

Perry Schools Theatre Guild
CONSTITUTION AND BY-LAWS

REVISED May 1, 2011

**PERRY SCHOOLS THEATRE GUILD
CONSTITUTION AND BY-LAWS
REVISED May 1, 2011**

ARTICLE I- NAME AND ADDRESS

The name of this organization shall be: Perry Schools Theatre Guild.

ADDRESS: Perry High School
One Success Blvd.
Perry, Ohio 44081-9602

ARTICLE II- PURPOSE AND GOALS

The purpose and goals of this organization are as follows:

SECTION I: Purpose - This organization is organized exclusively for charitable purposes to support the theatre program and Buccaneer Show Choir program of the Perry Local School district, under section 501(C) (3) of the Internal Revenue Code of 1954.

In the event that this organization dissolves, all assets will be assigned to the Perry Local Board of Education, or to another charitable organization, which shall at the time qualify as an exempt organization under Section 501 (C) (3) of the Internal Revenue Code of 1954, and the assets shall be designated for the above charitable purposes.

SECTION II: Goals - The goals will be to assist in the support of the Theatre program and the Buccaneers program of the Perry Local Schools.

ARTICLE III- MEMBERSHIP

SECTION I: Membership – The membership of this organization shall be open to all students, parents or guardians of theatre program and Buccaneer program participants and to any other interested individuals who will uphold the policies of this organization and agree to its Bylaws.

SECTION II: Qualification - Eligible persons shall become members by submitting a registration form at the beginning of each school year.

SECTION III: Membership Drive – An annual membership drive shall be conducted at the beginning of the school year.

ARTICLE IV-BOARD OF DIRECTORS

SECTION I: Qualification - Any registered member is eligible to serve on the Board of Directors. Election of board members will be by vote of the membership.

SECTION II: Powers - The board shall be the governing body of the Organization and shall manage, control and direct the affairs and property of the organization. The board of directors will consist of 7 to 10 individuals with representation by at least one student and one theatre program personnel.

SECTION III: Compensation - No Director shall receive compensation for any service he or she may render to this organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

SECTION IV: Officers – The officers for this organization and their respective duties are as follows:

A. President

The President shall preside at all meetings of the organization, appoint all committees and shall be an ex-officio member of all established committees. The President shall have the authority to sign checks in the absence of the Treasurer for authorized expenditures.

B. Vice-President

The Vice-President shall assist with all duties of the President and assume all duties of the President in his/her absence.

C. Secretary

The Secretary shall keep records and minutes of all meetings and attend to all correspondence. The Secretary shall be the custodian of all official records of the organization.

D. Treasurer

The Treasurer shall be bonded, and keep an accurate record of all receipts and disbursements, showing each activity separately as well as a complete record of all funds. The Treasurer will receive all funds. Books shall be audited in July by an independent accounting firm. All record books shall also be audited whenever there is a change of the Treasurer. The fiscal year of this organization shall be from September 1st through August 31st.

SECTION V: the President at the regular April meeting each year shall appoint a nominating committee, of at least three. Nominations may be made from the floor after the report of the committee.

Officers are to be elected in June. The August executive board meetings will be a joint meeting of the old and new officers. New officers will be installed at the close of the September meeting and assume their duties thereafter. A majority vote of members present shall constitute a valid election.

The term of office will be two (2) years. Two positions shall be decided each calendar year. To assure continuity on the board, elections will be split to include:

1. President and Treasurer
2. Vice-President and Secretary

SECTION VI: A resignation must be presented in writing and read at the first regular meeting following the date of the letter. The vacancy may be filled immediately by nominations from the floor or be appointed by the Executive Board.

In the event an officer finds reason for dismissal of a fellow officer (i.e., relating to matters detrimental to the functioning of the booster organization), the matter will be brought to the attention of the Executive Board to discuss further action. Removal from office shall be by majority vote of the remaining members of the Executive Board.

ARTICLE V – MEETINGS

SECTION I: The regular meeting shall be held monthly beginning in September, on the first (TBD) of the month. When the first (TBD) falls on a legal holiday, the meeting shall be held on the following (TBD). Any monthly meeting may be cancelled by majority vote of the Executive Board.

SECTION II: the President may call special meetings. Minutes of all special meetings are to be read at the next regular meeting.

SECTION III: A quorum shall consist of those present.

ARTICLE VI- EXECUTIVE BOARD

SECTION I: The Executive Board shall be composed of the officers of the organization and the Theater Director. The Executive Board will meet monthly. Any recommendations are to be acted upon by the members of the organization at the next regular meeting.

SECTION II: A majority of the Executive Board shall have the authority to spend up to \$250.00 for necessities.

ARTICLE VII- STANDING COMMITTEES

SECTION I: The Executive Board will set up guidelines for each committee. There may be the following committees:

1. By-Laws and Standing Rules
2. Membership
3. Advertising/Promoting/Sponsorship
4. Production hospitality and concessions
5. Finance or Acquisitions and Requisitions
6. Volunteer coordinator
7. Fund Raising
8. Special Events

Any additional committees may be appointed as needed.

SECTION II: The President shall appoint all committee chairpersons, and fill any vacancies due to resignation of chairmen, with the approval of the Executive Board.

ARTICLE VIII- AUTHORITY

SECTION I: The rules contained in Robert's Rules of Order, Revised, shall govern this organization.

SECTION II: No member of this organization shall have the authority to bind this organization in any manner without the recommendation of the Executive Board, and with the approval of the membership.

ARTICLE IX- AMENDMENTS

Presenting the amendment in writing may amend this constitution and By-Laws. At a regular meeting and again at the next meeting where it must be passed by a two-Thirds vote of the members present. The Constitution and By-Laws shall be reviewed by A Committee appointed by the President every four (4) years.

This document has been reviewed and revised by an appointed committee according to the constitution on May , 2011. The revised version will be presented to the general membership at the May 5th, 2011 meeting for review and approval.

Paula D. Jackson _____

Patricia Betteley _____

Mark Welch _____