

# Kickapoo High School Drama Booster Club Bylaws

## Article I: Name

The name of the organization shall be The Kickapoo High School Drama Booster Club, informally called the "Drama Boosters" or "Booster Club".

## Article II: Purpose

The Kickapoo High School Drama Booster Club is organized exclusively for the purpose of supporting the theater and drama program of Kickapoo High School, Springfield, Missouri through motivational activities, fundraising events and through such other nonprofit activities as its members may determine appropriate.

## Article III: Membership

**Section 1: Eligibility.** Membership shall be open to any parent, guardian, alumni, or other person interested in the progress and developments of the Kickapoo High School Theater and Drama Program. Parents, guardians, and alumnus, upon payment of dues, shall automatically be voting members.

**Section 2: Dues.** Membership dues shall be payable annually and run concurrent with the school calendar. The amount of dues will be determined at the officers' meeting prior to the first general membership meeting of the year.

## Article IV: Officers and elections

**Section 1: Role.** It is the role of the elected officers to preside over and direct the membership in all activities that have a direct or indirect bearing upon the fulfillment of the booster club's purpose as outlined under Article II.

**Section 2: Compensation.** There is no compensation for any person or persons acting as or in the capacity of an officer of the booster club. It is done on a strictly voluntary basis with all proceeds generated by or for the booster club directed to and for booster club activities and awards.

**Section 3: Officer Elections.** The election of officers for the following school year shall take place as the last order of business during the last scheduled meeting of the current school year. The elections shall be directed by the current officers and voted by majority rule of only attendees at the last meeting. There shall be no proxy votes allowed.

**Section 4: Term of Office.** All elected officers shall serve for only one term unless re-elected. The term is designated as being at the completion of the election during the last meeting of the following school year.

**Section 5: Quorum.** A quorum must be attended by at least fifty (50) percent of the officers before business can be transacted or motions made or passed.

**Section 6: Officers.** There shall be at least four (4) officers elected every school year. They shall consist of, but not limited to, a President, Vice President, Secretary, and Treasurer. Other officers may be elected if presented with good reason to the membership where a majority vote shall decide. Any current member can make nominations of other officers.

**Section 7: Officer Duties.**

**President:** The President shall convene regularly scheduled meetings of both officers and entire membership. The President can arrange for other officers to preside over the meetings in the event of an unavoidable absence and with the full authority of the President. The order of selection would be Vice-President, Secretary, and Treasurer.

**Vice President:** The Vice President shall chair or oversee special subjects or projects decided upon by the officers. The Vice President is considered to be in charge with the authority of the President in the President's absence and shall be held accountable by the officers for all actions taken on the President's behalf.

**Secretary:** The Secretary shall be responsible for keeping records of the officers actions including overseeing the taking of the minutes at all booster club meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each officer, and assuring that booster club's records are maintained.

**Treasurer:** The Treasurer shall make a report to the booster club at each meeting. The Treasurer shall help develop fundraising plans in conjunction with any person or persons charged with fundraising responsibility. The Treasurer is responsible for making financial information available to the officers and the public. No money shall be distributed from booster club funds unless approved by a booster club officer.

**Sponsor:** The position of Sponsor shall be an ex officio position held by PHS Drama teacher(s) acting as the primary liaison between the PHS drama program and the booster club.

**Section 8: Vacancies.** If an officer vacancy occurs during the regular school year between normal election dates, nominations for members to fill the position(s) shall be accepted and voted upon at the next scheduled meeting. Majority rules.

**Section 9: Resignation.** An officer wishing to relinquish all duties associated with their current office must present a letter of resignation to the President. If the President is the officer in question, then any other officer may receive the resignation and present it to the highest officer available.

**Section 10: Officer Termination.** In the event that an officer is determined not to be fulfilling their office responsibility or is deemed to be acting in a manner that is contrary to the booster club's purpose as outlined in Article II, that officer

may be voted out of office. This vote can take place either at the next scheduled meeting or a special meeting that is called by a different officer and voted upon by a majority of the current registered membership. In the event of an officer being voted out of office, that person will not give up any rights of membership.

**Article V: Activities**

**Section 1: Activity.** Fundraising activities are the primary method by which we as a booster club fulfill our purpose as outlined in Article II. While participation other than membership dues is not mandatory, it is considered the responsibility of all officers and members to participate to their fullest capacity when these activities are taking place.

**Section 2: Committees.** A committee may be put in place to handle the oversight of an activity if so deemed by the officers and voted approved by a majority of officers.

**Article VI: Legal**

**Section 1: Criminal Activity.** Any officer or member convicted of a felony, which was performed while operating at a booster club function or activity or in the name of the booster club, shall lose all rights to membership. All membership dues will be forfeited and all items belonging to the booster club shall be returned, replaced, or paid for in full by the offending officer or member.

**Section 2: Legal Intent.** Any bylaw written or inferred in this document shall be considered to have been written or executed with the goodwill intent of following current state laws. Any state laws that pertain to any items written herein shall be considered to supercede those items.

**Article VII: Voting.**

**Section 1:** All voting taking place within the booster club organization will be done according to majority rules unless otherwise stated in the bylaws.

**Section 2: Officer Voting Deadlock.** Should a deadlock occur while officers are voting on issues governed by their authority, the issue(s) shall be presented to the membership body at the next scheduled meeting or a special meeting as deemed necessary for resolution by majority vote.

**Article VIII: Amendments.**

**Section 1:** These bylaws may be amended when necessary by a two-thirds (2/3) majority vote of booster club members present. Proposed amendments must be submitted to the secretary to be sent out with the regular meeting announcements.

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**Sponsor**

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**President**

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**Vice President**

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**Secretary**

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**Treasurer**