

Bylaws
East Grand Rapids High School Stage Boosters
Revised 2007

Article I

Name

The name of this organization shall be East Grand Rapids High School Stage Boosters.

Article II

Purpose

The purpose of this organization shall be to:

1. Assist and guide students in drama endeavors in cooperation with school personnel.
2. Be a resource for the drama director and drama programs at East Grand Rapids High School.
3. Actively promote an appreciation for the dramatic arts and increase skills and knowledge of theatre arts by providing opportunities for student enrichment.
4. Support and encourage participation in student Drama Club.
5. To assist in fundraising projects that will:
 - a. Help defray costs of the school's drama program.
 - b. Provide financial awards to seniors who have distinguished themselves in the dramatic arts.
 - c. Help provide educational experiences for Drama Club students or defray costs of summer enrichment activities, such as drama camps or workshops.

Article III

Membership and Dues

Section 1. Any interested parent, resident or staff member of the East Grand Rapids School district (or other interested parties) is eligible to be a member. Membership shall be from September 1 to August 31.

Section 2. Members who have paid annual dues may vote on organization business and hold office.

- a. The amount of dues shall be determined annually.
- b. A membership drive shall be held each fall and continue throughout the year.

Article IV

Officers and their Election

Section 1. Each officer shall be a member of this organization.

Section 2. The officers of this organization shall be a President, a Vice President, a Secretary, and a Treasurer. Each officer is a member of the Executive Committee.

Section 3. A Nominating Committee shall be formed annually for the purpose of choosing candidates for office. The chair shall be the immediate past president of the organization. If the immediate past president is unavailable to serve the chair will be the vice president. The chair of the Nominating Committee will appoint a committee of at least two other members. It shall be the duty of this committee to present a slate of officers to be voted upon at the May general membership meeting. Prior to the May meeting the slate shall be presented to the Executive Committee and the general membership at least one month in advance.

Section 4. Officers shall be elected to serve for one year and shall assume their official duties at the close of the school year.

Section 5. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office unless approved by a general vote of the membership.

Section 6. A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the remaining members of the Executive Committee.

Article V Duties of the Officers

Section 1. The president shall:

- a. Preside at all meetings of the organization and the Executive Committee.
- b. Be an ex-officio member of all committees except the nominating committee.
- c. Coordinate the work of the officers and committees.
- d. Appoint the chairs of standing committees.
- e. Serve as the representative to the EGR High School PTSA or arrange for an alternate to attend.
- f. Co-sign any checks over \$500.00.

Section 2. The Vice President shall:

- a. Act as an aide to the President and perform the duties of the President in case of absence or disability.
- b. Be trained by the President to continue in that office.
- c. Be responsible for reviewing the bank statement and signifying their review by signing the statements.
- d. Chair the committee on scholarship awards. In the event the vice president has a child or guardian who is a member of the senior class the President will appoint a chair for the scholarship committee.

Section 3. The Secretary shall:

- a. Keep an accurate record of all meetings of the organization.
- b. Prepare minutes for distribution and approval at meetings.
- c. Conduct all correspondence as delegated.
- d. Be responsible for making the membership aware when meetings will be held and do so in a timely manner.

Section 4. The Treasurer shall:

- a. Have custody of all funds of the organization.
- b. Keep a full and accurate account of receipts and expenditures.
- c. Make disbursements in accordance with the approved budget as authorized by the Executive Committee.
- d. Prepare and submit to the executive Committee for approval an annual budget.
- e. Present a financial statement at every meeting of the organization and at other times as requested by the Executive Committee.
- f. Reconcile all bank statements after signatory review by the Vice President.
- g. Submit the books annually for an audit.

Section 5. The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the executive board at least two weeks before September 1st.

Section 6. All officers shall:

- a. Perform the duties outlined in these bylaws and those assigned from time to time.
- b. Deliver to their successors all official material within thirty (30) days following the meeting at which the successors are elected.

Article VI

Executive Committee

Section 1. The Executive Committee shall consist of the elected officers and the immediate Past President if available.

Section 2. The duties of the Executive Committee shall be: to transact necessary business in the intervals between meetings to recommend standing and special committees, to serve as advisors to the President and to fill vacancies as may occur between elections.

Section 3. Three or more members of the Executive Committee constitute a quorum.

Article VII

Meetings

Section 1. The slate of officers will be voted upon at the May general membership meeting.

Section 2. General membership meetings shall be held on the second Tuesday of every month during the school year or as determined by the Executive Committee and will be publicized to the general membership.

Section 3. General membership meetings shall be open to any community member.

Section 4. Any unbudgeted expenditure over \$500.00 must be approved by the general membership.

Section 5. A quorum for the transaction of business shall consist of at least three (3) officers and five (5) members of the organization.

Article VIII

Disbandment

Section 1. Only those persons who were members in good standing thirty (30) days prior to date of the vote of disbandment shall be entitled to vote. Membership enrollment shall be available at any time.

Section 2. Approval of disbandment shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the meeting, a quorum being present.

Section 3. The organization's assets, funds, and records shall be turned over to the EGR Schools Foundation to be held in escrow until the organization reactivated itself, a period not to exceed two (2) years.

Section 4. If the organization does not reactivate itself by the end of this two (2) year period, its funds and assets shall become the property of the EGR Schools Foundation. The proceeds of the organization's funds and assets should be earmarked for further education in the dramatic arts.

Article IX

Amendments

Section 1. These bylaws may be amended at any general membership meeting by a two-thirds (2/3) vote of the members present, given a quorum, and voting provided that notice of the proposed amendment shall have been given at least 30 days prior to said meeting.