

**Glenbard North High School**  
**Theatre Booster Association By-Laws**

**Article I. Name of Organization**

The organization shall be known as The Glenbard North Theatre Boosters Association (hereafter referred to as the Association).

**Article II. Purpose and Objectives**

- A. The purpose of the Association shall be to promote theatre education of the students in the Glenbard North High School theatre program.
- B. The Association shall enlist the cooperation and support of the students, parents, school and community to:
  - 1. Encourage theatre in every way possible
  - 2. Make known the needs of the students in the theatre program
  - 3. Promote and publicize the theatre program in the community
  - 4. Assist the theatre directors and the school administration in maintaining a superior program of theatre education
- C. The objective of the Association is to be an effective force in the support and promotion of the theatre program
- D. The Association shall not encroach on the administrative function of the school or the theatre program.

**Article III. Membership**

- A. Membership in the Association is open to all people interested in supporting and improving the theatre program at Glenbard North High School.
- B. The membership year shall begin September 1 of each year and end August 31 of the following year.
- C. Dues must be paid to be a member. The cost of membership will be determined by the Executive Committee prior to the start of each school year.

## **Article IV. Officers**

- A. The officers of the Association shall be President, Vice-President, Secretary and Treasurer.
- B. Each office may be jointly held by two people. If an office is jointly held, there can only be one vote per office on Executive Committee matters.
- C. Officers shall serve a term of one year and may succeed themselves.
- D. Officers may not hold the same office for more than 2 consecutive terms, but may return to that office after at least one year has passed.
- E. Whenever possible, officers shall have a student currently attending Glenbard North High School and involved in the theatre program.
- F. All officers must be members of the Theatre Booster Association.
- G. Officers shall be elected at the final scheduled meeting of the school year and shall assume office immediately.
- H. Any vacancy occurring in any office shall be filled by a majority vote of the Executive Committee.

## **Article V. Executive Committee**

- A. The Executive Committee shall be composed of all officers of the Association and the theatre directors of Glenbard North High School.
- B. The Executive Committee shall meet during the school year as needed.

## **Article VI. Election**

- A. Volunteers for Executive Committee positions will be solicited at the March meeting. A slate of candidates will be presented at the April meeting. The election of new officers will take place at the May meeting. Nominations for Executive Committee positions may also be taken from the floor at the May meeting prior to the election of the Executive Committee positions. Nothing in this subsection shall prevent the election of new Executive Committee Officers at the May meeting.
- B. Election Process
  - 1. The Executive Committee shall, within the scope and provisions of the by-laws, establish such rules and procedures as necessary to achieve a fair and efficient election.

2. All officer positions shall be elected by vote of the membership present.
3. Each member is entitled to one vote.
4. A majority of the votes cast is required for successful election to an officer position.
5. If, by reason of the number of candidates or other factors, a tie vote or a failure to achieve a majority of votes by a single candidate on the first vote occurs, the two candidates receiving the highest number of votes will be voted upon by a second ballot or vote, and the candidate receiving the highest number of votes of the total cost shall be elected.

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6. Ballots-Elections will be held using paper ballots. A staff member will assist in the tabulation.

## **Article VII. Meetings**

- A. Special meetings of the Executive Committee may be called by the President.
- B. The Theatre Booster shall meet on a regular basis (usually once a month).

## **Article VIII. Duties of Officers and Committee Chairpersons**

- A. The President shall preside over meetings of the Association and Executive Committee, have supervision over the affairs of the Association, be an ex-officio member of all committees, and shall be notified of their meetings and receive copies of all minutes.
- B. The Vice-President shall perform the duties of the President in the absence or inability of the officer and shall assist the President when called upon. The Vice-President shall ensure the performance of all committees.
- C. The Secretary shall keep the minutes of the Association and Executive Committee meetings and shall maintain the current set of by-laws and other official documents of the Association. The Secretary shall be responsible for general correspondence. Additionally the Secretary will send email reminders to all Association members prior to regularly scheduled and any special meetings.
- D. The Treasurer shall be the custodian of the funds of the Association, such funds to be deposited in a bank of the Executive Committee's choice. The Treasurer shall disburse these funds at the direction of the Executive

Committee. All checks will be signed by the Treasurer- and shall be signed by another member of the Executive Committee. The Treasurer shall prepare a statement of the financial condition of the Association for each meeting. A committee appointed by the President shall conduct an annual audit of the office.

- E. The Executive Committee shall prepare an annual budget for the Association by the September meeting each year. This budget should outline the projected income and expenses of the Association for the current school year.
- F. Standing Committees
  - 1. Committee chairpersons shall be members of the Association.
  - 2. Each committee chairperson shall give an oral report at scheduled meetings.
  - 3. The committees may consist of the following and any other such committees as the Association may deem necessary:
    - a. Fundraising
    - b. Concessions
    - c. Scholarship
    - d. Membership
    - e. Program
    - f. Publicity

## **Article IX. Non-profit Status and Dissolution**

- A. Non-profit Status – This Association shall be voluntary and not-for-profit, organized and operated exclusively for charitable and educational purposes.
- B. Dissolution – In the event of the dissolution of this Association for any reason, all assets of the Association will be transferred to the theatre directors.

## **Article X. Adoption and Modification of By-laws**

By-laws will be adopted and may be amended by a two-thirds vote of the voting membership present at a regularly scheduled or a special meeting of the Association. Proposed changes must have been presented to the membership in writing at least two weeks prior to the meeting.

## Article XI. Certificate of Adoption

This certifies that these by-laws have been adopted for implementation in accordance with the actions of the Executive Committee.

Adopted on 3-2-2015

President: Allen Plummer

Kelly C. Sherrin

Vice-President: Lyette Tapano

Secretary: Debbie Meneau

Treasurer: Janet Berg

Witness: Marie Gallagher

Witness: Seanna Santiago