

# BY-LAWS of the NORTHVIEW THEATRE BOOSTERS

## **ARTICLE I. NAME**

This organization shall be called the Northview Theatre Boosters.

## **ARTICLE II. PURPOSE**

The purposes of this organization shall be:

- to promote and support the Northview High School theater program and the students therein in accordance with Sylvania Board of Education guidelines;
- to cultivate within Northview High School and the surrounding community a respect for the Northview High School Theatre activities, functions, and achievement; and
- to build and maintain an organization of parents and other interested adults to cooperate with the Northview High School theatre director(s), Northview High School Theatre personnel who hold supplemental contracts with Sylvania City School District, and the Sylvania City School District in the general education and development of all students involved in the Northview High School Theatre program.

## **ARTICLE III. MEMBERSHIP**

Membership in the Northview Theatre Boosters shall be open to any person wishing to advance the purposes of the organization. The Northview High School Theatre director(s) and any and all Northview High School Theatre personnel who hold supplemental contracts with Sylvania City School District shall be ex-officio members of this organization, but shall not have voting privileges. Students shall not be considered members of the organization, but are welcome to attend meetings to present issues and to express their views.

## **ARTICLE IV. OFFICERS**

**Section 1.** The officers of the Northview Theatre Boosters shall consist of five persons including: 1) the President, 2) a Vice President for Performances, 3) a Vice President for Support Activities, 4) a Secretary and, 5) a Treasurer. These individuals will constitute the Executive Board.

**Section 2.** Each officer shall have one vote.

**Section 3.** The terms for each office shall be one year, beginning on July 1 of each school year, following elections that will occur between April 1 and May 31 of each school year. Unless no one else steps forward, and unless it is voted as such by the general membership and agreed upon by the Executive Board, individuals shall not serve more than two consecutive terms in the same office.

**Section 4.** Candidates for the offices of President, Vice President(s), Secretary, and Treasurer shall be parents or guardians of students who will be participants in the Northview High School Theatre program during the upcoming school year. Candidates will be nominated by a committee of three persons, which will include one officer, one committee chairperson, and one general member, each from the current year's membership. Candidates may be nominated by the general membership as well.

**Section 5.** The Executive Board shall have the responsibility and authority to provide general supervision of the activities of the Northview Theatre Boosters between meetings, including project planning for fundraising and other activities supporting the director(s) and participants in the Northview High School Theatre program and shall have the authority to approve expenditures from the organization's funds of \$300.00 dollars or less. Approval of expenditures by the Executive Board in the absence of a general membership meeting must be by a majority (50 % plus one (1) of the current officers. All officers shall act in accordance with the directives and goals as set forth by the Sylvania City School District, Northview High School and in accordance with the Northview Theatre director(s).

**Section 6.** Duties of the officers shall include:

- President - the President is the chief officer of the Northview Theatre Boosters and provides leadership for the organization. The President shall prepare the agenda for general membership meetings, serve as the representative of the organization, and act as liaison between this organization, the Northview High School Theatre director(s), and the Sylvania School system. The President shall maintain an accurate yearly log of his/her activities in order to assist a succeeding or replacement President. The outgoing President shall surrender all records associated with his/her office to the incoming President within fifteen (15) days after the end of the term of office, that is, by July 15 of each calendar year.
- Vice President for Performances - the Vice President for Performances shall be responsible for supporting with the Northview Theatre program by coordinating various activities of the Northview Theatre Boosters that are directly related to specific performances such as event programs, tickets, flowers, food for cast and crew at rehearsals, concessions at performances, and managing ushers and backstage volunteers at performances. The Vice President for Performances will assist the Vice President for Other Support Activities as needed.
- Vice President for Other Support Activities - the Vice President for Other Support Activities shall be responsible for supporting with the Northview Theatre program by coordinating various activities of the Northview Theatre Boosters such as

fundraising, publicity both internal and external to Northview High School, special events (e.g. support for award ceremonies), volunteer coordination, public service activities (e.g. Sylvania Fall Festival). The Vice President for Other Support Activities will assist the Vice President for Performances as needed.

- Secretary - the Secretary shall take minutes at the Executive Board and general membership meetings of the organization, serve as the organization's official correspondent, and keep all organizational records. The Secretary shall distribute proposed amendments to these by-laws to the officers and general membership 30 days prior to the general membership meeting at which they will be considered. The Secretary shall maintain an accurate yearly log of his/her activities in order to assist a succeeding or replacement Secretary. The outgoing Secretary shall surrender all records and supplies associated with this office to the incoming Secretary within 15 days after the end of the term of office, that is, by July 15 of each calendar year.

Treasurer - the Treasurer shall keep all records of financial transactions of the organization, handle the transaction of all financial accounts of the organization, and report on the financial activity and health of the organization at each general membership meeting in written form. The Treasurer shall have available a copy of the financial activity for the current year for members to review at each general membership meeting. Corresponding receipts, ledgers from prior years, bank statements, and other financial information must be maintained a minimum of seven (7) years by the Treasurer and shall be made available for review by members upon their request. The Treasurer shall insure that signature records and contact information is kept up to date for all bank accounts and financial records. The Treasurer's signature must be on all checks that are issued along with the signature of another Executive Board member. The Treasurer shall maintain an accurate yearly log of his/her activities in order to assist a succeeding or replacement Treasurer. The Treasurer shall ensure all books are in good order for any audit and shall surrender the completed books and everything else associated with this office within 15 days after the end of the fiscal year, that is, by July 15 of each calendar year.

## **Section 7. Order of Succession of Officers**

- Should the President be unable to serve his/her term, the succession of officers shall be the most senior Vice President, followed by the next most senior Vice President.

Should two Vice Presidents have the same seniority, the Executive Board shall vote to decide who will serve as President with a simple majority (50 percent plus one (1) of the Executive Board members) vote required for appointment. If a simple majority is not obtained, a new election for President shall be held at a general membership meeting by order of the Executive Board with a majority (50 percent plus one (1) of the voting members present) determining election.

Should the most senior Vice President and next most senior Vice President be unable or unwilling to serve as President, a new election for President shall be held at a general membership meeting by order of the Executive Board with a majority (50 percent plus one (1) of the voting members present) determining election.

**ARTICLE V. MEETINGS** **Section 1.** General membership meetings shall be held monthly from September through May of each school year. Meetings shall be held at Northview High School at a time designated by the President with the advice and consent of the Executive Board. An alternative regular meeting date and/or place may be chosen by the Executive Board to accommodate the school calendar and other considerations such as inclement weather. Every effort shall be made to accommodate the schedules of the Northview Theatre Director(s) so that he/she/they may attend the meetings as well. The times and dates of all general membership meetings for the school year shall be made publicly available no later than the first day of that school year. Necessary changes/updates to meeting dates or times shall be made publicly available at least seven (7) days prior to the revised meeting date and time.

**Section 2.** Special meetings shall be called as needed by the President or a majority of the Executive Board, and shall be adequately publicized in the advance and open to all members.

**Section 3.** Executive Board meetings shall be held prior to the general membership meetings, or as needed, at a time designated by the President but not less than 2 times per fiscal year.

## **ARTICLE VI. ELECTIONS**

**Section 1.** Elections for Officers and Chairpersons/Co-Chairpersons shall be held between April 1 and May 31 at a general membership meeting of the organization. If additional officers or Chairpersons/Co-Chairpersons are needed throughout the year, these individuals shall be elected following the same procedure as listed in Article VI, Section 2. Regardless of when an individual is elected to a position, the term of office shall not exceed June 30 of the current fiscal year.

**Section 2.** Elections shall be conducted by ballot when there is more than one nominee for a position. When a ballot vote is used in a general membership election, a simple majority (50 percent plus one of the voting members present) shall determine election. A voice vote may be used in an uncontested election. A quorum of members, as defined in Article VIII, must be present for a vote to take place. Absentee votes are not permitted.

## **ARTICLE VII. PARLIAMENTARY PROCEDURE**

**Section 1.** The most recent edition of Alice Sturgis' "The Standard Code of Parliamentary Procedure" shall be the parliamentary authority for this organization.

## **ARTICLE VIII. QUORUM**

Quorum at any general membership meeting shall consist of a minimum of eight (8) voting members including at least three (3) officers. No vote may take place at a general membership meeting without a quorum present.

All five (5) Executive Board members must be present for an Executive Board vote.

## **ARTICLE IX. FUTURE AMENDMENTS**

**Section 1.** These By-Laws may be amended at any general membership meeting by two thirds majority of voting members present if the published amendment(s) is circulated among members one month prior to the meeting. The proposed amendment(s) must be provided in written form to the Secretary at least forty-five (45) days before the general membership meeting where the vote will be held, in order to allow the Secretary to give members the required thirty (30) day notice at the next regular general membership meeting.

**Section 2.** In the case of an emergency, the Executive Committee may submit a proposed amendment (or amendments) to these By-Laws for consideration at the general membership meeting, without the advance notice requirement of Section 1. Under these circumstances, approval of this amendment shall require a unanimous vote of those voting members present.

## **ARTICLE X. FINANCIAL**

**Section 1.** An internal audit of the financial records shall be conducted annually within thirty (30) days of the end of the fiscal year (June 30-July 1). The Internal Audit Committee shall consist of two Northview Theatre Boosters members not involved in the disbursement or control of the organization's finances. They shall be appointed by the President during a general membership meeting and with the approval of a majority (50 percent plus 1) of the voting members present. This Committee shall have the authority to determine the degree of involvement of the outgoing and incoming Treasurers during the internal audit. If any discrepancies are found that cannot be accounted for, an external audit shall be conducted by a Certified Public Accountant. The CPA shall be chosen by the President, with the Northview Theatre Boosters paying for any fees for the CPA's services.

**Section 2.** The Northview Theatre Boosters officers shall be bonded at all times.

**Section 3.** All checks made payable from Northview Theatre Boosters shall bear the signatures of two members of the Executive Committee. One of these signatures shall be that of the Treasurer. The Treasurer shall ensure that the appropriate members of the Executive Committee are on the signature card.

**Section 4.** The fiscal year shall be from July 1 of the current calendar year until June 30 of the next calendar year.

**ARTICLE XI. CREATIVE CONTROL** No action or actions shall be taken by the Northview Theatre Boosters, or any member or members thereof, to exert or attempt to exert any control over any portion of the creative process of any Northview High School Theatre production or program.

Initially Adopted 06/05/2007