, and the Tupelo Public School District Board of Trustees:
 - a) By refusing to consider personal grievances before the Club.
Problems relating to individual THEATRE students should be discussed only in private conferences.
 - b) By abstaining from encroaching on the administrative functions of the school.

ARTICLE III

MEMBERSHIP

The parent(s) or legal guardians of student(s) enrolled in the THEATRE Department of the school are entitled to become members of this Club, and any adult interested in these activities may also become a member. The Superintendent, Principal, and THEATRE Director shall be members of the Club.

ARTICLE IV

OFFICERS AND THEIR ELECTION

1. The officers shall consist of a President, Vice President, Secretary, and Treasurer.
2. The officers shall be elected at the regular Club meeting in May, from a slate of nominees presented by the nominating committee, or from nominations made from the floor; but no name shall be placed in nomination without consent of the nominee.
3. The nominating committee shall consist of six members, two of whom are to be members of the Executive Board. One of these two shall act as chairperson of this committee. Two members shall be appointed by the President from the general membership. One member shall be elected by the general membership. The THEATRE Director is a member of the committee.
4. The nominee receiving the highest number of votes cast shall be declared elected.
5. A vacancy occurring in any office shall be filled by a majority vote of the Executive Board at its next meeting after such vacancy occurs.
6. The terms for newly elected officers shall run from June 1 of their elected year, or as soon thereafter as the successors in office can begin their duties, until the following May 31, or approximately one year.
7. An orientation session for newly elected officers shall be scheduled by the outgoing President together with the outgoing officers prior to June 1.
8. All officers and members shall serve the Club without compensation.

ARTICLE V

MEETINGS

1. There will be at least two meetings each year called by the Executive Board or THEATRE Director. The Executive Board at its first meeting may set meeting nights for the current year.
2. Special meetings may be called by the President or THEATRE Director by giving notice to all members.
3. A quorum shall consist of not less than 15 member of the membership and must include the THEATRE Director and not less than two members of the Executive Board. The presiding officer at each meeting shall be the President, or in his/her absence, the Vice President. If neither is able to attend, an officer designated by the President shall preside.
4. A meeting may be postponed or canceled by the President or the THEATRE Director if the postponement would be in the interest of the Club or if there is no business to transact.

ARTICLE VI

PARLIAMENTARY AUTHORITY

Robert's Rules of Order will be followed in all matters not specified in the Constitution and By-Laws of the Club.

ARTICLE VII

AMENDMENTS

This Constitution and By-Laws may be amended at any regular meeting of the Club by a majority vote of members present, provided that all member have been duly notified of any proposed amendment(s), not later than two weeks prior to the scheduled meeting.

BY-LAWS

ARTICLE I

EXECUTIVE BOARD

1. The Executive Board shall consist of the officers of the Club and the THEATRE Director. The Principal shall be an ex-officio member.
2. The Executive Board shall meet prior to each meeting to determine the policies of the Club. The President may call special meetings of the Executive Board upon notification of all Board members.
3. A majority of members of the Executive Board including the THEATRE Director shall constitute a quorum at an Executive Board meeting.
4. The Executive Board shall fill all vacancies except those members employed by the Tupelo Public School District. Any such appointment shall continue for the remainder of the year.

ARTICLE II

DUTIES OF OFFICERS

1. PRESIDENT: It shall be the duty of the President to preside at all meetings, appoint committees, be the executive head of the Club with full power to enforce the Constitution and By-Laws, and be a voting member of the nominating committee and an ex-officio member of all other committees.
2. VICE PRESIDENT: It shall be the duty of the Vice President to preside in the absence of the President, and perform such other duties as pertains to this office. These duties include the responsibility of all fundraising projects.
3. SECRETARY: It shall be the duty of the Secretary to keep a record of minutes of all regular and special meetings of the Club, to attend to all correspondence, and to send out all notices.

Other duties:

- a. Keep a record of minutes of all Executive Board meetings and report to the membership any proposals and recommendations from the Executive Board.
- b. Handle correspondence requested by the President or THEATRE Director and write follow-up thank you letters.

4. TREASURER: It shall be the duty of the Treasurer to receive all monies accruing to the Club and to deposit same in an approved depository under the name of the Club. The Treasurer shall make no expenditures from the funds of the Club without a proper receipt. The Treasurer may disburse funds for the ordinary and necessary activities of the Club upon approval by the Executive Board. Major purchases for the continuing use by the THEATRE Department or the Club shall be approved by a majority vote of all member present at a regular or special meeting.

Other duties:

- a. The Treasurer shall deposit monies from the Club-sponsored fund raising activities in an approved depository under the name of the Club.
- b. The Treasurer shall render a report of transactions and current financial condition of the Club to the Executive Board and members at each regular or special meeting or more often as the Board may require. The Treasurer shall at all reasonable times exhibit the Club's books and related records to the THEATRE Director or any officer and to the members at any general or special meeting. The Treasurer shall maintain complete and accurate records of all monies received and paid on the account of this Club.

ARTICLE III

COMMITTEES

The President shall appoint such committees as are deemed necessary and proper for the operation of the business of the Club and may delegate to such committees such powers and duties as may be proper for the operation of such committee. The number of members for each committee shall be determined by the President and shall have a chairperson appointed by the President from the members of such committee. The chairperson of each committee shall present a plan of work to the Executive Board and no work shall be undertaken by any committee which has not been approved by the Executive Board.

Signatures:

President

_____ Date _____

Secretary

_____ Date _____